



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

**Admission procedure for Master's Degree
"Innovation and Organization of Culture and the Arts"- GIOCA - Academic Year
2025/2026**

English Abstract Version

This is an adapted translation in English of the original Call for Applications ("Bando di Ammissione") in Italian and it is made only for publicity purposes. To enforce the call, resolve any dispute and for all legal purposes only the Italian version will be valid, and will prevail in the exact interpretation of the rules contained within.

Course Code	Name of the Course	Class	Website of the programme
6795	Innovation and Organization of Culture and the Arts	LM-76	GIOCA Website

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This call contains the information related to the admission to the “Second Cycle 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 entirely taught 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/study/study-grants-and-subsidies/scholarships-and-funding-opportunities>

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 2025 on the website: 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.

Application period	From 17/Feb/2025 to 28/April/2025 at 1 pm (CET)
List of admitted candidates to the interview	By 30/May/2025
Interviews (online)	04-05-06/June/2025
Admission ranking	By 17/June/2025
ENROLMENT period	From 19/June/2025-07/July/2025
Number of available open positions published	11/July/2025
Deadline to state your interest online in participating in the Unallocated positions procedure	From 11/July/2025 to 14/July/2024
<i>1st enrolment for unallocated positions: definition of eligible students and beginning of ENROLMENT procedures</i>	From 16/July/2025 to 22/July/2025
<i>2nd enrolment for unallocated positions: definition of eligible students and beginning of ENROLMENT procedures</i>	From 24/July/2025 to 30/July/2025
<i>3rd enrolment for unallocated positions: definition of eligible students and beginning of ENROLMENT procedures</i>	From 01/Aug/2025 to 07/Aug/2025
<i>Deadline for Bachelor Graduation</i>	By 31/Oct/2025

For technical support during the online application:

Studenti Online Help Desk	help.studentionline@unibo.it Tel. +39 051 2080301
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For administrative information (Ex. Deadlines, open positions, enrollment...):

Students Administration Office (Segreteria Studenti) of Economics, Management and Statistics	www.unibo.it/SegreteriaStudenti Mail : segecosta@unibo.it
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For information regarding the course, information on the application:

GIOCA Programme coordinator	Mail: didatticascaravilli.gioca@unibo.it
GIOCA Degree Program Tutor	Mail: didatticascaravilli.tutorgioca@unibo.it

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...):

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

International Students Administration Office	Mail: segstudint@unibo.it www.unibo.it/SegreteriaStudenti
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For information on taxes and benefits:

ASES – Right to Education Sector – Student Contribution Office	Mail: ases.contribuzionistudentesche@unibo.it
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2. AVAILABLE POSITIONS

For the 2025/2026 academic year, the GIOCA Master's Degree program will admit a total of **50** students:

- **n. 25** positions are reserved for Italian candidates and candidates who are citizens of the European Union, or from countries with comparable qualification;
- **n. 25** positions are reserved for non-EU candidates, resident from outside the EU (International students group)

Carefully check to which of the above groups you belong to on this page:

<https://www.unibo.it/en/international/Who-are-international-students>

- If the positions reserved for non-EU candidates residing abroad are not fully covered, they will be made available to candidates who are citizens of the European Union, or from countries with comparable qualification.
- In the case of a candidate holding **dual citizenship**, with one being Italian or European, **the Italian or European citizenship will take precedence**. The candidate will then compete for positions reserved for citizens of the European Union.

****STUDENTS WITH A NON-ITALIAN BACHELOR'S DEGREE**

Non-EU students applying for the GIOCA admission procedure (see the following articles) must contact the Italian Embassy or Consulate in the country where their degree was issued as soon as possible, and no later than the deadline set by the Ministry of Foreign Affairs. They must follow the procedure below in case of admission and enrollment:

1) Apply for the pre-enrolment procedure of GIOCA program for the 2025/26 academic year, through the Italian consulate or embassy.

Specifically, they must:

- Submit a pre-registration application to the Italian diplomatic representation via the www.university.it website;
- Hold a qualification that grants access to university studies.

2) All students holding a foreign qualification must prepare the necessary documents for enrollment and apply for the '**Declaration of Value**' ('Dichiarazione di valore') at the relevant embassy or consulate.

