



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

Unofficial call for admissions to the Master's Degree Program with programmed number in.

POLICY, ADMINISTRATION AND ORGANIZATION - PAO

English Language Curriculum POLITICS AND SOCIAL POLICY

Class LM-63 SCIENCES OF PUBLIC ADMINISTRATION.

2023/2024 academic year

Disclaimer: *The official Call for admissions to the 2nd cycle Degree Program in Politics and Social Policy for the a.y. 2023/2024 (in Italian) is available on the website of the above mentioned degree programme (<https://corsi.unibo.it/2cycle/PoliticSocialPolicy/how-to-enrol>). The present document is unofficial, and constitutes a mere summary which contains general information regarding application requirements and deadlines. For a complete set of instructions and further information on admission, candidates are strongly encouraged to consult the official Call for applications published in Italian.*

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11. *This university has long been engaged in important awareness-raising work for the purpose of countering gender stereotypes. With this in mind, it was decided to give greater linguistic visibility to differences. Where the masculine is used in this document, solely for the purpose of simplification, the form is intended to refer inclusive to all persons working within the community it self*

1. GENERAL INFORMATION

1.1 TO WHOM THE ANNOUNCEMENT IS ADDRESSED

This call for applications is for those who intend to enroll for the academic year 2023/2024 in the master's degree program with restricted access in **Politics, Administration and Organization - PAO, international curriculum "Politics and Social Policy," class LM-63.**

Course activities are taught entirely in English.

Information regarding the course of study (regulations, entry requirements, educational plan, educational objectives, information and contacts, etc.) is available at the following webpage: <https://corsi.unibo.it/magistrale/PoliticaAmministrazioneOrganizzazione/il-corso>.

1.2 WHO CAN PARTICIPATE IN THE SELECTION

All students interested in enrollment are eligible for selection, including those who:

- a. come by transfer from another course of study at this university
- b. come from transfer from another university
- c. intend to apply for recognition of prior studies by being in possession of an Italian or foreign academic degree, or for having pursued their studies abroad or because they have dropped or lapsed in a course of study.

Such candidates, before registering for selection or otherwise before transferring or transferring, should consult the conditions of admission to the years of the course after the first one.

1.3 WHAT ARE THE DEADLINES THAT NEED TO BE OBSERVED

All deadlines in the procedure are **peremptory** and failure to meet them will result in **exclusion** from selection or the possibility of enrollment in the course of study, regardless of the reasons given.

Failure to register for selection by the deadline will result in inability to enroll in the course of study.

In the event of a successful selection, a successful candidate who fails to pay the first installment of the annual contribution fee by the deadline will be considered tacitly renounced, regardless of any reasons for the delay.

Below is **the overall outline of the deadlines**, referring to subsequent parts of the notice for details of the procedure.

2. GENERAL CALENDAR

For admission to the course there is **only ONE selection process** reserved for both Italian, European Union and equivalent categories citizens and non-EU citizens residing abroad.

There is also only one clearing procedure.

SELECTION

(reserved for candidates who are citizens of Italy, the European Union, non-EU citizens equated with or exempt from the quota of international students and non-EU citizen applicants residing abroad)

<i>Phases</i>	<i>D a t e s</i>
Application for selection	From June 6, 2023, 1 p.m. to 6 July 2023, 1 p.m.
Publication of final ranking list of winners	July 20, 2023
Winner matriculations	From July 27, 2023, 1 p.m. to July 29 August 2023
Declaration of interest in recovery procedure	July 27 to August 29, 2023
Publication of list of candidates admitted to clearing procedure and starting matriculation	September 4, 2023
Ending Matriculation Recovered Candidates	September 11, 2023
Deadline for course transfers	September 11, 2023

2.1 EXTRAORDINARY SELECTION

If there are still vacancies at the end of the ordinary selection, **a possible extraordinary selection may be activated**. The relevant notice will be published at www.studenti.unibo.it and on the Course of Study website.

3. PLACES AVAILABLE

For A.Y. 2023/2024, a total of **25 places** are available for admission to the master's degree program in Politics, Administration and Organization, Politics and Social Policy curriculum, divided by quota as follows:

- No. **21** places for Italian citizens, EU citizens, non-EU citizens of equivalent status and non-EU citizens residing abroad competing with EU candidates **(A)**;

- No. 4 places for non-EU citizens living abroad **(B)**.

