

**Disclaimer: The Official Call for Applications for the admission to the 2nd cycle Degree Program in Politics, Administration and Organisation (Public Affairs Curriculum) for the a.y. 2025/2026 (in Italian) is available on the website of the above mentioned degree program (<https://corsi.unibo.it/2cycle/PublicAffairs/admission>). The Present Document is an unofficial English summary, which contains general information regarding application requirements and deadlines. For a complete set of instructions and further information on admission, candidates are strongly encouraged to consult the official Call for applications published in Italian.**



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

**Call admission to the Master's Degree Programme in Politics, Administration and Organisation - PAO  
INTERNATIONAL PUBLIC AFFAIRS CURRICULUM, academic year 2025/2026**

Code course	Course name	Class	Course website
6776	Politics, Administration and Organisation - PAO International Curriculum PUBLIC AFFAIRS	LM-63	<a href="https://corsi.unibo.it/2cycle/PoliticSocialPolicy">https://corsi.unibo.it/2cycle/PoliticSocialPolicy</a>

**Index**

1. GENERAL INFORMATION .....	2
2. GENERAL CALENDAR .....	3
3. PLACES AVAILABLE .....	4
4. ADMISSION REQUIREMENTS .....	5
5. REGISTRATION FOR SELECTION.....	7
6. METHODS FOR CONDUCTING THE SELECTION - Verification of the adequacy of personal preparation .....	9
7. RANKING LISTS .....	10
8. REGISTRATION OF SUCCESSFUL CANDIDATES.....	11
9. TAXES AND BENEFITS .....	14
10. FINAL NOTES .....	15

*This university has long been engaged in important awareness-raising work to combat gender stereotypes. With this in mind, it was decided to give greater linguistic visibility to differences. Where the masculine form is used in this document, purely for the purpose of simplification, it is meant to refer inclusively to all people working within the community itself.*

## **1. GENERAL INFORMATION**

### **1.1 TO WHOM THE CALL IS ADDRESSED**

This call for applications is aimed at those who intend to enrol for the academic year 2025/2026 in the **international PUBLIC AFFAIRS** curriculum of the Master's degree course with programmed numbering in Politics, Administration and Organisation - PAO, class LM-63 (Science of Administration).

**Course activities are conducted entirely in English.**

Information on the study course (regulations, entry requirements, teaching plan, educational objectives, information and contacts, etc.) is available on the following webpage:

<https://corsi.unibo.it/2cycle/PoliticSocialPolicy> .

### **1.2 WHO CAN PARTICIPATE IN THE SELECTION**

The selection is open to all students interested enrolling, including those who:

- a. come from another course of study at this university
- b. come by transfer from another Italian university
- c. intend to apply for recognition of their previous studies by holding a degree Italian or foreign academics, or for having studied abroad or for having dropped out or lapsed in a course of study.

### **1.3 WHICH DEADLINES MUST BE OBSERVED**

All deadlines in the procedure are peremptory and failure to meet them will result in exclusion from selection or from the possibility of enrolling in the course of study, regardless of the reasons given.

Failure to register for the selection by the deadline will result in the impossibility of enrolling in the studies.

In the event of successful selection, a successful candidate who fails to pay the first instalment of the annual contribution by the deadline will be deemed to have tacitly withdrawn, irrespective of any reasons for the delay.

Below is an overview of the deadlines, referring to following parts of the notice for details of the procedure.

## 2. GENERAL CALENDAR

For the admission to the international Public Affairs curriculum of the Politics, Administration and Organisation course, there is a single selection process reserved for Italian citizens, EU citizens, non-EU citizens of equivalent status, non-EU citizens resident abroad competing with EU citizens, and non-EU citizens resident abroad.

