



DIPARTIMENTO DI SCIENZE AZIENDALI

**Admission procedure
for
“Innovation and Organization of Culture and the
Arts”
- GIOCA -**

Academic Year 2023/2024

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English Abstract Version

The Italian language version of the act is prevailing with regard to the exact interpretation of the rules contained within, also in case of potential disputes.

This call contains the information related to the admission to the “Graduate degree in Innovation and Organization of Culture and the Arts”, hereafter GIOCA.

- All the details related to the program GIOCA (regulation, program profile, learning outcomes, study plan, contact details, etc.) are available on the website: <https://corsi.unibo.it/2cycle/gioca/how-to-enrol>
- **The Program is taught entirely in English.** Please note that the **attendance at the GIOCA courses is compulsory.**
- To register to the application process a fee of 50,00 € is required (see Section 3 of this call).
- Tuition fees for the first academic year, exemptions and reductions are published on the UNIBO website: <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/tuition-fees>
- Scholarships or benefits provided by the University of Bologna can be found on these pages: <https://www.unibo.it/en/services-and-opportunities/study-grants-and-subsidies>
Er.Go is the Regional Authority for the Right to Higher Education in Emilia Romagna and was founded with regional law no. 15 of 27/07/2007. It offers services to students and new graduates of the universities in Emilia Romagna, foreign students and new graduates on international mobility and research programs, researchers and professors from other universities or Italian or foreign research institutes.
The call will be published around July 2023 on the website: www.er-go.it.

Table of Deadlines and general information

The following table indicates the admission schedule and the related deadlines.
All deadlines are mandatory.

Application deadline	27/04/2023 at 1 pm (CET)
List of admitted candidates to the interview	By 31/05/2023
Interviews (in presence and online)	06-07-08/06/2023
Admission ranking	By 21/06/2023
ENROLMENT	26/06/2023- 07/07/2023
Number of available open positions published - Enrolment for open positions	11/07/2023
Deadline to indicate online the willingness to be enrolled	13/07/2023
<i>1st enrolment for open positions: definition of eligible students and beginning of ENROLMENT procedures</i>	14/07/2023
<i>1st enrolment for open positions ENROLMENT deadline</i>	26/07/2023
<i>2nd enrolment for open positions: definition of eligible students and beginning of ENROLMENT procedures</i>	31/07/2023
<i>2nd enrolment for open positions ENROLMENT deadline</i>	28/08/2023
<i>3rd enrolment for open positions: definition of eligible students and beginning of ENROLMENT procedures</i>	31/08/2023
<i>3rd enrolment for open positions ENROLMENT deadline</i>	08/09/2023
Deadline for Bachelor Graduation	31/10/2023

For technical support during the online application:

Studenti Online Help Desk	help.studentionline@unibo.it Tel. +39 051 2080301
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For administrative information:

Registrar office of the School of Economics, Management and Statistics (<i>Segreteria Studenti</i>)	www.unibo.it/SegreteriaStudenti Mail : segecosta@unibo.it
GIOCA Programme coordinator dott.ssa Manuela Genghi	Mail : cdl.gioca@unibo.it
GIOCA Degree Program Tutor	Mail: didatticasociale.tutorgioca@unibo.it
International desk	Tel. +39 051 2088101 mail internationaldesk@unibo.it www.unibo.it/ContattiStudentiInternazionali
International students registrar office	Mail : segstudint@unibo.it

1 - AVAILABLE POSITIONS

For 2023/2024 academic year, the total number of students to be accepted is **30**:

- **n. 15** positions are reserved for Italian candidates and candidates who are citizens of the European Union, or from countries of comparable qualification;
- **n. 15** positions are reserved for Non-EU candidates, resident from outside the EU.

To find out who are defined as international students and which category a candidate belongs to, check this page: <https://www.unibo.it/en/international/Who-are-international-students>

If the positions reserved to Non-EU candidates resident from outside the EU are not fully covered, they will be made available to candidates who are citizens of the European Union, or from countries of comparable qualification.

