



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA  
CAMPUS DI FORLÌ

## DIPARTIMENTO DI SCIENZE AZIENDALI

Call for applications  
Restricted access Two-year Master's Degree Programme  
in  
**Economics and Management**  
Course Class: LM-77 - Scienze economico-aziendali  
(Course code: 9203)

**“Business and Administration” Curriculum**  
**“Food System Management” Curriculum**

**Curriculum “Economia e Management”**  
(Please refer to the Italian call for applications)

Academic year 2019/2020

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*Abstract of the official Call for Applications (in Italian). Note: The Italian Call for Applications takes priority with regard to the exact interpretation of the rules contained within, also in case of potential disputes.*

## GENERAL INFORMATION

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This call for applications regulates the entrance to the Second Cycle Degree Programme/two-year Master's Degree Programme (Laurea Magistrale) in Economics and Management (**restricted access programme**), Course Class LM-77: Scienze economico aziendali.

This English abstract refers exclusively to the curriculum "Business and Administration" and "Food System Management" (entirely held in English); for admission to the curriculum "Economia e Management" (held in Italian) please refer to the Italian official version of the call for applications.

The Second Cycle Degree Programme/Master's Degree Programme in **Economics and Management** comprises THREE curricula:

- **BUSINESS AND ADMINISTRATION**
- **FOOD SYSTEM MANAGEMENT**
- **ECONOMIA E MANAGEMENT** (TAUGHT IN ITALIAN),

focusing on the following specific key aims:

- the international curriculum "Business and Administration", entirely taught in English, is designed to provide students with the interdisciplinary knowledge (Strategy and Administration) to pursue careers based on strategy and administration skills in private and public contexts;
- the international curriculum "Food System Management" (FoodSys), entirely taught in English, aims to provide students with in-depth and extensive knowledge of the food system management. The first year programme will be held in Forlì (at the School of Economics, Management and Statistics) and part of the second year programme will take place in Bologna (at the School of Agriculture and Veterinary Medicine);
- the "Economia e Management" curriculum, entirely held in Italian, provides students with a complete and integrated knowledge of business administration and management.

The **available positions** for the academic year 2019/2020 are indicated in section 1 of the call.

To know more about the courses (regulation, admission requirements, study plan, learning outcomes, information and contacts, etc.) check out the following webpages:

"Business and Administration" curriculum: <http://corsi.unibo.it/2Cycle/EconomicsBusinessAdministration>

"Food System Management" curriculum: <http://corsi.unibo.it/2Cycle/FoodSystemManagement>

"Economia e Management" - Italian curriculum: <http://corsi.unibo.it/lmega>

**Candidates with Disabilities or Specific Learning Impairment** are required to refer to the information on the admission test at section 4 of the present call for special arrangements in order to guarantee equality of access and fair treatment.

The Italian Ministry of Education, University and Research (MIUR) defines the admission procedures to enter Italian Universities for international students in a specific circular published at [www.studiare-in-italia.it/studentistranieri/](http://www.studiare-in-italia.it/studentistranieri/) along with the calendar of activities.

Information for Non-EU candidates with a foreign title are contained in section 1 and 7 of the present call and at <http://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/non-eu-students-with-residency-abroad-reserved-quotas-pre-enrolment-visas-and-italian-language-tests> and <http://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/enrolling-in-a-second-cycle-degree-programme-foreign-qualification>

### **TABLE OF DEADLINES**

Transfer requests from "Business and Administration" and "Food System Management" programmes are allowed after matriculation, according to the terms and conditions published yearly on the relevant course website. On the contrary, transfer from the English curricula "Business and Administration"/"Food System Management" and the Italian curriculum "Economia e Management" (and vice versa) is not permitted due to different selection procedures.

Admitted candidates who do not pay the first instalment of the annual tuition fee by the given deadline waive their right to enrolment and will be tacitly considered as renouncers, regardless of the circumstances that caused the delay.

All the procedure deadlines described below are **mandatory**. Upon expiry, candidates **lose their right to enrol** in the selection procedure or in the degree programme, regardless of the circumstances that caused the delay.

