



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

Call for applications Academic Year 2024/2025

SERVICE MANAGEMENT (SEM)

Second cycle / Two-year Master's degree (restricted access)

Rimini Campus

Read all terms of this call for applications carefully.

Check regularly the official links and mailbox:

- StudentiOnline www.studenti.unibo.it
- your personal account (name.surname@studio.unibo.it) on <http://posta.studio.unibo.it>

as they are the only tools we have to keep you updated about ranking publication, timelines, enrolment, etc.

For more information on the degree programme, click on the link in the box below.

<i>Code</i>	<i>Name</i>	<i>Type</i>	<i>Website</i>
5943	Service Management	LM-77	https://corsi.unibo.it/2cycle/ServiceManagement/index.html

GENERAL CALENDAR

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SUMMARY AND CONTACTS

Information regarding the processing of personal data is available at <https://www.unibo.it/en/university/privacy-policy-and-legal-notes/privacy-policy/personal-data-processing>

The university has for some time been working to raise awareness of and to address gender stereotypes. In this context, it has been decided to give greater linguistic visibility to gender differences. Where, solely for the sake of simplicity, the masculine form is used in this document, it is understood as referring to all persons who work within the community.

(This English abstract is just for publicity purposes. For any application and/or dispute resolution and/or for any legal purpose only the Italian version must be taken into consideration)

GENERAL CALENDAR

GENERAL CALENDAR (day/month/year)

FIRST INTAKE	DATES
Application opening	27/02/2024 from 12 pm
Application deadline	21/05/2024, from 12 pm (GMT +1)
List of candidates accepted to the interview	10/6/2024
Dates for the interviews	12,13,14,17/6/2024
Ranking list and enrolment opening for successful candidates	21/06/2024, from 12 pm (GMT +1)
Deadline for the enrolment of successful candidates	27/6/2024
Open places ranking list and deadlines for declaration of interest to open places (eligible candidates)	from 21/06/2024 to 27/6/2024
Updated ranking list and enrolment	01/07/2024 from 12:00 pm (GMT +1)
Deadlines for enrolment of eligible candidates	08/7/2024

SECOND POSSIBLE INTAKE	DATES
Notification for second round selection (in case of available places left)	11/07/2024
Application deadline	20/08/2024, ore 12.00 (GMT +1)
List of candidates accepted to the interview	26/08/2024
Dates for the interviews	28-29-30/8/2024
Ranking list and enrolment opening for successful candidates	05/09/2024 from 12 pm (GMT +1)

Deadline for the enrolment of successful candidates	12/09/2024
Open places ranking list and deadlines for declaration of interest to open places (eligible candidates)	from 05/09/2024 to 12/09/2024
Updated ranking list and enrolment	13/09/2024 from 12 pm (GMT +1)
Deadlines for enrolment of eligible candidates	20/09/2024

SECTION 1 – GENERAL INFORMATION AND REQUIREMENTS

The selection procedure is a necessary step in order to be admitted to the master's degree in Service Management.

In order to participate, you must meet the admission requirements set out in section 1.1 'Admission requirements'.

Only in case of places left available after the first intake, a second round selection will be scheduled with the same conditions of the first round and according to the [General calendar](#).

Check the [Summary](#) before applying.

1.1 Requirements

Admission to the second cycle degree programme in Service Management is entitled with verification of the adequacy of personal preparation.

Curricular requirements

Admission is entitled with one of the following **qualifications**:

-first cycle degree or equivalent bachelor level (3-years) awarded by an Italian University in one of the following Degree Classes:

- L-8 Information Engineering
- L-9 Industrial Engineering
- L-16 Administration and Organization Sciences
- L-18 Economics and Management Sciences
- L-33 Economics
- L-36 Political Sciences and International Relations
- L-41 Statistics

-first cycle degree/Bachelor degree different from those mentioned above but to have acquired at least 40 ECTS among the following scientific disciplinary sectors (SSD):

- SECS-P/01 Economics
- SECS-P/02 Economic Policy
- SECS-P/03 Public Economics
- SECS-P/05 Econometrics
- SECS-P/07 Business Administration and Management
- SECS-P/08 Management

- SECS-P/09 Finance
- SECS-P/10 Organization Studies
- SECS-P/11 Financial Markets and Institutions
- SECS-S/01 Statistics
- SECS-S/03 Economic Statistics
- SECS-S/04 Demography
- SECS-S/05 Social Statistics
- SECS-S/06 Mathematical methods of economy, finance and actuarial sciences
- ING-IND/35 Business and management engineering
- ING-INF/05 Information Processing Systems
- INF/01 Informatics
- MAT/03 Geometry
- MAT/05 Mathematical Analysis
- IUS/04 Business Law
- IUS/05 Economics Law.

