



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

***Disclaimer: The Official Call for Applications for the admission to the 2nd cycle Degree Program in International Relations for the a.y. 2025/2026 (in Italian) is available on the website of the above mentioned degree program (<https://corsi.unibo.it/2cycle/InternationalRelations/how-to-enrol>). 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.***

**Unofficial Call for admission to the Master's Degree Course with restricted access INTERNATIONAL RELATIONS - academic year 2025/2026**

<b>Course code</b>	<b>Course name</b>	<b>Class</b>	<b>Course's Website</b>
<b>6749</b>	<b>International Relations</b>	<b>LM-52</b>	<a href="https://corsi.unibo.it/2cycle/InternationalRelations/programme">https://corsi.unibo.it/2cycle/InternationalRelations/programme</a>

***The activation of the course of study is subject to the conclusion of the ministerial approval process, pursuant to Ministerial Decree 1649 of 19/12/2023.***

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*This university has long since started an important awareness-raising work in order to combat gender stereotypes. With this in mind, it was decided to give greater linguistic visibility to differences. Where in this document, for the sole purpose of simplification, the masculine is used, the form is to be understood as referring in an inclusive way to all the people who work within the community itself.*

## **1.GENERAL INFORMATION**

### **1.1 WHO IS THE CALL FOR APPLICATIONS FOR?**

This call for applications is aimed at those who intend to enrol for the academic year 2025/2026 in the **International Relations Master's Degree Programme** Class LM-52 - International Relations.

**The course activities are entirely carried out in English.**

Information regarding the course of study (regulations, admission requirements, teaching plan, educational objectives, information and contacts, etc.) is available on the following web page:

<https://corsi.unibo.it/2cycle/InternationalRelations/programme>

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

All students interested in enrolment can participate in the selection, including those who:

- a. come from another course of study at this university
- b. come from another Italian university
- c. intend to apply for the recognition of previous studies being in possession of an Italian or foreign academic qualification, either because they have carried out their studies abroad or because they have withdrawn from a course of study.

### **1.3 WHAT ARE THE DEADLINES THAT MUST BE OBSERVED**

All the deadlines provided for by the procedure are peremptory and failure to comply will result in exclusion from the selection or from the possibility of enrolment in the course of study, regardless of the reasons given.

Failure to register for the selection by the deadline will make it impossible to enrol in the course of study.

In the event of passing the selection, the successful candidate who does not pay the first instalment of the annual fee by the deadline will be considered tacitly renunciative, regardless of any justifying reasons for the delay.

Below is the overall picture of the deadlines, referring to the subsequent parts of the call for details of the procedure.

## 2. GENERAL CALENDAR

**For admission to the International Relations course, there is only one selection** reserved for both Italian citizens, European Union citizens, non-EU citizens and non-EU citizens residing abroad who compete with EU citizens, and non-EU citizens residing abroad.

There are also three clearing procedures.

<b>Stages</b>	<b>Date</b>
<b>1) Registration for the selection</b>	<b>From 24 February 2025, 1.00 pm to 24 March 2025, 1.00 p.m.</b>
<b>2) Publication of the final ranking of the winners</b>	May 9, 2025
<b>3) Enrolment of successful candidates</b>	From 15 May 2025 to 5 June 2025
<b>4) Declaration of interest in the <b>first clearing procedure</b></b>	From 15 May 2025 to 5 June 2025
<b>5) Publication of the list of candidates admitted to the first clearing and start of enrolment of recovered candidates</b>	June 9, 2025
<b>6) End of enrolment of recovered candidates (first clearing)</b>	June 23, 2025
<b>7) Declaration of interest in the <b>second clearing</b></b>	From 9 June 2025 to 23 June 2025
<b>8) Publication of the list of candidates admitted to the second clearing and start of enrolment of recovered candidates</b>	June 25, 2025
<b>9) End of enrolment of recovered candidates (second clearing)</b>	July 10, 2025

