



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

**Unofficial summary of the call for admissions to the Master's Degree Program with
programmed number in
POLICY, ADMINISTRATION AND ORGANIZATION - PAO
English Language Curriculum PUBLIC AFFAIRS
LM-63 SCIENCES OF PUBLIC ADMINISTRATION
2024/2025 academic year**

Disclaimer: The official Call for admissions to the 2nd cycle Degree Program in Politics, Administration and Organization – curr. Public Affairs for the a.y. 2024/2025 (in Italian) is available on the website of the above mentioned degree programme (<https://corsi.unibo.it/2cycle/PublicAffairs/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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1. GENERAL INFORMATION

1.1 WHO IS THE CALL FOR?

This call is aimed at those who intend to enrol for the academic year 2024/2025 in the Master's degree course in Politics, Administration and Organisation – **PAO, international curriculum Public Affairs**, class LM-63 (Administration Sciences).

The course activities are carried out entirely in English.

Information regarding the course of study (regulations, admission requirements, teaching plan, learning objectives, information and contacts, etc.) is available on the following web page:

<https://corsi.unibo.it/magistrale/PoliticaAmministrazioneOrganizzazione/il-corso>.

1.2 WHO CAN PARTICIPATE IN THE SELECTION

All students interested in enrolling can participate in the selection, including those who:

- a. come from another course of study at this university
- b. come from a transfer from another Italian university
- c. intend to apply for the recognition of previous studies being in possession of a qualification Italian or foreign academic, or for having studied abroad or because they have withdrawn or lapsed from a course of study.

1.3 WHAT ARE THE DEADLINES THAT MUST BE OBSERVED

All the deadlines set by the procedure are peremptory and failure to comply with the procedure will result in exclusion

the selection or possibility of enrolment in the course of study, regardless of the reasons given.

Failure to enrol in the selection process by the deadline will make it impossible to enrol in the Studies.

In the event of passing a selection, the successful candidate who does not pay the first instalment of the annual fee within the deadline will be considered tacitly withdrawn, regardless of any justifying reasons for the delay.

Below is the overall picture of the deadlines, referring to the following parts of the call for details of the procedure.

2. GENERAL CALENDAR

For admission to the course there is only one selection reserved for both Italian citizens, European Union citizens, non-EU citizens with equivalent status, non-EU citizens residing abroad who compete with EU citizens, and non-EU citizens residing abroad;

In addition, there is only one procedure for the recovery of places.

SELECTION reserved for:

CANDIDATES WHO ARE ITALIAN CITIZENS, EUROPEAN UNION CITIZENS, NON-EU CITIZENS WITH EQUIVALENT STATUS, NON-EU CITIZENS RESIDING ABROAD WHO COMPETE WITH EU CITIZENS and
September 9, 2024

<i>Phase</i>	<i>Date</i>
Application for selection	From 3 June 2024, 1 p.m. to 3 July 2024, 1 p.m. (CEST)
Publication of the final ranking list	22 July 2024
Enrolment of winners	From 26 July 2024 to 29 August 2024
Expression of interest in the clearing procedure	From 26 July 2024 to 29 August 2024
Publication of list of candidates admitted to the clearing procedure and start of enrolment	2 September 2024
Ending of enrolment for cleared candidates	9 September 2024
Final deadline for course transfers	9 September 2024

2.1 EXTRAORDINARY SELECTION

If, at the end of the ordinary selection, there are still places available, an extraordinary selection may be activated. The relevant notice will be published on www.studenti.unibo.it and on the website of the Degree Programme.

3. PLACES AVAILABLE

For the academic year 2024/2025, for admission to the Master's Degree Course in Politics, Administration and Organization, International Curriculum Public Affairs, a total of **25 places are available** as follows, divided into quotas:

- No. **21** positions for "Italian citizens, citizens of the European Union, non-EU citizens and non-EU citizens residing abroad who compete with EU candidates" **(A)**;
- No. **4** places for "non-EU citizens residing abroad" **(B)**;

In the event of a total absence of applications from non-EU citizens residing abroad, the places reserved for them will be made available for the enrolment of candidates who are Italian citizens, European Union citizens, non-EU citizens and non-EU citizens residing abroad who compete with EU candidates.