-first cycle degree or equivalent bachelor level (3-years) awarded by or an accredited foreign university or university-level institution. This qualification shall grant access to second cycle courses/post graduate level.

Should candidates hold a foreign qualification or a qualification a qualification obtained in Italy according to the previous educational system, admission is subject to assessment by an Admission Board evaluating the eligibility of such qualification.

Candidates who have not obtained their bachelor degree yet shall graduate by 30th December 2024 or they will forfeit their right to finalize enrolment.

Language requirements

English language is required at least at **B2** level of the Common European Framework (CEFR) and is considered to be fulfilled with an adequate language certification of level B2.

1.2 Available places

36 available places for the academic year 2024/2025:

- **n. 18 for Italian citizens, EU citizens and non-EU citizens with equivalent status;**
- **n. 18 for non-EU citizens with residency abroad.**

If the positions reserved to non-EU citizens with residency abroad are not fully covered, EU citizens and non-EU citizens with equivalent status will take available places in the same academic year.

Additional information on the above categories can be found on the websites:
<https://www.unibo.it/en/international/Who-are-international-students>

Graduating students can apply but must obtain their degrees within the deadline set by the University of Bologna.

SECTION 2 – SELECTION PROCEDURE

2.1 How to apply

2.1 Italian citizens, EU citizens and non-EU citizens with equivalent status

Apply on www.studenti.unibo.it according to the [General calendar](#) and the steps below.

- **Log on** to www.studenti.unibo.it using your SPID or CIE username and password. The system will retrieve the data from SPID and will create your account name.surname@studio.unibo.it
- International students who do not have an identity document issued in Italy may log on with their University username and password, which can be obtained by going to www.studenti.unibo.it and clicking on “Registrati” (register) and then “Registrazione studenti internazionali” (registration for international students).

Apply

- **Click on** "Apply for admission", select "Second cycle degree programme"
- **Select** “Laurea magistrale”
- **Choose** "Service Management”
- **Upload in English** and in pdf format all supporting documents.

MANDATORY DOCUMENTS

- 1) **Curriculum vitae duly signed and presentation letter duly signed:** a personal statement detailing why you wish to study the course, your personal experiences, your future goals and any other information that you see as relevant to your application. Please download the “CV Form” available at this link: <https://corsi.unibo.it/2cycle/ServiceManagement/how-to-enrol>
- 2) Copy of a **valid identity document** (identity card or passport). If the identity document does not have an English translation, a copy of your passport must be attached.
- 3) **Self-certification duly signed** regarding your **first-level academic qualification** with a list of the exams taken, if obtained in Italy, or a copy of the **qualification obtained abroad** which enables access to second-level degree programmes in the country in which it was obtained, accompanied by a **Transcript of Records and a Diploma Supplement**, where available, translated into Italian or English. If you have not yet obtained the aforementioned qualification, upload the list of exams taken or the Transcript of Records. Graduates at the University of Bologna shall specify their condition in the “CV Form”.

OPTIONAL DOCUMENTS

- 4) Any document providing evidence of work and study experiences abroad.
- 5) Letter of reference.
- 6) English language certificate (B2 level).
- 7) Italian language certificate.
- 8) Copy of residence permit when needed as evidence of EU equivalent status (only for non-EU citizens, if possessed).

Please avoid misspelling or incomplete data. Save after double checking your data entry.

- **Pay**

In order to be admitted to the selection, applicants are requested to pay € 50 according to the steps indicated on www.studenti.unibo.it No refund will be possible.

Application is valid only upon fee payment within the deadline and upload of documents required as above.

Applications will be admitted to evaluation only when CV Form (CV and presentation letter) duly signed and other supporting documents have been provided and the application fee has been paid.

