



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA
CAMPUS DI FORLÌ

DEPARTMENT OF INTERPRETING AND TRANSLATION

Call for applications to the International Master's Degree (Laurea Magistrale)
with restricted access in

SPECIALIZED TRANSLATION

LM-94 Class – Specialized translation and interpreting

**Call open to "Non-EU nationals living outside of Italy"
and "EU nationals and equivalents with a foreign degree"**
(course code 9174)

Course website

<http://corsi.unibo.it/2Cycle/SpecializedTranslation>

Academic Year 2022-2023

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This university has started an awareness-raising campaign aimed at contrasting gender stereotypes. In this perspective, the decision was made to give more linguistic visibility to differences. Wherever in this document the masculine form is used, this is done with the sole purpose of simplification, and it shall be deemed to refer to all the people operating in the community in an inclusive manner.

1 – AVAILABLE PLACES BY STUDENT CATEGORY AND CURRICULA

The provisions governing admission in the academic year 2022/2023 to the restricted access Master's Degree in **Specialized Translation (LM-94 class**– Specialized translation and interpreting) will be published in two separate calls for applications:

- **this call is open** to "Non-EU citizens living outside of Italy" and to "EU nationals and equivalents with a foreign degree";
- **a separate call will be published** for "EU nationals and equivalents".

Information on the Degree programme (regulations, admission requirements, study plan, learning outcomes, further information and contacts, etc.) are available on the following webpage:

<http://corsi.unibo.it/2Cycle/SpecializedTranslation>.

For the academic year 2022/2023, **72 PLACES** are available **in total** for the Master's Degree in **Specialized Translation (LM-94 class)**, split by the **TWO CURRICULA** in which the Degree programme is structured:

- **60 places** for the "Specialized Translation" curriculum (also abbreviated as **SpecTra**),
- **12 places** for the **Translation and Technology** curriculum (also abbreviated as **TraTec**).

The 72 total places available in the two curricula are further split by **student category** as follows:

- ❖ **12 places** for "non-EU nationals living outside of Italy", **whose admission is regulated by this call for applications**, split into:
 - **10 places** for the Specialized Translation (SpecTra) curriculum,
 - **2 places** for the Translation and Technology (TraTec) curriculum;
- ❖ **10 places** for "EU nationals and equivalents with a foreign degree", including Italian citizens, citizens of the European Union and non-EU citizens with equivalent status **who have graduated or about to graduate from a foreign (non-Italian) university, whose admission is regulated by this call for applications**, split into:
 - **8 places** for the Specialized Translation (SpecTra) curriculum,
 - **2 places** for the Translation and Technology (TraTec) curriculum;

❖ **50 places** for "**EU nationals and equivalents**", whose admission will be regulated by a **separate call for applications**, split into:

- **42 places**, of which 3 places are reserved for candidates enrolled in the double degree programme with the University of Granada; these candidates must already be enrolled in the Laurea in Intercultural and Linguistic Mediation at the University of Bologna;
- **8 places** for the Translation and Technology (TraTec) curriculum.

If the places in the "SpecTra" and "Tratec" curricula reserved to "Non-EU nationals living outside of Italy" and to "EU nationals and equivalents with a foreign degree" are not filled, these places will be made available to "EU nationals and equivalents" for the same curricula in the later call for applications.

PLEASE NOTE

To find out the student category that applies to you, please visit the following University webpage: <https://www.unibo.it/en/international/Who-are-international-students>. In particular:

- "EU nationals and equivalents" in this call are referred to in that page as "Italian citizens, EU citizens and non-EU citizens with EU equivalent status";
- "Non-EU nationals living outside of Italy" in this call are referred to in that page as "non-EU citizens with residency abroad".

Further information for non-EU candidates and/or candidates with a foreign degree can be found on the following webpages:

<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>;

<https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/international-students-how-to-prepare-for-enrolment>;

<https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/enrolling-in-a-second-cycle-degree-programme-foreign-qualification>.

In applying to the Master's Degree in Specialized Translation, **Non-EU nationals living outside of Italy** must also follow the relevant procedures defined annually by the Ministry of University and Research (MUR). These can be found at: <http://www.studiare-in-italia.it/studentistranieri/>.

In particular, they must:

- inquire in a timely manner about the terms and conditions for pre-enrolment and, subsequently, about the terms and conditions to obtain a study visa. More information can be found on the portal: www.universitaly.it;
- have a degree that allows access to Italian universities;
- N.B.: Non-EU candidates with a study visa who formally dropped out of university lose their eligibility to stay in Italy, leading to revocation of the visa; these candidates will have to go back to their home countries and start the pre-enrolment procedure through the competent Italian Diplomatic Representatives via the www.universitaly.it portal. Relevant deadlines are defined every year and published on the website <http://www.studiare-in-italia.it/studentistranieri/>.