**There are no catch-up procedures.**

### SELECTION reserved :

CANDIDATES who are ITALIAN CITIZENS, EUROPEAN UNION CITIZENS, NON-EU CITIZENS RESIDENT ABROAD WHO ARE IN COMPETITION WITH EU CITIZENS and CANDIDATES WHO ARE NON-EU CITIZENS RESIDING ABROAD

<i>Phases</i>	<i>Dates</i>
Application for selection	From 27 March 2025, 1 p.m. to 28 April 2025, 1 p.m.
Publication of the final list of winners	4 June 2025
Winner registrations	From 10 June 2025 to 17 June 2025
Deadline for course transfers	8 September 2025

### 2.1 EXTRAORDINARY SELECTION

If there are still places available at the end of the ordinary selection, a possible extraordinary selection may be activated. The relevant notice will be published on [www.studenti.unibo.it](http://www.studenti.unibo.it) and on the Course website.

### 3. PLACES AVAILABLE

For the academic year 2025/2026, a total of **25 places** are available for admission to the international Public Affairs curriculum of the Master's degree course in Politics, Administration and Organisation, divided as follows by quota

- No. **21** places for "Italian citizens, , non-EU citizens treated as such and non-EU citizens residing abroad competing with EU candidates" **(A)**;
- **4** places for 'non-EU citizens living abroad' **(B)**;

**In the event of a total absence of applications from non-EU citizens residing abroad**, the places reserved for them will be made available in favour of candidates who Italian citizens, citizens, non-EU citizens treated as such and non-EU citizens residing abroad who compete with EU candidates.

**A) Places for Italian nationals only, citizens, non-EU citizens treated as such or non-EU citizens residing abroad compete with EU candidates** who can participate in the selection foreseen in the notice: information on non-EU citizens or non-EU nationals residing abroad who compete with EU candidates can be found at: <https://www.unibo.it/it/studiare/iscrizioni-tasse-e-altre-procedure/lauree-and-master's-degrees/who-are-the-international-students-1/who-are-the-international-students>.

**B) Places for non-EU citizens living abroad** who can participate in selection under the quota reserved for them:

international students, in accordance with the procedures defined by the Ministry of Universities and Research (MUR) with a special Circular for the academic year 2025/2026, which will be published on <https://www.universitaly.it/studenti-stranieri>, in order to participate in the selection, they will have to pre-register on Universitaly and apply for an entry visa for study purposes, <https://www.universitaly.it/>

**WARNING:** Non-EU citizens residing abroad, holders of a residence permit for study purposes who formally renounce their studies at this or another university, lose the requirements for residency in Italy with the consequent revocation of their residence permit. In this case, they must return to their country of origin and initiate pre-enrolment procedures through Universitaly at the competent Italian diplomatic representations (Embassies/Consulates) within the deadlines set annually and published on the website <https://www.universitaly.it/studenti-stranieri>

## 4. ADMISSION REQUIREMENTS

To enter the International Public Affairs curriculum of the Politics, Administration and Organisation - PAO course, you must:

- hold a Bachelor's degree or a three-year university diploma or a degree from the previous system, or another qualification obtained abroad and recognised as suitable;
- be in possession of certain curricular and linguistic requirements as indicated in the following points;
- pass the test of the adequacy of personal preparation.

**Undergraduates may also apply for admission to the selection, sub condicione, provided that:**

- have acquired at least 150 CFU by the selection deadline and the qualification is obtained no later than 31 December 2025;
- meet certain curricular and linguistic requirements as indicated in the following points;
- pass the test of the adequacy of personal preparation.

Conditionally enrolled students who do not complete their Bachelor's degree by 31 December 2025 will have their enrolment automatically cancelled.

### A. CURRICULAR REQUIREMENTS

Access to the International Public Affairs curriculum requires a degree or a three-year university diploma or a degree from the previous system, or another qualification obtained abroad and recognised as suitable, in one of the following classes:

L-14 Legal Services Sciences

L-15 Tourism Sciences

L-16 Administration and Organisation Science

L-18 Economics and business management sciences

L-20 Communication sciences

L-33 Economics

L-36 Political Science and International Relations

L-37 Social Sciences for Cooperation, Development and Peace

L- 39 Social Work

L-40 Sociology

L-41 Statistics;

**or**

- a university degree or other recognised foreign qualification in one of the following classes:
  - L-1 Cultural Heritage,
  - L-3 Disciplines of visual arts, music, performing arts and fashion,

