



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

ALMA MATER STUDIORUM – UNIVERSITY OF BOLOGNA

Call for Application

- Second-cycle degree with restricted access

Legal Studies

LEGS

(code 9062)

Class LM/SC GIUR – Legal Studies

Academic Year 2024/2025

- 1 - General Information - Pag. 2
- 2 – Available Positions - Pag. 6
- 3 – Admission Requirements - Pag. 7
- 4 – Application to the Admission Procedure - Pag. 9
- 5 – Request for Adaptation to the Admission Procedure - Pag. 10
- 6 – Admission Process to the degree program - Pag. 12
- 7 – Admission Ranking - Pag. 14
- 8 – Enrollment Procedure (for those students deemed eligible in the admission ranking) - Pag. 14
- 9 – Enrollment for Open Positions - Pag. 18
- 10 – Final Notes - Pag. 19

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

1 - GENERAL INFORMATION

- TO WHOM THE CALL IS ADDRESSED

The following call is for all students willing to enroll in the Second Cycle Degree Program with restricted access to Legal Studies (LEGS) - code LM/SC GIUR.

The course units, exams and all the other training activities are entirely taught in English.

Please note that attendance is mandatory.

The modalities and verification of compulsory attendance are established annually by the Course of Study when presenting the teaching schedule.

Information related to the Degree Program (the academic regulation, admission requirements, study plan, learning outcomes, contact details etc.) is available at the following web page:

<https://corsi.unibo.it/2cycle/legal-studies>

- WHO NEEDS TO TAKE THE ADMISSION TEST

All the students interested in enrolling, including candidates who wish to transfer from another course of study at this university or transfer from another university, **must participate in the selection procedure according to the terms and conditions laid down in this call.**

The candidates who intend to apply for recognition of prior studies while holding an Italian or foreign academic degree, or having studied abroad, **must undergo the selection process as well.** Such candidates should consult the conditions for admission to the years of course subsequent to the first, as well as the rules governing the forfeiture of student status within this university published on the University website, on the page:

www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/leaving-and-returning-to-university/loss-of-student-status

- FEES TO BE PAID

Participation in the admission test is subject to the payment of a **50,00 € fee** (see section 4 of this call).

Specific fees are requested for the candidates who wish to transfer from another Degree Programme of the University of Bologna or from another University (see section 8 of this call).

The amount of the annual tuition fees is published on the University website at:

www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/fees-and-exemptions-amounts-and-deadlines

- BENEFITS OR SCHOLARSHIPS

Information on the benefits for the right to education are detailed in the Call published by the Regional Authority for the Right to Education (ER.GO) available at: www.er-go.it.

Applicants who are already enrolled in other courses of study should carefully consult the merit requirements for access to benefits, stated in the notice published at www.ergo.it, before transferring or transition; as their careers, following transfer or transition to the destination course, **will be evaluated from the year of their first enrollment at the university**, regardless of the awards obtained

or the year in which they will be placed by the Council of Course of Study. **This may result in loss of benefits.**

Information on available scholarships, exemptions and other forms of financial aid for students can be found at: www.unibo.it/en/services-and-opportunities/services-and-opportunities

– MANDATORY DEADLINES

Check the dates in this Call carefully as it is essential to comply with them. The deadlines given in this notice are peremptory, that is, they cannot be waived in any way. It is therefore necessary to strictly comply with all the deadlines in the notice and summarized in the General Calendar. Failure to comply will result in **exclusion** from selection or from the possibility of enrolling in the course of study.

Check regularly

- website Studenti Online: www.studenti.unibo.it especially nearby the dates of publication of the winners' rankings and the list of recovered candidates;
- the Unibo mailbox: name.surname@studio.unibo.it at the link <https://posta.studio.unibo.it>,

since they are the only tools of information on the progress of the selection (rankings, timing for recovery, matriculations, etc.).

In case of successful selection, a successful candidate who fails to pay the first installment of the annual contribution fee (or monorata) by the deadline will be **considered tacitly renouncing**, regardless of any justifying reasons for the delay.

FIRST INTAKE: reserved for Italian, EU students, equivalent non-EU students and non-EU students living abroad.