2 – GENERAL CALENDAR

The **terms and conditions** indicated below are **BINDING** and **cannot be waived in any way**.

"NON-EU NATIONALS LIVING OUTSIDE OF ITALY"

(12 places, of which: 10 for SpecTra, 2 for TraTec)

"EU NATIONALS AND EQUIVALENTS WITH A FOREIGN DEGREE"

(10 places, of which: 8 for SpecTra and 2 for TraTec)

PHASES	DEADLINES
Submission of application for the entrance exam	By 4 April 2022, 13:00 (CEST)
Results of CV screening published (for candidates who do not meet the previous studies requirements set out in this call)	12 April 2022
PART 1 – Test for English language competence (Oxford Online Placement Test, OOPT)	26 to 29 April 2022
Part 2 – Interview	
Results of entrance exam published / First enrolment phase begins / Applicants on waiting list declare their interest in enrolling (second enrolment phase)	3 May 2022, from 15:00 (CEST)
First enrolment phase, transfers and optional transfers of successful candidates end / Closing date for declaring interest in enrolling in second phase	17 May 2022
List of applicants on waiting list who can enrol is published / Second enrolment phase begins	19 May 2022
Second enrolment phase, transfers and optional transfers of successful candidates end	25 May 2022
Deadline for graduation (undergraduate degree) for those who have not yet graduated upon enrolling	30 December 2022

It is important to consult on a regular basis:

- the **Studenti Online** portal at www.studenti.unibo.it,
- your Unibo inbox: nome.cognome@studio.unibo.it at www.unibo.it/en/services-and-opportunities/online-services/my-email/my-email,
as this is the only direct way for the Master's Degree administrative staff to get in contact with candidates regarding rankings, waiting lists, enrolment etc.

3 – ADMISSION REQUIREMENTS

All students interested in enrolling in the two categories referred to in this call **must follow the procedures** detailed herein.

In order to enrol in the *Master's Degree*, candidates must:

1. pass the entrance exam with a score ranking them among the **top candidates in the respective categories** ("Non-EU nationals living outside of Italy" and "EU nationals and equivalents with a

foreign degree"), based on the number of available places for the SpecTra and TraTec curricula ([section 1](#) of this call);

2. satisfy the following REQUIREMENTS:

- hold, or be about to obtain, a degree in one of the following classes, **or OTHER qualification OBTAINED ABROAD** recognised as eligible, subject to verification:

ex D.M. 270/04:

L-11 class – Modern Languages and Cultures

L-12 class – Linguistic Mediation

L-31 class – Computer science

degree classes set out by Ministerial Decree 509/99:

class 3 – Language Mediation Sciences

class 11 – Modern Languages and Cultures

class 26 – Computer Science

- Previously available 4-years Italian degrees:

“Traduzione e Interpretazione”

“Traduttore e Interprete”

“Lingue e letterature straniere moderne”

“Scienze dell’informazione”.

- If candidates have already obtained or are to obtain a degree that is not mentioned in the requirements, including **any degree obtained outside of Italy**, their Curriculum Vitae will be screened by the entrance exam commission. Should they be deemed eligible, such candidates will be allowed to participate in the entrance exam.

For further information on how to submit documents, please see [section 4.1](#) of the call.

Information on eligible candidates will be published on **Studenti Online**, at www.studenti.unibo.it, on **12 April 2022**.

- Candidates who, at the deadline for enrolling in the entrance exam (4 April 2022, 13 CEST), **have not yet obtained the academic degree required for access**, are nonetheless eligible to take the exam.

Successful candidates and candidates on the waiting list who have not yet obtained their degree can **conditionally enrol** on due dates for enrolment; they must then obtain the academic title required for access and complete their enrolment no later than **30 December 2022**.

Failing this, students will be excluded from the Master's Degree.

3. C1 level of English proficiency or above (according to the Common European Framework of Reference – CEFR), to be tested in Part 1 of the ENTRANCE EXAM.

For the “**Specialized Translation**” curriculum, candidates must also know **another language amongst Chinese, French, Russian, Spanish or German, at B2 level or above** (according to the Common European Framework of Reference – CEFR – or equivalent systems), and be able to translate between Italian and one of the said languages.

For the “**Translation and Technology**” curriculum candidates must have **knowledge of Italian and be able to produce an intralinguistic reformulation of a technical-scientific text in a language of choice** amongst Chinese, English, French, German, Italian, Russian and Spanish.

