Admission procedure for

“Innovation and Organization of Culture and the Arts”
- GIOCA -
(0902)

Academic Year 2019/2020

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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: [http://corsi.unibo.it/gioca/Pages/default.aspx](http://corsi.unibo.it/gioca/Pages/default.aspx)

- 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).


- Scholarships or benefits provided by the University of Bologna can be found on these pages: [http://corsi.unibo.it/gioca/Pages/tuition-and-financial-aid.aspx](http://corsi.unibo.it/gioca/Pages/tuition-and-financial-aid.aspx); [https://www.unibo.it/en/services-and-opportunities/study-grants-and-subsidies](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 2019 on the website: [www.er-go.it](http://www.er-go.it).

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

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For technical support during the online application:
Studenti Online Help Desk
help.studentionline@unibo.it
Tel. +39 051 2099882

For administrative information:
Registrar office of the School of Economics, Management and Statistics (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.

GIOCA Program Office
cdl.gioca@unibo.it
Tel. +39 051 2098891

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### 1 – AVAILABLE POSITIONS

For the 2019/2020 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.

**NON EUROPEAN CITIZENS RESIDENT OUTSIDE OF THE EUROPEAN UNION**

The regulations for admission of non-EU citizens resident outside the EU are defined by the Ministry of Education, University and Research, please check the information on these pages:
http://www.unibo.it/en/international/Who-are-international-students;
http://www.studiare-in-italia.it/studentistranieri/

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:

- 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 2019/20 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.
All candidates – also those who plan to request the transfer from other degree programs – must follow the procedures as described in the following articles.

### 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. 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 4 years prior to the deadline for application. To check the correspondence with the B2 level, please refer to the conversion table available at [http://www.cla.unibo.it/idoneita-linguistica/equipollenza-dei-titoli-1](http://www.cla.unibo.it/idoneita-linguistica/equipollenza-dei-titoli-1)
  - 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
  - English is the student’s mother tongue (to indicate on the CV form)
- 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.

Students who have not completed their first level degree (Bachelor’s) may participate in the selection process, but they must graduate before October 31, 2019. Applicants who do not complete the graduation within this date and those who do not complete the enrolment 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 30, 2019 at 1 pm (CET)**

Applicants have to:

1. Access the online service [www.studenti.unibo.it](http://www.studenti.unibo.it) to register the account (or access directly if candidates have already a “unibo” account).
2. Register by entering the requested information.
   - For non-Italian students, follow the instructions to create automatically an Italian Tax ID code (*codice fiscale*). Candidates will then receive a username and password.
   - After the first access, candidates will be asked to change the password that is requested to access [www.studenti.unibo.it](http://www.studenti.unibo.it).

**IMPORTANT:** the username and password received during the online registration procedure have to be preserved by candidates, since they will be necessary to complete the ENROLMENT procedures.

3. 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”;
4. Upload all the required documents in .pdf format;
5. Pay the application fee (50,00 €) **within the above mentioned deadline (April 20, 2019 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.

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 “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) 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**: 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, 2019 or their ENROLMENT will be void. Moreover, also for these candidates, ENROLMENT deadline is July 18, 2019.

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 (min 25/100 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](http://www.cla.unibo.it/idoneita-linguistica/equipollenza-dei-titoli-1) ) and a 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 21, 2019**, the list of the candidates admitted to the interview will be available at [www.studenti.unibo.it](http://www.studenti.unibo.it). An interviews schedule will be posted on the GIOCA website.

**Part 2- Interview**

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](http://www.gioca.unibo.it).

**The interviews will be held on June 3 and 4, 2019**

and might continue on June 5

from 10.00 am at the School of Economics and Management, Piazza Scaravilli 2, Bologna.

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 (skype), 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 3-4-5 2019.

**The candidates can be awarded a maximum of 60 points for the interview portion of the selection process.**

**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](http://www.studenti.unibo.it) **by June 20, 2019**. The enrolment 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) within July 18, 2019 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 18, 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. 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, 2019, 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).

- Non-EU students with residency abroad: check the information on pre-enrolment, visa and permit of stay at www.unibo.it/IscrizioniStudentiNonUE. 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.

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) from July 25, 2019 to September 23, 2019. 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

ADDITIONAL INFO

For any technical problem during the enrolment, candidates can contact the Studenti Online Help Desk help.studentionline@unibo.it
Tel. +39 051 2099882, Monday-Friday, from 09.00 am to 1.00 pm and from 2.00 pm to 4.00 pm.

All the documents for the enrolment can be sent via regular mail or fax, attaching the ID/passport to: 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 9.00-11.15 am; Tuesday-Thursday 2.30-3.30 pm.

Students enrolling sub condicione, by October 31, 2019 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 rolling enrolment.

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<th>Enrolment for open positions: Number of available open positions published</th>
<th>July 22, 2019</th>
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<td>By July 26, 2019</td>
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<tr>
<td>1st enrolment for open positions ENROLMENT deadline</td>
<td>August 29, 2019</td>
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On July 22, 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 willing to enroll to GIOCA have to confirm it on www.studenti.unibo.it within July 26, 2019, entering the password and account received during the registration.
IMPORTANT: those candidates that do not indicate on Studenti Online their willingness to enroll to GIOCA will be excluded by the rolling procedure and will lose their right to enroll.

The list of the admitted students after the first rolling procedure will be posted on www.studenti.unibo.it by July 29, 2019.

Admitted students after this first rolling procedure must complete their ENROLMENT within August 29, 2019 following the instructions described above (7 - ENROLMENT PROCEDURE).

FURTHER ENROLMENT FOR OPEN POSITIONS

If, after August 29, there are still available places, the same process will be applied for the rolling ENROLMENT following the deadlines indicated below.

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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 offices will be closed on April 22, April 25, May 1, August 12-16, October 4, November 1.

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.