In the event of a candidate holding a **double citizenship**, one Italian or European, **the Italian or the European will prevail and the candidate will compete within the positions reserved for candidates and candidates who are citizens of the European Union.**

ADMITTED STUDENTS WITH A NON-ITALIAN UNDERGRADUATE DEGREE

Non EU- students, while they are applying for the GIOCA admission test (see the following articles) shall immediately - anyway not later than the deadline defined by the Ministry of Foreign Affairs- get in touch with an Italian Embassy or Consulate where the degree was issued and follow the procedure in case of admission and enrollment:

- **apply for the Pre-ENROLMENT** procedure at the University of Bologna to GIOCA (Laurea Magistrale in Innovation and Organization of Culture and the Arts) academic year 2023/24 through the Italian consulate or Embassy, <http://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/pre-enrolment-in-the-italian-diplomatic-representations-abroad>;
- all the students holding a foreign qualification must apply for the **“Declaration of Value”/ “Dichiarazione di valore”** and the competent embassy/consulate, see also information here: <http://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/declaration-of-value>.
If a candidate holding a European qualification have the Diploma Supplement, the candidate can enroll without having the qualification validated at the Embassy.
- Candidates, once admitted, must get an entry **Visa for STUDY reasons (ENROLMENT/university)** and they will need to request a permit of stay for study reasons to stay in Italy and enroll to the University. While waiting for the release of the permit of stay, the candidates will be admitted and enrolled conditionally until the delivery of the permit itself.

When enrolling, you must upload the documents related to your foreign qualification on Studenti Online, by clicking on "Call for applications" and then "Matriculation for the 2023/24 academic year - document upload for international students with foreign qualifications".

When you arrive at the University of Bologna, you have to book an appointment with the International Student Administration Office in order to show the original copies of your documentation (see contacts at the bottom of this page

<https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/student-administration-offices>

2 - ADMISSION REQUIREMENTS

To be admitted to GIOCA it is necessary to:

- Have at least a **first level degree (Bachelor's)** or an equivalent degree in any discipline from an Italian or foreign university that has been deemed eligible;
- **English language knowledge is required.** Candidates must possess a minimum B2 level or equivalent in order to be admitted to the selection procedure.
- Have a **good general knowledge and notions of culture and the arts** and have a strong vocation for the relevant contents and topics of the Program.

Proof of their English language (minimum B2 level) is demonstrated by submitting any one of the following:

- Certificates: TOEFL, IELTS, Cambridge English Language Assessment, Trinity College London, issued **no longer than 6 years prior to the deadline for application**. To check the correspondence with the B2 level, please refer to the conversion table available at <https://centri.unibo.it/cla/it/riconoscimento-idoneita-linguistica>
- B2 certificate issued by CLA (University language centers like CLA)
- Attended a first cycle degree held in English (to indicate on the CV form);
- Passed a B2 level English exam in their previous academic study plan (the B2 level must be explicitly written in the transcript of records);
- English is the student's mother tongue (to indicate on the CV form);
- Have carried out an exchange / internship period of at least 3 months in an English-speaking country;
- Have completed an exchange / internship period of at least 3 months in English in a non-English-speaking country.

Students who have not completed their first level degree (Bachelor's) may participate in the selection process, but they must graduate before October 31, 2023.

Applicants who do not complete the graduation within this date and those who do not complete the enrollment within the specified deadlines, lose their right to enroll in GIOCA.

The admission to GIOCA is regulated by an assessment of the candidate's skills.

3 - APPLICATION TO THE ADMISSION PROCEDURE

The deadline to register for the applications process is:

April 27, 2023 at 1 pm (CET)

1. Register on the Studenti Online website:

a) **if you have a SPID digital identity** (for information www.spid.gov.it) this can be used to register on Studenti Online by selecting the "Register" button and then the "Enter with SPID" button. The system will automatically retrieve the personal data from SPID and at the end it will create the name.surname@studio.unibo.it credentials.

b) **if you do not have a SPID digital identity**, you must register on Studenti Online by selecting the "Register" button and enter your data, at the end the system will create the name.surname@studio.unibo.it credentials.