<b>10) Declaration of interest in the third clearing procedure</b>	From 25 June 2025 to 10 July 2025
<b>11) Publication of the list of candidates admitted to the third clearing and start of enrolment of recovered candidates</b>	July 14, 2025
<b>12) End of enrolment of remedied candidates (third clearing)</b>	July 23, 2025
<b>13) Deadline for course changes</b>	11th September 2025

At the end of the third clearing procedure and at the end of the enrolment of the cleared candidates, if there are still free places, a special notice will be published on Studenti Online and on the website of the Degree Programme, in order to activate a scrolling of the ranking list with respect to the additional candidates in the ranking who have expressed interest in making up within the deadlines set out in the call for applications.

## 2.1 EXTRAORDINARY SELECTION

If at the end of the ordinary selection (including recoveries and scrolling) there are still places available, 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 website of the Course of Study.

## 3. PLACES AVAILABLE

For the academic year 2025/2026, for admission to the Master's degree programme in International Relations, a total of **140 places** are available divided as follows:

- n. **110 places** for Italian citizens, European Union citizens, equivalent non-EU citizens and non-EU citizens residing abroad who compete with EU candidates **(A)**;
- n. **30 places** for non-EU citizens residing abroad **(B)**.

The places reserved for non-EU citizens residing abroad not covered at the end of the ordinary selection (including recoveries and scrolling) will be made available to Italian citizens, European Union citizens and equivalent categories in any extraordinary selection.

**A) Places for Italian citizens only, European Union citizens, equivalent non-EU citizens or non-EU citizens residing abroad who compete with EU candidates** who can participate in the selection provided for in the call:

information on non-EU citizens with equivalent status or non-EU citizens residing abroad who compete with EU candidates can be found on the page: <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>

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

international students, in compliance with the procedures defined by the Ministry of University and Research (MUR) with a special Circular for the academic year 2025/2026, which will be published on the <https://www.universitaly.it/studenti-foreigners-website>, in order to participate in the selection, must:

a. **pre-enrol on Universitaly and apply for an entry visa for study purposes**, <https://www.universitaly.it/>

**Attention:** 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 residence in Italy with the consequent revocation of the residence permit. In this case, they will have to return to their country of origin and start the pre-enrolment procedures through the Italian diplomatic representations competent for the territory (Embassies/Consulates), within the deadlines set annually and published on the <https://www.universitaly.it/studenti-foreigners>.

#### **4. HOW TO PARTICIPATE IN THE SELECTION**

The selection for admission to the Master's Degree Programme in International Relations allows access to one of the following international curricula:

- **CRIME, JUSTICE AND SECURITY (IR-CJS)**
- **EUROPEAN AFFAIRS (IR-EA)**
- **INTERNATIONAL AFFAIRS (IR-IA).**

At the time of application, candidates can express their preference for only one curriculum. However, this preference is not binding, as the candidate may, at the time of enrolment, confirm it or change it with another curriculum, in accordance with the provisions of the Course of Study Regulations.

For guidance purposes only, the Degree Programme has divided the places between the aforementioned curricula. This allocation is not binding for the purposes of admission to the selection and subsequent enrolment, but has the sole purpose of enhancing a balanced relationship between teachers, structures and students:

- EUROPEAN AFFAIRS: 35 places
- INTERNATIONAL AFFAIRS: 70 places
- CRIME, JUSTICE AND SECURITY: 35 places.

Registration for the selection requires the payment of a fee for the admission test of € 50.00, which will not be refunded under any circumstances. Payment must be made exclusively according to the methods indicated on [Studenti OnLine](#).

Registration for the selection is to be considered completed and valid only after payment of the contribution.

## 5. ADMISSION REQUIREMENTS

To access the selection for the International Relations Master's Degree course, it is necessary to:

- be in possession of a bachelor's degree or a three-years university diploma, or a degree relating to the previous four-year system, or another qualification obtained abroad, recognized as suitable;
- be in possession of certain curricular and linguistic requirements as indicated in the following points;
- pass the verification of the adequacy of personal preparation.