Deadline to apply to the selection procedure	15 May 2019, h 1.00 pm
Shortlist of candidates invited/not invited to the interview published	By 05 June 2019
Interview sessions	11-12 June 2019 (and, if needed, 13 June 2019), starting from h 9.00 AM
Final ranking published / enrolment phase for successful candidates begins	By 19 June 2019
Starting date for declaring interest to enter the clearing procedure for eligible candidates	26 June 2019
Deadline for enrolling and internal/optional transferring for winners / Deadline for declaring interest to enter the clearing procedure	2 July 2019
Number of the remaining positions and list of candidates admitted to the clearing procedure published / Starting date of enrolment for candidates admitted to the 1 <sup>st</sup> clearing procedure	4 July 2019
Deadline for enrolling and internal/optional transferring for candidates admitted to the 1 <sup>st</sup> clearing procedure	11 July 2019
Number of the remaining positions and list of candidates admitted to the clearing procedure published / Starting date of enrolment for candidates admitted to the 2 <sup>nd</sup> clearing procedure	15 July 2019
Deadline for enrolling and internal/optional transferring for candidates admitted to the 2 <sup>nd</sup> clearing procedure	22 July 2019
Extraordinary clearing procedure for the remaining positions (if any)	By the 28 November 2019
Possible extraordinary selection procedure at the end of the clearing procedure , if positions are not fully covered	
Deadline for obtaining the Bachelor's Degree for admitted candidates enrolled <i>sub condicione</i>	31 October 2019

**Candidates are required to check regularly:**

- The StudentiOnline platform ([www.studenti.unibo.it](http://www.studenti.unibo.it)) in particular when shortlists/final rankings are published
- The UNIBO mailbox ([name.surname@studio.unibo.it](mailto:name.surname@studio.unibo.it)) by accessing <http://www.unibo.it/en/services-and-opportunities/online-services/my-email/my-email> as this is the unique mean through which the University releases official communication and notice to candidates.

**COMPULSORY ADMISSION PROCEDURE**

Entrance to the Second Cycle Degree Programme/Master's Degree Programme in **Economics and Management** is subject to a compulsory admission procedure. **All prospective students are required to undergo the selection procedure**, according to the regulations set out in the Call, including candidates transferring from other Italian University or within the degree courses of the University of Bologna or to a study programme running under the new degree programme system (optional transfer) pertaining to the Ex-Faculty of Economics – Forlì campus, or to the School of Economics, Management and Statistics, Forlì campus.

Those specific candidates are required to check the admission conditions to the second year before registering to the evaluation procedure or before transferring/ complete the optional transfer optional.

The admission procedure is compulsory also for students holding an Italian or a foreign academic qualification (for having completed their studies abroad, or in case of renouncers or in case of candidates who lost their student status in any degree programme) wishing to apply for the recognition of prior studies obtained abroad additional to the entry qualifications required.

Students who have withdrawn from studies from the 01/11/2018 to the 31/10/2019 or lost their student status on the 31 March 2019 are exempted from the evaluation procedure ONLY if they were previously and duly enrolled in the same curricula (Business and Administration/Food System Management). Those students are required to refer to the Students' office (Segreteria Studenti) of Forlì Campus for enrolling from the 25<sup>th</sup> July 2019 and by the 28<sup>th</sup> November 2019.

All candidates are requested to consult the regulations concerning the **withdrawal from studies** (accepted only if there are no unpaid fees/outstanding debts due to the University and/or ER.GO), **the loss of student status** published on the following webpages:

<http://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/returning-to-and-interrupting-studies/withdrawal-from-studies>

<http://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/returning-to-and-interrupting-studies/loss-of->

[student-status](#)

Information on the withdrawal for non-EU citizens holding a residence permit for studies is contained in section 1 of this call (note 2).