Places reserved for non-EU citizens residing abroad that are not filled at the end of the selection process will be made available to citizens of Italy, the European Union, and equivalent categories at the same time as the clearing procedure phase.

A) Places for Italian citizens only, EU citizens and equivalent non-EU citizens or non-EU citizens residing abroad competing with EU candidates who are eligible to participate in the selection provided in the notice:

- information on non-EU citizens treated as such is on page www.unibo.it/studentiinternazionali/hisono, item 1;
- information on non-EU citizens living abroad competing with EU candidates is on page www.unibo.it/studentiinternazionali/hisono, item 2. Even if exempt, international students must still comply with the procedures for non-EU students residents abroad.

B) Places for non-EU citizens living abroad (international student quota) who can participate in the selection within the quota reserved for them.

International students, in order to participate in the selection process, must follow the procedures defined by the Ministry of University and Research (MUR) in a special circular (MUR Circular) available at: www.studiare-in-italia.it/studentistranieri/. Specifically, they must:

- Submit pre-registration application to the appropriate Italian diplomatic representation;
- Be in possession of a degree that allows access to university.

Detailed information can be found at:

<https://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/iscrivarsi-corso-di-laurea-magistrale-con-title-foreign> and www.unibo.it/iscrizioniStudentiNonUE.

PLEASE NOTE: Non-EU citizens holding a residence permit for study purposes who **formally** renounce **their studies** at this or another university, lose the requirements for residence in Italy with the consequent revocation of their residence permit. In this case they will have to return to their country of origin and initiate the pre-enrollment procedures through the Italian diplomatic representations with territorial jurisdiction (Embassies/Consulates), within the deadlines set annually and published on the website <http://www.studiare-in-italia.it/studentistranieri/>.

4. ADMISSION REQUIREMENTS

Admission to the International **Politics and Social Policy** curriculum of the Master of Arts in Politics, Administration and Organization degree program requires:

- Be in possession of a bachelor's degree or university degree of three years' duration, or a bachelor's degree related to the former system, or other degree obtained abroad, recognized as eligible;

- **FOR NON-EU CANDIDATES ONLY:** having earned a degree and/or having taken examinations congruent with the course of study for which he/she is applying. This congruence will be evaluated by the committee on the basis of the exams taken;
- Be in possession of certain curricular and language requirements as outlined in the following points. Applicants with a degree from abroad should consult the detailed information at www.unibo.it/IscrizioniLaureaMagistraleTitoloEstero

Undergraduates may also apply for admission to the selection (under condition), provided that they have **acquired at least 150 CFU by the selection application deadline** and the admission title is obtained no later than December 28, 2023. For the purpose of acquiring 150 CFU, Transcript of records acquired during the Erasmus mobility not yet registered in the career are also considered valid, according to the correspondences indicated by the relevant Learning Agreement.

A. CURRICULAR REQUIREMENTS

Access to the International Politics and Social Policy curriculum requires having completed:

- **A bachelor's degree or other recognized foreign degree** in one of the following classes:

L-14 LEGAL SERVICES SCIENCE
 L-15 TOURISM SCIENCE
 L-16 ADMINISTRATION AND BUSINESS MANAGEMENT SCIENCES
 L-20 COMMUNICATION SCIENCES
 L-33 ECONOMIC SCIENCES
 L-36 POLITICAL SCIENCE AND INTERNATIONAL RELATIONS
 L-37 SOCIAL SCIENCES FOR COOPERATION, DEVELOPMENT AND PEACE
 L-38 L-39 SOCIAL WORK
 L-40 SOCIOLOGY
 L-41 STATISTICS

OR

- **A bachelor's degree or other recognized foreign degree in one of the following**

L-1 CULTURAL HERITAGE
L-3 DISCIPLINES OF FINE ARTS, MUSIC, PERFORMING ARTS AND FASHION
L-5 PHILOSOPHY
L-6 GEOGRAPHY
L-10 HUMANITIES
L-11 MODERN LANGUAGES AND CULTURES
L-12 LANGUAGE MEDIATION
L-19 EDUCATION AND TRAINING SCIENCES
L-24 PSYCHOLOGICAL SCIENCE AND TECHNOLOGY
L-42 HISTORY