For any help on the online application, you can call the Help Desk +39 051 2088301 or email help.studentionline@unibo.it

Please note that if you are a non-EU citizen holding a residence permit for study purposes and you formally renounce your studies at this or another university, you will lose the requirements for staying in Italy and your residence permit will be revoked. In this case, you will have to return to your home country and start the pre-enrolment procedures through University at the competent Italian diplomatic representatives (Embassies/Consulates), within the deadlines set annually and published on the website www.studiare-in-italia.it/studentistranieri/

2.2 Non-EU with residency abroad and non-EU with residency abroad with equivalent status

Non-EU with residency abroad and non-EU with residency abroad with equivalent status must comply with procedures indicated at point 2.1. Admission of non-EU citizens with residency abroad and deadlines for the pre-enrolment procedure will be confirmed by the Ministry of University and Research in March-June 2024 www.studiare-in-italia.it/studentistranieri/.

Non-EU citizens with residency abroad and non-EU with residency abroad with equivalent status have to:

- hold a qualification granting access to second cycle university courses
- submit the pre-enrolment to the Italian Representative for the master's degree in "Service Management" on www.universitaly.it if admitted.

More information available on the websites: <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/enrolling-in-first-or-single-cycle-degree-programme-foreign-qualification>

<https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/non-eu-students-with-residency-abroad-reserved-quotas-pre-enrolment-visas-and-italian-language-tests>

SECTION 3 – CANDIDATES WITH DISABILITIES OR LEARNING DIFFICULTIES

Candidates with disabilities or learning difficulties can require specific adjustments within the application deadlines set in the general calendar.

Adaptations may consist of:

- additional time: 30% for candidates with learning difficulties (DSA), other specific developmental disorders and pathologies; 50% for candidates with a civil disability and/or handicap pursuant to Law 104/92.
- the possibility of using aids such as text-reading tools, non-scientific calculators, etc., or other devices to be assessed on the basis of the specific case and certification.

The list of possible adaptations can be found on the form.

If, due to organisational requirements and/or mandatory provisions, the required adaptation cannot be granted, an alternative measure of equal compensatory value will be defined.

1) Log on <https://studenti.unibo.it/sol/welcome.htm> and apply.

2) Fill in the **Adaptation Request Form** you can find in the section relating to the admission procedure, save it in .pdf and upload it in the relevant section.

3) Upload the required specialist documents, among:

- Diagnosis of Specific Learning Disorders (DSA), according to Law 170/2010, drawn up by the National Health Service (Servizio Sanitario Nazionale), an accredited private centre or a private specialist accompanied by a document of conformity issued by the National Health Service. The documentation must not be older than three years or drawn up after the age of 18.

- Certificate issued by a specialist of the National Health Service attesting a different type of specific developmental disorder that affects learning.

- Disability certification according to Law 104/92.

- Certification of civil invalidity.

- Medical documentation, drawn up by a specialist, certifying the presence of health conditions (physical and/or psychic) that may lead to an inability, even temporary, to study and take the test.

The documentation must be clear and complete with all the information needed to understand the specific needs of the candidate.

If you have both a certification under Law 104/92 and other medical certifications, it is important to submit both.

*Consequent to the emergency situation that has led to a reduction in the activities of National Health Service (Servizio Sanitario Nazionale) outpatient clinics, applications will be accepted from candidates with a diagnosis of Specific Learning Disorders (DSA), as referred to in law no. 170/2010, even when submitting certificates issued more than three years previously or without compliance. Should this be the case, candidates must also demonstrate they are waiting for the certificate renewal by the National Health Service. Candidates may be requested to submit further documents. Certifications issued by private specialists must in any case be complete and drawn up in accordance with all the requirements defined by the Consensus Conference on Specific Learning Disorders of 2011.

Candidates with disabilities or learning difficulties with residency abroad who wish to make use of adaptations must submit the legalised certification attesting to their disability or learning difficulties status issued in their home country, together with an official translation in Italian or English.

The University bodies in charge of examining the aforementioned certifications ascertain that the foreign documentation certifies a condition of disability or specific learning disorder recognised by Italian law.

Make sure to double check you have uploaded **Adaptation Request Form** and medical certificates or other documents before sending the application.

Requests will be examined by the University Service for Students with Disabilities or Learning Difficulties who will assess their coherence with the adjustments requested according to Italian regulations. Should documents be incomplete or illegible a request for supplementation will be made by email name.surname@studio.unibo.it to candidates, who shall reply within the deadline set by email.