Application opening and deadline	From 20/12/2023 to 28/02/2024, 13:00 CEST
Publication list of admitted candidates to the interview	06/03/2024
Interviews (in presence or online by Microsoft Teams*)	12/03/2024 13/03/2024 14/03/2024 15/03/2024
Publication of admission ranking	21/03/2024
Opening of enrollments for selected applicants	22/03/2024
Enrollment deadline	28/03/2024
Publication of any residual position and opening of enrollments for any potential recovered student	05/04/2024
Deadline to show interest in the recovery procedure	10/04/2024

Publication list of admitted candidates from the recovery and enrollment start	15/04/2024
Enrollment deadline (for recovered positions only)	19/04/2024

SECOND INTAKE: reserved for Italian, EU students, equivalent non-EU students and non-EU students living abroad.

Application opening and deadline	From 29/03/2024 To 08/05/2024, 13:00 CEST
Publication List of admitted candidates to the interview	15/05/2024
Interviews (in presence or online by Microsoft Teams*)	21/05/2024 22/05/2024 23/05/2024 24/05/2024
Publication Admission rankings	31/05/2024
Opening of enrollments for selected applicants	03/06/2024
Enrollment deadline	10/06/2024
Publication of any residual position and opening of enrollments for any potential recovered student	14/06/2024
Deadline to show interest in the recovery procedure	19/06/2024
Publication list of admitted candidates from the recovery and enrollment start	21/06/2024
Enrollment deadline (for recovered positions only)	27/06/2024

THIRD INTAKE: reserved for Italian, EU students, equivalent non-EU students and non-EU students living abroad.

Application opening and deadline	From 11/06/2024 To 01/07/2024, 13:00 CEST
List of admitted candidates to the interview	05/07/2024

Interviews (in presence or online by Microsoft Teams*)	09/07/2024 10/07/2024 11/07/2024 12/07/2024
Publication Admission rankings	18/07/2024
Opening of enrollments for selected applicants	19/07/2024
Enrollment deadline	26/07/2024
Publication of any residual position and opening of enrollments for any potential recovered student	29/07/2024
Deadline to show interest in the recovery procedure	02/08/2024
Publication list of admitted candidates from the recovery and enrollment start	05/08/2024
Enrollment deadline (for recovered positions only)	08/08/2024

*Microsoft Teams program is required; please find here all the relevant information:

www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/instructions-on-how-to-contact-offices-using-microsoft-teams

– OFFICES YOU CAN CONTACT

For **administrative** informations (e.g., deadlines, seat retrieval, registration arrangements, etc.), please contact:

Law Student Administration Office

seggiuri@unibo.it

To contact the office check here www.unibo.it/SegreterieStudenti

Programme Tutors

dsg.tutorlegs@unibo.it

Programme Coordinators

legs@unibo.it

For information regarding international students or students with degrees obtained abroad (e.g.,

eligibility of foreign degrees for admission, pre-registration, visas and residence permits, financial benefits for international students, etc.):

International Desk (Bologna)
Telephone +39 051 2082550
internationaldesk@unibo.it

For information on fees and benefits:

ASES – Section Right to Study - Student Contributions Office
ases.contribuzionistudentesche@unibo.it

For computer-related information (e.g., login credentials, data entry, application usage/functioning glitch, computer difficulties, etc.):

Help desk of Studenti Online

Telephone +39 051 2080301

help.studentionline@unibo.it

2 - AVAILABLE POSITIONS

For the a.y. 2024/2025 the following positions/seats are available for the admission to LEGS:

- n. **50** seats for Italian, EU students and equivalent non-EU students **(A)**;
- n. **50** seats for non-EU students living abroad **(B)**.

Intake	Italian, EU and equivalent non-EU citizens (A)	Non-Eu citizens living abroad(B)
First	22	22
Second	25 + any remaining from the first intake	25 + any remaining from the first intake
Third	3 + any remaining from the first and second intake	3 + any remaining from the first and second intake

It is highlighted that the available places are divided into two quotas, one for Italian, EU and equivalent citizens and the other for non-EU citizens residing abroad:

1. Positions/seats for **only Italian citizens, European Union citizens and equivalent non-EU citizens** or who are exempted from the quota of international students who can participate in the selection.