Provided you have acquired at least 24 undergraduate credits in any of the following SSDs:

SPS/02 HISTORY OF POLITICAL DOCTRINES
 SPS/04 POLITICAL SCIENCE
 SPS/07 GENERAL SOCIOLOGY
 SPS/08 SOCIOLOGY OF CULTURE AND COMMUNICATION PROCESSES
 SPS/09 SOCIOLOGY OF ECONOMICS AND LABOUR PROCESSES
 SPS/10 SOCIOLOGY OF ENVIRONMENT AND TERRITORY
 SECS-P/01 POLITICAL ECONOMY
 SECS-P/02 POLITICAL ECONOMY
 IUS/09 INSTITUTIONS OF PUBLIC LAW

For those who hold a **degree obtained abroad or a degree from a system prior to Ministerial Decree 509/1999**, the Commission proceeds to the evaluation and verifies the possession of knowledge and skills on the basis of the previous career and the congruity of the degree with respect to the curricular requirements provided.

B. LANGUAGE SKILLS- ENGLISH LANGUAGE LEVEL b2

English language proficiency of B2 level is acquired. Language proficiency is verified:

•With possession of one of the following certifications earned not more than two years ago:

- a. among those listed in the CLA degree equivalency table:

<https://centri.unibo.it/cla/it/riconoscimento-idoneita-linguistica>;

or alternatively:

- b. English level B2 certification issued by a university language center
- c. TOEFL computer-based of at least 213 points
- d. TOEFL paper-based TOEFL of at least 550 points
- e. Trinity GESE 8

•Or in the presence of any of the conditions listed below:

1. Have earned a bachelor's degree from an English-speaking university;
2. Have completed an undergraduate degree taught entirely in English;
3. Hold an IB Diploma (International Baccalaureate), High School Diploma or GCE (General Certificate of Education) degree awarded in English (at least 50 percent of the coursework must be taught in English);
4. Have completed at least 8 CFUs, including laboratory work, in the SSD L-LIN/12, with an average grade of not less than 24/30 (CFUs earned by a "pass" grade/*idoneità* will not be considered).

Documentation of English language proficiency level B2 must be attached compulsorily to the application, as indicated in the "Application for Selection" section, under penalty of exclusion from the selection.

Information and/or clarification of access requirements can be obtained from

didatticasociale.pao@unibo.it

5. APPLICATION FOR SELECTION

All candidates, by the following peremptory deadlines provided in the General Schedule:

June 6, 2023, 1 p.m. to July 6, 2023, 1 p.m.

must register for the selection according to the procedures outlined below:

1. **Connect** to Students Online (www.studenti.unibo.it) using **SPID or CIE**.

An international student who does not have an ID issued in Italy can log in with University credentials; to obtain them, he or she must go to Students Online (www.studenti.unibo.it) choose "Register" and then "International Student Registration."

2. **Click** on the "Application for Admission" button, select "Master's Degree," choose the competition "**PAO - International Politics and Social Policy Curriculum**" and then "proceed."

3. Upload all required documents in .pdf format listed below;

4. **proceed** up to the payment of the admission test fee of **50.00 euros, which will not be refunded under any circumstances**. Payment must be made in the manner indicated on Students Online (www.studenti.unibo.it).

Only and exclusively candidates who have completed the registration for the selection test and paid the relevant fee by the deadline and in the manner described above are eligible for evaluation.

No delivery or mailing of paper materials to the Offices shall be made.

To be assisted and guided in filling out the online application for the test, candidates can contact the Student Online Help Desk by phone on +39 051 20.80.301 or by sending an e-mail to help.studentionline@unibo.it.

Documents required by the Course, to be uploaded in pdf format and attached to the application for selection:

1. Photocopy of a valid identification document
2. Copy of residence permit, if held, for non-EU citizens
3. Curriculum vitae (European model) completed and signed
4. Transcript of records/List of exams, grades obtained and respective SSDs **with indication of weighted average (only for students NOT from the University of Bologna)**
5. Certification showing English language proficiency level B2 or higher (see section 4B "Language Skills - English Level B2")
6. Certifications attesting to the training experiences referred to in point (d) of paragraph 6 "Arrangements for carrying out the selection".