**Graduating students may also apply for admission to the selection, subject to conditions,** provided that:

- have acquired at least 140 credits by the deadline for registration for the selection and the access qualification is obtained no later than 31<sup>st</sup> December 2025. For the sole purpose of acquiring the 140 credits, the Transcript of records acquired during the Erasmus mobility not yet recorded in the career are also considered valid, according to the correspondences indicated in the relevant Learning Agreement to be attached to the application for admission
- are in possession of certain curricular and linguistic requirements as indicated in the following points
- pass the verification of the adequacy of personal preparation.

Students enrolled under conditions who do not obtain their bachelor's degree by **31<sup>st</sup> December 2025** will have their enrolment automatically cancelled.

### A. CURRICULAR REQUIREMENTS

To access the course, it is necessary to have obtained a Bachelor's Degree, a Single-Cycle Degree or a four-years Degree obtained at Italian universities or an academic qualification obtained abroad considered equivalent to a Bachelor's degree in one of the following classes:

- L-5 Philosophy
- L-6 Geography
- L-11 Modern Languages and Cultures
- L-12 Linguistic Mediation
- L-14 Legal Services Sciences
- L-16 Administration and Organization Sciences

- L-18 Economics and Business Management
- L-20 Communication Sciences
- L-33 Economics
- L-36 Political Science and International Relations
- L-37 Social Sciences for Cooperation, Development and Peace
- L-40 Sociology
- L-41 Statistics
- L-42 History
- L-DS Defence and Security

Access to the course is also allowed to students who have a degree belonging to a class other than those listed above, **provided that they have obtained at least 32 credits** in one or more of the following SSDs:

SPS/01, SPS/02, SPS/03, SPS/04, SPS/05, SPS/06, SPS/07, SPS/08, SPS/09, SPS/10, SPS/11, SPS/12, SPS/13, SPS/14
SECS-P/01, SECS-P/02, SECS-P/03, SECS-P/04, SECS-P/07, SECS-P/12
SECS-S/01, SECS-S/03, SECS-S/04, SECS-S/05
M-GGR/02
L-OR/01, L-OR/10, L-OR/23 M-STO/02, M-STO/03, M-STO/04
M-DEA/01
M-FIL/03, M-FIL/06
IUS/09, IUS/13, IUS/14, IUS/21
INF/01, ING-INF/05

For candidates in possession of a **qualification obtained abroad or a qualification of the system in force prior to Ministerial Decree 509/1999**, the Commission proceeds to verify the requirements on the basis of the previous career and the adequacy of the qualification with respect to the curricular requirements envisaged.

Candidates in possession of a qualification obtained abroad must consult the detailed information on <https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/enrolling-in-a-second-cycle-degree-programme-foreign-qualification> .

## **B. LANGUAGE REQUIREMENTS – ENGLISH LANGUAGE LEV. B2**

Knowledge of the English language at least level B2 is required.

Knowledge of the language is verified alternatively:

a) **with possession of one of the following language certifications obtained no more than five years ago:**

- all the certifications indicated in the table of equivalence qualifications of the University Language Centre <https://centri.unibo.it/cla/it/riconoscimento-language-proficiency>
- Computer-based TOEFL of at least 213 points
- paper-based TOEFL of at least 550 points
- Trinity GESE 8
- IELTS – of at least 5-6.5 points
- B2 level certification issued by a University Language Centre

b) **or with the possession of a university degree taught entirely in English.**

## **6. REGISTRATION FOR THE SELECTION**

All candidates, within the following mandatory deadlines provided for in the [General Calendar](#):

**from 24 February 2025, 1.00 p.m. to 24 March 2025, 1.00 p.m.**, must register for the

selection as follows:

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

Only and exclusively candidates who have completed the registration for the selection and have paid the relevant fee within the deadlines and according to the methods described above are admitted to the evaluation.

No delivery or shipment of paper material must be made to the Offices.