4. The adequacy of candidates’ required knowledge and competence is verified if candidates obtain the pass grade in Part 2 of the ENTRANCE EXAM.

Please see [section 4](#) of the Call for further details on the content and evaluation criteria of the ENTRANCE EXAM, split by curriculum.

4 – HOW TO APPLY, ENTRANCE EXAM AND EVALUATION CRITERIA

4.1. How to apply

To apply for the entrance exam, "non-EU nationals living outside of Italy" and "EU nationals and equivalents with a foreign degree" must enrol **within the firm deadline of 4 April 2022, at 13.00 (CEST)**, as follows:

1. access **Studenti Online** (www.studenti.unibo.it):

- international students without an identity document issued in Italy can log in with the University of Bologna credentials; these can be obtained on **Studenti Online** (www.studenti.unibo.it), choosing "REGISTER" and then "INTERNATIONAL STUDENTS REGISTRATION"
- or you can log in **using your SPID credentials**. The system will automatically retrieve personal data from the SPID account and create the University credentials (firstname.lastname@studio.unibo.it).

2. Click on the “**ADMISSION APPLICATION**” button, select “**SECOND CYCLE DEGREE PROGRAMME**”, then “**SPECIALIZED TRANSLATION**” and the relevant category:

“**Specialized Translation – Non-EU nationals living outside of Italy**”

or

“**Specialized Translation - EU nationals and equivalents with a foreign degree**”

3. choose the “**Specialized Translation (SpecTra)**” curriculum or the “**Translation and Technology (TraTec)**” curriculum and then choose the language in which you wish to take Part 2 of the entrance exam, and in particular:

- for the “SpecTra” curriculum **choose a language from amongst Chinese, French, Russian, Spanish and German**, as well as a **translation direction** (from Italian into the foreign language or from the foreign language into Italian) in which to produce the translation;
- for the "TraTec" curriculum, **choose a language from amongst Italian, English, Chinese, French, Russian, German and Spanish** in which to produce the intralinguistic reformulation;

PLEASE NOTE: Candidates can take entrance exams for both curricula upon paying the Entrance Exam Admission fee (50 €) for one curriculum only. The application process must be repeated for the second exam, while the fee is only to be paid once.

If the candidate takes the exam for both curricula, Part 1 (OOPT) is taken only once and is valid for both curricula.

4. Provide the following details and upload the following **documents**:

- indicate an e-mail address so that the Commission can schedule and communicate a date and time for the exam (within the period from **26 April to 29 April 2022**);
- upload the following documents in PDF format:
 - a) the original degree (or the relevant certificate stating the degree that they are to obtain), as well as original transcript of exams with grades and credits. Should these documents not be in one of the languages of the Master's Degree, they must be officially translated into Italian;
 - b) front and back copy of a valid identity document (ID, passport, driver's license, etc.);
 - c) a copy of the residence permit, if this is already held by non-EU applicants (mandatory for non-EU citizens with equivalent status);
 - d) if relevant, a request for adaptations for students with Special Needs or SLD (see [section 5](#));

5. Pay the **€ 50 fee** (the fee should only be paid once if candidates apply in a single category of admission for both curricula). The payment must be made following the instructions on **Studenti Online** (www.studenti.unibo.it). This payment is **non-refundable**.

Registration for the exam is only valid after the fee has been paid.

ONLY CANDIDATES WHO HAVE SIGNED UP TO THE EXAM IN THE CORRECT CATEGORY BY THE RELEVANT DEADLINES, WHO CORRECTLY FOLLOWED THE PROCEDURES DETAILED IN THIS CALL AND WHO HAVE PAID THE FEE WILL BE ALLOWED TO TAKE THE ENTRANCE EXAM.

For online assistance in signing up to the entrance exam, candidates are asked to contact the **Studenti Online Help Desk** at +39 051 2080301 during their operating hours, or by e-mail at help.studentionline@unibo.it.

4.2. The entrance exam

Once the screening of preliminary requirements is completed and results are published (as outlined in [section 3](#)), the entrance exam will take place. For non-EU nationals living outside of Italy and EU nationals and equivalents with a foreign degree, the exam is conducted by **video conference call online** (via Microsoft Teams or Zoom, using the institutional credentials [@studio.unibo.it](https://studio.unibo.it)).

The exam will take place:

- **from 26 to 29 April 2022**

and is divided into TWO PARTS, both of which are obligatory and take place in the same session:

- 1) **Part 1 – English language test (OOPT);**
- 2) **Part 2 – interview.**

The Commission will contact candidates via e-mail in order to schedule a time and date for the exam within the timeframe indicated above.