Please note: In order to complete the application, candidates must also declare in the application process the possession of the degree according to the instructions below:

Graduate or undergraduate candidates from the University of Bologna:

for graduates and undergraduates of the University of Bologna, data are acquired automatically by the system. Graduates, in case they possess more than one degree, must indicate the one useful for selection purposes. For **undergraduates**, information on verbalized teachings is automatically updated by the system until the selection registration deadline;

Graduate or undergraduate candidates from other universities or with foreign degrees:

Candidates from other universities must report the courses taken, grades and respective scientific disciplinary fields (SSDs) in the box "*Degree Title - Enter the details of the courses taken to complete the request - INSERT.*"

Undergraduates can access it up to the selection deadline date to update data on exams taken.

For evaluation purposes, the Commission will analyze only and exclusively the documents entered and the information indicated in the application for admission present on the selection deadline. It will not be possible to supplement this information later.

Modalities of participation for non-EU candidates residing abroad

The non-EU citizen candidate residing abroad must also follow the procedures defined by the Ministry of University and Research (MUR) with a special circular (MUR Circular) available at: www.studiare-in-italia.it/studentistranieri/.

Detailed information is on:

www.unibo.it/iscrizioniLaureaMagistraleTitoloEestero and www.unibo.it/iscrizioniStudentiNonUE

6. METHODS FOR SELECTION PROCESS - Verification of the adequacy of the personal preparation

Admission to the course is subject to passing a personal adequacy check preparation.

The evaluation is for qualifications only and involves the awarding of a maximum score of 100, calculated according to the criteria below:

a) Academic curriculum (weighted average of grades in thirtieths): up to 60 points.

The marks awarded will be calculated according to the following formula: [(Weighted average of grades examination - 18) x 60/11.5]

Sixty points are awarded to all those who have a weighted average of examination marks equal to or greater than 29.5/30].

A penalty is applied to those who have earned less than 170 CFUs according to the following formula: [(Weighted average of exam grades - 18) x 60/11.5] - [(170 - CFUs acquired) x 0.37].

In the case of a degree obtained abroad, in order to apply the same selection criteria established for Italian degrees, the Examination Board will apply the ECTS (European Credit Transfer System) conversion formula, and in the event that candidates have degrees with ratings that cannot be converted in the aforementioned system, the Board will award points by evaluating the individual degrees presented.

b) Congruence of CFUs earned in different SSDs: up to 20 points

A ¼ point up to a maximum of 20 points will be awarded for each CFU earned in the following scientific disciplinary areas:

- SPS/01 POLITICAL PHILOSOPHY
- SPS/02 HISTORY OF POLITICAL DOCTRINES
- SPS/03 HISTORY OF POLITICAL INSTITUTIONS
- SPS/04 POLITICAL SCIENCE
- SPS/05 HISTORY AND INSTITUTIONS OF THE AMERICAS
- SPS/06 HISTORY OF INTERNATIONAL RELATIONS
- SPS/07 GENERAL SOCIOLOGY
- SPS/08 SOCIOLOGY OF CULTURAL AND COMMUNICATIVE PROCESSES
- SPS/09 SOCIOLOGY OF ECONOMIC AND LABOR PROCESSES
- SPS/10 SOCIOLOGY OF ENVIRONMENT AND TERRITORY
- SPS/11 SOCIOLOGY OF POLITICAL PHENOMENA
- SPS/12 SOCIOLOGY OF LAW, DEVIANCE AND SOCIAL CHANGE
- SPS/13 HISTORY AND INSTITUTIONS OF AFRICA
- SPS/14 HISTORY AND INSTITUTIONS OF ASIA
- IUS/08 CONSTITUTIONAL LAW
- IUS/09 INSTITUTIONS OF PUBLIC LAW
- IUS/10 ADMINISTRATIVE LAW
- IUS/13 INTERNATIONAL LAW
- IUS/14 EUROPEAN UNION LAW
- IUS/21 COMPARATIVE PUBLIC LAW
- SECS-P/01 POLITICAL ECONOMY
- SECS P/02 ECONOMIC POLICY
- SECS-P/03 FINANCE SCIENCE
- SECS-P/07 BUSINESS ADMINISTRATION
- SECS-P/08 BUSINESS ECONOMICS AND MANAGEMENT
- SECS-P/10 BUSINESS ORGANIZATION
- SECS-S/01 STATISTICS
- SECS-S/05 SOCIAL STATISTICS
- M-STO/02 MODERN HISTORY
- M-STO/04 CONTEMPORARY HISTORY