In the case of foreign students who do not have a tax code, access the "International Student Registration" section and follow the instructions until the institutional credentials are created; after the first access, the application requires you to enter a personal password.

IMPORTANT: remember and keep your institutional credentials for the entire duration of your career, as they will be required at every access to your personal profile on www.studenti.unibo.it;

2. Click on "Register for an entrance exam"; select "Second cycle degree Programme" and then select "Innovation and Organization of Culture and the Arts - GIOCA" and then "next";
3. Upload all the required documents in **.pdf** format;
4. Pay the application fee (50,00 €) **within the above mentioned deadline (April 27, 2023 at 1 pm)** exclusively through one of the methods indicated on www.studenti.unibo.it (other methods are not accepted). **The application fee is not refundable.**

Only candidates who have completed enrollment in the selection and paid the related contribution within the terms and in the manner described above are admitted to the selection.

For technical support during the online application, candidates may contact:

Studenti Online Help Desk

help.studentionline@unibo.it or by phone +39 051 2099882

LIST OF THE REQUIRED DOCUMENTS (all files must be PDF format)

- 1) The Curriculum Vitae by filling the **mandatory "CV Form"** published here: <http://corsi.unibo.it/gioca/Pages/admission.aspx>. Please note that this document has to be in English.
- 2) A copy of a valid identity document (ID card or passport);
- 3) For Non-EU students: a copy of the permit of stay, if you already own it;
- 4) A transcript of the First Cycle Degree (Bachelor's) with list of exams and marks or of any certification mentioned in the CV;

- 5) English language certificate. Candidates must possess a minimum B2 level or equivalent in order to be admitted to the selection procedure (*see Section 2 – Admission requirements*).
- 6) **Optional:** A signed reference letter related to the job/internship experience deemed more relevant by the candidate. The reference letter can be written both in Italian or English.

IMPORTANT: At the time of the application to the selection procedure, candidates who have not completed their first level degree (Bachelor's) may participate in the skills assessment, but **they must graduate by October 31, 2023 or their ENROLMENT will be void.**

The Selection Committee may contact applicants to request additional information on the documentation submitted.

4 – REQUEST FOR ADAPTATION TO THE ADMISSION PROCEDURE

Candidates with disabilities or specific learning disorders must explicitly request any reasonable adjustments that may be necessary, as well as any special equipment in relation to their disability or disorder, to hold the admission test to GIOCA by filling the form that they find on Studenti Online (**module “request for adaptation”**) by the application deadline.

Check more information here: <http://www.studentidisabili.unibo.it/servizi-agli-studenti/richiesta-di-adattamenti-per-le-prove-di-ammissione>

5 – SELECTION CRITERIA AND SKILLS ASSESSMENT

The admission procedure is composed of **2 parts**:

- 1) **evaluation of the CV** and of the other documents submitted;
- 2) **interview**, for those who pass the part 1), to evaluate the commitment, attitude and skills of the candidates and to ascertain the level of English.

The applications will be evaluated as follows:

Part 1: CV Evaluation (max 40 points/100 points)

- Academic merit: up to 15 points.
- Evaluation of the CV (coherency with the objectives of the program, international and/or professional experiences, etc.): up to 25 points. It will be also evaluated: an English language certificate higher than the B2 level (To check the correspondences, please refer to the conversion table available at <http://www.cla.unibo.it/idoneita-linguistica/equipollenza-dei-titoli-1>) and a signed reference letter (optional, no more than one) related to the job/internship experience deemed more relevant by the candidate. The reference letter can be written both in Italian or English.

Students who receive a score of less than 25 on the part 1 (evaluation of the CV) will not be admitted to the part 2 (interview) of the selection process.

Within May 31, 2023, the list of the candidates admitted to the interview will be available at www.studenti.unibo.it.