L-5 Philosophy,  
L-6 Geography,  
L-10  
Humanities,  
L- 11 Modern Languages and  
Cultures,  
L-12 Language Mediation,  
L-19 Education and training sciences,  
L-24 Psychological Science and  
Technology,  
L-42 History,

**provided that at least 24 university credits have been acquired in any of the following SSDs:**

SPS/02 HISTORY OF POLITICAL DOCTRINES  
SPS/04 POLITICAL SCIENCE  
SPS/07 GENERAL SOCIOLOGY  
SPS/08 SOCIOLOGY OF CULTURAL AND COMMUNICATION PROCESSES  
SPS/09 SOCIOLOGY OF ECONOMIC AND LABOUR PROCESSES  
SPS/10 SOCIOLOGY OF THE ENVIRONMENT AND TERRITORY  
SECS-P/01 POLITICAL ECONOMY  
SECS-P/02 ECONOMIC POLICY  
IUS/09 INSTITUTIONS OF PUBLIC LAW  
IUS/21 COMPARATIVE PUBLIC LAW  
M-STO-04 CONTEMPORARY HISTORY

In the case of candidates with a obtained abroad or a degree awarded in accordance with the regulations in force prior to Ministerial Decree 509/1999, the Commission shall verify the requirements on the basis of the candidate's previous career and the suitability of the degree in relation to the curricular requirements laid down.

Applicants with a degree obtained abroad should consult the detailed information at <https://www.unibo.it/it/studiare/iscrizioni-tasse-e-altre-procedure/lauree-e-lauree-master's-degree/enrolment-course-with-foreign-degree>.

## **B. LANGUAGE SKILLS - ENGLISH LANGUAGE LEVEL B2**

Knowledge of English language level B2 is required. Language knowledge is verified:

**with possession of one of the following certifications obtained no more than two years ago:**

- all the certifications listed in the CLA - Centro Linguistico di Ateneo's qualifications equivalence table: <https://centri.unibo.it/cla/it/riconoscimento-idoneita-linguistica>

**or alternatively with the possession of:**

- 1. English level B2 certification issued by a university language centre
- 2. TOEFL computer-based of at least 213 points

- 3. TOEFL paper-based at least 550 points
- 4. Trinity GESE 8

**or in the presence of one of the conditions listed below:**

- having obtained a degree from an English-speaking university;
- hold a university degree awarded entirely in English;
- be in possession of an IB (International Baccalaureate) Diploma, High School Diploma or GCE (General Certificate of Education) awarded in English (at least 50% of course of study must be taught in English);
- have obtained at least 8 CFUs, also in laboratory form, in the SSD L-LIN/12 with an average mark of no less than 24/30 (CFUs obtained with a pass mark will not be considered).

The documentation concerning knowledge of English language level B2 **must** be attached to the application form, as indicated in the section 'Application for selection', under penalty exclusion from the selection.

## **5. REGISTRATION FOR SELECTION**

All candidates, by the following deadlines set out in the [General Calendar](#):

**27 March 2025, 1 p.m. to 28 April 2025, 1 p.m.**

must register in the manner set out below:

1. log on to Studenti Online ([www.studenti.unibo.it](http://www.studenti.unibo.it)) using [SPID or CIE](#) credentials. International students who do not have an identity document issued in Italy can access with the University's credentials; to obtain them, they must Studenti Online ([www.studenti.unibo.it](http://www.studenti.unibo.it)), choose "Register" and then "International Student Registration";
2. click on the 'Application Admission' button, select 'Master's Degree', choose the competition **PAO - International Public Affairs Curriculum** and then 'proceed';
3. upload all the required documents in .pdf format listed below;
4. proceed until payment of the **admission test fee of €50.00**, which will not be refunded under any circumstances. Payment must be made as indicated on Studenti Online ([www.studenti.unibo.it](http://www.studenti.unibo.it)).

**Only those candidates who have completed their registration for the selection and paid the relevant fee by the deadline and in accordance with the terms described above will be admitted to the evaluation.**

No delivery or dispatch of paper material to the Offices is to be made.