To be assisted and guided in filling out the online application for the test, candidates can contact the Studenti Online Help Desk by telephone, at +39 051 20.80.301 or by sending an email 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 enrolment in the selection:**

- 1) **Transcript of records/List of exams**, grades obtained and respective SSDs with indication of the weighted average. For graduates and undergraduates of the University of Bologna, the data are automatically acquired by the system.
- 2) **Application Form/ Self-certification form**, completed and signed
- 3) **Transcript of records** for credits acquired in the Erasmus mobility and not yet registered (**only for graduating students with at least 140 credits**)
- 4) **Certification attesting to the possession of knowledge of the English language level B2**
- 5) **Any certifications attesting to additional language knowledge and/or additional qualifications** referred to in paragraph "7. METHODS OF CARRYING OUT THE SELECTION".
- 6) **Copy of a valid identity document** (identity card, driver's license, passport)
- 7) **Copy of the residence permit**, if any, for non-EU citizens or alternatively the receipt of the permit application.

**Please note: In order to complete the application, candidates must also declare in the enrolment procedure that they hold their qualification.**

**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 useful for the purposes of selection; for graduating students, the information on the courses recorded is automatically updated by the system until the deadline for enrolment in the selection.

For the purposes of the evaluation, the Commission will analyze only and exclusively the documents uploaded and the information indicated in the application for admission present on the deadline date of the selection. It will not be possible to supplement this information later.

### **How to participate for non-EU candidates residing abroad**

Candidates who are non-EU citizens residing abroad, in order to participate in the selection, in compliance with the procedures defined by the Ministry of University and Research (MUR) with a special Circular for the academic year 2025/2026, which will be published on the <https://www.universitaly.it/studenti-foreigners-website>, must pre-register on Universitaly and apply for an entry visa for study purposes. About: <https://www.universitaly.it/>.

For information, please contact the International Desk in advance:

<https://www.unibo.it/it/ateneo/contatti/contatti-for-international-students>.

## 7. METHODS FOR CARRYING OUT THE SELECTION – Verification of the adequacy of personal preparation

The assessment of the adequacy of personal preparation takes place by evaluating the curricular and linguistic qualifications listed below and assigning the relative score:

### 1) Academic merit (weighted average of marks out of thirty): up to 40 points

The score awarded will be calculated according to the following formula:

$$[(\text{Weighted average} - 18) \times 40/11.5]$$

A penalty will be applied to those who have obtained less than 170 credits according to the following formula:  $[(\text{Weighted average} - 18) \times 40/11.5] - [(170 - \text{credits acquired}) \times 0.2]$ .

**The commission considers the weighted average calculated as per the system of the university of origin.**

### 2) Congruence of the ECTS obtained in the different SSDs: up to 20 points

A 1/4 point will be awarded up to a maximum of 20 points for each CFU/ECTS obtained in the following scientific disciplinary sectors within the academic curriculum\*:

SPS/01, SPS/02, SPS/03, SPS/04, SPS/05, SPS/06, SPS/07, SPS/08, SPS/09, SPS/10, SPS/11, SPS/12, SPS/13, SPS/14
SECS-P/01, SECS-P/02, SECS-P/03, SECS-P/04, SECS-P/07, SECS-P/12
SECS-S/01, SECS-S/03, SECS-S/04, SECS-S/05
M-GGR/02
L-OR/01, L-OR/10, L-OR/23 M-STO/02, M-STO/03, M-STO/04
M-DEA/01
M-FIL/03, M-FIL/06
IUS/09, IUS/13, IUS/14, IUS/21
INF/01, ING-INF/05

\* Academic curriculum means the set of academic training acquired by the candidate including bachelor's degrees, master's degrees, individual training activities.