In the event of applications from non-EU citizens residing abroad lower than the number of places available, any unfilled places will be made available to Italian citizens, citizens of the European Union, non-EU citizens and non-EU citizens residing abroad who compete with EU candidates in the recovery phase of places.

A) Places for Italian citizens only, citizens of the European Union and equivalent non-EU citizens or non-EU citizens residing abroad who compete with EU candidates who can participate in the selection provided for in the call:

- information on non-EU citizens treated as such is on page www.unibo.it/studentiinternazionali, point 1;
- Information on non-EU citizens residing abroad who are competing with EU applicants can be found on page www.unibo.it/studentiinternazionali, point 2. Even if they are exempted, international students must still comply with the procedures laid down for non-EU students residents abroad.

B) Places for non-EU citizens residing abroad (quota of international students)

The following may participate in the selection within the quota reserved for them:

international students, in order to participate in the selection, in compliance with the procedures defined by the Ministry of University and Research (MUR) with a specific Circular for the academic year 2024/2025,

published on the https://www.universitaly.it/studenti-stranieri_website, they will have **to pre-enrol on Universitaly and apply for an entry visa for study purposes**. Info on www.unibo.it/it/didattica/iscrizioni-transfers-and-graduation/rules-entry-stay-in-italy/before-leaving-entry-visa.

ATTENTION: Non-EU citizens holding a residence permit for study purposes who formally renounce their studies at this or another university, lose the requirements for stay in Italy with the consequent revocation of the residence permit. In this case, they will have to return to their country of origin and start the pre-registration procedures through the Italian diplomatic representations competent for the territory (Embassies/Consulates), within the deadlines set annually and published on the https://www.universitaly.it/studenti-stranieri_website.

4. ADMISSION REQUIREMENTS

To access the Master's Degree in Politics, Administration and Organization – PAO, International Curriculum Public Affairs, it is necessary to meet the following curricular requirements and language skills:

A. REQUISITI CURRICULARI

To access the Course, students are required to have a **Bachelor's degree or a three-year university diploma or a degree related to the previous system, or another qualification obtained abroad, recognized as suitable, in one of the following classes:**

L-14 Legal Services Sciences L-

15 Tourism Sciences

L-16 Administration and Organization Sciences

L-18 Economics and Business Management

L-20 Communication Sciences L-

33 Economics

L-36 Political Science and International Relations

L-37 Social Sciences for Cooperation, Development and
Peace L-39 Social Work

L-40 Sociology

L-41 Statistics;

or

- **a degree or other qualification obtained abroad, recognized as suitable, in one of the following Classes:**

L-1 Cultural Heritage,
L-3 Disciplines of Fine Arts, Music, Performing Arts and Fashion, L-5

Philosophy,

L-6

Geography, L-

10 Letters,

L- 11 Modern Languages and

Cultures, L-12 Linguistic

Mediation,

L-19 Education and Training Sciences,

L-24 Psychological Science and

Technology, L-42 History,

provided that you have acquired at least 24 university 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 CULTURAL AND COMMUNICATIVE

PROCESSES SPS/09 SOCIOLOGY OF ECONOMIC PROCESSES AND

WORK SPS/10 SOCIOLOGY OF THE ENVIRONMENT AND

TERRITORY

SECS-P/01 POLITICAL ECONOMY

SECS-P/02 ECONOMIC POLICY

IUS/09 INSTITUTIONS OF PUBLIC LAW

IUS/21 COMPARATIVE PUBLIC LAW M-

STO-04 CONTEMPORARY HISTORY.

Non-EU candidates residing abroad must have obtained a qualification and/or have taken exams congruent with the Politics, Administration and Organization degree course. This congruence will be assessed by the Commission on the basis of the exams taken.

Applicants with a foreign qualification should consult the detailed information on www.unibo.it/iscrizioniLaureaMagistraleTitoloEestero.

For those who are in possession **of a qualification obtained abroad or a qualification prior to Ministerial Decree 509/1999**, the Commission assesses and verifies the possession of knowledge and skills on the basis of previous career and the adequacy of the qualification with respect to the curricular requirements provided.

Graduating students **can also apply for admission to the selection, subject to conditions**, provided that they have acquired at least **150 credits** by the deadline for registration for the selection and the admission qualification is obtained no later than 30 December 2024. For the purposes of acquiring the 150 CFUs, the 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.