In order to be assisted and guided in filling in the online application form for the test, candidates may contact the Studenti Online Help Desk by telephone, during the hours indicated, on +39 051 20.80.301 or by sending an e-mail to [.help.studentionline@unibo.it](mailto:help.studentionline@unibo.it)

**Documents required by the Course, to be uploaded in pdf format and attached to the application for selection:**



1. Photocopy of a valid identity document -
2. Application Form/ Self-Certification Form, completed and signed
3. Transcript of records/List of exams, marks obtained and respective SSDs with indication of weighted average (For graduates and undergraduates of the University of Bologna, data are automatically acquired by the system)
4. Documentation proving knowledge of English language level B2 or higher (see section 'Language requirements')
5. Copy of residence permit, if held, for non-EU citizens

Please note: In order to complete your application, you must also declare in the procedure that you possess the qualification according to the instructions below:

✓ Graduates or undergraduates of the University of Bologna:

for graduates and undergraduates of the University of Bologna, data are automatically acquired by the system. Graduates, if they have more than one qualification, must indicate the one that is useful for selection purposes; for undergraduates, the information on verbalised courses is automatically updated by the system up to the deadline for registration for selection;

✓ Graduates or undergraduates from another university or with a foreign qualification:

Applicants coming another university must enter the courses taken, the marks and the respective scientific disciplinary sectors (SSD) in the box '*Study title - Enter details of courses taken to complete the application - INSERT*'.

Undergraduates can access it until the selection deadline to update their examination data.

For the purposes of evaluation, the Commission will analyse only and exclusively the documents submitted and the information indicated in the application form present on the selection deadline. It will not be possible to supplement this information subsequently.

### **Modalities of participation in the selection for non-EU candidates residing abroad**

Non-EU citizen candidates residing abroad, in order to participate in the selection, in compliance with the procedures defined by the Ministry of University and Research (MUR) in a special Circular for the academic year 2025/2026, which will be published on the website <https://www.universitaly.it/studenti-stranieri>, must **pre-register on Universitaly and apply for an entry visa for study purposes**. Info [on: https://www.universitaly.it/](https://www.universitaly.it/)

For information, please contact the International Desk in advance:

<https://www.unibo.it/it/ateneo/contatti/contatti-per-studenti-internazionali>.

## 6. METHODS FOR CONDUCTING THE SELECTION - Verification of the adequacy of personal preparation

Admission to the international Public Affairs curriculum is subject to passing a test for the adequacy of personal preparation.

The evaluation is on the basis of qualifications only and carries a maximum score **100**, calculated according to the criteria below:

### **a) Academic curriculum (weighted average of marks in thirtieths): up to 60 points.**

The marks awarded will be calculated according to the following formula:  $[(\text{Weighted average examination marks} - 18) \times 60/11.5]$ .

A penalty is applied to those with less than 170 CFUs according to the following formula:

$[(\text{Weighted average examination marks} - 18) \times 60/11.5] - [(170 - \text{CFU acquired}) \times 0.37]$ .

In the event of qualification obtained abroad, in order to apply the same selection criteria established for Italian qualifications, the Examination Board will apply the ECTS (European Credit Transfer System) conversion formula and, in the event that candidates are in possession of qualifications with assessments that cannot be converted into the aforementioned system, the Board will award points by evaluating the individual qualifications presented.

### **b) Congruence of CFUs obtained in the different SSDs: up to 20 points**

A  $\frac{1}{4}$  point up to a maximum of 20 points will be awarded for each CFU obtained in the following scientific disciplinary fields:

- ✓ SPS/01 POLITICAL PHILOSOPHY
- ✓ SPS/02 HISTORY OF POLITICAL DOCTRINES
- ✓ SPS/03 HISTORY OF POLITICAL INSTITUTIONS
- ✓ SPS/04 POLITICAL SCIENCE
- ✓ SPS/05 HISTORY AND INSTITUTIONS OF THE AMERICAS
- ✓ SPS/06 HISTORY OF INTERNATIONAL RELATIONS
- ✓ SPS/07 GENERAL SOCIOLOGY
- ✓ SPS/08 SOCIOLOGY OF CULTURAL AND COMMUNICATION PROCESSES
- ✓ SPS/09 SOCIOLOGY OF ECONOMIC AND LABOUR PROCESSES
- ✓ SPS/10 SOCIOLOGY OF ENVIRONMENT AND TERRITORY
- ✓ SPS/11 SOCIOLOGY OF POLITICAL PHENOMENA
- ✓ SPS/12 SOCIOLOGY OF LAW, DEVIANCE AND SOCIAL CHANGE
- ✓ SPS/13 HISTORY AND INSTITUTIONS OF AFRICA
- ✓ SPS/14 HISTORY AND INSTITUTIONS OF ASIA
- ✓ IUS/08 CONSTITUTIONAL LAW
- ✓ IUS/09 INSTITUTIONS OF PUBLIC LAW
- ✓ IUS/10 ADMINISTRATIVE LAW
- ✓ IUS/13 INTERNATIONAL LAW

- ✓ IUS/14 EUROPEAN UNION LAW
- ✓ IUS/21 COMPARATIVE PUBLIC LAW
- ✓ SECS-P/01 POLITICAL ECONOMY
- ✓ SECS P/02 ECONOMIC POLICY
- ✓ SECS-P/03 FINANCE SCIENCE
- ✓ SECS-P/07 BUSINESS ECONOMICS
- ✓ SECS-P/08 BUSINESS ECONOMICS AND MANAGEMENT
- ✓ SECS-P/10 BUSINESS ORGANISATION
- ✓ SECS-S/01 STATISTICS
- ✓ SECS-S/05 SOCIAL STATISTICS
- ✓ M-STO/02 MODERN HISTORY
- ✓ M-STO/04 CONTEMPORARY HISTORY

For qualifications obtained or to be obtained abroad, the congruence of the academic curriculum with the LM Politics, Administration and Organisation, Public Affairs curriculum, will be assessed by the Examination Board on the basis of the correspondence of the examinations taken with the Italian Scientific-Disciplinary Sectors.

**c) Internationalisation and other activities related to the training course: 5 points each up to a maximum of 20 points**

- Study abroad experiences (Erasmus or Overseas)
- Further qualifications in addition to the degree required access
- Language certifications in addition to the admission requirement (level B2 English), if at a level equal to or higher than B2
- Work experience, internships, voluntary work, only if related to the educational objectives of the PAO study course.

Verification of the adequacy of personal preparation is deemed to have been passed with the attainment of a score of **60/100 (SIXTY/ hundredths)** or higher in the overall assessment of the admission requirements as indicated above.

## **7. RANKING LISTS**

Candidates who achieve a total score of 60/100 or more in personal background check are considered **eligible** and placed on the merit list.

In the event of a tied score, priority is given to the youngest candidate.

Successful candidates in the ranking list may enrol, until all available places filled.

Candidates who do not achieve the minimum score 60/100 are considered **ineligible** and will not be able to register for the course.

Candidates assessed as unsuitable for selection may participate in the possible extraordinary selection only if they have in the meantime fulfilled the curricular requirements.

In compliance with privacy regulations, the ranking list is made anonymous; therefore, the first and last name of each candidate will not be given. Candidates will be able to check their position in the ranking list by means of the provisional number assigned to them at the end of their application.

The final rankings of the winners will be published on [Studenti OnLine](#) on the date scheduled in the General Calendar. This publication is the only means of legal publicity on the outcome of the selections

## **8. REGISTRATION OF SUCCESSFUL CANDIDATES**

### **8.1. Candidates registering for the first time**

Candidates who have been placed in the ranking list by the following :

- **from 10 June 2025 to 17 June 2025**, must:

1. log on to [Studenti OnLine](#) by entering your username and password obtained from the selection application procedure;
2. choose "Enrolment", select "Master's Degree", then the study course "Politics, Administration and Organisation - Public Affairs Curriculum" and enter the data requested by the procedure, attaching a file with a passport-size facial photograph. Please note that in the event of false declarations, in addition to incurring the penalties laid down in Article 496 of the Penal Code, the interested party shall forfeit automatically from the right registration and from any benefits obtained, without any right reimbursement of the sums paid;
3. pay the first instalment or, alternatively, the single instalment relating to the annual contribution fee, in accordance with the methods indicated on the [Student OnLine](#) site. Payment methods other than those indicated are not permitted. Failure to pay will result in exclusion from the procedure. Late payments with late payment are not permitted.