Read who non-EU citizens are equated on this page:

www.unibo.it/en/international/who-are-international-students/Who-are-international-students;

Read who are the non-EU nationals exempt from the international student quota on page:

www.unibo.it/en/international/who-are-international-students/Who-are-international-students

Even if you are exempted from the international student quota, you still have to comply with the procedures for non-EU students living abroad.

2. Positions/seats **for non-EU citizens living abroad (international student quota)** who can participate in the first, second and third selection within the quota reserved for them.

Positions/seats reserved for "non-EU citizens living abroad" eventually remaining will be made available to candidates who are "Italian, EU students and equivalent non-EU students" in the recoveries.

ATTENTION: non-EU citizens holding an Italian permit of stay for study reasons **who have formally renounced to study** at the University of Bologna or at any other Italian University lose the right to stay in Italy. These candidates will have to return to their countries of origin and start the pre-enrolment procedure through the website University at the Italian Embassy-Consulate within the deadline annually available at www.studiare-in-italia.it/studentistranieri/

3 – ADMISSION REQUIREMENTS

2.1. Qualifications

To be admitted to the master's degree program in Legal Studies candidates must hold a bachelor's degree or a three-year university degree, or another degree obtained abroad and recognized as suitable. It is also necessary to possess curricular requirements and to pass an assessment of the adequacy of personal preparation.

With reference to the curricular requirements, it is necessary to be graduated in one of the following classes:

2.1.1 Qualifications related to Law's subjects:

ex D.M. 270/04:

- L-14 (Legal services sciences)
- LMG/01 (Law)

ex D.M. 509/99:

- Class 2 (Legal services sciences)
- Class 31 (Legal sciences)
- Class 22/S (Law)

According to the previously in force four-year degree in:

- Law.

In the case of a degree obtained abroad, it must be recognized as suitable and allow access in the country of achievement to second-level Degree Courses (MUR Guidelines for the A.Y. 2024/2025, which will be published on the website www.studiare-in-italia.it/studentistranieri/).

In particular, qualification is expected to be consistent with first cycle degree level according to the Bologna Process qualifications framework and to the level 6 of the European Qualifications Framework (EQF) obtained at a higher education institution that allows the continuations of studies to the next level (second cycle of the Bologna Process/level 7 EQF).

The compatibility of the qualification, for the sole purpose of admission to the selection, is assessed by the Commission in accordance with the provisions of the previous paragraph and the same criteria used for the evaluation of Italian academic qualifications.

2.1.2 Qualifications non-legal disciplines (and equivalent)

ex D.M. 270/04:

- L-5 (Philosophy)
- L-10 (Literature)
- L 11 ((Languages and modern cultures)
- L-16 (Management/Administration sciences)
- L-18 (Management and Economic sciences)
- L-20 (Communication)
- L-33 (Economic sciences)
- L-36 (Political and international relations sciences)
- L-37 (Cooperation and development social sciences)
- L-39 (Social services)
- L-40 (Sociology)
- L-42 (History)

ex D.M. 509/99:

- Classe 29 (Philosophy)
- Classe 5 (Literature)
- Classe 11 (Languages and modern cultures)
- Classe 19 (Administration sciences)
- Classe 17 (Management and Economic sciences)
- Classe 14 (Communication))
- Classe 28 (Economic sciences)
- Classe 15 (Political and international relations sciences)
- Classe 35 (Cooperation and development social sciences)
- Classe 6 (Socials services)
- Classe 36 (Sociology)
- Classe 38 (History)

According to the previously in force four-year degree in:

Degree in Philosophy, Literature, Political Science, Business Administration, Economics, Political Economy, History, Sociology and equivalents

For the qualifications referred to in 2.1.2 - Qualifications related to non-legal disciplines (and equivalent), please note that:

- In the case of an Italian degree, at least 30 CFU in legal subjects, including the final exam, must have been obtained. For this purpose, the Commission may partially recognize CFUs related also to teachings whose contents are relevant with legal subjects.
- In the case of a degree obtained abroad, it must be recognized as suitable and allow access in the country of achievement to second-level Degree Courses (MUR Guidelines for the A.Y. 2024/2025, which will be published on the website www.studiare-in-italia.it/studentistranieri/).
In particular, qualification is expected to be consistent with first cycle degree level according to the Bologna Process qualifications framework and to the level 6 of the European Qualifications Framework (EQF) obtained at a higher education institution that allows the continuations of studies to the next level (second cycle of the Bologna Process/level 7 EQF).
- The compatibility of the qualification, for the sole purpose of admission to the selection, is assessed by the Commission in accordance with the provisions of the previous paragraph and the same criteria used for the evaluation of Italian academic qualifications.