The goals of the entrance exam are to ascertain the following:

Part 1: English language competence (the requirement is C1 according to the CEFR);

Part 2:

- **For the “Specialized Translation” curriculum:** a B2 level of competence (according to the CEFR or equivalent systems) of the other language of study selected in the admission procedure, from amongst Chinese, French, German, Russian and Spanish, as well as translation competence between that language and Italian;
- **For the "Translation and Technology" curriculum:** Italian language competence and the ability to produce an intralinguistic reformulation of a technical-scientific text in the language of choice selected in the admission procedure, from amongst Chinese, English, French, German, Italian, Russian and Spanish.

For Part 1, candidates must take the **OOPT** online.

The duration of Part 1 is 50 minutes.

For Part 2:

- **For the “Specialized Translation” curriculum** candidates must undertake an interview in Italian and in their language of choice, as well as translate a text. Part 2 of the exam aims at testing the translation competence from Italian into the foreign language of choice or from the foreign language of choice into Italian. The foreign language and the language direction in which the candidate intends to translate must be chosen upon signing up for the exam.
- **For the “Translation and Technology” curriculum** candidates must undertake an interview in Italian and in their language of choice, as well as produce an intralinguistic reformulation of a technical-scientific text. The language chosen to take the intralinguistic reformulation test must be chosen upon signing up for the exam.

In case of possible disruption of the Internet connection, it may be necessary to postpone the tests for a few hours, or possibly a day.

Candidates with Special Needs or SLD can find further information on the entrance exam in [section 5](#).

In order to determine the ranking, the scores obtained in Part 1 will be added to those obtained in Part 2.

The entrance exam will take place regardless of how many candidates sign up for it.

The Commission, nominated by the Department Council and composed of at least 3 official members (and possible substitutes) chosen amongst faculty members teaching in the Master's Degree, guarantees that the exam procedures are carried out correctly.

The Commission will check the identity of each candidate by verifying the details on the identity document provided.

Candidates are asked to have the same document uploaded when signing up for the exam at hand for verification.

4.3. Evaluation criteria

The evaluation criteria are as follows:

for **Part 1**, an immediate result will be displayed online after the OOPT; a C1 level is the minimum requirement;

for **Part 2**:

- **for the “Specialized Translation” curriculum**, the communicative competence in both the language of choice and in Italian, as well as the faithfulness of the translation to the source text. Lexical and grammatical accuracy and use of appropriate translation strategies will also be evaluated;
- **for the “Specialized Translation” curriculum**, the communicative competence in both the language of choice and in Italian, as well as the correspondence between the reformulated text and the original one. Lexical and grammatical accuracy and use of appropriate reformulation strategies will also be evaluated.

In order to pass **Part 1**, candidates must obtain a minimum score of **80 out of 120**.

In order to pass **Part 2**, candidates must obtain a minimum score of **80 out of 120**.

Candidates who do not reach the minimum C1 level in Part 1 will not be allowed to proceed to Part 2.

The results of Part 1 will be revealed to the candidate immediately after the test.

The overall result will be published in the official ranking.

4.4. Rankings

Only candidates who reach the minimum score in Part 1 and Part 2 will be eligible.

The ranking of candidates is obtained by adding the score for Part 1 to the score for Part 2.

In the case of a tie, priority is given to the candidate who obtained the higher score in the OOPT test.

If the OOPT result is the same, priority will be given to the younger candidate.

Only ELIGIBLE candidates can be admitted to the Master's Degree in Specialized Translation, distributed as follows: 12 places for "non-EU nationals living outside of Italy" (10 of which to be assigned to the "SpecTra" curriculum, and 2 to the "TraTec" curriculum), 10 places for the "EU nationals and equivalents with a foreign degree" (8 of which to be assigned to the "SpecTra" curriculum, and 2 to the "TraTec" curriculum).

5 – REQUEST FOR ADAPTATIONS TO THE ENTRANCE EXAM

Candidates may ask for special arrangements for the entrance exam by the enrolment deadline (4 April 2022, 13.00 CEST).

The procedure for requesting adaptations is as follows:

- 1) **Access Studenti online** (<https://studenti.unibo.it/sol/welcome.htm>) and enrol for the exam.
- 2) Fill out the **Adaptation request form** that can be downloaded from the website (in the section relating to the enrolment procedure), save it to PDF format and upload it to the relevant section.

Possible **adaptations** are:

- additional time (30% extra time for candidates with SLD, other LD or illness; 50% extra time for candidates with legally recognised disability and/or handicap according to Act/L. 104).
- assistance during the exam with tools such as reading and writing assistants and other supports, to be evaluated on a case-by-case basis.