### **REGISTRATION AND TUITION FEES**

To register to the admission procedure a 50.00 € fee is required (see par. 3 and 7 of this call for application). Specific fees are required also in case of internal or optional transfer from other degree programmes of the University of Bologna or from other Italian universities (see par. 7 of this call for application). The annual tuition fees and the new fee calculation system are published on the University website at the following page: <http://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/tuition-fees> .

The contribution is calculated progressively on the basis of the ISEE certificate (or the documentation required for abroad) valid only if it is presented in the manner and terms contained in the web page <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/tuition-fees>. If the ISEE certificate (or the foreign documentation) is not presented, the maximum contribution envisaged for the Study Program will be applied.

### **STUDY GRANTS AND SUBSIDIES**

Information about scholarships, exemptions, personal loans and other economic benefits for International and Italian students are published on the University website at the following pages:  
<https://www.unibo.it/en/services-and-opportunities>  
<https://www.unibo.it/en/services-and-opportunities/study-grants-and-subsidies/study-grants-for-international-students>

For information about the right to higher education benefits, fee exemptions or reduction, please consult the relevant Call published by the Regional Board for the Right to Higher Studies (ER.GO) on the website <http://www.er-go.it/index.php?id=5963> (scheduled publication: July 2019).

Candidates enrolled in a different course wishing to transfer from another Italian University or within the degree courses of the University of Bologna or from a degree programme running under the previous degree programme system to the same degree programme running under the reformed system (optional transfer) are invited to check carefully the requirements of merit to have access to the benefits described in the ER.GO call for application 2019/2020 before transferring.

After transferring, students' university career **will be assessed starting from their first enrolment to the University**, regardless of the recognition obtained or the course year students will be assigned to by the Degree Programme Board. This could be a possible cause of losing benefits.

## **1 – AVAILABLE POSITIONS**

For the academic year 2019/2020 the number of students admitted to the Master's Degree course in "Economics and Management" - Course Class LM-77 - is **120**, subdivided as follows:

**“Business and Administration” and “Food System Management” international curricula - total n. of positions: 50**

- **n. 42 positions** reserved for Italian and EU citizens and non-EU citizens with equivalent status <sup>(1)</sup>;
- **n. 8 positions** reserved for non-EU citizens residing abroad <sup>(2)</sup>,

**Italian curriculum “Economia e Management”: 70 positions**

- **n. 66 positions** reserved for Italian and EU citizens and non-EU citizens with equivalent status <sup>(1)</sup>;
- **n. 4 positions** reserved for non-EU citizens residing abroad <sup>(2)</sup>, of which **n. 2** reserved for Chinese students of the Marco Polo programme <sup>(2)</sup>.

AT THE END OF THE ORDINARY AND EXTRAORDINARY SELECTION PROCEDURE FOR BOTH “BUSINESS AND ADMINISTRATION” AND “FOOD SYSTEM MANAGEMENT” CURRICULA, IF THE POSITIONS RESERVED TO THOSE CURRICULA ARE NOT FULLY COVERED THEY WILL BE MADE AVAILABLE TO STUDENTS APPLYING FOR THE ITALIAN CURRICULUM “ECONOMICS AND MANAGEMENT”.

<sup>(1)</sup> For the purposes of this call for application, the following non-EU citizens have equivalent status to EU citizens are identified as indicated on the web page <https://www.unibo.it/en/international/Who-are-international-students>  
On contingents of EU citizens and equivalent are also included non-EU citizens exempted from the quota of international students (or contingent of non-EU citizens residing abroad), as identified on the page of the University Portal <https://www.unibo.it/en/international/Who-are-international-students>; also the candidates exonerated from the international student contingent, must in any case respect the general procedures provided for non-EU citizens residing abroad to enroll in Italian universities as described in note 2.

(2) **Non-EU citizens residing abroad** are required to apply to the second cycle degree programmes in Economics and Management (Business and Administration/Food System curricula) according to the conditions indicated in the present call and to meet the norms and conditions defined by the Italian Ministry of Education, University and Research (MIUR) published here: <http://www.studiare-in-italia.it/studentistranieri/>. For further information please refer to the following pages on the UNIBO website: [www.unibo.it/admissions](http://www.unibo.it/admissions); <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/non-eu-students-with-residency-abroad-reserved-quotas-pre-enrolment-visas-and-italian-language-tests>; <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/enrolling-in-a-second-cycle-degree-programme-foreign-qualification>.