For degrees earned or to be earned abroad, the congruence of the academic curriculum with the LM PAO, Politics and Social Policy curriculum will be evaluated by the Examination Board based on the correspondence of the exams taken to the Italian Scientific Disciplinary Sectors.

c) Internationalization experience: 5 points each up to a maximum of 10 points

- Erasmus
- Overseas

d) Other activities related to the educational path: 5 points each up to a maximum of 10 points

- Additional qualifications in addition to the Bachelor's degree required for entry;
- Additional language certifications in addition to the admission requirement (B2 level of English), if at or above B2 level;
- Work experience, internships, volunteer work, and publications related to the field of political economy and international relations.

Verification of the adequacy of personal preparation shall be deemed to have been passed with the attainment of a score greater than or equal to **60/100 (SIXTY/ hundredths)** in the overall assessment of the required admission requirements, in accordance with the above procedures.

7. RANKINGS

Applicants who achieve a total score of 60/100 or higher in the evaluation of admission requirements are considered **eligible** and placed on the merit list.

In the event of a tie, priority shall be given to the candidate with the youngest age.

Eligible candidates who are favorably ranked (**winners**) may matriculate, until all available places are filled.

Applicants who do **not** achieve the minimum score of 60/100 are considered **ineligible** and will not be allowed to matriculate for the course.

The final rankings of the winners will be published on Students OnLine **on the dates provided in the General Calendar**. This publication is the only means of legal publicity on the outcome of the selection.

8. MATRICULATION OF SUCCESSFUL CANDIDATES

8.1. First-time applicants matriculating

Successfully ranked candidates by the following preemptory deadlines:

- **July 27, 2023 to August 29, 2023**, must

1. **log on** to Students OnLine by entering their username and password, obtained from the selection application process;

2. **choose "Matriculation"**, select "Master's Degree," following the course of study "Politics, Administration and Organization - Curriculum Politics and Social Policy," and enter the data required by the procedure, attaching a file with a passport-size facial photograph. Please note that in case of false

statements, in addition to incurring the penalties set forth in Article 496 of the Criminal Code, the person concerned automatically forfeits the right to registration and any benefits obtained, without the right to any refund of the sums paid;

3. **pay the first installment** or, alternatively, the single installment relating to the annual contribution fee, according to the methods indicated on the Students OnLine website. Payment

methods other than those indicated are not allowed. Failure to pay will result in exclusion from the procedure. Late payments with late payment are not allowed.

By logging in with SPID or CIE credentials and using them during matriculation, after making the payment, the university career will be activated directly without any further fulfillment.

With the activation of the career, services such as submitting the study plan, booking exams, accessing the Wi-Fi network and online library resources can be used; it will also be possible to perform career acts (course change, transferring to another university, waiving studies); an email will also be sent allowing the badge to be printed, according to the modalities that will be indicated.

A student who falls into the cases listed below is required to check below what to do to registration:

- **if they have a civil disability certification of 66 percent or more or certification under Law 104/92**, in order to be eligible for fee waiver, they must send a certificate attesting to their condition to the email address of the Political Science student secretariat (segscpol@unibo.it);
- **if he/she is a student applying for previous career recognitions**, after matriculation and by the **peremptory deadline of Nov. 28, 2023**, he/she should apply for course shortening according to the directions published at <https://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/abbreviazione-di-corso>. The relevant Student Secretariat is the Political Science Student Secretariat: segscpol@unibo.it
- **if he/she is an equated non-EU citizen with a degree obtained in Italy**: he/she should send to the Political Science Student Secretariat email address segscpol@unibo.it a copy of the valid residence permit that allows for the equivalence;
- **if he/she is a non-EU citizen residing abroad: he/she** has to consult the detail information at www.unibo.it/IscrizioniStudentiNonUE log on to Students Online (www.studenti.unibo.it), choose "BANDS," select "Matriculation a.y. 23_24 - uploading documents of the international students and with foreign title" and upload: copy of valid residence permit or, if not yet issued, copy of study entry visa and then copy of the Receipt certifying the application (with which the matriculation will be conditionally accepted);
- **if he/she holds a degree obtained abroad**: he/she must consult the detailed information at www.unibo.it/IscrizioniLaureaTitoloEestero, access Students Online (www.studenti.unibo.it), choose "BANDI", select "Matriculation a.y. 23_24 - uploading documents of international students and those with foreign degrees" and upload the documents related to the degree **no later than February 29, 2024**. Afterwards, upon arrival in Italy, the candidate should book an appointment with the International Students Secretariat to show the originals of the title;
- **if he wants to apply for concurrent enrollment in two courses of study**, he should check <https://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/iscrizione-contemporanea-a-courses-different> if he can do so and how to do so.

Career activation must take place no later than Feb. 29, 2024 or the matriculation will be cancelled.

PLEASE NOTE: Students matriculated under condition must earn a bachelor's degree by December 28, 2023, failing which the registration will be automatically cancelled.

Students who earn their degrees by the above date at the University of Bologna will have their careers automatically activated.

Students graduating from another university must log onto Students Online (www.studenti.unibo.it) in the matriculation file detail and enter their graduation grade by typing in the appropriate "enter graduation grade" button.

For students with foreign degrees, for matriculation purposes, the validity of the degree will be subject to verification by the International Student Secretariat.

8.2 Candidates currently enrolled at another university who intend to make the Transfer

Successfully ranked applicants who are **enrolled in another university** and intend to transfer must:

1. enroll in the new course by following the instructions in 8.1, indicating a willingness to transfer to the University of Bologna, and pay the first installment of the annual contribution fee by the peremptory deadline of **August 29, 2023**;
2. Apply for transfer to the home university by the deadlines therein.

N.B. It is possible to support teaching activities at the home university up to the time the transfer application is submitted. At the University of Bologna, the career will be active only after the course council has approved recognition and continuation of studies.

In addition to the installment of the annual contribution fee for the new academic year, the applicant is also required to pay the specific transfer allowance, the amount of which will be published at <http://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/trasferirsi-alluniversita-di-bologna/transfer-alluniversita-di-bologna> and which the student secretary will request upon arrival of the documentation sent by the home university.

8.3 Candidates currently enrolled in other courses of study at the University of Bologna (Passages)

Successfully ranked candidates, **enrolled in another course of study at the University of Bologna**, who intend to transfer courses:

1. Pay the first installment or alternatively the single installment of the new academic year for the home degree program and be in good standing with tuition payments from previous academic years;
2. **by the peremptory deadline of Sept. 11, 2023**, fill out the course transfer application online at Students OnLine, clicking on "Course Transfer" and entering the data required by the procedure;
3. Pay the passage allowance.

It will be possible to support educational activities at the home course until the time of the application for transfer, while at the destination course, the career will be active only after the course board's resolution of recognition and continuation of studies.

9. CLEARING PROCEDURE

With clearing procedure it would be possible to accept a number of applicants equal to the number of unfilled seats after matriculations, according to the criterion of ranking order. **Only one clearing procedure** is provided.

The procedure consists of two steps:

STEP 1 - DECLARATION OF INTEREST IN RECOVERY

By the deadlines given in the General Schedule for Recovery, all candidates in "Eligible" status ranked after the last of the winners, **if interested in recovery**, must:

1. **Log on** to Students Online (www.studenti.unibo.it);
2. **Express** their interest in being retrieved by clicking on the appropriate button, available in the details of the practice of the admission test only after the publication of the ranking list.

Candidates in "Ineligible" or "Excluded" status are not eligible to participate in recovery place.

Candidates who do not request to be retrieved according to the aforementioned time and manner will be excluded from all subsequent stages of the procedure.

The retrieval system is not automatic. The candidate is required to declare his or her interest in being retrieved.