A list of possible adaptations can be found in the form.

In the case that the relevant aid that a candidate requires is unavailable, an alternative solution will be identified that guarantees equal opportunities to the candidate.

- 3) Upload **all the relevant documents**:

- SLD diagnosis (Act/L. 170/2010) issued by the National Health Service or by a private Health Centre recognised and licensed by the State. Documents must date back not more than three years, or have been issued after the candidate's 18th birthday.

In view of the present Covid Emergency, requests of candidates with Special Needs or Specific Learning Disability (SLD), according to Act n. 170/2010, will be accepted also in the case that documents are older than three years or lack official recognition. The candidate must prove that they are awaiting renewal or official recognition; the University administration may require that the missing documents are provided at a later date. Certifications issued by private practitioners must in any case be complete and drawn up according to the requirements defined by the Consensus Conference on Specific Learning Disorders of 2011.

- Certification of a different specific learning disorder issued by a practitioner recognised by the national health authority.
- certification of handicap according to Act/L. 104/92.
- legal certification of recognised disability.
- certification of an illness that may affect the candidate's temporary ability to study (for health conditions that may lead to certain specific needs during the entrance exam).

The documentation must be clear and include all the information needed to evaluate the specific needs of the candidate.

Please note: If candidates possess certificates according to Law No. 104 as well as any other medical documentation, they are advised to include both in the application.

Candidates with Special Needs or SLD living outside of Italy who wish to request special arrangements must provide the relevant documentation issued by their home State. All documents must be legalised and translated into Italian or English by a sworn translator.

The relevant University Office will determine the equivalent disability according to the Italian legislation.

PLEASE MAKE SURE THAT THE REQUEST FOR ADAPTATIONS AND ALL THE RELEVANT MEDICAL DOCUMENTATION HAVE BEEN UPLOADED BEFORE COMPLETING THE ADMISSION APPLICATION.

All documentation is evaluated by the Office for Students with disabilities and SLD. Should documents be missing or unreadable, further documentation will be requested by e-mail to the candidate's address @studio.unibo.it, and must be sent back by the deadline set in the email.

Candidates who do not follow the procedure set out in this call, or who do not provide by the deadline further documentation as requested by the Service for students with disabilities and with SLD, will not be granted the required adaptations.

Candidates will receive by notice of the special arrangements granted via an e-mail from the Student Administration Office.

For clarifications on the adaptation request procedure, please contact the Service for students with disabilities and students with SLD by phone +39 051 20 80740 or e-mail: abis.adattamentiamissione@unibo.it.

6 – RANKINGS

Once the entrance exam procedures have been completed, rankings will be compiled for each student category and for each curriculum, based on the number of places available and distributed according to the specifications and criteria set out in [section 3](#) and [section 4](#) of this call.

The rankings will be published **on May 3, 2022, from 15.00 (CEST)** on **Studenti Online** at www.studenti.unibo.it, as the only means of legal publicity on the outcome of the selection; candidates must access the admission application with their SPID or UNIBO credentials (@studio.unibo.it).

7 – ENROLMENT

7.1. Candidates enrolling for the first time

Between **3 May 2022, at 15.00 (CEST), and 17 May 2022**, successful candidates must:

1. **access Studenti Online** at www.studenti.unibo.it using your SPID credentials or entering your UNIBO username (@studio.unibo.it) and password, obtained in the enrolment procedure;

Select “REGISTRATION”, then “SECOND CYCLE DEGREE PROGRAMME” and the “SPECIALIZED TRANSLATION” degree;

3. **insert the requested data and upload a passport photo.**

Should candidates have provided false information during the application process, they will be immediately excluded from enrolment and may be subject to legal action according to Article No.496 of the Italian Penal Code. No reimbursement will be made to such candidates;

4. during the online procedure of enrolment, candidates will have **to specify the curriculum ("Specialized Translation" or "Translation and Technology")** in which they wish to enrol and in which they have been admitted.

If a candidate has secured a place in both curricula in the same student category, THEY MUST CHOOSE THE CURRICULUM WITHIN THE DEADLINE for enrolment for successful (or eligible) candidates.

In case of technical difficulties in enrolling in the chosen curriculum, it is necessary to promptly contact the Student Administration Office of the Forlì campus (see contacts in [section 9](#) of the call).