Please remember that, if you are selected, the assessment and/or control of the foreign qualification in order to be enrolled to the Programme will be carried out by the [International Student Administration Office in Bologna](#) after payment of the first tuition fee and submission of the original of all the required documentation.

2.2. Enrollment sub condicione

Candidates who are planning to obtain their degree by December 30, 2024, may also register for the selection test, *sub condicione*. Candidates who do not obtain their degree by that date will have their matriculation cancelled ex officio.

Students enrolled *sub condicione* will not be able to use the Studenti Online application (study plan, exam booking...) until the degree is sent.

2.3. Language skills

To be admitted to the course, applicants must demonstrate their proficiency in English for a minimum level equivalent to B2.

Please refer to section 6.1 of this announcement to check the certifications and experiences accepted in the evaluation phase for demonstration of this competence.

4 - APPLICATION TO THE ADMISSION PROCEDURE

All candidates must register for the admission test by the following preemptory deadlines:

FIRST INTAKE: from 20/12/2023 to 28/02/2024

SECOND INTAKE: from 29/03/2024 to 08/05/2024

THIRD INTAKE: from 11/06/2024 to 01/07/2024

Applicants have to:

1. Access to www.studenti.unibo.it, using SPID credentials. International students without an identity document issued in Italy, who cannot equip themselves with SPID, must register on Studenti OnLine using Unibo's provided credentials.

2. Click on “Admission Application – take part in the selection”; select “choose the type of degree programme or course you want to apply for”; “Second cycle degree programme” and then select “Legal Studies - LEGS” and then “next”.
3. Upload all the required documents in .pdf format:
 - a. Curriculum Vitae (is requested to use the file called "CV FORM" published together with this notice on the website <https://corsi.unibo.it/2cycle/legal-studies/admission>).
 - b. Double-sided copy of a valid identity document (ID card, passport).
 - c. For non-EU students: a copy of the permit of stay, if you already own it.
 - d. Self-certification of the first-level academic qualification with the list of the exams if obtained in Italy or, if obtained abroad, the degree certificate that allows access to second-level degree courses in the country of achievement, along with the transcript of records (and the diploma supplement if available), translated into Italian or English.
Candidates not yet graduated are requested to upload the list of exams or the transcript of records.
Students graduated at the University of Bologna are not requested to upload the list of exams by declaring such a condition in the CV FORM.
 - e. English language certificate (check section 3 – admission requirements).
 - f. Reference letter (optional).
 - g. Form requests for adaptation (if necessary, check section 5).
 - h. Proceed until the admission test fee of €50.00 is paid, which will not be refunded under any circumstances. Payment must be made in the terms indicated on www.studenti.unibo.it. If you participated in the first selection, should you apply for a subsequent selection, you will not have to repay the admission fee. Payments at other credit institutions, bank transfers or payments made by postal bill are not allowed.

Only and exclusively those candidates who have finalized their registration for the selection test and paid the relevant fee by the deadline and in the terms described above shall be admitted to the selection test.

No delivery or mailing of paper materials to the Offices shall be accepted.

5 – REQUEST FOR ADAPTATION TO THE ADMISSION PROCEDURE

Applicants who wish to take advantage of adaptations for the admission test must make a request by the deadline for registration for the selection.

PLEASE NOTE: Candidates enrolling in a Master’s degree programme (cycle II) that **only involves the degree evaluation procedure** and does not have to take any admission test (oral or written) do not need to apply for adjustments.

