



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

EDUCATION  
AND PHD PROGRAMME  
DIVISION

# Admission procedure for “Innovation and Organization of Culture and the Arts”- GIOCA - Academic Year 2024/2025

*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.*

<i>Course Code</i>	<i>Name of the Course</i>	<i>Class</i>	<i>Website of the programme</i>
6114	Innovation and Organization of Culture and the Arts	LM-76	<a href="#">GIOCA Website</a>

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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>
- **The Program is taught entirely in English.** Please note that **attendance at the GIOCA courses is compulsory.**
- To register for the application, 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 2024 on the website: [www.er-go.it](http://www.er-go.it).

## 1. TABLE OF DEADLINES AND GENERAL INFORMATION

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

<b>Application deadline</b>	30/04/2024 at 1 pm (CET)
<b>List of admitted candidates to the interview</b>	By 31/05/2024
<b>Interviews (in presence and online)</b>	05-06-07/06/2024
<b>Admission ranking</b>	By 17/06/2024
<b>ENROLMENT</b>	19/06/2024- 05/07/2024
<b>Number of available open positions published - Enrolment for open positions</b>	10/07/2024
<b>Deadline to indicate online the willingness to be enrolled</b>	10/07/2024 – 12/07/2024
<i>1<sup>st</sup> enrolment for open positions: definition of eligible students and beginning of ENROLMENT procedures</i>	16/07/2024 – 22/07/2024
<i>2<sup>nd</sup> enrolment for open positions: definition of eligible students and beginning of ENROLMENT procedures</i>	25/07/2024 – 31/07/2024
<i>3<sup>rd</sup> enrolment for open positions: definition of eligible students and beginning of ENROLMENT procedures</i>	02/08/2024 – 08/08/2024
<b><i>Deadline for Bachelor Graduation</i></b>	<b>31/10/2024</b>

For technical support during the online application:

<b>Studenti Online Help Desk</b>	<a href="mailto:help.studentionline@unibo.it">help.studentionline@unibo.it</a> Tel. +39 051 2080301
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For administrative information (Ex. Deadlines, open positions, enrollment...):

<b>Registrar office of the School of Economics, Management and Statistics (<i>Segreteria Studenti</i>)</b>	<a href="http://www.unibo.it/SegreteriaStudenti">www.unibo.it/SegreteriaStudenti</a> Mail : <a href="mailto:segecosta@unibo.it">segecosta@unibo.it</a>
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For information regarding the course, information on the application:

<b>GIOCA Programme coordinator</b>	Mail : <a href="mailto:cdl.gioca@unibo.it">cdl.gioca@unibo.it</a>
<b>GIOCA Degree Program Tutor</b>	Mail : <a href="mailto:didatticasociale.tutorgioca@unibo.it">didatticasociale.tutorgioca@unibo.it</a>

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

<b>International desk (Bologna)</b>	Mail: <a href="mailto:internationaldesk@unibo.it">internationaldesk@unibo.it</a> <a href="http://www.unibo.it/ContattiStudentiInternazionali">www.unibo.it/ContattiStudentiInternazionali</a> Tel. +39 051 2088101
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For information on enrolment of international students and students with a foreign qualification:

<b>International Students registrar office</b>	Mail: <a href="mailto:segstudent@unibo.it">segstudent@unibo.it</a> <a href="http://www.unibo.it/SegreteriaStudenti">www.unibo.it/SegreteriaStudenti</a>
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For information on taxes and benefits:

<b>ASES – Right to Education Sector – Student Contribution Office</b>	Mail: <a href="mailto:ases.contribuzionistudentesche@unibo.it">ases.contribuzionistudentesche@unibo.it</a>
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## 2. AVAILABLE POSITIONS

For 2024/2025 academic year, the total number of students to be accepted is **50**:

- **n. 25** positions are reserved for Italian candidates and candidates who are citizens of the European Union, or from countries of comparable qualification;
- **n. 25** 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 for 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.**

**\*\*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 2024/25 through the Italian consulate or Embassy.

In particular, you must:

- Submit an application for pre-registration to the Italian diplomatic representation through the [www.universitaly.it](http://www.universitaly.it) website;
  - be in possession of a qualification that allows access to university.
- All the students holding a foreign qualification must prepare all the documents for the enrollment and apply for the **“Declaration of Value”/ “Dichiarazione di valore”** and the competent embassy/consulate.

See the list of required documents here: <http://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/declaration-of-value>.

If a candidate holding a European qualification has 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 permit's delivery.