By logging in with your SPID or CIE credentials and using them registration, after performing payment, the university career will be activated directly without any further formalities.

With the activation of the career it will be possible to use services such as the presentation of the study plan, booking of exams, access to the Wi-Fi network and to online library resources; it will also be possible to carry out career actions (change of course, transfer to another university, withdrawal from studies); an email will also be sent allowing the badge to be printed, according to the procedures that will be indicated.

### **SPECIAL CASES**

**a) the candidate who enrolls under conditions** must obtain a first-cycle degree by **31 December 2025** at the latest.

If you are an undergraduate at the University of Bologna, the system will automatically update your position, a once the title has been obtained.

If you are an undergraduate student at another university, you must go to Studenti OnLine ([www.studenti.unibo.it](http://www.studenti.unibo.it)) in the enrolment file details and enter your degree grade by typing in the 'enter degree grade' button.

**b) if the candidate is a non-EU national with a qualification obtained in Italy, he/she** must send a copy of the valid residence permit allowing equivalence to the Political Science student secretariat ( ) [segscpol@unibo.it](mailto:segscpol@unibo.it)

**c) If the candidate has a degree obtained abroad,** he/she must consult the detailed information on <https://www.unibo.it/it/studiare/iscrizioni-tasse-e-altre-procedure/lauree-e-lauree-master's-degree/enrolment-course-with-foreign-degree>, access Studenti OnLine ([www.studenti.unibo.it](http://www.studenti.unibo.it)), choose "Announcements", select "Matriculation a.y. 2025\_2026 - uploading documents for international students and students with foreign degrees", upload the documents relating to the degree and make an appointment with the International Students Secretariat to show the originals.

**d) If the candidate is a non-EU national who has been treated as such and has obtained a degree abroad,** he/she must consult the detailed information at <https://www.unibo.it/it/studiare/iscrizioni-tasse-e-altre-procedure/lauree-e-magistrali/enrolment-course-of-master's-degree-with-foreign-degree>, access Studenti Online ([www.studenti.unibo.it](http://www.studenti.unibo.it)), choose "Announcements", select "Matriculation a.y. 2025\_2026 - uploading of documents for international students and students with foreign degrees" and upload, in addition to the documents, the copy of the residence permit equivalence. You will also need to book an appointment at the International Students Secretariat to show the original documents.

**Attention:** The candidate should check very carefully who the non-EU students are equivalents and what types of residence permits allow equivalence at <https://www.unibo.it/it/studiare/iscrizioni-tasse-e-altre-procedure/lauree-e-lauree-magistrali/chi-sono-gli-studenti-internazionali-1/chi-sono-gli-studenti-internazionali>. Participation in the selection process as an assimilated non-EU citizen without possession of the equivalence title will not allow the completion of matriculation, even in the case of admission and payment of the first instalment.

**e) If the candidate is a non-EU citizen residing abroad and has obtained his or her degree abroad,** he or she must consult the detailed information at <https://www.unibo.it/it/studiare/iscrizioni-fees-and-other-procedures/undergraduate-master's-degree/enrolment-course-of-master's-degree-with-foreign-degree>, go to Students Online ([www.studenti.unibo.it](http://www.studenti.unibo.it)), choose 'BANDS' select "Matriculation a.y. 2025\_2026 - uploading of documents for international students and students with a foreign qualification" and upload, in addition to your qualification documents, a copy of your valid residence permit or, if not yet issued, a copy of your study entry visa and then a copy of the receipt certifying that you have applied for a residence permit (with which your matriculation will be accepted subject to a reservation). On arrival in Italy, you will have to book an appointment at the International Students Secretariat to show the original documents.

**Please note** Admission and if necessary, validation of a candidate's pre-enrolment with or without a reservation by the University does not confer any right to further training enrolment, including in the event of obtaining an entry visa, physical presence in the national territory, eligibility and/or actual payment of scholarships/grants of any kind. For the purposes of completion of enrolment, it is necessary to check the actual eligibility of the foreign qualification, the authenticity of the documentation produced and actual possession of any degree of equivalence declared during the admission phase. The formal check of the qualification will be carried out by the International Students Secretariat after payment of the first enrolment instalment and submission of the original of all the required documentation.