Adaptations may consist of:

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

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

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

The procedure for applying for adaptations is as follows:

- **Access Studenti Online** (www.studenti.unibo.it) in the “Incoming Requests” detail section of the main page.
- **Download the “Adaptation Request Form”** and fill it in.
- **Upload, in the dedicated section, the completed “Adaptation Request Form”** (in pdf format).
- **Upload, in the dedicated section, the necessary specialised documentation** below, i.e:
 - o Diagnosis of Specific Learning Disorders (**DSA**), according to Law 170/2010, drawn up by the Servizio Sanitario Nazionale, by an accredited private centre or a private specialist accompanied by a document of compliance issued by the Servizio Sanitario Nazionale. The documentation must be no older than three years or drawn up after the age of 18.

In view of the emergency situation that has led to a reduction in the activities of SSN outpatient clinics, DSA diagnosis, as defined by Law 170/2010, will be admitted for applications for adjustments for admission tests, even if they were issued more than three years ago. The Service reserves the right to request after registration an updated diagnosis or at least written proof that a renewal is pending.

For further details, please refer to the webpage: <https://site.unibo.it/studenti-con-disabilita-e-dsa/en/for-students/certifications-required-for-students-with-sld>

- Documentation, issued by an SSN specialist, attesting to another type of specific developmental disorder affecting learning.
- Disability certification under **Law 104/92**.
- Certification of **civil invalidity**.
- 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 take the test.

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

(Please Note: if you have both Law 104 certification and other medical documentation, it is important to present them both).

Candidates with disabilities or with DSA residing in foreign countries, who wish to make use of adaptations, **must present legalized certification attesting to the state of disability or DSA issued** in the country of residence, **accompanied by an official translation exclusively in Italian or English**.

The University bodies in charge of examining the above certifications ascertain that the foreign documentation attests to a condition of disability or specific learning disorder recognized by Italian law.

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

The documentation is examined by the Service for Students with Disabilities and with DSA to assess the consistency of the requests for adaptations with the documentation submitted. In case of incomplete or unreadable documentation, integration will be requested by email to the institutional email address

name.surname@studio.unibo.it and must be sent within the peremptory deadlines set in the communication.

Applicants who fail to submit their application within the deadlines indicated in the notice or who fail to send any additional documents requested within the deadlines indicated by the Service for Students with Disabilities and DSA will not be able to be granted the requested adaptations.

Adjustments granted are always communicated by email by the Student Secretariat.

For clarifications on the procedure for requesting adaptations it is possible to contact the **Service for Students with Disabilities and with DSA** email ases.adattamentiammissione@unibo.it

6 – ADMISSION PROCESS

For admission to the master's degree program, it is necessary to pass a test of the adequacy of personal preparation, as well as the possession of language proficiency in English of at least level B2 of the Common European Framework of Reference for Languages, which will take place in the accordance defined in the Didactic Regulations of the Course of Study.

The admission procedure is based on two different parts/assessments:

1. evaluation of the CV and the other documents submitted; **aimed at ascertaining the possession of the curricular requirements, as per Art.1 of the Didactic Regulations of Course of Study**, as well as the possession of a language proficiency in the English language of at least level B2. **The level of English language proficiency (to be indicated in the CV FORM) is deemed ascertained in the following cases:**
 - possession of international certificate, namely: TOEFL, IELTS, CAMBRIDGE English Language Assessment, Trinity College London. For correspondence with B2 level, please refer to the table available on the page: [HTTP://WWW.CLA.UNIBO.IT/IDONEITA-LINGUISTICA/EQUIPOLLENCE-OF-TITLES-1](http://www.cla.unibo.it/idoneita-linguistica/equipollence-of-titles-1). Are accepted international certifications that have been issued no more than four years before the deadline of the call of application, regardless of the official duration of the title established by the Certifying Body;
 - possession of a bachelor or a master's degree in English;
 - having in their university career an English language level B2 exam reported in the transcript;
 - be a native speaker, i.e., be an Italian citizen or foreigner who, by family derivation or linguistic background, has the ability to express himself/herself naturally in English;
 - have taken, as part of his or her university career, at least two courses in English.
2. English-language interview aimed at assessing the **candidate's individual preparation in relation to the educational objectives of the course.**

The applications will be evaluated as follows:

Part 1: CV Evaluation (40/100 points)

- Academic merit: up to 15 points.
- Evaluation of the CV (as coherency with the objectives of the course LEGS: up to 25 points.

It will also be evaluated:

- 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->
- reference letter related to the job/internship experience deemed more relevant by the candidate. The reference letter may be written in either Italian or English.