It might happen that, **after enrolling in a curriculum, a candidate secures a place in the other curriculum** during the second enrolment phase. If this happens, and the candidate wishes to change from the former curriculum to the latter, they need to communicate this choice by e-mail to the Student Administration Office of Forlì Campus segforli@unibo.it using their institutional e-mail (@studio.unibo.it), by the date set for enrolment;

5. pay the first instalment (or alternatively the single instalment annual fee), following instructions on **Studenti Online** (www.studenti.unibo.it). Failing to pay the fees will result in exclusion from the procedure. **Late payments will not be accepted under** any circumstances.

6. **The student's career has to be activated by 28 February 2023**, or enrolment will be cancelled.

After the enrolment fee has been paid, candidates should verify on **Studenti Online**, in the dedicated page of the enrolment request, what the subsequent steps are to activate their career and receive their student ID card.

Students whose career cannot be activated automatically are invited to contact the Forlì Student Administration office to complete the identification procedure and/or send the necessary documentation for activation.

After activation of the student career, students will be able to access online services allowing them to submit their study plan, book exams, access the Wi-Fi network, consult online library resources; they will be able to enter Campus laboratory facilities, and perform student career actions (change degree, transfer to another university, leave university); an e-mail will also be sent that allows students to print their badge, following the procedure that will be indicated.

After enrolment and by 24 November 2022, students who require recognition of previous careers (exams taken in other second cycle degrees) must fill in the form downloadable from <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/shortening-of-the-degree-programme>; further details are provided on the same page.

To activate your career in the cases listed below, there are other steps to take:

a) **students with recognized disability** equal or higher than 66%, or in **compliance with Italian Law 104/92**, must submit a copy of the certificate attesting to their condition via e-mail to the Student Administration Office segforli@unibo.it. For more information, see <http://www.unibo.it/en/services-and-opportunities/study-grants-and-subsidies/exemptions-and-incentives/exemptions-for-disabled-students>;

- b) **Non-EU nationals with EU equivalent status** must hand in a copy of their residency permit to the Student Administration Office of the Forlì Campus;
- c) **Non-EU nationals living outside of Italy** should consult the specific information on <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>, access **Studenti Online** (www.studenti.unibo.it), choose "CALLS FOR APPLICATION", select "Registration a.y. 22_23 – uploading the documents of international students and with foreign qualifications" and upload a copy of the valid residence permit or, if not yet issued, a copy of the entry visa for study, and subsequently a copy of the receipt confirming that the application was successful (with which their enrolment will be accepted conditionally);
- d) **students with a degree obtained outside of Italy** should check relevant information on <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/enrolling-in-a-second-cycle-degree-programme-foreign-qualification>, access **Studenti Online** (www.studenti.unibo.it), choose "CALL FOR APPLICATIONS", select "upload of documents for international students with a foreign degree" and upload the documents within the deadline of 28 February 2023. Subsequently, upon arrival in Italy, they will have to make an appointment with the Student Administration Office of the Forlì Campus to show the original degree certificate.

PLEASE NOTE

If successful candidates have not obtained the degree required for access by the deadline of **17 May 2022**:

- they can **enrol conditionally**;
- they will have to **obtain their degree by 30 December 2022**.

As soon as they have obtained their degree, students must get in touch with the Forlì Student Administration Office in order to activate their career, and provide a self-certification about the graduation date and the final grade if the degree was awarded by an Italian university; in the case of a degree awarded outside of Italy, they will have to provide the original degree certificate.

Students who **fail to graduate by 30 December 2022**, and/or who provide any false information **will be excluded** from the Master's Degree.

7.2. Candidates currently enrolled in another Italian University planning to transfer

Successful candidates must:

- **enrol** following the instructions in [section 7.1](#), specifying the Italian university and the degree programme on which they were enrolled;
- Pay the first instalment, or alternatively the one-off annual fee, **within the period going from 3 May 2022 (15:00 CEST) and the firm deadline of 17 May 2022**, following instructions on **Studenti Online** (www.studenti.unibo.it);
- **hand in the transfer application** at the Italian university of origin **by the deadline set out in this call**.

Please note: it will be possible to attend teaching activities and sit exams at the university of origin until the transfer application has been submitted. The student career will be active at the University of Bologna **only** after the Master's Degree Board ascertains the transfer and approves the continuation of studies.

In order to complete the transfer, candidates will have to pay an additional transfer fee (the exact amount will be published on the website <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/transferring-to-the-university-of-bologna>).