The interest in clearing procedure -once declared- is irrevocable and cannot be changed.

Candidates are eligible for clearing procedure, based solely on their ranking position.

The list of those admitted to the remediation will be posted on Students Online (www.studenti.unibo.it) within the deadlines stipulated in the General Calendar.

Publication of the lists on Students Online is the only means of legal publicity about the outcome Of the seat clearing procedure.

PHASE 2 - REGISTRATION OF RECOVERED CANDIDATES

Those admitted to remedial education will have to register within the deadlines stipulated in the General Calendar.

A. First-time applicants matriculating

Admitted candidates are required to proceed to matriculation within the deadlines for the reference retrieval set forth in the General Schedule according to the procedure in Section 8.1 above.

B. Candidates currently enrolled at another university who intend to make the Transfer

Recovered candidates, **enrolled at another university**, who intend to transfer - within the time limits of the Schedule - must:

- Register for the new course by following the instructions in 8.1, indicating the university and degree program of origin;
- Pay the first installment of the annual contribution fee;
- Apply for transfer to the home university by the deadlines therein planned.

C. RECOVERED candidates currently enrolled in other courses of study at the University of Bologna (Passages)

Recovered candidates, **enrolled in another course of study at the University of Bologna**, who intend to make the course

Transfer, by the deadlines in the calendar, must:

1. Pay the first installment or alternatively the single installment of the new academic year for the home degree program and be current with tuition payments from previous academic years;
2. **by the peremptory deadline of Sept. 11, 2023**, fill out the course transfer application online at Students OnLine, clicking on "Course Transfer" and entering the data required by the procedure;
3. Pay the passage allowance.

10. FINAL NOTES

Any notices regarding changes in enrollment procedures will be posted on the Portal of the University on the Online Students page.

WHICH OFFICES CAN BE CONTACTED

For administrative questions and information (e.g., selection registration, deadlines, seat retrieval, registration arrangements, etc.), please contact:

Political Science student secretariat

email segscpol@unibo.it

To contact the secretariat see www.unibo.it/SegreteriaStudenti

For information on the course of study and curricular and language requirements for admission, contact:

Education Manager Policy, Administration and Organization Mail:

didatticasociale.pao@unibo.it

For information for international students or students with degrees earned abroad (e.g., eligibility of foreign degrees for admission, pre-registration, visas and residence permits, financial benefits for international students, etc.):

International desk (Bologna)

Mail: internationaldesk@unibo.it

To contact the International Desk check the link

www.unibo.it/ContattiStudentiInternazionali

For information on matriculation of international students and students with foreign degrees:

International student secretariat, Bologna campus

Mail: segstudintbo@unibo.it

To contact the secretariat see www.unibo.it/SegreteriaStudenti

For information on fees and benefits:

ASES - Right to Study Sector - Student Contributions Office Mail:

ases.contribuzionistudentesche@unibo.it

For computer-related information (e.g., login credentials, data entry, application usage/operation glitch, computer difficulties, etc.):

Online student help desk

Phone +39 051 20.80.301 - email: help.studentionline@unibo.it

WHAT ARE THE BENEFITS THAT CAN BE ACCESSED

Tuition fee amounts and information on benefits and waivers are posted on the Portal of Athenaeum at www.unibo.it/Tasse.

The contribution is calculated on a progressive basis according to the valid ISEE statement only if this is submitted in the manner and terms contained in www.unibo.it/Tasse.

If no ISEE statement is submitted, the maximum contribution for the course will be applied of study.

Information on other facilities can be found on the University Portal on page www.unibo.it/it/servizi-e-opportunita.

Information on right-to-study benefits is available in the notice published by the Company Regional Right to Higher Education at www.er-go.it.

Applicants enrolled in other courses of study, before transferring or transferring, should carefully consult the merit requirements for accessing benefits, stated in the notice published at www.er-go.it

as the career, following transfer or transfer to the destination course, will be evaluated from the year of first enrollment at the university, regardless of the awards obtained or the year of the course to which they will be admitted. This could result in loss of benefits.

OFFICE CLOSURE

- June 2, 2023
- August 14 to 18, 2023 (summer closure)

Any additional extraordinary closures will be posted on the University Portal (www.unibo.it)