Students enrolled under the condition that they do not obtain their bachelor's degree by 30 December 2024 will have their enrolment cancelled *ex officio*. **LANGUAGE SKILLS – ENGLISH LANGUAGE LIV. B2**

Knowledge of the English language at B2 level is required. Language proficiency is verified:

with the possession of one of the following certifications obtained no more than two years ago:

- all the certifications indicated in the qualification equivalence table of the CLA – University Language Centre: <https://centri.unibo.it/cla/it/riconoscimento-idoneita-linguistica>

or alternatively with the possession of:

- 1. B2 level English certification issued by a University Language Centre
- 2. Computer-based TOEFL of at least 213 points
- 3. TOEFL paper-based of at least 550 points
- 4. Trinity GESE 8

or if one of the following conditions is met:

- have obtained a bachelor's degree from an English-speaking university;
- have obtained a university degree taught entirely in English;
- be in possession of an IB (International Baccalaureate) Diploma, High School or GCE (General Certificate of Education) obtained in English (at least 50% of the courses of study must be taught in English);
- have obtained at least 8 CFUs, also in laboratory form, in the SSD L-LIN/12 with an average grade of not less than 24/30 (they will not be considered credits obtained with a judgment of suitability).

The documentation relating to the knowledge of the English language level B2 must be attached to the application form, as indicated in the section "Registration for the selection", under penalty of exclusion from the selection.

Information and/or clarification on access requirements can be requested from

didatticasociale.pao@unibo.it

5. REGISTRATION FOR THE SELECTION

All candidates, within the following peremptory deadlines provided for in the [General Calendar](#):

from 3 June 2024, 1.00 p.m. to 3 July 2024, 1.00 p.m.

They must register in the following ways:

1. connect to Studenti Online (www.studenti.unibo.it) using your [SPID or CIE credentials](#). International students who do not have an identity document issued in Italy can log in with their University credentials; To obtain them, you must access Online Students (www.studenti.unibo.it), choose

"Register" and then "International Student Registration";

2. click on the "Admission Application" button, select "Master's Degree", choose the competition **PAO – International Curriculum Public Affairs** and then "proceed";
3. upload all required documents in .pdf format listed below;
4. proceed until the payment of the **admission fee of € 50.00**, which will not be reimbursed under any circumstances. Payment must be made according to the methods indicated on Studenti Online (www.studenti.unibo.it).

Only candidates who have completed their registration for the selection process and have paid the relevant fee within the deadlines and in the manner described above are admitted to the evaluation.

No delivery or shipment of paper material to the Offices must be made.

To be assisted and guided in filling out the online application for registration for the test, candidates can contact the Studenti Online Help Desk by phone, at the times indicated, at +39 051 20.80.301 or by sending an email to help.studentionline@unibo.it.

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

1. Photocopy of a valid identity document
2. Curriculum vitae (European model) completed and signed
3. Transcript of records/List of exams, grades obtained and respective SSDs with indication of the weighted average (**only for students NOT of the University of Bologna**)
4. Certification of English language proficiency level B2 or higher (see paragraph "Language requirements")
5. Certifications attesting to other activities related to the training course (referred to in point d) of paragraph 6 "Selection procedure")
6. Copy of residence permit, if any, for non-EU citizens

Please note: In order to complete the application, candidates must also declare in the enrolment procedure that they possess the qualification according to the instructions below:

- ✓ Candidates who are graduates or undergraduates of the University of Bologna:

for graduates and undergraduates of the University of Bologna, the data are automatically acquired by the system. Graduates, if they have more than one qualification, must indicate the one useful for the selection process; for graduating students, the information on the courses recorded is automatically updated by the system until the deadline for registration for the selection;

- ✓ Candidates who have graduated or are graduating from another university or with a foreign qualification:

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

Graduating students can access it until the deadline of the selection to update the data relating to the exams taken.

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

How to participate in the selection process for non-EU candidates residing abroad

In order to participate in the selection, in compliance with the procedures defined by the Ministry of University and Research (MUR) with a special circular for the academic year 2024/2025, published on the [https://www.universitaly.it/studenti-stranieri website](https://www.universitaly.it/studenti-stranieri), candidates who are **non-EU citizens residing abroad must pre-register on Universitaly and apply for an entry visa for study purposes.**

Info on: <https://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/regole-ingresso-soggiorno-in-italy/before-leaving-entry-visa>.