In particular, non-EU citizens residing abroad are required to:

- **Pre-enrol** at the Italian Diplomatic Consular Representations
- Hold a title giving access to the Italian University system

To enrol candidates are required to provide their passport together along with the entry visa for study reasons (“Enrolment at University”) and will have to request for a permit of stay for study reasons in order to stay in Italy. They will be enrolled *sub condicione* until the permit of stay is released.

**NOTE:** Non-EU citizens with a residence permit for study reasons who have **formally withdrawn from studies** in this or another University lose the requirements to study in Italy with the consequent revocation of the permit of stay. These students will have to return to their home countries and complete the pre-enrolment application through the Italian Diplomatic Representatives within the deadlines jointly defined every year by the Italian Ministry of Foreign Affairs, the Italian Ministry of Education, University and Research (MIUR) and the Italian Ministry of the Interior.

For each curriculum, if the positions reserved for non-EU citizens residing abroad are not fully covered, they will be made available to the EU citizens quota and non-EU citizens with equivalent status.

## 2 – ENTRY REQUIREMENTS

To enrol in the “Business and Administration” and “Food System Management” curricula of the Two-year Master’s Degree Programme (Laurea Magistrale) in Economics and Management, Course Class LM-77, applicants must:

- 1) hold, or be about to obtain, a three-year First Cycle Degree/Bachelor’s Degree issued by an Italian University or an equivalent three-year First Cycle Degree/Bachelor’s Degree issued by a non-Italian University (granting access to a Second Cycle Degree in the country of issue).

Candidates listed in the final ranking who expect to obtain their Bachelor’s Degree **by October, 31<sup>st</sup> 2019** will be admitted to the selection process and enrol *sub condicione*.

Candidates who fail to obtain their Bachelor’s Degree by the above-mentioned deadline are excluded from the selection procedure.

- 2) meet the following **curricular requirements**:

**A** – have obtained an **Italian first-cycle degree belonging to one of the following course classes according to the ex Italian Ministerial Decree D.M. 270/04:**

- L-14 Legal Services
- L-15 Tourism
- L-16 Administration and organization sciences
- L-18 Economics and management
- L-25 Agriculture and forestry
- L-26 Food science and technology
- L-33 Economics
- L-36 Political science and international relations
- L-37 Peace studies
- L-41 Statistics

**or an equivalent Italian qualification running under the previous degree programme system**

**or any other qualification issued by a foreign University, deemed valid;**

or,

**B** – have obtained, by the application deadline, a total amount of 48 ECTS credits in disciplinary fields such as **Business, Economics, Law, Mathematics-Statistics**, at least 30 of which obtained in the **Business SDS (Scientific-Disciplinary Sector)**:

**Business SDS :** SECS-P/07 Business Administration, SECS-P/08 Economics and Management, SECS-P/09 Corporate Finance, SECS-P/10 Business organization, SECS-P/11 Financial Institutions Management;

**Economics SDS:** SECS-P/01 Political Economics, SECS-P/02 Economic Politics, SECS-P/03 Public Finance, SECS-P/05 Econometrics, SECS-P/12 Economic History;

**Law SDS:** IUS/01 Private Law, IUS/04 Business Law, IUS/05 Economic Law, IUS/07 Labour Law, IUS/09 Institutions of Public Law, IUS/10 Administrative Law, IUS/12 Tax Law, IUS/14 European Union Law;

**Mathematics-Statistics SDS:** SECS-S/01 Statistics, SECS-S/03 Economic Statistics, SECS-S/04 Demography, SECS-S/06 Actuarial and Financial Mathematical Methods.

In case of qualifications obtained abroad, the Examining Committee will evaluate the correspondence between the disciplinary field of the candidate's studies and the Course Classes mentioned at point A (ex Italian Ministerial Decree D.M. 270/04) or the amount of credits in the scientific-disciplinary sectors mentioned at point B.