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 2024/25 academic year - document upload for international students with foreign qualifications".

When you arrive at the University of Bologna, you must 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>

**Your official admission is conditioned to the positive evaluation of the original of your documents when in Italy.** The competent Italian diplomatic authority (Embassy or Consulate) will process your documents; then, after your arrival in Italy, the Administration Office of the University of Bologna will review your original documents, duly translated and validated. **Only after these documents have been positively assessed will your enrolment be effective.**

### 3. ADMISSION REQUIREMENTS

To be admitted to GIOCA it is necessary to have 2 entry requirements:

- 1) Have at least a **first level degree (Bachelor’s)** or an equivalent degree of 3 years

1a) For Students with a foreign bachelor's degree obtained **Not in Italy** it is necessary to:

- Have at least a first-level degree (Bachelor's) or an equivalent degree in any discipline from a foreign university deemed eligible, the length of the degree must be at least three years.
- Students who have not completed their first level degree (Bachelor's – three years) may participate in the selection process, **but they must graduate by October 31st, 2024.**

1b) **For students with an Italian degree**, it is also necessary to be in **possession** of the Degree in one of the following **Degree Fields** (Classi di Laurea dm 270/04):

- L1 CULTURAL HERITAGE
- L-3 DISCIPLINES OF FIGURATIVE ARTS, MUSIC, PERFORMING ARTS AND FASHION
- L-5 PHILOSOPHY
- L-10 HUMANITIES
- L-11 MODERN LANGUAGES AND CULTURES
- L-20 COMMUNICATION SCIENCES
- L-36 POLITICAL SCIENCE AND INTERNATIONAL RELATIONS
- L 43 TECHNOLOGIES FOR THE CONSERVATION AND RESTORATION OF CULTURAL HERITAGE

**EX D.M 509/99:**

- CLASS 13 CULTURAL HERITAGE SCIENCES
- CLASS 23 SCIENCES AND TECHNOLOGIES OF FIGURATIVE ARTS, MUSIC, ENTERTAINMENT AND FASHION
- CLASS 29 PHILOSOPHY
- CLASS 05 HUMANITIES
- CLASS 11 MODERN LANGUAGES AND CULTURES
- CLASS 14 COMMUNICATION SCIENCES
- CLASS 15 POLITICAL SCIENCE AND INTERNATIONAL RELATIONS
- CLASS 41 TECHNOLOGIES FOR THE CONSERVATION AND RESTORATION OF CULTURAL HERITAGE

**Alternatively**, if you do not have a degree in the above-mentioned classes, it is required to have acquired at least 40 credits among the following scientific disciplinary sectors (SSD):

- SECS-P/01 Political Economy,
- SECS-P/02 Economic Policy,
- SECS-P/03 Financial Science,
- SECS-P/05 Econometrics,
- SECS-P/10 Business Organization,
- SECS-P/11 Economics of Financial Intermediaries,
- SECS-S/01 Statistics,
- SECS-S/03 Economic Statistics,
- SECS-S/04 Demography,
- SECS-S/05 Social Statistics,
- SECS-S/06 Mathematical Methods of Economics and Actuarial and Financial Sciences,
- AGR/01 Rural Economics and Appraisal
- ING-IND/35 Economics and Management Engineering,

- ING-INF/05 Information Processing Systems,
- INF/01 Computer Science,
- MAT/03 Geometry,
- MAT/05 Mathematical Analysis,
- IUS/04 Commercial Law,
- IUS/05 Economic Law.
- IUS/09 Institutions of public law
- IUS/10 Administrative Law
- M-GGR/01 Geography
- M-STO/01 Medieval History
- M-STO/02 Modern History
- M-STO/04 Contemporary History
- SPS/07 General Sociology
- SPS/08 Sociology of Cultural and Communication Processes
- ICAR/15 Landscape Architecture
- ICAR/18 History of Architecture
- SECS-P/07 Business Administration,
- SECS-P/08 Economics and Business Management,
- SECS-P/09 Corporate Finance

**All students who have not completed their first level degree (Bachelor's) may participate in the selection process, but they must graduate before October 31, 2024.**

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.

2) **English language knowledge is required.** Candidates must have a minimum B2 level or equivalent to be admitted to the selection procedure.

**2.a) 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, OOPT TEST 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.