An interviews schedule will be posted on the GIOCA website.

Part 2- Interview (max 60 points/100 points)

The second part of the selection process consists of an interview in order to evaluate the personal commitment, attitude and skills of the candidates and to ascertain the level of English. The Selection Committee also evaluates the candidate's approach to team-working and problem solving, and his/her attitude in social relations.

Candidates will be able to check the schedule of their interview on the website www.gioca.unibo.it.

The interviews will be held on June 6 and 7, 2023 and might continue on June 8 from 09.00 am both online on Zoom and at the School of Economics and Management, Piazza Scaravilli 2, Bologna, room 4.

Candidates are requested to come to the interview with their personal ID card or passport used during the registration.

To further facilitate the participation of students living abroad and particularly not to force these candidates to face extraordinary expenses for an on-site interview, in special cases upon request by the candidate **(to be indicated explicitly in CV form attached)**, the Commission reserves the possibility to hold alternative interview methods, such as videoconference (zoom), or even on-site interviews at other collaborating universities or other methods to be verified.

Also in this case, these interviews will take place on June 6-7-8 2023.

6 - ADMISSION RANKING

The Selection Committee will compile a final order of merit and will transmit the results to the Registrar office of the School of Economics and Management.

Despite the position in the ranking, the skills assessment for GIOCA is passed with a score equal to or greater than 60/100 (with min. 25/100 on Part 1).

Candidates who achieve a total score (Part 1 + Part 2) lower than 60/100 will not be able to enroll to GIOCA.

The ranking will be posted on www.studenti.unibo.it by **June 21, 2023**.

The enrollment will then take place according to this final ranking.

In the case of same rank, the higher placing will be awarded to the younger candidate.

The ranking list is scrolled in order to recover positions that become available.

7 - ENROLMENT PROCEDURE (for those students deemed eligible in the admission ranking)

A. Students enrolling for the first time

The admitted candidates must complete the enrolment process (and pay the first tuition fee)

By July 7, 2023

or they will automatically renounce their eligibility, regardless of their reasons or motivations for the delay, and their positions will be made available for other eligible candidates from the ranking list.

Within July 7, the candidate must:

1. **Access** www.studenti.unibo.it (the student must insert the username received during the application process).
2. Select **"ENROLMENT"**; select "Second cycle degree Programme" and then select "Innovation and Organization of Culture and the Arts - GIOCA";
3. Fill in the personal data requested and attach a .JPG file with a passport picture;
4. **Complete the payment of the enrollment tuition fee** only through the following online service: www.studenti.unibo.it

Once in Bologna and anyway before the beginning of classes, admitted students must go to the Registrar office with a valid passport/identity document to get the student badge and the access to all online service.

It is necessary to go to the Segreteria Studenti to complete the enrollment no later than 29 February 2024.

Registrar office of the School of Economics and Management (*Segreteria Studenti*)

Via Zamboni, 33 – Bologna, 40126

segecosta@unibo.it - t. +39 051 2099270 – fax. +39 051 2099273

Office hours: Monday-Tuesday-Wednesday-Friday 9.00-11.15am; Tuesday-Thursday 2.30-3.30pm.

Students who have not completed their first level degree (Bachelor's) are enrolled under condition and must deliver the appropriate graduate certification by the ultimate deadline of **October 31, 2023**, or their enrolment will be void.

IMPORTANT: from September, after the registration on www.studenti.unibo.it students can book an appointment to complete the ENROLMENT at the Registrar office (provided that the first instalment rate has been paid before the deadlines indicated).