General information for access to courses for non-EU citizens residing abroad can be found at: www.unibo.it/iscrizioniLaureaMagistraleTitoloEstero and www.unibo.it/iscrizioniStudentiNonUE.

For further information, please contact the International Desk – internationaldesk@unibo.it

6. SELECTION PROCEDURES – Verification of the adequacy of personal preparation

Admission to the PAO, curriculum Public Affairs, is subject to passing a test the adequacy of personal preparation.

The evaluation is based on qualifications only and involves the attribution of a maximum score of **100**, calculated according to the following criteria:

a) Academic curriculum (weighted average of marks out of thirty): up to 60 points.

The score will be calculated according to the following formula: $[(\text{Weighted average of grades}) - 18] \times 60/11.5$.

60 points are awarded to all those who have a weighted average of the exam marks equal to or above 29.5/30.

A penalty is applied to those who have obtained less than 170 credits according to the following formula: $[(\text{Weighted average of exam marks} - 18) \times 60/11.5] - [(170 - \text{CFU acquired}) \times 0.37]$.

In the case of qualifications obtained abroad, in order to apply the same selection criteria established for Italian qualifications, the Examining Committee will apply the ECTS (European Credit Transfer System) conversion formula and, in the event that the candidates hold qualifications with evaluations that cannot be converted into the aforementioned system, the Commission will assign the score by evaluating the individual qualifications presented.

b) Congruence of the credits obtained in the different SSDs: up to 20 points

A 1/4 point up to a maximum of 20 points will be awarded for each CFU obtained in the following scientific disciplinary sectors:

- ✓ 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 PROCESSES AND WORK
- ✓ SPS/10 SOCIOLOGY OF THE 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 FINANCIAL SCIENCE
- ✓ SECS-P/07 BUSINESS ECONOMICS
- ✓ SECS-P/08 ECONOMICS AND BUSINESS MANAGEMENT
- ✓ SECS-P/10 BUSINESS ORGANIZATION
- ✓ SECS-S/01 STATISTICA
- ✓ SECS-S/05 SOCIAL STATISTICS
- ✓ M-STO/02 MODERN HISTORY
- ✓ M-STO/04 CONTEMPORARY HISTORY

For qualifications obtained or to be obtained abroad, the congruence of the academic curriculum with the Master's Degree in Politics, Administration and Organization, curriculum Public Affairs, will be evaluated by the Examining Committee on the basis of the correspondence of the exams taken to the Italian Scientific-Disciplinary Sectors.

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

- ✓ Erasmus
- ✓ Overseas

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

- ✓ Additional qualifications in addition to the degree required for admission
- ✓ Language certifications in addition to the admission requirement (B2 level of English), if of a level equal to or higher than B2
- ✓ Work experience, internships, volunteering and publications related to the political-economic sector and international relations.

The verification of the adequacy of personal preparation is considered passed with the achievement of a score greater than or equal to **60/100 (SIXTY/hundredths)** in the overall assessment of the admission requirements required according to the procedures indicated above.

7. RANKINGS

Candidates who achieve an overall score greater than or equal to 60/100 in the verification of personal preparation are considered **suitable** and included in the merit list.

In the event of a tie, priority is given to the youngest candidate.

Eligible candidates who have been placed in the ranking list can enrol, subject to availability.

Candidates who do not achieve the minimum score of 60/100 are considered **ineligible** and will not be able to enrol in the course.

Candidates deemed unsuitable for the selection may participate in any extraordinary selection only if they have in the meantime fulfilled the curricular requirements.

The final rankings of the winners will be published on [Studenti OnLine](#) on the dates set out in the General Calendar for each selection.

This publication is the only legal means of publicity on the outcome of the selections.