### 3) Language skills: up to a maximum of 15 points

Language certifications in addition to the admission requirement (B2 in English) provided that:

- these are certifications of level equal to or higher than level B2 in the case of European languages;

- these are certifications of level equal to or higher than level A2 in the case of non-European languages;

#### **4) Other activities related to the training course: 5 points each up to a maximum of 25 points**

- Additional qualifications in addition to the degree required for admission
- Internationalisation experience: Erasmus, Overseas
- Work experience, internships, volunteering related to the political-economic sector and international relations carried out starting from the first cycle career (Bachelor's Degree / BA)

For qualifications obtained or to be obtained abroad or for qualifications of the system in force prior to Ministerial Decree 509/1999, the score relating to points 1) Academic Merit and 2) Congruence will be evaluated by the Examining Committee.

**The verification of the adequacy of personal preparation is considered passed with the achievement of a score equal to or greater than 60/100 (sixty/hundredths).**

## **8. RANKINGS**

Candidates who achieve an overall score **greater than or equal to 60/100** in the evaluation of the admission requirements are considered **suitable** and included in the merit ranking.

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

Eligible candidates who have been placed in the ranking list may enrol, subject to availability of places.

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

Candidates assessed **as unsuitable for** the ordinary selection may participate in any extraordinary selection only if they have in the meantime fulfilled the required access requirements.

The final rankings of the winners will be published on [Studenti OnLine](#) on **9<sup>th</sup> May 2025**. That publication is the only means of legal publicity on the outcome of the selections.

## **9. ENROLMENT OF SUCCESSFUL CANDIDATES**

### **9.1. Candidates enrolling for the first time**

Candidates who have been placed in the ranking list, within the following peremptory deadlines: **from 15<sup>th</sup> May 2025 to 5<sup>th</sup> June 2025**, must:

1. **connect** to [Studenti OnLine](#) by entering their username and password, obtained from the registration procedure for the selection;
2. **choose "Enrolment"**, select "Master's Degree", then select the course of study "International Relations" and enter the data required by the procedure, attaching a file with a passport-sized

photograph of the face. It should be noted that in the event of false declarations, in addition to incurring the penalties established by art. 496 of the Criminal Code, the person concerned automatically forfeits the right to enrolment and any benefits obtained, without the right to any reimbursement of the sums paid;

**Please note: when enrolling, successful candidates are required to indicate their chosen curriculum.**

3. **pay the first instalment** or, alternatively, the single-instalment relating to the annual tuition fee, according to the procedures indicated on the [Studenti OnLine website](#). Payment methods other than those indicated are not allowed. Failure to pay will result in exclusion from the procedure. Late payments with late payment are not allowed.

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

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

#### **SPECIAL CASES**

a) **Candidates who enrol conditionally** must obtain the first-cycle qualification no later than **31<sup>st</sup> December 2025**.

If you are graduating at the University of Bologna, the system will automatically update your position once you have obtained your degree.

If you are graduating at another university, on Studenti OnLine ([www.studenti.unibo.it](http://www.studenti.unibo.it)) you must access the details of the enrolment procedure and enter your graduation grade, by typing the appropriate button "enter graduation grade".

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

c) **If the candidate has a qualification obtained abroad**, he/she must consult the detailed information on <https://www.unibo.it/it/studiare/iscrizioni-fees-and-other-procedures/degrees-and-master's-degrees/enrolment-degree-course-Master's-degree-programme>, log in to Studenti OnLine ([www.studenti.unibo.it](http://www.studenti.unibo.it)), choose "Call for applications", select "Enrolment a.y. 2025\_2026 - upload documents of international students and students with a foreign qualification", upload the documentation relating to the qualification and make an appointment with the International Students Secretariat to show the originals.

d) **If the candidate is a non-EU citizen with equivalent status and has obtained his/her qualification abroad**, he/she must consult the detailed information on <https://www.unibo.it/it/studiare/iscrizioni-fees-and-other-procedures/degrees-and-master's-degrees/enrolment-course-of-Master's-degree-with-foreign-qualification>, access Studenti Online ([www.studenti.unibo.it](http://www.studenti.unibo.it)), choose "Calls", select "Enrolment a.y. 2025\_2026 - upload of documents of international students and students with a

foreign qualification" and upload, in addition to the documents of the qualification, the copy of the residence permit that allows the equivalence. In addition, you will have to book an appointment at the International Student Secretariat to show the original documents.