3) have **passed the assessment of personal preparation**, gaining at least the minimum score required in the selection phases (par. 5) for restricted access programmes.

4) **demonstrate the knowledge of the English language at a minimum level of B2**. The linguistic requirement is considered met if candidates submit any of the following English Language certificates, certifications or other equivalent qualifications deemed valid (**B2 or above**):

- Language certifications (**B2 or above**) among those listed at the following page: <http://www.cla.unibo.it/risorse/files/tabella-equipollenza-titoli>, obtained not prior to 01/01/2017, regardless the official validity set by the relevant Certification Body;
- Certifications (or self-certifications) attesting primary, secondary or higher/academic education qualifications obtained in countries where courses are provided exclusively in English;
- Certifications (or self-certifications) attesting that the candidate has successfully completed an English course (Level B2 or above) or a so-called 'idoneità linguistica B2' at a university level, obtained not prior to 01/01/2017. The achieved level needs to be clearly stated on the certificate, otherwise it will not be considered valid;
- Certifications (or self-certifications) attesting that the candidate has obtained at least 60 ECTS credits in learning activities held in English defined in his/her study plan (completed in Italy or abroad through mobility programmes). The certification will be considered valid only if the candidate passed the last exam not prior to 01/01/2017.

The submission of the above-mentioned certifications is not compulsory to be admitted to the selection procedure and will not affect the final score. Candidates admitted to the second phase (interview) who do not submit any of the above-mentioned language certifications, will be subject to the assessment of the linguistic requirements during the oral interview by the Evaluating Board.

Please refer to par. 3 Application to the selection procedure and para.5 Selection procedure and evaluation criteria of this call for further information.

### **3 – APPLICATION TO THE SELECTION PROCEDURE**

Entrance to the Master's Degree Programme in *Business and Administration* and *Food System Management* curricula (a.y. 2019/2020) is subject to a selecting procedure that will be carried out in a single session (and an extraordinary selection procedure only in case of residual places) according to the calendar mentioned in the GENERAL INFORMATION section. For further details concerning selection procedures and evaluation criteria, please refer to par. 5.

If, at the end of the selection session (including the two clearing procedures), the total number of available positions is not fully covered, a **possible extraordinary clearing procedure** may open. The latter will be open to the eligible candidates already present in the final ranking while an **extraordinary second selection procedure** may open to all candidates.

The opening of those extraordinary procedures will be published on the curricula websites and on [www.studenti.unibo.it](http://www.studenti.unibo.it) (Studenti Online platform) and each selection procedure must end up by the 28<sup>th</sup> November 2019.

In order to participate to the selection procedure candidates must register to the mandatory deadline of the

**15<sup>th</sup> May 2019, 1PM**

**by completing the following steps:**

1. **Connect to Studenti Online** on the website [www.studenti.unibo.it](http://www.studenti.unibo.it) and create an account at the “Registrati/Register” section, filling in all the compulsory sections or, if you have already registered, enter your username and password to access the online service. non-Italian students who do not hold an Italian Tax ID (“codice fiscale”) can click on “International students registration” and follow the instructions for the creation of institutional User ID and Password. After the first access, it is necessary to **change the personal password**. It is important to keep in mind one’s User ID and Password, as they will be always requested to access your personal profile in [www.studenti.unibo.it](http://www.studenti.unibo.it);

2. **click on** “Entrance exams or requirements check” button;

3. **select** “Second cycle degree programme” and click “Next”

4. **select** “Economics and Management – Curriculum Business and Administration / Curriculum Food System Management (International curriculum/curricula Internazionali) and click on the selection sessions available;

5. **fill in the online application form (in English);**

6. **Upload the following supporting documents in .pdf format** (documents must be written in Italian or in English, or translated into one of these two languages):