8. ENROLMENT OF SUCCESSFUL CANDIDATES

8.1. First-time matriculation candidates

Candidates who have been successfully placed in the ranking list, within the following peremptory deadlines:

- **From 26 July 2024 to 29 August 2024**, they must:

1. connect to [Studenti OnLine](#) by entering their username and password obtained from the selection registration procedure;
2. choose "Enrolment", select "Master's Degree", then the course of study "Politics, Administration and Organisation – Curriculum Public Affairs" and enter the data required by the procedure, attaching a file with a passport-sized photograph of the face. Please note that in the event of false declarations, in addition to incurring the penalties established by art. 496 of the Criminal Code, the interested party automatically loses the right to enrolment and any benefits obtained, without the right to any refund of the sums paid;
3. pay the first instalment or, alternatively, the single instalment relating to the annual tuition fee, according to the procedures indicated on the [Studenti OnLine website](#). Payment methods other than those indicated are not permitted. Failure to pay will result in exclusion from the procedure. Late payments with late payments are not permitted.

By logging in with your SPID or CIE credentials and using them during enrolment, after having carried out the payment, the university career will be activated directly without any further fulfilment.

With the activation of the career, it will be possible to use services such as the presentation of the study plan, the booking of exams, access to the Wi-Fi network and online library resources, it will also be possible to carry out career acts (change of course, transfer to another university, renunciation of studies); An email will also be sent that allows you to print the badge, according to the methods that will be indicated.

SPECIAL CASES

a) Candidates who enrol conditionally must obtain their first-cycle qualification no later than **30 December 2024**.

If you are a graduate student at the University of Bologna, the system will automatically update your position, once you once the title has been obtained.

If you are graduating from another university, you must access Studenti OnLine (www.studenti.unibo.it) in the details of the enrolment procedure and enter your degree grade, by typing the appropriate button "enter degree grade".

b) if the candidate is a non-EU citizen with an equivalent qualification obtained in Italy, he/she must send a copy of the valid residence permit that allows the equivalence to the Student Secretariat of **Political Science** (segscpol@unibo.it).

c) If the candidate has a qualification obtained abroad, he/she must verify the documentation necessary to enrol at this link <https://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-degree/enroll-master's-degree-course-with-foreign-qualification->

The documentation used for admission to the course (e.g. qualification, transcript) must be translated and with verification of authenticity and value where required

<https://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/traduzione-autenticita-e-valore-dei-foreign-qualifications->

The candidate must upload the documents relating to the foreign qualification on Studenti OnLine (www.studenti.unibo.it) in the "Calls" section, choosing "Enrolment a.y. 2024_2025 - uploading the documents of international students and students with foreign qualifications". Upon arrival at the University of Bologna, you will need to make an appointment with the International Student Secretariat to show the original documentation.

d) if the candidate is a non-EU citizen with equivalent status and obtained his or her qualification abroad, he/she must consult the detailed information on <https://www.unibo.it/it/didattica/iscrizioni-transfers-and-degree/enroll-master's-degree-course-with-foreign-qualification> , access Studenti Online (www.studenti.unibo.it), choose "Calls", select "Enrolment a.y. 2024_2025 - uploading documents of international students and with foreign qualification" and upload, in addition to the documents of the qualification, the copy of the residence permit that allows the equivalence. In addition

you will have to book an appointment at the International Student Secretariat to show the original documents.

Attention: The candidate is required to check very carefully who the non-EU students are and what are the types of residence permits that allow the equivalence on page <https://www.unibo.it/it/internazionale/chi-sono-gli-studenti-internazionali>. Participation in the selection process as a non-EU citizen without being in possession of the equivalent qualification will not allow the completion of enrolment, even in the case of admission and payment of the first instalment.

e) if the applicant is a non-EU citizen residing abroad and obtained his qualification abroad, he should consult the detailed information on www.unibo.it/iscrizioniStudentiNonUE, access Studenti Online (www.studenti.unibo.it), choose "CALLS" select "Enrolment A.Y. 2024_2025 - Upload of documents of international students and students with a foreign qualification" and upload

– in addition to the documents of the qualification - a copy of the valid residence permit or, if not yet issued, a copy of the entry visa for study and then a copy of the certifying receipt the application for a residence permit (with which the enrolment will be accepted with reservations). Upon arrival in Bologna, you will need to book an appointment at the International Student Secretariat to show the original documents.