**Attention:** The candidate is required to check very carefully who are the non-EU students who are equivalent and which are the types of residence permits that allow the equivalence to the page <https://www.unibo.it/it/studiare/iscrizioni-fees-and-other-procedures/degrees-and-master's-degrees/who-are-international-students-1/who-are-international-students> . Participation in the selection as a non-EU citizen without possession of the equivalence title will not allow the completion of the enrolment, 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/her qualification abroad, he/she must consult the detailed information on <https://www.unibo.it/it/studiare/iscrizioni-fees-and-other-procedures/bachelor's-and-master's-degrees/enrolment-in-master's-degree-with-foreign-qualification>, access Studenti Online (www.studenti.unibo.it), choose "CALLS" select "Enrolment a.y. 2025\_2026 - upload of documents of international students and students with a foreign qualification" and upload, in addition to the documents of the qualification, a copy of the valid residence permit or, if not yet issued, the copy of the entry visa for study and subsequently the copy of the receipt certifying the application for the residence permit (with which enrolment will be accepted with reservations). Upon arrival in Italy, you will need to book an appointment at the International Student Secretariat to show the original documents.**

**Please note:** Admission and, where necessary, any validation of the pre-enrolment with or without reservation of a candidate by the University do not confer any right to complete enrolment, even in the event of obtaining an entry visa, physical presence on the national territory, eligibility and/or effective provision of scholarships/contributions of any kind. In order to complete enrolment, it is necessary to verify the actual suitability of the foreign qualification, the authenticity of the documentation produced and the actual possession of any qualification equivalence declared at the admission stage. The formal check of the qualification will be carried out by the International Students Secretariat after payment of the first instalment of enrolment and the original submission of all the required documentation.

- f) **If the candidate intends to request recognition of previous careers, he/she must check the procedures and deadlines to do so at the following link <https://www.unibo.it/it/studiare/iscrizioni-fees-and-other-procedures/degrees-and-master's-degrees/recognition-credits>.**

- g)** **If the candidate enrolls and requests a transfer from another Italian university, he/she must consult this page: <https://www.unibo.it/it/studiare/iscrizioni-fees-and-other-procedures/degrees-and-master's-degrees/transfer-to-the-university-of-Bologna/transfer-to-university-of-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 it at the following link <https://www.unibo.it/it/studiare/iscrizioni-fees-and-other-procedures/degrees-and-master's-degrees/change-course>.**

- i) **If the candidate wishes to apply for simultaneous enrolment in two degree programmes**, he/she must consult the page [https://www.unibo.it/it/studiare/iscrizioni-fees-and-other-procedures/degrees-and-master's\\_degrees/contemporary-enrolment-in-courses-several-degrees-masters-doctorates-and-specialisation-schools](https://www.unibo.it/it/studiare/iscrizioni-fees-and-other-procedures/degrees-and-master's_degrees/contemporary-enrolment-in-courses-several-degrees-masters-doctorates-and-specialisation-schools)
- j) **if the candidate is in possession of a certificate of civil disability** equal to or greater than 66% or certification pursuant to Law 104/92, in order to be entitled to exemption, he/she must send the certificate certifying his/her condition to the email address of the Political Science Student Secretariat (segscpol@unibo.it). For information: [https://www.unibo.it/it/studiare/borse-of-study\\_and-facilitations/exemptions-for-students-with-disabilities](https://www.unibo.it/it/studiare/borse-of-study_and-facilitations/exemptions-for-students-with-disabilities).