Any request must be received within the deadlines for this selection procedure. Candidates who fail to submit their application within the deadlines set in the general calendar or fail to send any supplementary documents requested

within the deadlines indicated by the Service for Students with Disabilities or Learning Difficulties will not be granted the requested adaptations.

Candidates will be informed of adjustments granted by email from the Student administrative office.

If you have any questions regarding the procedure for requesting adaptations, please contact the Service for Students with Disabilities or Learning Difficulties abis.adattamentiammissione@unibo.it

SECTION 4 – ADMISSION REQUIREMENTS

An Admission Board chosen among teachers of the degree programme will evaluate applications and assign points according to the following evaluation criteria. The evaluation involves two steps.

Part 1: Evaluation (minimum score 40/100)

- Academic merit and study background (it refers to the duration and the quality of the bachelor degree/first cycle degree attended as well as to the final grade obtained for graduates or to the average of exams passed by graduating students): **up to 40 points** (including 10 points in case of delivery of language certificate or equivalent qualification).
- Coherence of the previous bachelor degree with the objectives of Service Management: **up to 30 points**.
- Curriculum vitae (significant international university-level study experiences, qualified international professional experiences of considerable duration, internships consistent with the learning outcomes of Service Management) and motivation (quality of the motivation letter and of reference letters, if provided): **up to 30 points**.

Results of part 1 will be available according to the [General calendar](#) on www.studenti.unibo.it

Candidates will have to log in with their username and password in order to see the online results and check the interview schedule. This is the sole and only notification.

Only candidates **ranking equal or higher than 40 points** will be admitted to the second part of the selection procedure.

Part 2: Interview (minimum score 60/100)

The second part of the selection process consists of an **interview in English** evaluating personal motivation, skills and coherence of the candidates' profiles with Service Management.

The interviews will take place according to the schedule of the interviews available on www.studenti.unibo.it

Candidates must show their personal identity card or passport (according to Italian DPR 445/2000 passport, identity card, driving license, etc. with photo and official stamp). Candidates without the identity card or passport will not be interviewed. The document must be the same indicated on the online application, as the Admission Board will check for correspondence. It is also recommended to show the payment receipt for the selection.

An alternative off-site interview method via Teams or similar (to be held on the same dates) may be allowed to international candidates or candidates asking for it. Candidates must show their personal identity card or passport.

The assessment for Service Management is **passed** with a score **equal to or higher than 100/200**.

The assessment of personal competences and interviews will take place even if the number of applications is less than the number of places available or if the candidates interviewed are less than those admitted to sit them.

SECTION 5 – RANKING LIST

At the end of the selection the ranking lists of candidates is done both for the non-EU and the EU applicants in decreasing order according to the [general calendar](#). In case of a tie between two or more candidates in the ranking list, priority will be given to the youngest.

Candidates can be: successful, eligible, not eligible, excluded.

Candidates with a score higher than 100/200 (with a minimum 40 points in the evaluation and a minimum of 60 points in the interview) up to the maximum number of available places are **successful** and will be able to finalize enrolment procedure by the deadline set in the general calendar.

Candidates with a score higher than 100/200 (with a minimum 40 points in the evaluation and a minimum of 60 points in the interview) but exceeding the maximum number of places available are **eligible**, but not successful. They cannot enrol in the degree programme, but can be considered in case of available places. Eligible candidates shall declare their interest in open places according to the deadline set in the general calendar.

Candidates with a score lower than 40/100 are **not eligible** and will not be accepted in any case to enrolment.

Candidates excluded are excluded from the selection even if places are left available.

Ranking lists are published on www.studenti.unibo.it in “Request detail”. This is the sole and only notification and no further notification will be sent out to candidates. Check the [general calendar](#) to see publication dates.

The ranking lists of the first and the second (possible) round selection are separate, so candidates applying to both rounds may result in different positions.

5.1 Open places

Open places are left available places after enrolment procedure of all successful candidates. Only eligible candidates can apply for open places; non eligible candidates cannot.

This is no automatic procedure, so you need to declare your interest in open places. Once you have declared your interest in open places, you cannot change it. Eligible candidates who miss the deadline for declaration of interest in open places will be dismissed from the ranking list and will be excluded from further admission procedure.