Please check the list of the 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**, they can enroll without needing to have the qualification validated by the Embassy.

3) Once admitted, candidates must obtain a Study visa (enrolment/university) and request a residence permit for study purposes to stay in Italy and enroll at the University. While awaiting the approval of the residence permit, candidates will be admitted and enrolled conditionally until the permit is granted (*sub-condizione*).

During enrollment, candidates must upload the documents related to their foreign qualification on Studenti Online by selecting '*Call for applications, then Matriculation for the 2025/26 academic year - document upload for international students with foreign qualifications.*'

Upon arrival at the University of Bologna, candidates must schedule an appointment with the International Student Administration Office to present the original copies of their documentation. (See contacts at the bottom of this page: [Student Administration Offices](#))

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

NOTE: Your official admission is contingent upon the positive evaluation of the original documents upon your arrival in Italy. The competent Italian diplomatic authority (Embassy or Consulate) will process your documents, and once in Italy, the University of Bologna's Administration Office will review your original documents, which must be properly translated

and validated. **Only after these documents are positively assessed will your enrollment be finalized.**

3. ADMISSION REQUIREMENTS

To be admitted to GIOCA, candidates must meet **two** entry requirements:

1) Hold at least a **first-level degree (Bachelor's)** or an equivalent **three-year degree** :

1a) For students with a foreign Bachelor's degree obtained outside Italy, the following conditions apply:

- The degree must be a first-level degree (Bachelor's) or an equivalent qualification in any discipline from a recognized foreign university, with a **minimum duration of three years**;
- Students who have not yet completed their Bachelor's degree (three years) may still participate in the selection process, but **they must graduate by October 31st, 2025**.

1b) For students with an Italian degree, it is also necessary to hold a degree in one of the following 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 (CFU)** 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 yet completed their first-level degree (Bachelor's) may participate in the selection process, but they must graduate by October 31, 2025. Applicants who do not graduate by this date, or who fail to complete their enrollment by the specified deadlines, will lose their right to enroll in the GIOCA program.

2) English language proficiency is required. Candidates must have a minimum of a B2 level, or its equivalent, to be eligible for the selection process.

Proof of English language proficiency (minimum B2 level) can be 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/tabella-certificazioni-equipollenti-prova-idoneita-linguistica.pdf>

- B2 certificate issued by CLA (University language centers such as CLA);
- Completion of a first-cycle degree taught in English (to be indicated on the CV form);
- Completion of a B2 level English exam as part of the previous academic study plan (the B2 level must be explicitly stated in the transcript of records);
- English is the student's native language (to be indicated on the CV form);
- Completed an exchange or internship of at least 3 months in an English-speaking country;
- Completed an exchange or internship of at least 3 months in a non- English-speaking country.

4. APPLICATION TO THE ADMISSION PROCEDURE

All candidates must register for the selection test on the Studenti Online website (www.studenti.unibo.it) within the strict deadline of **April 28, 2025, at 1 pm (CET)**, following the procedures below:

1. Register on the [Studenti Online](http://www.studenti.unibo.it) website (www.studenti.unibo.it)

a) **If you have an SPID digital identity** (for more information, visit www.spid.gov.it), you can use it to register on Studenti Online by selecting the 'Register' button and then the 'Enter with SPID' button. The system will automatically retrieve your personal data from SPID and, upon completion, will generate your name.surname@studio.unibo.it credentials.

b) **If you do not have an SPID digital identity**, you must register on Studenti Online by selecting the 'Register' button and entering your personal information. Once completed, the system will create your name.surname@studio.unibo.it credentials.

For foreign students who do not have a tax code, go to the 'International Student Registration' section and follow the instructions until your institutional credentials are created. After your first login, the system will prompt you to set a personal password.

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

2. Click on “Register for an entrance exam”; select “Second cycle degree Programme” and then select “Innovation and Organization of Culture and the Arts - GIOCA” and then “Next”;
3. Upload all the required documents in **.pdf** format.
4. Pay the application fee (**50,00 €**) **within the above-mentioned deadline (April 28, 2025, at 1 pm)** exclusively through one of the methods indicated on www.studenti.unibo.it (other methods are not accepted).

The application fee cannot be refunded in any case.