7.3. Candidates currently enrolled in another degree programme at the University of Bologna (Transfers or optional transfers)

Successful candidates must:

1. **enrol** following the instructions in [section 7.1](#) and pay the first instalment, or alternatively the one-off annual fee, **within the period going from 3 May 2022 (15:00 CEST) and the firm deadline of 17 May 2022**; details are provided on **Studenti Online** (www.studenti.unibo.it);
2. fill in the application for **course transfer** on **Studenti Online** (www.studenti.unibo.it) **from 21 July 2022 and within the firm deadline of 5 August 2022**:
 - **click on 'PROGRAMME TRANSFER'** and insert the requested details;
 - **pay the transfer fee** (the exact amount will be available at <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/changing-study-programme-within-the-university-of-bologna> or for optional transfers at <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/transfer-to-a-study-programme-under-the-new-system>).

It will be possible to attend teaching activities and sit exams at the degree programme of origin until the transfer application has been submitted. The student career will be active at the Master's in Specialized Translation **only** after the Master's Degree Board ascertains the transfer and approves the continuation of studies.

7.4. Fees and benefits for student support

Annual enrolment fees for a.y. 2022/2023 and the calculation of student tuition fees according to personal economic standings will be available on <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/tuition-fees-a-y-2021-22>.

Tuition fees are calculated according to certified documents from one's home country; deadlines and regulations concerning payment of tuition fees are found on <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/tuition-fees-a-y-2021-22>. If no documents are attached, the highest fee rate will be applied.

Information on **study grants, exemptions, and other financial aid** can be found at:

<https://www.unibo.it/en/services-and-opportunities>

and <https://www.unibo.it/en/services-and-opportunities/study-grants-and-subsidies/study-grants-for-international-students>.

Information on financial aid is available in the **call for applications published by the Azienda Regionale per il Diritto agli Studi Superiori (Regional Authority for the Right to Higher Education)** and can be consulted at www.er-go.it (available from **June 2022**).

Candidates already enrolled in other degree programmes must carefully read the requirements in the ER-GO Call for applications 2022/2023 in order to qualify for financial aid. This will have to be done before transferring from another degree programme or university (or choosing an "optional" transfer), as their university career **will be evaluated from the year of first enrolment in a university**, and regardless of credits recognised or the year of course assigned by the Master's Degree Board. Failure to abide by these guidelines could cause cessation of funding.

The University of Bologna offers both study grants (**Unibo Action 2**) and tuition fee waivers (**Unibo Action 1**) to deserving international students with a foreign degree intending to enrol in a second cycle degree in the 2022/2023 academic year. Study grants and exemptions are assigned according to the results of the GRE test that the candidate will have to undertake.

The deadline for online application to **Unibo Actions 1&2 – GRE** is **31 March 2022, at 12.00 CET**:
<https://www.unibo.it/en/services-and-opportunities/study-grants-and-subsidies/exemptions-and-incentives/unibo-actions-1-2-study-grants-and-tuition-fee-waivers-for-international-students/Unibo-actions-1-and--2-study-grants-and-tuition-fee-waivers-for-international-students>.

8 – SECOND ENROLMENT PHASE

The second enrolment phase aims to fill all available places for the Master's degree, should they not have been filled after the first enrolment phase ([section 7](#)). Places will be filled based on rankings for each curriculum ("SpecTra" and "TraTec") and each student category ("non-EU nationals living outside of Italy" and "EU nationals and equivalents with a foreign degree").

A total of two enrolment phases (first and second) are therefore planned for each category.

Eligible candidates who were not high enough in the ranking for the first enrolment phase, but wish to be considered for the second enrolment phase must declare their interest in enrolling within the period from **3 May 2022 (15:00 CEST) to the firm deadline of 17 May 2022**:

Candidates must:

1. **visit** the **Studenti Online** portal at www.studenti.unibo.it;
2. **declare their interest in the second enrolment phase** by clicking the specific button available in the page dedicated to admission requests after the ranking has been published;
3. verify on **Studenti Online** that the request has been filed correctly: the system will display **the date in which the request was submitted and provide a receipt for the procedure.**

Candidates who are marked as "Ineligible", "Absent" or "Excluded" cannot participate in the second enrolment phase.

Eligible candidates who do not declare their interest in the second enrolment phase will be excluded automatically.

The number of places still available and the list of candidates having the right to enrol for each curriculum in the second phase will be published on **19 May 2022** exclusively on the **Studenti online** portal (www.studenti.unibo.it), in the page dedicated to admission requests:

Applicants who are admitted in the second enrolment phase are required to enrol within the period **from 19 May 2022 to the firm deadline of 25 May 2022** following the instructions provided in [section 7.1](#) (for candidates who are enrolling for the first time), in [section 7.2](#) (for candidates enrolled at another Italian university who intend to make a transfer), and in [section 7.3](#) (for candidates enrolled in other degree courses at the University of Bologna; transfers or optional transfers).