The evaluation of curricular requirements will be given a maximum score of 40 points out of 100.

Candidates who score a **minimum of 25 out of 40 points** in the evaluation of the curricular requirements **will be admitted to Part 2**. Candidates who score less than 25/40 in Part 1 will not be admitted to Part 2.

The list of the candidates admitted to the interview will be available at www.studenti.unibo.it. in the following days:

- First Intake: March 6, 2024
- Second Intake: May 15, 2024
- Third Intake: July 5, 2024

This will be the only legal means of publicity.

The committee reserves the right to change the interview schedule. Students are encouraged to constantly check the published agenda on the course website.

Part 2: Interview to evaluate the candidate's individual preparation (60/100).

Applicants who have obtained a minimum score of 25 out of 40 available points in Part 1 (curricular requirements).

The interviewer will be awarded a maximum score of 60 points out of 100.

Interviews will take place according to the following schedule:

Intakes	Interview	Interview	Interview	Interview
First	March 12, 2024	March 13, 2024	March 14, 2024	March 15, 2024
Second	May 21, 2024	May 22, 2024	May 23, 2024	May 24, 2024
Third	July 9, 2024	July 10, 2024	July 11, 2024	July 12, 2024

The Selection Board, appointed by the Department of Legal Studies, upon the proposal of the Course Council, is composed as follows: Daniele Senzani, Federico Casolari, Corrado Roversi.

Alternates: all faculty and researchers related to the course.

The Selection Board will check the identity of each candidate and verify that the personal data contained in the identity document correspond to those communicated by the candidate in the application procedure.

Therefore, candidates are reminded to preferably present themselves with the same identity document used in the application procedure.

During the interview, the Commission assesses the adequacy of the candidate's personal preparation in relation to the educational objectives of the course, including the relevance of English language skills.

7 - ADMISSION RANKING

Eligible candidates will be listed in a final overall ranking, with a maximum score of 100, once concluded the two-steps admission procedure/assessment.

Candidates who achieve an overall score (sum of the scores obtained in the evaluation of CV and interview) **of 60/100 or more** (including at least 25/100 in the evaluation of the CV) **will be considered eligible and placed on the merit list.** In the case of the same rank, the higher placing will be awarded to the younger candidate.

Candidates who achieve a total score lower than 60/100 will not be able to enroll to LEGS.

The ranking will be posted on www.studenti.unibo.it according to the following schedule:

- First Intake: March 21, 2024
- Second Intake: May 31, 2024
- Third Intake: July 18, 2024

Publication of the rankings on Studenti Online will be the only means of legal publicity about the outcome of the test.

8 - ENROLLMENT PROCEDURE (only for those students deemed eligible in the admission ranking)

Admitted candidates must ensure that their qualification meets the requirements for access to the Italian university system.

Candidates can find more information on the registration procedures at the following link:
www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/enrolling-in-a-second-cycle-degree-programme-foreign-qualification

If the qualification does not make one eligible for the Italian university system, no enrolment can take place.

8.1 Students enrolling for the first time.

Intake	Enrollment deadline
--------	---------------------

First	From March 22, 2024 to March 28, 2024
Second	From June 3, 2024 to June 10, 2024
Third	From July 19, 2024 to July 26, 2024

Candidate must:

- Access www.studenti.unibo.it;
- Select “ENROLLMENT”; select “Second cycle degree programme” and then select “Legal Studies - LEGS”. Fill in the personal data requested and attach a .JPG file with a passport picture. Please note that in the case of false statements, in addition to incurring the penalties established in Article 496 of the Criminal Code, the person concerned automatically forfeits the right to registration and any benefits obtained, without the right to any reimbursement of the amounts paid.
- Complete the payment of the enrollment tuition fee only through the following online service: www.studenti.unibo.it. **Payments other than those listed on the website www.studenti.unibo.it are not allowed.**

By logging in with SPID credentials and using them during matriculation, after making the payment the university career will be activated directly without any further fulfillment.

With the activation of the career, services such as submission of the study plan, booking of exams, access to the Wi-Fi network and online library resources can be used; it will also be possible to perform career acts (course change, transfer to another university, drop out of studies); an email will also be sent with the modality to print the badge.