NOTE: The registration for the selection is valid only after the payment of the contribution. Only candidates who have completed the registration, uploaded the required documents, and paid the corresponding contribution within the specified deadlines and according to the procedures described above will be admitted to the selection.

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

Studenti Online Help Desk

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

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

- 1) Curriculum Vitae (by filling out the **mandatory 'CV Form'** published here: <https://corsi.unibo.it/2cycle/gioca/how-to-enrol>). Please note that this document must be in English;
- 2) A copy of a valid identity document (ID 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), including a list of exams and grades, or any certification mentioned in the CV;

NOTE: Students (graduating/graduated) from the University of Bologna can view their transcript, which they must select to confirm the possession of the degree; furthermore, they must indicate this status in the 'CV FORM'

- 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.

5. REQUEST FOR ADAPTATION TO THE ADMISSION PROCEDURE

Candidates who wish to request accommodations for the admission test, including any specific equipment in relation with their disability or condition, must submit their request by the application deadline for the selection.

Check more information here: <https://site.unibo.it/studenti-con-disabilita-e-dsa/en>

Accommodations may consist of:

- **Extra time:** 30% for candidates with specific learning disabilities (SLD) and other developmental disorders; 50% for candidates with civil disability or impairments certified under Law 104. .
- **Use of aids,** such as text-reading tools, non-scientific calculators, or other accommodations based on individual needs and certification..

For a list of possible accommodations, please consult the accommodation request form. If the requested accommodation cannot be provided due to organizational constraints or legal obligations, an equally effective alternative will be arranged.

To apply for accommodation, please follow the procedure below :

- Go to Studenti Online (www.studenti.unibo.it) in the "Ongoing Requests" detail section of the main page;
- Download and fill out the "Accommodation Request Form";
- Upload, in the dedicated section, the filled "Accommodation Request Form" (in pdf format);
- Upload, in the dedicated section, the required specialist documentation as indicated below, such as:

- 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/en/for-students>

- Documentation issued by an NHS specialist certifying a different 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.

(NOTE: 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 request any accommodations, 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 reviewed by the competent authorities to verify that the documentation confirms a disability or specific learning disorder recognized by Italian legislation. If the documentation is incomplete or illegible, additional information will be requested via email to the institutional address nome.cognome@studio.unibo.it. The requested documents must be submitted within the strict deadlines specified in the communication.

ATTENTION: BEFORE FINALIZING THE REGISTRATION FOR THE TEST, ENSURE THAT YOU HAVE UPLOADED THE ACCOMODATION REQUEST FORM AND THE HEALTH DOCUMENTATION.

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 be unable to grant the requested accommodations.

The accommodations granted are always communicated via email by the Student Administration Office. For clarifications regarding the accommodation request procedure, you can contact the Service for Students with Disabilities and SLD at the email address ases.adattamentiammissione@unibo.it.

6. SELECTION CRITERIA AND SKILLS ASSESSMENT

The admission procedure will be held in **two phases**:

- Phase 1)** **Evaluation of the CV** and of the other submitted documents;
Phase 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.

Phase 1: CV Evaluation (min 25 points/40 points)

- Academic merit: up to 15 points.
- Consistency of the candidate's curriculum with the educational objectives of the GIOCA program: up to 25 points.

It will be also evaluated:

- the English language certificate higher than B2 level;
- 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.

Candidates who achieve a minimum score of 25 out of 40 points in the curriculum evaluation (Phase 1) will be admitted to the interview (Phase 2).

By May 30, 2025, the list of candidates admitted to the interview will be published on [Studenti Online](#). Candidates will be able to consult this list using their username and password, provided during the registration phase for the test (see section 3). **This will be the sole means of official notification.**

Phase 2- Interview (max 60 points)

The second part of the selection process is an interview designed to assess the candidate's personal commitment, attitude, and skills, as well as their level of English proficiency. The Selection Committee will also evaluate the candidate's ability to work in teams, solve problems, and engage in social interactions.

The interviews will be held on June 4 and 5, 2025 and might continue on June 6 online on Teams platform. Detailed instructions will be provided at the time of publication of the list of candidates admitted to the interview.

The Selection Committee, appointed by the Department of Management Council upon the proposal of the Degree Programme Board, consisting of at least three regular members and substitutes selected from the faculty and research staff associated with the program, will ensure the proper conduct of the admission procedure.