Please note: The admission and subsequent validation of a candidate on University, with or without reservation, by the University does not confer any right to complete enrolment, even in the case of obtaining an entry visa, physical presence on the national territory, suitability and/or effective disbursement of scholarships/contributions of all kinds, acceptance of the candidate under condition in order to be able to start teaching activities. For enrolment purposes, you will need to verify the actual suitability of the foreign qualification and the authenticity of the documentation produced. The formal check of the qualification will be carried out by the International Student Secretariat after the payment of the first enrolment instalment and the presentation of the original of all the required documentation.

f) If the candidate intends to request recognition of previous careers, he/she must check the procedures and deadlines to do so at the following link <https://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-degree/career-abbreviation>

g) if the candidate enrolls and requests a transfer from another Italian university, he/she must consult this page <https://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/trasferirsi-alluniversita-di-bologna>

h) if the candidate intends to change the course of study within the University of Bologna (Change of Course) he/she must check how to do it at the following link [https://www.unibo.it/it/didattica/iscrizioni-transfers-and-degree/change-course-of-study-internal-university-of-bologna/ change-course-of-study-internal-university-of-bologna](https://www.unibo.it/it/didattica/iscrizioni-transfers-and-degree/change-course-of-study-internal-university-of-bologna/change-course-of-study-internal-university-of-bologna)

i) If the candidate wants to apply for simultaneous enrolment in two degree programmes, he/ she must consult the page <https://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/Contemporanea-iscrizione-a-courses-different>

j) if the candidate is in possession of a civil disability certificate equal to or greater than 66% or

certification pursuant to Law 104/92, in order to be entitled to the exemption, you must send to the following address: email from the Student Secretariat of Political Science (segscpol@unibo.it) the certificate attesting to one's condition. For information: <https://www.unibo.it/it/servizi-e-opportunita/borse-di-studio-e-concessions/exemptions/incentives/exemptions-for-students-with-disabilities>

The activation of the career must take place no later than 28 February 2025, under penalty of cancellation of enrolment

8.2. Candidates currently enrolled in another Italian university who intend to transfer

Candidates who are successfully placed in the ranking list, enrolled in another Italian university, and who intend to transfer, must:

1. enrol in the new course following the instructions set out in point 8.1, indicating the intention to transfer to the University of Bologna and pay the first instalment of the annual tuition fee by the peremptory deadline of 29 August 2024;
2. submit an application for transfer to the university of origin within the deadlines set therein.

N.B. It is possible to take part in teaching activities at the university of origin until the time of the submission of the transfer application. At the University of Bologna, the career will be active only after the recognition and continuation of studies by the course board.

The candidate is required to pay, in addition to the instalment of the annual tuition fee for the new academic year, also the specific transfer allowance, the amount of which will be published on the page <http://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/trasferirsi-alluniversita-di-bologna/transfer-to-the-university-of-bologna> and which the student secretariat will request upon receipt of the documentation sent by the University of origin.

8.3. Candidates currently enrolled in other Degree Programmes of the University of Bologna (Passages)

Candidates who have been successfully placed in the ranking list, enrolled in another course of study at the University of Bologna, who intend to change course:

1. pay the first instalment or, alternatively, the single instalment of the new academic year **for the degree course of origin** and be up to date with the payment of the enrolment fees of the previous academic years;
2. by the peremptory deadline of 9 September 2024, fill in the online application form for a change of course on Studenti OnLine, clicking on "Change of course" and entering the data required by the procedure;
3. pay the passage fee.

It will be possible to take teaching activities at the course of origin until the time of submission of the transfer application, while at the destination course the career will be active only after the resolution of recognition and continuation of studies by the course board.

9. SEAT RECOVERY

The procedure for recovering places allows the acceptance of a number of candidates equal to the number of places not filled after enrolment, according to the criterion of the ranking order.

There is only one procedure for the recovery of places. The procedure consists of two steps:

STEP 1 - DECLARATION OF INTEREST IN RECOVERY

Within the deadlines set out in [the General Calendar](#) for Recovery, all candidates in "Eligible" status placed in the ranking after the last of the winners, if interested in the expected recovery, must:

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

Candidates in "Ineligible" or "Excluded" status are not eligible to participate in the recovery of places.

Candidates who do not request to be remedied according to the aforementioned times and methods will be excluded from all subsequent stages of the procedure.

The recovery system is not automatic, you must declare your interest in being recovered.

The interest in recovery – once declared – is irrevocable and cannot be changed.

Candidates are admitted to the recovery only on the basis of their position in the ranking.