If you fall into the cases listed below you need to check below what to do for enrollment procedure:

- students with recognized **disability equal to or greater than 66% or with a handicap certification** pursuant to the Italian Statutory Law n.104/92. **In order to be eligible for the exemption** on page www.unibo.it/en/services-and-opportunities/study-grants-and-subsidies/exemptions-and-incentives/exemptions-for-disabled-students, **when you matriculate, you must forward the certificate certifying your condition to the relevant student secretary's email address.**
- **students who require recognition of previous careers**, must submit the form downloadable from the University Portal to the website www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/shortening-of-the-degree-programme, in the manner that will be published on the same page and within the terms established annually by the University Organs;
- **equivalent non-EU citizen with a qualification obtained in Italy**, must send to the Student Office of reference seggiuri@unibo.it the copy of the valid residence permit that allows the equalization;
- **student who holds a qualification obtained abroad**: check the documentation required to matriculate (www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/enrolling-in-a

[second-cycle-degree-programme-foreign-qualification](#)). Remember that the documentation used for admission to the course must be translated and with verification of authenticity and value where applicable ([www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/translation-authenticity-and-value-of-foreign-qualifications](#)). You will have to upload the documents related to the foreign title on Students Online in the "Announcements" section by choosing "Matriculation a.y. 24_25 - uploading documents of international students and with foreign title". When you have arrived at the University of Bologna, you will have to make an appointment with the International Students Secretariat to show the original documentation.

- **equivalent non-EU citizen with a qualification obtained abroad:** you must consult the detailed information on [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 the "Announcements" section, select "Matriculation a.y. 24_25 - uploading documents of international students and with foreign title" and upload, in addition to the qualification documents, a copy of the residence permit allowing the equalization. You also have to book an appointment with the International Students Secretariat to show the original documentation. Check very carefully who are the non-EU citizens with EU equivalent status and what types of residence permit allow for equating on page [www.unibo.it/en/international/who-are-international-students/Who-are-international-students](#). Participation in the selection as an equated non-EU citizen without possessing the equating title will not allow the completion of registration even in the case of admission and payment of the first installment.
- **non-EU citizen residing abroad with a qualification obtained abroad:** you have to consult the detailed information on [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 the "Announcements" section, select "Matriculation a.y. 24_25 - uploading documents of international students and with foreign title" and upload, in addition to the qualification documents, a copy of study entry visa. On your arrival in Italy book an appointment with the International Students Secretariat to show the original documentation.

Attention: admission and subsequent acceptance of a candidate by the university do not confer any right to finalisation of enrolment, even in the case of obtaining and entry visa, physical presence on the national territory, eligibility and/or actual awarding of scholarships/contributions of any kind, acceptance of the candidate *sub condicione* in order to be able to begin teaching activities. For the purposes of enrolment, it will be necessary to verify the actual eligibility 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 Administration Office in Bologna after payment of the first enrolment instalment and submission of the original of all the required documentation.

Career activation must take place no later than February 28, 2025, or matriculation will be canceled.

Attention: Students matriculated with conditions must obtain a bachelor's degree by December 30, 2024. Students enrolled who will not graduate within these deadlines will be **canceled matriculation**.

Students who graduate from the University of **Bologna within the above deadlines will have their careers automatically activated**. Students graduating from another University must prove to the Law Student Secretariat (email to: seggiuri@unibo.it) the acquisition of the bachelor's degree. The Secretariat will make the appropriate checks in a timely manner.

8.2 Candidates currently enrolled at another university who intend to transfer

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, within the following deadline, must:

Intakes	Enrollment deadline
First	From March 22, 2024 to March 28, 2024
Second	From June 3, 2024 to June 10, 2024
Third	From July 19, 2024 to July 26, 2024

1. enroll, following the procedure described in Article 8.1, selecting the option to transfer from other university;
2. paying the first installment;
3. provide the request of transfer to the original university according to their deadlines.

It will be possible to proceed with the other university's activities up to the moment in which the student will present the transfer request. At UNIBO, the student's career will be activated only after the approval from the Study Council.

It will then be asked to the student to pay, together with the course's tuition fees, the transfer fee, as stated at www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/transferring-to-the-university-of-bologna/transferring-to-the-university-of-bologna, which the student secretary will request upon arrival of the documentation sent by the home university.