The Selection Committee will verify the identity of each candidate and check that the personal data in the identification document matches the information provided by the candidate during the registration process for the admission procedure. **Candidates are therefore reminded to preferably bring the same identification document used during the registration process for the test.**

7. ADMISSION RANKING

Upon completion of both phases of the admission procedure, two general merit rankings will be compiled, expressed in hundredths, separated for each group.

- Candidates who score less than 25/40 in Phase 1 of the test (Curriculum Evaluation) will not be admitted to Phase 2 of the test (Interview) and will not be able to enroll in the Master's degree program 'Innovation and Organization of Culture and the Arts' – GIOCA.
- Candidates who achieve a total score below 60/100 (Phase 1 + Phase 2) will not be able to enroll in the Master's degree program GIOCA.

Candidates who achieve a total score (sum of the scores obtained in the curriculum evaluation and the interview) of 60/100 or higher (with at least 25/40 in the curriculum evaluation) will be considered eligible and placed on the ranking list. In the case of a tie, priority will be given to the candidate who is younger in age.

The **rankings** will be posted on www.studenti.unibo.it **by June 19, 2025.**

The publication of the rankings on Studenti Online will be the sole means of official notification regarding the outcome of the test.

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 7, 2025** otherwise, they will lose their eligibility, regardless of the reasons for the delay, and their positions will be offered to other eligible candidates from the ranking list.

Within July 7, 2025 the candidate must:

1. Go to Studenti Online (www.studenti.unibo.it) using the credentials received during the application procedure;
2. Select “ENROLMENT” - “Second cycle degree Programme” - “Innovation and Organization of Culture and the Arts - GIOCA”;
3. Enter the required data and attach a passport-sized photograph of your face. Please note that in case of false declarations, in addition to facing the penalties established by Article 496 of the Penal Code, the individual will automatically forfeit the right to enrollment and any benefits obtained, with no right to a refund of any amounts paid; **Complete the payment of the enrollment tuition fee** only through the following online service: www.studenti.unibo.it

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, 2025**, or their enrolment will be void.

Students with a civil disability certificate of 66% or higher, or with a certification under Law 104/92, in order to be exempt from fees, must submit the certificate attesting to their condition to the Student Administration Office of Economics, Management, and Statistics. (<https://www.unibo.it/en/services-and-opportunities/scholarships-and-fee-waivers/exemptions-and-incentives/exemptions-for-students-with-disabilities>).

Students requesting recognition of previous studies, after enrolment and **by November 27, 2025**, must submit the request for course shortening according to the guidelines and deadlines provided on the page <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/course-shortening> to the Student Secretariat of Economics, Management, and Statistics.

By accessing with SPID or CIE credentials and using them during enrolment, after making the payment, the university career will be activated automatically without any further steps.

With the activation of the career, students will be able to use services such as submitting the study plan, booking exams, accessing the Wi-Fi network and online library resources, and taking administrative actions (course transfer, transferring to another university, withdrawing from studies). An email will also be sent allowing students to print their badge, following the provided instructions.

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

Students falling under the categories listed below must verify the following in order to complete their enrollment:

- If you are a non-EU equivalent citizen with a qualification obtained in Italy or abroad:

- you must submit the documentation for admission to the course (e.g., qualification, transcript, etc.) translated and verified for authenticity and recognition where required (Translation, authenticity, and value of foreign qualifications): <https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/translation-authenticity-and-value-of-foreign-qualifications>
- You must upload the documents related to your foreign qualification on Studenti Online in the “Calls” section by selecting 'Enrolment a.y. 25_26 - Uploading Documents for International Students and Students with Foreign Qualifications.'
- you must schedule an appointment with the International Student Secretariat at the University of Bologna to present the original documentation
- You must send a copy of the valid residence permit (for Italy) that allows the equivalence to the Student Administration Office of Economics, Management and Statistics;

PLEASE NOTE: Carefully check who are considered non-EU equivalent students and which types of residence permits allow for equivalence on the page <https://www.unibo.it/en/international/who-are-international-students>

- If you are a non-Eu student residing abroad with a qualification obtained abroad:

- check the information on pre-enrolment, visa and permit of stay at: <https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/enrolling-in-a-second-cycle-degree-programme-foreign-qualification>
- you must submit the documentation for admission to the course (e.g., qualification, transcript, etc.) translated and verified for authenticity and recognition where required (Translation, authenticity, and value of foreign qualifications): <https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/translation-authenticity-and-value-of-foreign-qualifications>
- You must upload the documents related to your foreign qualification on Studenti Online in the “Calls” section by selecting 'Enrolment a.y. 25_26 - Uploading Documents for International Students and Students with Foreign Qualifications.'
- you must schedule an appointment with the International Student Secretariat at the University of Bologna to present the original documentation no later than **26th February 2026**.