**f) If the candidate intends to apply for recognition of previous careers, he/she** should check the procedures and deadlines for doing so at the following link <https://www.unibo.it/it/studiare/iscrizioni-tasse-e-altre-procedure/lauree-and-majors/recognition-credits>.

**g) If the candidate enrolls and requests transfer** from another Italian university, he or she must consult this page: [https://www.unibo.it/it/studiare/iscrizioni-tasse-e-altre-procedure/lauree-e-lauree-\\_\\_\\_\\_\\_magistrali/trasferirsi-alluniversita-di-bologna/trasferirsi-a-universita-di-bologna](https://www.unibo.it/it/studiare/iscrizioni-tasse-e-altre-procedure/lauree-e-lauree-_____magistrali/trasferirsi-alluniversita-di-bologna/trasferirsi-a-universita-di-bologna).

**h) If the candidate intends to change the course of study within the University of Bologna (Course Change),** he/she must check how to do so at the following link <https://www.unibo.it/it/studiare/iscrizioni-tasse-e-other-procedures/lauree-master's degree/change-course>.

**i) If the candidate wishes to apply for simultaneous enrolment in two courses, he/she** should consult the page <https://www.unibo.it/it/studiare/iscrizioni-tasse-e-altre-procedure/lauree-e-lauree- master's degree/contemporaneous-registration-for-courses-other-than-a-graduate-master's degree-and-doctoral-schools- specialisation>

**j) if the candidate is in possession of civil disability certification** equal to or greater than 66% or certification pursuant to Law 104/92, in order to be entitled to exemption, he must send the certificate attesting to his condition to the email address of the Political Science student secretariat (segscpol@unibo.it). For information: <https://www.unibo.it/it/studiare/borse-di-studio-e- facilities/exemptions-for-students-with-disability>.

**Career activation must take place no later than 28 February 2026 or the registration will be cancelled.**

## **8.2. Candidates currently enrolled at another Italian university who intend to transfer**

Successful candidates the ranking list, enrolled at another Italian university, who intend to transfer, must

1. enrol in the new course by following the instructions in section 8.1, indicating the wish to transfer to the University of Bologna and pay the first instalment of the annual contribution fee by the peremptory deadline of 17 June 2025;
2. submit a transfer application to the university of origin within the deadlines set out therein.

N.B. It is possible to carry out teaching activities your university of origin up to the time of the submission of the transfer application. At the University of Bologna, the career will only be active following recognition and continuation of studies by the course council.

In addition to the annual contribution instalment for the new academic year, the candidate is also required to pay the specific transfer allowance, the amount of which will be published at <https://www.unibo.it/it/studiare/iscrizioni-tasse-e-altre-procedure/lauree-e-lauree-magistrali/trasferirsi-alluniversita-di-bologna/trasferirsi-a-universita-di-bologna> and which the secretariat students will request the documentation sent by their home university upon arrival.

### **8.3. Candidates currently enrolled in other study courses at the University of Bologna (Passages)**

Successful enrolled in another course of study at the University of Bologna, who intend to change course:

1. enrol **in the new course** by following the instructions in 8.1 and pay the first instalment of the annual contribution fee by the deadline of 17 June 2025;
2. Starting on 24 July 2025, and by the peremptory deadline of 8 September 2025, fill in the course transfer application on Studenti OnLine, clicking on "Passaggio di corso" (course transfer) and entering the data required by the procedure;
3. pay the passage allowance.

It will be possible to carry out teaching activities at the course of origin until the application for transfer is submitted, while at the course of destination the career will be active only after the course council has approved recognition and continuation of studies.

**PLEASE NOTE:** in the event of career shortening, course transfer or transfer with admission to years subsequent to the first, the successful candidate will be automatically admitted to the course Politics, Administration and Organisation, Public Affairs curriculum, code 9085, for which, for the academic year 2025/2026, the second year is active.