8.3 Students from other degree programs of the University of Bologna (Steps)

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

- enroll following the procedure described in point 8.1 and paying the first installment within the deadline:

Intake	Enrollment deadline
First	From March 22, 2024 to March 28, 2024

Second	From June 3, 2024 to June 10, 2024
Third	From July 19, 2024 to July 26, 2024

- candidates must request to change from one study program to another following the directions detailed on www.studenti.unibo.it from July 19, 2024, to July 26, 2024 (enrolled deadline for third selection):
 - click on 'Course Changeover' and enter the required data;
 - paying the transfer fee, as stated at 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

9 - ENROLLMENT FOR OPEN POSITIONS

Upon conclusion of the enrollment process, the places left available can then be filled through the procedure for the rolling enrollment.

There are three scheduled recoveries, one for each intake.

The procedure consists of two steps:

Part 1 - declaration of willingness to be enrolled

At the end of each intake enrollment, the Registrar office will publish on www.studenti.unibo.it the number of **available positions**, based on the following schedule:

<u>Intakes</u>	Number of available open positions published and declaration of the willingness to be enrolled	Declaration of willingness to be enrolled deadline
First	April 5, 2024	April 10, 2024
Second	June 14, 2024	June 19, 2024
Third	July 29, 2024	August 2, 2024

Starting from the day of publication and no later than the deadline declaration of interest in retrieval (see table above), all candidates in "Eligible" status ranked after the last of the winners, **if interested in the three scheduled retrievals should:**

- log on to www.studenti.unibo.it;
- express their interest in being retrieved by clicking on the appropriate "I wish to be retrieved" button, which is available in the Admission Test practice detail only after the publication of the ranking list.

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

IMPORTANT: Candidates who **do not** request to be retrieved in the above manner will be excluded from all subsequent stages of the procedure.

Candidates will be admitted by operating exclusively with reference to the order of the ranking list.

The list of those admitted to remediation will be published on Studenti Online, at www.studenti.unibo.it, on the dates indicated in the General Information - Deadline Calendar section.

The publication of the lists on Studenti Online is the only means of legal publicity on the outcome of the place remediation procedure.

Part 2 - enrollment for open position

From the date of publication of the list, admitted candidates are required to register within the peremptory deadlines stipulated in the General Information - Deadline Calendar section.

- **Candidates enrolling for the first time**

Admitted candidates are required to register by the deadline in the deadline calendar (General Information - Deadline Calendar section), according to the procedure in Section 8 Item 8.1 above.

- **Candidates currently enrolled in another university who intend to transfer**

Admitted candidates are required to matriculate by the deadline in the deadline calendar (General Information - Deadline Calendar section), according to the procedure in Section 8 Item 8.2 above.

- **Candidates from other degree programs from the University of Bologna**

Admitted candidates are required to make the transition according to the procedure in Section 8 item 8.3 above.

In the event of any vacancies remaining at the end of the intakes referred to in Part 1 or as a result of any renouncements, transfers to other courses of study, on 14/10/2024 a further ranking will be drawn up for both contingents, made up of the candidates who were successful in the three intakes planned but who were not admitted and who expressed an interest in being recovered within the deadlines previously indicated in the selections.

The ranking will be drawn up on the basis of the marks previously obtained, taking into account the priority criteria for determining ex aequo cases as set out in paragraph 7, and candidates will be able to register from October 14, 2024 to October 18, 2024.

9 – FINALS NOTES

Any notices regarding changes in enrollment procedures will be posted on the University Portal at (www.studenti.unibo.it).

Any extraordinary closures will be published on the University Portal (www.unibo.it).

The English-language version of the notice is fully authentic with respect to the real interpretation of the rules contained therein, including with respect to any disputes.

The information regarding the processing of personal data can be found at www.unibo.it/PrivacyBandiCds

The person in charge of the administrative process is the Head of the Law Student Secretariat Office.

This notice is subject to the regulations set forth in the Decree of the Minister of Education, University and Research n. 6/2019 on self-evaluation, assessment, initial and periodic accreditation of university seats and courses of study as amended and supplemented by DM 8/2021.