ATTENTION: Admission and subsequent acceptance by the University do not automatically grant the right to complete enrollment, even if an entry visa is obtained, the candidate is physically present in the country, or they are eligible for and/or have received scholarships or financial contributions of any kind. The candidate's acceptance is conditional, allowing them to begin teaching activities. To finalize enrollment, it is necessary to verify the actual validity of the foreign qualification and the authenticity of the submitted documentation. The formal verification of the qualification will be carried out by the International Student Secretariat Administration Office of the University of Bologna, following the payment of the first enrollment installment and submission of the original documents.

- **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 who have been selected and are currently enrolled at another university and wish to transfer to GIOCA must:

1. Enrol following the procedure (described in Article 8-point A) selecting the option to transfer from other university and paying the first instalment;
2. Provide the transfer request to the original university according to their deadlines.

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

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

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

Candidates who have been selected and are currently enrolled in other degree programs at the University of Bologna must:

1. Enrol following the procedure (described in Article 8-point A) selecting the option to transfer from other university and paying the first instalment within the deadline;
2. Starting **from July 24, 2025**, and **no later than the deadline of August 7, 2025**, they must complete the online course transfer request following the instructions available on Studenti Online (www.studenti.unibo.it) and pay the transfer fee.

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>

PLEASE NOTE: In the case of career shortening, course transfer, or transfer with admission to the second year, students will be automatically moved to the course Innovation and Organization of Culture and the Arts, code 6114, where, for the academic year 2025/2026, the second year is active.

ADDITIONAL INFO

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

Help Desk di Studenti Online	tel +39 051 2080301 mail: help.studentionline@unibo.it
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Students enrolling with sub condizione, by October 31, 2025, 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 (including the BA diploma and the Declaration of Value) or the DIPLOMA SUPPLEMENT (if available).

9. ENROLMENT FOR UNALLOCATED POSITIONS

Upon conclusion of the enrolment process, the unallocated positions can then be covered through the established process for the enrolment for unallocated positions.

Enrolment for unallocated positions: Number of available open positions published	11/07/2025
Candidates in the ranking must indicate online their willingness to be enrolled	11/07/2025–14/07/2025
<i>1st enrolment for open positions: definition of eligible students and beginning of ENROLMENT procedures</i>	16/07/2025
<i>1st enrolment for open positions ENROLMENT deadline</i>	22/07/2025

On July 11 after the ENROLMENT deadline, the Student Administration office will publish on www.studenti.unibo.it the number of available (unallocated) positions.

Candidates included in the ranking list who are eligible and willing to enroll to GIOCA must confirm it on www.studenti.unibo.it within July 14, 2025, entering the password and account received during the registration.

IMPORTANT: candidates that do not indicate on Studenti Online from 11/07 to 14/07 their willingness to enroll to GIOCA will be excluded by the rolling procedure and will lose their right to enroll.

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

The list of the admitted students after the first procedure will be posted on www.studenti.unibo.it **by July 16, 2025**.

Admitted students after this first rolling procedure **must complete their ENROLMENT within July 22, 2025** following the instructions described above (7 - ENROLMENT PROCEDURE).

FURTHER ENROLMENT FOR OPEN POSITIONS

If, after July 22, 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	24/07/2025
2nd enrolment for open positions ENROLMENT deadline	30/07/2025
3rd enrolment for open positions: definition of eligible students and beginning of ENROLMENT procedures	01/08/2025
3rd enrolment for open positions ENROLMENT deadline	07/08/2025

10. FINAL NOTES

The person responsible for the administrative process is the Head of the Student Administration Office: Dr. Silvia Spada.

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