**The activation of the career must take place no later than 28<sup>th</sup> February 2026, penalty is cancellation of enrolment.**

## **9.2. Candidates currently enrolled in another Italian university who intend to transfer**

Candidates who have been placed in the ranking list, enrolled in another Italian university, and who intend to transfer, must:

1. enrol in the new course by following the instructions in point 9.1, indicating the desire to transfer to the University of Bologna and pay the first instalment of the annual tuition fee by the peremptory deadline **of 5<sup>th</sup> June 2025**;
2. submit an application for transfer to the university of origin within the deadlines set therein.

N.B. It is possible to take teaching activities at the university of origin until the time of submission of the transfer application. At the University of Bologna, the career will be active only after the resolution of recognition and continuation of studies by the course council.

The candidate is required to pay, in addition to the instalment of the annual fee for the new academic year, also the specific transfer allowance, the amount of which will be published on the page [https://www.unibo.it/it/studiare/iscrizioni-fees-and-other-procedures/degrees-and-degrees-master's\\_degree/transfer-to-theuniversity-of-bologna/transfer-to-university-of-bologna](https://www.unibo.it/it/studiare/iscrizioni-fees-and-other-procedures/degrees-and-degrees-master's_degree/transfer-to-theuniversity-of-bologna/transfer-to-university-of-bologna) and that the student secretariat will request upon receipt of the documentation sent by the university of origin.

## **9.3. Candidates currently enrolled in other Degree Programmes of the University of Bologna (Transitions)**

Candidates who have been placed in the ranking list, **enrolled in another degree programme at the University of Bologna**, and who intend to change their programme, must:

1. enrol in the new course following the instructions in point 9.1 and pay the first instalment of the annual tuition fee **by the peremptory deadline of 5<sup>th</sup> June 2025**;

2. **starting from 24<sup>th</sup> July 2025, and by the peremptory deadline of 11<sup>th</sup> September 2025**, fill in the online application for course change on [Studenti OnLine](#), clicking on "Change of course" and entering the data required by the procedure;
3. pay the passage allowance.

It will be possible to take teaching activities at the course of origin until the time of submission of the transfer application, while at the course of destination the career will be active only after the resolution of recognition and continuation of studies by the course council.

**PLEASE NOTE:** in the event of career shortening, change of course or transfer with admission to years subsequent to the first, the winning candidate will be automatically admitted to the International Relations course, code 9084 for which, for the academic year 2025/2026, the second year is active.

## 10. CLEARING PROCEDURES

The procedure for recovering places allows a number of candidates equal to that of the unfilled places after enrolment to be accepted according to the criterion of the ranking list.

**Three clearing procedures** are foreseen. The procedure consists of two stages:

### STEP 1 - DECLARATION OF INTEREST IN RECOVERY

Within the deadlines set out in the [General Calendar](#) for each recovery, all candidates in the "Eligible" status placed in the ranking after the last of the winners, **if interested in the three clearing procedures**, must:

1. **log on** to Studenti Online ([www.studenti.unibo.it](http://www.studenti.unibo.it));
2. **express** their interest in being retrieved by clicking on the appropriate button, available in the details of the admission test only after the publication of the ranking list.

Candidates with "Ineligible", "Absent" or "Excluded" status cannot participate in the clearing procedure.

Candidates who do not request to be recovered according to the times and methods mentioned above will be excluded from all subsequent stages of the procedure.

The clearing procedure is not automatic. **It is always necessary to declare one's interest in being retrieved.**

**ATTENTION: candidates who intend to participate in the second/third recovery must also have participated in the first/second;** therefore, they are required to renew their interest in recovery, according to the procedures indicated above, on [Studenti OnLine](#). Otherwise, they will be excluded from the procedure.

Interest in the clearing procedure – once declared – is irrevocable and cannot be changed.

Candidates are admitted to the procedure only on the basis of their position in the ranking.

The list of those admitted to the recovery program will be published on Studenti Online ([www.studenti.unibo.it](http://www.studenti.unibo.it)) within the deadlines set out in the [General Calendar](#) for each recovery.

The publication of the lists on Studenti Online is the only means of legal publicity on the outcome of the procedure for recovering places.