According to the [general calendar](#) and the updated ranking list available on www.studenti.unibo.it with the number of available places, all **eligible candidates**, when **interested in open places**, shall:

1. log to www.studenti.unibo.it with username and password;
2. express their interest for open places by selecting the specific button “*Desidero essere recuperato*” – “Open places”, available after the ranking list is confirmed.
3. check in the request detail for the receipt after clicking the button “*Desidero essere recuperato*”.

according to the deadlines in the [general calendar](#).

The list of eligible candidates is published on Studenti Online (www.studenti.unibo.it) in the application file detail, according to the dates indicated in the General Calendar.

Eligible candidates must enrol within the deadlines set out for enrolment of eligible candidates in the [general calendar](#). No further notification will be sent out to candidates.

SECTION 6 – ENROLMENT PROCEDURE

Successful candidates must finalize the enrolment according to deadline on the [general calendar](#).

First time enrolment (section 6.1)

Candidates who have not obtained their bachelor degree yet shall graduate by **30th December 2024** or they will forfeit their right to finalize enrolment. Check www.studenti.unibo.it for further details.

Candidates requesting shortening of the programme (consequent to withdrawal from studies, possessing a previous qualification, enrolment in single course units, etc.) after finalizing their enrolment and anyway by the **24th November 2024** shall send to the Student Administrative Office in Rimini the [Form for shortening the degree programme](#) as stated on the website <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/shortening-of-the-degree-programme>.

Candidates enrolled in other Italian universities who want to transfer to the University of Bologna and candidates enrolled in other degree programme of the University of Bologna who want to change degree programme (section 6.2 and 6.3)

For fees and benefits check the following section (section 6.4)

By the end of the degree programme, international students are required to possess knowledge of the Italian language at level B2 of the Common European Framework of Reference for Languages at least.

The requirement is deemed fulfilled for Italian citizens, citizens of San Marino and Vatican City and residents in Canton Ticino.

International students with citizenship different from the above who do not fulfil the requirement shall include activities aimed at achieving the required level in their study plan.

International students with citizenship different from the above who already possess the requirement (baccalaureate or equivalent qualification awarded in Italian; degree or equivalent qualification awarded in Italian; students enrolled in degree programmes in Italian universities with a residence permit for study purposes who wish to transfer or change degree programme; students enrolled in single learning activities in an Italian university, holding a residence permit for study purposes who intend to enrol in a related or subsequent degree programme; members of staff in service at foreign diplomatic representations and international organisations based in Italy; holders of residence permits "Permesso UE di lungo periodo" - EU long-term residence permit) can ask for its recognition upon finalizing the enrolment.

6.1. FIRST TIME ENROLMENT

By the deadline stated in the [general calendar](#):

1. login on line www.studenti.unibo.it with username and password (name.surname@studio.unibo.it) or with SPID;
2. select "ENROL", then "SECOND CYCLE DEGREE", "SERVICE MANAGEMENT". Fill-in your details online and upload a picture of your face ID format. Mind that in the event of false declarations, as well as incurring the penalties laid down in Article 496 of the Penal Code, you automatically forfeit your right to enrolment and any benefits obtained, without being entitled to any reimbursement of the fees paid;

3. provide payment of the first or single instalment, according to instructions on www.studenti.unibo.it
Failure to pay will result in exclusion from the procedure. No late enrolment fee is permitted;
4. activate your student career:
 - if you registered using SPID or CIE credentials: after making the payment, your university career will be activated directly, without any further action on your part, unless you fall into one of the cases described below;
 - if you registered using your username and password: proceed with identification according to the procedures that you will find in the details of your request on Studenti Online.

Your career must be activated by the **28th February 2025** or you automatically forfeit your right to enrolment.

When your academic career is active you will be able to use the Unibo AlmaWi-Fi, access the online library, labs, submit your study plan, book for sitting exams and other administrative procedures and you will be also informed by email on how to print your badge.