The list of those admitted to the recovery will be published on Studenti Online (www.studenti.unibo.it) within the deadlines set by the [General Council](#) for each recovery.

The publication of the lists on Studenti Online is the only legal means of publicity on the outcome of the procedure for the recovery of posts.

PHASE 2 – ENROLMENT OF RECOVERED CANDIDATES

Candidates admitted to the recovery period must enrol within the deadlines set out in the [General Calendar](#).

A. First-time matriculation candidates

Successful candidates are required to enrol within the deadlines set for remedial examination, as set out in the [General Calendar](#), in accordance with the procedure set out in section 8.1 above.

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

Recovered candidates, enrolled in another Italian University, who intend to transfer - within the deadlines set out in the Calendar - must:

- enrol in the new course by following the instructions set out in point 8.1, indicating the University and degree course of origin;
- pay the first instalment of the annual contribution fee;

- submit an application for transfer to the university of origin within the deadlines there expected.

C. RECOVERED candidates currently enrolled in other Degree Programmes of the University of Bologna (Passages)

Successful candidates, enrolled in another course of study at the University of Bologna, who intend to change course, within the deadlines set by the calendar, must:

1. pay the first instalment or, alternatively, the single instalment of the new academic year for the degree course of origin and be up to date with the payment of the enrolment fees of the previous academic years;
2. **by the peremptory deadline of 9 September 2024**, fill in the online application form for a change of course on Studenti OnLine, clicking on "Change of course" and entering the data required by the procedure;
3. pay the passage fee.

10. FINAL NOTES

Any notices regarding changes to the enrolment procedures will be published on the University Portal on the [Studenti Online page](#).

TAXES AND BENEFITS THAT CAN BE ACCESSED

The amounts of the enrolment fees and information on benefits and exemptions are published on the University Portal on page www.unibo.it/Tasse.

The contribution is calculated progressively on the basis of the valid ISEE certificate only if this is presented in the manner and within the terms contained in page www.unibo.it/Tasse.

If the ISEE certificate is not submitted, the maximum contribution provided for the course of study.

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

Information on the benefits for the right to education is available in the announcement published by the Company

Regional Committee for the Right to Higher Education on the website www.er-go.it.

Candidates enrolled in other courses of study, before transferring or transferring, must carefully consult the merit requirements for access to benefits, indicated in the announcement published on www.er-go.it as the career, following the transfer or transition to the destination course, will be evaluated starting from the year of first enrolment at the university, regardless of the awards obtained or the year of the course to which they will be admitted. This may result in the loss of benefits.

WHICH OFFICES CAN I CONTACT?

For doubts and administrative information (e.g.: registration for the selection, deadlines, recovery of places, enrolment procedures, etc.), please contact:

Student Office

Mail: segscpol@unibo.it

www.unibo.it/SegreteriaStudenti

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

Didactic Office

Mail: didatticasociale.pao@unibo.it

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

International desk (Bologna)

Mail: internationaldesk@unibo.it

www.unibo.it/ContattiStudentiInternazionali

For information on enrolment of international students and students with a foreign qualification:

International Student Desk

Mail: segstudintbo@unibo.it

www.unibo.it/SegreteriaStudenti

For information on taxes and benefits:

ABIS – Settore Diritto allo Studio – Ufficio contribuzioni studentesche

Mail: ases.contribuzionistudentesche@unibo.it

For computer information (e.g.: access credentials, data entry, application use/malfunction, computer difficulties, etc.):

Help desk

+39 051 20.80.301 Mail:

help.studentionline@unibo.it

OFFICE CLOSURE

- from 12 to 16 August 2024 (summer closure)

Any further extraordinary closures will be published on the University Portal (www.unibo.it).

The information on the processing of personal data can be consulted on the page www.unibo.it/PrivacyBandiCds.

This announcement, issued by executive order with a repertoire number in the header of the first page, it is subject to the rules provided for by the Decree of the Ministry of the University and Research no. 1154 of 14 October 2021, and its subsequent amendments and additions, in accreditation of degree programmes.

An appeal may be lodged against the measure with the competent Regional Administrative Court within 60 days of the publication of the notice.

The person in charge of the administrative procedure is the Head of the Student Secretariat of Political Science, Dr. Angela Pugliese.