## **9. TAXES AND BENEFITS**

Information on tuition fees and on benefits and exemptions is published on the Portal of the University at [www.unibo.it/Tasse](http://www.unibo.it/Tasse) .

The student contribution is made up of a fixed part of €157.04 and a variable part calculated progressively on the basis of the valid ISEE certificate, only if this is presented in accordance with the methods and terms contained on the page <https://www.unibo.it/it/studiare/iscrizioni-tasse-e-altre-procedure/lauree-e-lauree-magistrali/tasse-e-contributions>. If the ISEE certificate is not presented, the maximum contribution envisaged for the course of study will be applied.

Information on other facilities can be found on the University Portal on page <https://www.unibo.it/it/studiare/borse-di-studio-e-agevolazioni/borse-di-studio-e-agevolazioni>.

Information on benefits for the right to study is available in the notice published by the company Region for the Right to Higher Education [at www.er-go.it](http://www.er-go.it).

Candidates enrolled on other courses of study, before transferring or transferring, must carefully consult the merit requirements for access to benefits, indicated in the notice published on [www.er-go.it](http://www.er-go.it) as their career, following transfer or transfer to the destination course, will be assessed from the year of first enrolment at the university, regardless of awards obtained or the year of the course to which they will be admitted. This could result in the loss of benefits.

## 10. NOTES FINAL

### WHICH OFFICES CAN BE CONTACTED

**For questions and information of an administrative nature** (e.g.: registration for the selection, deadlines, place retrieval, registration procedures, etc.), please contact:

**Political Science Student Secretariat**  
Mail [Mailsegscpol@unibo.it](mailto:Mailsegscpol@unibo.it)  
To contact the secretariat see [www.unibo.it/SegreteriaStudenti](http://www.unibo.it/SegreteriaStudenti)

**For information on the course of study and the curricular and language requirements for admission**, please contact:

**Educational Services**  
Mail [didatticahercolani.pao@unibo.it](mailto:didatticahercolani.pao@unibo.it)

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

**International desk (Bologna)**  
Mail [internationaldesk@unibo.it](mailto:internationaldesk@unibo.it)  
To contact the International Desk please check the link  
[www.unibo.it/ContattiStudentiInternazionali](http://www.unibo.it/ContattiStudentiInternazionali)

**For information on enrolment of international students and students with foreign degrees:**

**International student secretariat, Bologna campus**  
Mail: [segstudintbo@unibo.it](mailto:segstudintbo@unibo.it)  
To contact the secretariat see [www.unibo.it/SegreteriaStudenti](http://www.unibo.it/SegreteriaStudenti)

**For information on fees and benefits:**

ASES - Right to Education Sector - Student Contributions Office Mail  
[ases.contribuzionistudentesche@unibo.it](mailto:ases.contribuzionistudentesche@unibo.it)



**For information of an IT nature** (e.g. access credentials, data entry, use/ malfunctioning of application, IT difficulties, etc.):

<p style="text-align: center;"><b>Online student helpdesk</b> Phone +39 051 20.80.301 Mail <a href="mailto:help.studentionline@unibo.it">help.studentionline@unibo.it</a></p>
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#### **OFFICE CLOSURE**

- 18 April 2025
- 2 May 2025
- 11 to 15 August 2025 (summer closure)

Any further extraordinary closures will be published on the University Portal ([www.unibo.it](http://www.unibo.it)).

Any announcements concerning this call for applications will be published [Students Online](#).

The Italian language version of the notice is the authentic interpretation of the rules contained therein, including with regard to any disputes.

The information on the processing of personal data can be found at <https://www.unibo.it/it/ateneo/privacy-e-note-legali/privacy/trattamento-dei-dati-personali>

This notice, issued by executive order with the reference number given in the header of the first page, is subject to the rules laid down in the Decree of the Ministry for Universities and Research no. 1154 of 14 October 2021, and its subsequent amendments and additions, concerning the accreditation of study courses.

An appeal against the decision may be lodged with the competent Regional Administrative Court within 60 days of the publication of the notice.

The person in charge of the administrative procedure is the Head of the Political Science Student Secretariat, Dr Angela Pugliese.