- A) Students with civil disability equal to or more than 66% and/or with handicap pursuant to Law 104/92 must send the relevant certificates to the Student Administrative Office in Rimini <https://www.unibo.it/en/services-and-opportunities/study-grants-and-subsidies/exemptions-and-incentives/exemptions-for-disabled-students>
- B) Students requiring recognition of a previous university career after enrolling and by the 28th November 2024 must send to the Students Administrative Office – Rimini Campus the form ad indicated here: <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/shortening-of-the-degree-programme>
- C) Non-EU students with equivalent status possessing a qualification obtained in Italy must deliver copy of a valid residence permit to the International Desk in Rimini
- D) Non-EU students with residency abroad <https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/procedures-for-degree-programmes> have to upload a copy of a valid residence permit, or should they be waiting for it its request receipt and the copy of the entry visa for study purposes on www.studenti.unibo.it “Bandi – Calls”, then “Immatricolazione a.a. 24-25 - caricamento dei documenti degli studenti internazionali e con titolo estero – Enrolment 24-25 documents for international students with foreign degree”: they will be enrolled under condition.
- E) Students with a foreign degree are required to follow indications on: <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/enrolling-in-a-second-cycle-degree-programme-foreign-qualification> and upload documents requested on www.studenti.unibo.it “Bandi – Calls”, then “Immatricolazione a.a. 24-25 - caricamento dei documenti degli studenti internazionali e con titolo estero – Enrolment 24-25 documents for international students with foreign degree” by **28th February 2025**. Upon arrival in Italy they have to make an appointment with the International Desk – Rimini Campus and show original documents.

Your career must be activated by the **28th February 2025** or you automatically forfeit your right to enrolment.

6.2 CANDIDATES ENROLLED IN OTHER UNIVERSITIES WHO WANT TO TRANSFER TO THE UNIVERSITY OF BOLOGNA

Candidates enrolled in another university willing to transfer to the University of Bologna according to the deadlines indicated in the [general calendar](#) have to:

1. login on line www.studenti.unibo.it with username and password (name.surname@studio.unibo.it) or with

SPID or CIE;

2. select "ENROL", then "SECOND CYCLE DEGREE", "SERVICE MANAGEMENT". Fill-in your details online and upload a picture of your face ID format. Mind that in the event of false declarations, as well as incurring the penalties laid down in Article 496 of the Penal Code, you automatically forfeit your right to enrolment and any benefits obtained, without being entitled to any reimbursement of the fees paid;
3. Submit transfer request to the home university according to their deadlines.

An additional transfer fee is required by the University of Bologna for official recognition that the Student Administrative Office will request on receipt of the documentation sent by your home university.

You will be able to carry out teaching activities at your home university until you submit your transfer application. Your academic career at the University of Bologna will be activated only after paying fees for enrolment and upon recognition of the shortening of the programme and continuation by the Degree Board. For more information, check this page: <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/transferring-to-the-university-of-bologna/transferring-to-the-university-of-bologna>

6.3 CANDIDATES ENROLLED IN OTHER DEGREE PROGRAMME OF THE UNIVERSITY OF BOLOGNA WHO WANT TO CHANGE DEGREE PROGRAMME

A) Students changing degree within the University of Bologna who applied in the first intake shall:

If you are currently enrolled in another degree course at the University of Bologna, have applied to the first round selection and wish to change degree programme within the University, within the enrolment deadlines set in the [general calendar](#), you must:

1. login on line www.studenti.unibo.it with username and password (name.surname@studio.unibo.it) or with SPID;
2. select "ENROL", then "SECOND CYCLE DEGREE", "SERVICE MANAGEMENT". Fill-in your details online and upload a picture of your face ID format. Mind that in the event of false declarations, as well as incurring the penalties laid down in Article 496 of the Penal Code, you automatically forfeit your right to enrolment and any benefits obtained, without being entitled to any reimbursement of the fees paid;
3. provide first or single instalment payment within the deadline stated in the [general calendar](#) on www.studenti.unibo.it
4. submit the request from on www.studenti.unibo.it form from 25th July to the 20th September 2024 by clicking on "Passaggio di corso" – "Change degree programme";
5. provide payment for changing degree programme.

You will be able to carry out teaching activities for your previous degree programme until you submit your change degree programme request. Your academic career for the new degree programme will be activated only upon recognition of the shortening of the programme by the Degree Board.