Similar to the procedure for successful candidates described in [section 7.1](#), candidates enrolling in the second phase who have not yet graduated should **obtain their degree** by the firm deadline of **30 December 2022**.

As soon as they have obtained their degree, students must get in touch with the Forlì Student Administration Office via e-mail (segforli@unibo.it).

9 – FINAL NOTES AND CONTACTS

FINAL NOTES

All possible notices and changes regarding the admission procedure will be published on **Studenti Online** (www.studenti.unibo.it); office closures will be published on www.unibo.it.

The detailed privacy policy regarding the processing of personal data can be found on the page <https://www.unibo.it/en/university/privacy-policy-and-legal-notes/privacy-policy/personal-data-processing>.

This notice, issued by an executive order whose protocol number and repertoire are reported in the header of the first page, is subject to the rules detailed in the Ministry of University and Research decree no. 1154/2021 and its subsequent amendments and additions in the field of self-assessment, evaluation, initial and periodic accreditation of universities and degree programmes.

An appeal against this order may be brought before the Lazio Administrative Regional Court within 60 days of the date of publication of this call.

The administrator of the enrolment procedure is the Person in Charge of the Student Administration Office of Forlì, Patrizia Ussani (tel. number: +39 0543 374815).

DISCLAIMER

The present English version of the call for applications is not official and is only intended to facilitate communication with non-Italian speaking applicants.

The Italian version of the call for applications is the only legal means of communication of the rules of the admission procedure, also with regard to any disputes.

CONTACT DETAILS

For information on the call for applications and the Degree programme:

Department of Interpreting and Translation Teaching Office Services to students	Corso della Repubblica 136, 47121 Forlì; tel. +39 0543 374505; e-mail didatticaforli.dit-studenti@unibo.it Degree programme website: http://corsi.unibo.it/2Cycle/SpecializedTranslation Office hours of the Teaching office: Monday and Thursday 10.00-12.00 and 14.00-16.00; Tuesday and Friday 10.00-12.00; Wednesday 9.00-12.00 and 14.00-16.00; Closed on Saturday and Sunday In compliance with national and regional legislation, remote operations are guaranteed until further notice by e-mail or Microsoft TEAMS. Contact: didatticaforli.dit-studenti@unibo.it .
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Administrative Programme Coordinator	tel. +39 0543 374502; e-mail SpecTra@dipintra.it
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Student Administration Office	Forlì Campus – Padiglione Melandri, Piazzale Solieri 1, 47121 Forlì Email segforli@unibo.it ; For other contacts: https://www.unibo.it/en/campus-forli/campus-services/student-administration-office-1
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For information on Italian language courses offered to international students:

CLA – Centro Linguistico di Ateneo / University Language Centre	Forlì Campus , Via Lombardini 5, 47121 Forlì E-mail cla.bo-segreteria@unibo.it For other contacts: https://centri.unibo.it/cla/it/contatti/segreterie-studenti-del-cla
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Contacts for **OTHER STUDENT SERVICES OF THE FORLÌ CAMPUS** can be found at <https://www.unibo.it/en/campus-forli/campus-services/campus-services-1>.

To receive technical assistance on **Studenti online** (such as procedures to obtain an institutional User ID and Password, data entry, malfunctioning of online services, etc.):

Studenti Online Help Desk	tel. +39 051 2080301 Email help.studentionline@unibo.it
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International candidates and candidates with a degree obtained outside of Italy can receive information on the eligibility of their degree, pre-enrollment procedures, visa and permits of stay, financial aid for international students, etc. from the International Desk, the Programme Coordinator and/or the Student Administration Office:

International Desk (Bologna)	Via Filippo Re 4 – Bologna E-mail internationaldesk@unibo.it For other contacts: https://www.unibo.it/en/international/contacts-for-international-students
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For information on fees and student benefits:

Ufficio contribuzioni studentesche	Via Marsala, 49 – Bologna E-mail: abis.contribuzionistudentesche@unibo.it For other contacts: https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/tuition-fees-a-y-2021-22
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Information for candidates with disability and SLD:

Service for students with disability and SLD – Servizio per gli Studenti con Disabilità e con DSA	Via Marsala, 49 – Bologna For students with disabilities: e-mail disabili@unibo.it For students with SLD: e-mail dislessia@unibo.it For other contacts: http://www.studentidisabili.unibo.it/ Campus Romagna: e-mail ssdd.campusromagna@unibo.it Phone +39 0543 374111
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THE MANAGER OF THE CESENA AND FORLÌ CAMPUS AREA

Dr. Leonardo Piano