- **Exemptions for disabled students:** <https://www.unibo.it/en/services-and-opportunities/study-grants-and-subsidies/exemptions-and-incentives/exemptions-for-disabled-students>
- **Non-EU students with residency abroad:** check the information on pre-enrolment, visa and permit of stay at <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>. **Students will be able to matriculate by submitting the receipt of your residence permit application, but the enrolment will be subject to the delivery of your acquired residence permit.**
- **Enrolling with a foreign qualification:** <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/enrolling-in-a-second-cycle-degree-programme-foreign-qualification>
- **Shortening of the degree Programme:** <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/shortening-of-the-degree-programme>

B. Students from other degree programs from other universities

Candidates listed in the final ranking who are enrolled in other degree programs from other universities and need to transfer to the University of Bologna must:

1. Enroll following the procedure (described in Article 7 point A selecting the option to transfer from other university and paying the first instalment;
2. Provide the request of transfer to the original university according to their deadlines.

The candidate will be required by the Registrar office to pay also a transfer fee once the documents from the original university are received.

Check the instructions on <http://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/transferring-to-the-university-of-bologna>

C. Students from other degree programs from the University of Bologna

Students who fall within the final ranking and are enrolled in other degree programs in the University of Bologna must:

1. Enroll following the procedure described in Article 7 point A selecting the option to transfer from other university and paying the first instalment within the deadline;
2. Moreover, candidates must request to change from one study program to another following the directions detailed on Studenti Online (www.studenti.unibo.it) by November 28, 2023

Check the instructions to follow on <http://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/changing-study-programme-within-the-university-of-bologna/changing-study-programme-within-the-university-of-bologna>

ADDITIONAL INFO

For any technical problem during the enrolment, candidates can contact the

Help Desk di Studenti Online	tel +39 051 2080301 mail: help.studentionline@unibo.it
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Students enrolling sub condicione, by October 31, 2023 must provide to the Registrar office the certificates related to the first level degree, via email to segecosta@unibo.it or via fax +39 051 2086226.

Students holding a foreign diploma must bring to the Registrar office all the original documents (included the BA diploma and the Declaration of Value) or the DIPLOMA SUPPLEMENT (if available).

8 - ENROLMENT FOR OPEN POSITIONS

Upon conclusion of the enrolment process, the places left available can then be filled through the established process for the enrolment for open positions.

Enrolment for open positions: Number of available open positions published	11/07/2023
Candidates in the ranking must indicate online their willingness to be enrolled	13/07/2023
<i>1st enrolment for open positions: definition of eligible students and beginning of ENROLMENT procedures</i>	14/07/2023

1 st enrolment for open positions ENROLMENT deadline	26/07/2023
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On July 11, after the ENROLMENT deadline, the Registrar office will publish on www.studenti.unibo.it the number of available positions.

Candidates included in the ranking list who are eligible and willing to enroll to GIOCA have to confirm it on www.studenti.unibo.it within July 13, 2023, entering the password and account received during the registration.

IMPORTANT: candidates that do not indicate on Studenti Online from 11/07 to 13/07 their willingness to enroll to GIOCA will be excluded by the rolling procedure and will lose their right to enroll.

Candidates in "Ineligible", "Absent" or "Excluded" status cannot participate in the retrieval of places.

The list of the admitted students after the first procedure will be posted on www.studenti.unibo.it by **July 14, 2023**.

Admitted students after this first rolling procedure **must complete their ENROLMENT within July 26, 2023** following the instructions described above (7 - ENROLMENT PROCEDURE).

FURTHER ENROLMENT FOR OPEN POSITIONS

If, after July 26, there are still available places, the same process will be applied for the rolling ENROLMENT following the deadlines indicated below.

2nd enrolment for open positions: definition of eligible students and beginning of ENROLMENT procedures	31/07/2023
2nd enrolment for open positions ENROLMENT deadline	28/08/2023
3rd enrolment for open positions: definition of eligible students and beginning of ENROLMENT procedures	31/08/2023
3rd enrolment for open positions ENROLMENT deadline	08/09/2023

9 – FINAL NOTES

Administrator of the procedure on behalf of the Registrar of the School of Economics and Management and Statistics – Bologna: Dott.ssa Silvia Spada.

The privacy regulation is available here: www.unibo.it/PrivacyBandiCds

English Abstract Version

The Italian language version of the act is prevailing with regard to the exact interpretation of the rules contained within, also in case of potential disputes.