## 4. APPLICATION TO THE ADMISSION PROCEDURE

The deadline to register for the applications process is:

**April 30, 2024, 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](http://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](http://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 30, 2024, at 1 pm)** exclusively through one of the methods indicated on [www.studenti.unibo.it](http://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](mailto: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: <https://corsi.unibo.it/2cycle/gioca/how-to-enrol> . Please note that this document must be in English. 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 or equivalent. Candidates must have a minimum B2 level or equivalent 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.
- 7) Optional: Excel Form with the indication of the 40 CFU in the scientific sectors (SSD) for students with an Italian Degree
- 8) Other documents

**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, 2024, or their ENROLMENT will be void.**

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

## 5. 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>

**Adaptations** may consist of:

- Extra time: 30% for candidates with specific learning disabilities (SLD) and other developmental disorders; 50% for candidates with civil disabilities or handicaps under Law 104.
- Use of aids like text-reading tools, non-scientific calculators, etc., or other measures based on individual needs and certification.

For a list of possible adaptations, refer to the adaptation request form. If the required adaptation cannot be provided due to organizational constraints or legal obligations, an equally compensatory alternative will be arranged.

To apply for adaptations:

- Access Online Students (www.studenti.unibo.it) in the "Ongoing Requests" detail section of the main page;
- Download and fill out the "Adaptation Request Form";

- Upload, in the dedicated section, the completed "Adaptation Request Form" (in pdf format);
- Upload, in the dedicated section, also the necessary specialist documentation indicated below, namely:

- Diagnosis of Specific Learning Disabilities (SLD), according to Law 170/2010, issued by the National Health Service, an accredited private center or a private specialist accompanied by a compliance document issued by the National Health Service.

The documentation must be no older than three years or drawn up after the age of 18.

In view of the emergency that has led to a reduction in the activities of the NHS clinics, for requests for adaptations for admission tests, the diagnoses of SLD, referred to in Law no. 170/2010, will be admitted, even if issued more than three years ago. The Service reserves the right to request, after enrolment, an updated diagnosis or at least a written test certifying that it is awaiting renewal.

For further details, please refer to the website page: <https://site.unibo.it/studenti-con-disabilita-e-dsa/it/per-studenti/certificazioni-richieste>;

- Documentation, issued by an NHS specialist, attesting to another type of specific developmental disorder affecting learning;
- Certification of disability according to **Law 104/92**;
- Certification of **civil disability**;
- Medical documentation, drawn up by a specialist, certifying the presence of health conditions (physical and/or mental) that may lead to an inability, even temporary, to study and carry out the test.

(N.B. If you have both Law 104 Certification and other medical documentation, it is important to present both).

Candidates **with disabilities or SLD residing in foreign countries**, who intend to take advantage of adaptations, must present the **legalized certification** (or with Apostille where applicable), certifying the status of disability or SLD issued in the country of residence, accompanied by an official translation exclusively in Italian or English.

The certifications are examined by the competent structures to ascertain that the documentation attests to a condition of disability or specific learning disorder recognized by Italian legislation.

**ATTENTION: BEFORE CLOSING THE REGISTRATION FOR THE TEST, CHECK THAT YOU HAVE UPLOADED THE ADAPTATION REQUEST FORM AND THE HEALTH DOCUMENTATION.**

The documentation is examined by the Service for Students with Disabilities and SLD to assess the consistency of the requests for adaptations with the documentation submitted. In the event of incomplete or illegible documentation, integration will be requested by email to the institutional email address [nome.cognome@studio.unibo.it](mailto:nome.cognome@studio.unibo.it), which must be sent within the peremptory terms set out in the communication.

**Candidates who do not submit their request within the deadlines indicated in the call for applications or who do not send any additional documents requested within the deadlines indicated by the Service for Students with Disabilities and SLD, will not be able to grant the required adaptations.**

Adaptations granted are always communicated by email by the Student Secretariat. For clarification on the procedure for requesting adaptations, you can contact the Service for Students with Disabilities and SLD at the email address [ases.adattamentiammissione@unibo.it](mailto:ases.adattamentiammissione@unibo.it).

## **6. 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 points/40 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 part 1 (evaluation of the CV) will not be admitted to part 2 (interview) of the selection process.**

**Within May 31, 2024**, 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 (min 35 points/60 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 teamwork 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 5 and 6, 2024 and might continue on June 7 from 09.00 am both online and in presence 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.

## 7. 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. 25/40 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 19, 2024.**

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

In the case of the 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.

## 8. 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 5, 2024**

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 5**, the candidate must:

1. **Access** [www.studenti.unibo.it](http://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](http://www.studenti.unibo.it)

Once in Bologna and 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 access to all online services.