B) Students changing degree within the University of Bologna who applied in the second intake shall:

If you are currently enrolled in another degree course at the University of Bologna, have applied to the second round selection and wish to change degree programme within the University, within the enrolment deadlines set in the [general calendar](#) (12th September 2024 or 20th September 2024 if you have enrolled for open places) must:

1. login on line www.studenti.unibo.it with username and password (name.surname@studio.unibo.it) or with SPID or CIE;

2. provide first or single instalment payment for the previous degree programme (make sure not to have pending payments for previous academic years);
3. submit the change request form online www.studenti.unibo.it select “Passaggio di corso” – “Change degree programme” and fill in the data required;
4. provide payment for changing degree programme.

The change will be official after official confirmation by the Degree Board.

You will be able to carry out teaching activities for your previous degree until you submit your change request. Your academic career for the new degree will be activated only after paying fees for enrolment and upon shortening of the programme and continuation by the Degree Board.

6.4 FEES AND BENEFITS

Enrolment fees and information on benefits and exemptions will be published on the University website: <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/tuition-fees>

Possibilities for other benefits can be found at this page: <https://www.unibo.it/en/university/organisation-and-campuses/university-services/university-services>

If you are interested in benefits related to the right to higher education, you can consult the relative call published by the Regional Authority for the Right to Higher Education on the website www.er-go.it <https://www.er-go.it/international-students/> If you are enrolled in another degree programmes, please note that transfer or changing degree programme might involve losing the benefits, as the career is taken into consideration from the year you first enrolled at the university, regardless of the credits recognition or the admission to years following the first, so read the call carefully.

Students with civil disability equal to or more than 66% and/or with handicap pursuant to Law 104/92 must send the relevant certificates to the Student Administrative Office in Rimini. For more information, check this [website](#)

SUMMARY and CONTACTS

1. REGISTER ON STUDENTI ON LINE

- Log on to www.studenti.unibo.it using your SPID or CIE username and password, select “Register” and then “Entra con SPID/CIE”. The system will retrieve the data from SPID and will create your account name.surname@studio.unibo.it

International applicants with no valid identity document released by Italian authorities can log in with Unibo username and password to be created on www.studenti.unibo.it

2. SELECTION PROCEDURE

- Log on to www.studenti.unibo.it
- select “ENROL”, then “SECOND CYCLE DEGREE”
- select “SERVICE MANAGEMENT”
- upload all the documents requested

- pay € 50

3. CHECK THE RANKING LISTS

Ranking lists will be made available on www.studenti.unibo.it by the deadlines set in the [General calendar](#)

4. ENROL

Successful candidates must enrol by the deadlines set for each round selection in the [General calendar](#) (check section 6 above). Failure to pay the first or single instalment will result in exclusion from the procedure.

5. OPEN PLACES

Eligible candidates must declare their interest in open places on www.studenti.unibo.it according to the deadlines in the [General calendar](#)

Further information on news on this selection will be made available on www.studenti.unibo.it

Information concerning the processing of personal data can be found at www.unibo.it/PrivacyBandiCds

This call for applications is subject to the rules laid down by the Decree of the Ministry of Universities and Research no. 1154/2021. Appeals against the decision may be lodged with the competent Regional Administrative Court within 60 days of the publication of the notice.

Responsible for this call is Niccolò Martini, Head of the Student Administrative Office - Rimini Campus.

Offices closures on 2024 (check www.unibo.it for any further notice):

- 29 March and 1st April
- 25th and 26th April
- 1st May
- 2nd June
- 12th- 16th August

For administrative information:

Segreteria studenti Rimini	segrimini@unibo.it
Student Administration Office	https://www.unibo.it/en/campus-rimini/campus-services/student-administration-office/student-administration-office

For problems with the online application (StudentiOnLine):

Helpdesk	help.studentionline@unibo.it
	telephone +39 051 2080301

For information on entry rules in Italy, foreign qualifications, benefits for international students:

<u>International Desk - Rimini Campus</u>	<u>campusrimini.internationaldesk@unibo.it</u> <u>https://www.unibo.it/en/campus-rimini/campus-services/international-experiences/international-desk-rimini</u>
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For information on taxes and benefits:

<u>Ufficio contribuzioni studentesche</u>	<u>ases.contribuzionistudentesche@unibo.it</u> <u>https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/tuition-fees</u>
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For information on disabilities or learning difficulties:

<u>Servizio per gli studenti con disabilità</u>	<u>ases.adattamentiammissione@unibo.it</u> <u>www.studentidisabili.unibo.it</u>
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The Head of the Rimini Campus