## **PHASE 2 – ENROLMENT OF RECOVERED CANDIDATES**

Those admitted to the recovery program must enrol within the deadlines set out in the [General Calendar](#) for each clearing procedure.

### **A. Recovered candidates enrolling for the first time**

Admitted candidates are required to enrol within the deadlines set for the reference recovery, as set out in the [General Calendar](#), according to the procedure set out in section 9.1 above.

### **B. Recovered candidates currently enrolled at another Italian university who intend to make the Transfer**

Recovered candidates, **enrolled in another Italian university**, who intend to transfer - within the deadlines set for the reference recovery - must:

- enrol in the International Relations course by following the instructions in point 9.1, indicating the University and degree course of origin;
- pay the first instalment of the annual tuition fee;
- submit an application for transfer to the university of origin within the deadlines set therein.

### **C. Recovered candidates currently enrolled in other degree programmes of the University of Bologna (Transitions)**

Recovered candidates, **enrolled in another course of study at the University of Bologna**, who intend to transfer courses, within the deadlines set for the relevant recovery, must:

- Enrol in the International Relations course of study, following the instructions in point 9.1 and pay the instalment of the annual tuition fee;
- **starting from 24th July 2025 and by the peremptory deadline of 11th September 2025**, fill in the online application for course change on [Studenti OnLine](#), by clicking on "COURSE CHANGE" and entering the required data;
- pay the passage allowance.

## **11. FEES AND BENEFITS**

Information on the amounts of enrolment fees and on benefits and exemptions are published on the University Portal on page [www.unibo.it/Tasse](http://www.unibo.it/Tasse).

The student fee consists 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 submitted in the manner and within the terms contained in the page <https://www.unibo.it/it/studiare/iscrizioni-fees-and-other-procedures/degrees-and->



[degrees-Master's degrees/fees-and contributions](#). If the ISEE certificate is not submitted, the maximum tuition fee provided for the course of study will be applied.

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

Information on the benefits for the right to education is available in the call published by the Regional Agency for the Right to Higher Education on the [www.er-go.it website](http://www.er-go.it).

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

## 12. FINAL NOTES

### WHICH OFFICES CAN BE CONTACTED

**For doubts and administrative information** (e.g.: registration for the selection, deadlines, recovery of places, enrolment procedures, etc.), please contact:

**Political Science Student Secretariat**

**mail [segscpol@unibo.it](mailto:segscpol@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.rilm@unibo.it](mailto:didatticahercolani.rilm@unibo.it)**

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

**International desk (Bologna)**

**Mail: [internationaldesk@unibo.it](mailto:internationaldesk@unibo.it)**

To contact the International Desk, check the link [www.unibo.it/ContattiStudentiInternazionali](http://www.unibo.it/ContattiStudentiInternazionali)

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

**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 taxes and benefits:**

**Student Fees Office**

Mail: [ases.contribuzionistudentesche@unibo.it](mailto:ases.contribuzionistudentesche@unibo.it)

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

**Online Student Help Desk**

Phone +39 051 20.80.301

Mail: [help.studentionline@unibo.it](mailto:help.studentionline@unibo.it)

**OFFICE CLOSURE**

- April 18<sup>th</sup>, 2025
- May 2<sup>nd</sup>, 2025
- from 11<sup>th</sup> to 15<sup>th</sup> August 2025 (summer closure)

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

Any communications regarding this call will be published on [Studenti Online](#).

The Italian version of the announcement is fully authentic with respect to the authentic interpretation of the rules contained therein, including with regard to any disputes.

The information relating to the processing of personal data can be consulted on the page <https://www.unibo.it/it/ateneo/privacy-e-legal-notes/privacy/processing-of-personal-data>.

This announcement, issued by managerial provision with the repertory number shown in the header of the first page, is subject to the rules provided for by the Decree of the Ministry of University and Research no. 1154 of 14 October 2021, and its subsequent amendments and additions, on the accreditation of degree programmes.

An appeal 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 Student Secretariat of Political Science, Dr. Angela Pugliese.