It is necessary to go to the Segreteria Studenti to complete the enrollment no later than 28 February 2025.

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

Via Zamboni, 33 – Bologna, 40126  
[segecosta@unibo.it](mailto: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, 2024**, or their enrolment will be void.

**IMPORTANT:** from September, after the registration on [www.studenti.unibo.it](http://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](#)
- [Shortening of the degree Programme](#)

**In order to enroll, students who fall into the following cases must check the following:**

- If you are a non-EU citizen with an equivalent qualification obtained in Italy:** you must send a copy of the valid residence permit that allows the equivalence to the Student Secretariat of Economics, Management and Statistics;
- If you have a qualification obtained abroad:** check the information on pre-enrolment, visa and permit of stay at: Procedure for degree programmes. Remember that the documentation you have used for admission to the course (e.g. qualification, transcript...) must be translated and verified for authenticity and value where required (Translation, authenticity and value of foreign qualifications). You will have to upload the documents relating to the foreign qualification on Studenti Online in the "Calls" section by choosing "Enrolment a.y. 24\_25 - uploading the documents of international students and students with a foreign qualification" and make an appointment with the International Student Secretariat of Bologna to show the original documentation
- if you are a "non-EU citizen residing abroad" and you have obtained your qualification abroad:** you must consult the detailed information on Enrolment for Non-Eu students access Studenti Online ([www.studenti.unibo.it](http://www.studenti.unibo.it)), choose "CALLS", select "Enrolment a.y. 24\_25 - upload of documents of international students and students with a foreign qualification" and upload a copy of the entry visa for study in addition to the documents of the qualification. Upon your arrival in Italy, book an appointment at the International Student Secretariat in Bologna to show the original documents.

**ATTENTION:** The admission and subsequent acceptance of a candidate by the University do not confer any right to complete enrolment, even in the case of obtaining an entry visa, physical presence on the national territory, eligibility and/or effective disbursement of scholarships/contributions of all kinds, acceptance of the candidate under conditions in order to be able to start teaching activities. In order to complete the enrolment, it will be necessary to verify the actual suitability of the foreign qualification and the authenticity of the documentation produced. The formal check of the qualification will be carried out by the International Student Secretariat of Bologna after the payment of the first enrolment instalment and the presentation of the original of all the required documentation.

If you want to apply for simultaneous enrolment in two courses of study, you must check on [Simultaneous Enrolment in different programmes](#) if you can do it and how to do it.

### **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](http://www.studenti.unibo.it)) by November 28, 2024

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

<b>Help Desk di Studenti Online</b>	tel +39 051 2080301 mail: <a href="mailto:help.studentionline@unibo.it">help.studentionline@unibo.it</a>
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Students enrolling with sub condicione, by October 31, 2024, must provide to the Registrar office the certificates related to the first level degree, via email to [segecosta@unibo.it](mailto:segecosta@unibo.it) or via fax +39 051 2086226.

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

## **9. 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.**

<b>Enrolment for open positions: Number of available open positions published</b>	<b>10/07/2024</b>
<b>Candidates in the ranking must indicate online their willingness to be enrolled</b>	<b>10/07/2024–12/07/2024</b>
<i>1<sup>st</sup> enrolment for open positions: definition of eligible students and beginning of ENROLMENT procedures</i>	16/07/2024
<i>1<sup>st</sup> enrolment for open positions ENROLMENT deadline</i>	22/07/2024

On July 10, after the ENROLMENT deadline, the Registrar office will publish on [www.studenti.unibo.it](http://www.studenti.unibo.it) the number of available positions.

**Candidates included in the ranking list who are eligible and willing to enroll to GIOCA must confirm it on [www.studenti.unibo.it](http://www.studenti.unibo.it) within July 12, 2024, entering the password and account received during the registration.**

**IMPORTANT: candidates that do not indicate on Studenti Online from 10/07 to 12/07 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](http://www.studenti.unibo.it) by **July 14, 2024**.

Admitted students after this first rolling procedure **must complete their ENROLMENT within July 24, 2024** following the instructions described above (7 - ENROLMENT PROCEDURE).

#### FURTHER ENROLMENT FOR OPEN POSITIONS

If, after July 24, 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	25/07/2024
2nd enrolment for open positions ENROLMENT deadline	31/07/2024
3rd enrolment for open positions: definition of eligible students and beginning of ENROLMENT procedures	02/08/2024
3rd enrolment for open positions ENROLMENT deadline	08/08/2024

## 10. 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](http://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.*