- a) Copy of a valid ID document (ID card, driving license or passport - both sides);
- b) Copy of a valid permit of stay, if any;
- c) presentation letter in english;
- d) Reference letters on headed paper and signed in original attached directly online by university professors or by managers of the belonging institution; the candidate must provide the institutional e-mail address of the teacher or manager who will send the reference letters (reference letters are not compulsory but, if relevant, they may increase candidates’ final score);
- e) First cycle degree certificate (if already obtained);
- f) Transcript of records containing exams, scores, ECTS and Scientific-disciplinary Sectors;

For the documents at letter e) and f), in case of First Cycle Degree obtained or still to be obtained in Italy, it is necessary to upload the **graduation self-certification** containing the title, exams, scores and ECTS credits and SDS indication (for post-reform courses); self-certification forms are available on the **Studenti Online** website ([www.studenti.unibo.it](http://www.studenti.unibo.it)); Graduated or graduands candidates from the University of Bologna are required to state it in the online application form and to upload the self-certification available on **Studenti Online** ([www.studenti.unibo.it](http://www.studenti.unibo.it)).

In the case of First Cycle Degree obtained or to be obtained from a foreign University, it is necessary to upload the **graduation certificate (if obtained) along with the full transcript of exams, scores and ECTS released by the attended University** (in this case, only EU citizens can upload the graduation and transcript of records self-certification).

- g) certificates attesting professional/studying experiences abroad (optional);
- h) English language certificate of at least B2 level (not compulsory) to fulfil the admission requirements (see section 2 of the present Call)
- i) possible request form for adaptations for candidates with disabilities and specific learning disabilities;

7. Pay the **registration fee** for the selection procedure (**€50,00**). **Under no circumstances the application fee is refundable**, according to the regulations indicated on Studenti Online ([www.studenti.unibo.it](http://www.studenti.unibo.it))

**PLEASE NOTE:**

Candidates willing to apply to both the “Business and Administration/Food System Management” and to the Italian curriculum “Economia e Management” are required to pay the registration fee twice.

**Only candidates who pay the registration fee according to the above-mentioned deadlines and conditions and have successfully completed the online application by uploading all compulsory documents are admitted to the selection procedure.**

**PLEASE NOTE: it is under candidates’ responsibility to verify that all compulsory documents are properly uploaded online under the above-mentioned conditions.**

For technical support during the online application procedure, please send an email to the **Studenti Online Help Desk** at [help.studentionline@unibo.it](mailto:help.studentionline@unibo.it), or contact the Office by phone at +39 051 2099882.

#### 4 - ARRANGEMENTS FOR CANDIDATES WITH DISABILITIES OR SPECIFIC LEARNING IMPAIRMENT

**Candidates with Disabilities or Specific Learning Impairment** may ask for special arrangements in order to guarantee equality of access and fair treatment by filling in the form available on Studenti Online (called 'Modulo richiesta adattamenti').

These measures can include: additional time (+30%) for certified specific learning disabilities (SLDs, Italian DSA, DDA or pathology) and +50% for candidates with a civil disability and/or handicap); necessary tools (reader/writer tutor, non-scientific calculator, video enlarger, others) or any other instrument to guarantee equality of access and fair treatment.

Candidates holding the following certifications can ask for special arrangements:

- **Diagnosed SLDs**, pursuant to law L.170/2010, issued within the last 3 years by the National Health Service, by specialists or accredited structures (together with a conformity certification released by the local ASL) and released after the candidate's 18<sup>th</sup> birthday;
- Certified disability pursuant to law n. 104/92.
- Certified civil disability percentage equal to or greater than 66%;
- Certification attesting a disorder or pathology that may determine a temporary or permanent learning incapacity;
- Non-specific learning disability (corresponding to the Italian DDA) certification;
- Special Education Needs certification

Please note: if the candidate has both a Certificate under Law 104 and other medical documentation, it is important to present both.

Candidates with disabilities or DSAs residing in foreign countries, who intend to make use of adaptations, must present the certificate attesting to the state of disability or DSA issued in their country of residence, accompanied by a sworn translation in Italian or in English.

For information on how to translate see the page of the University Portal:

<https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/declaration-of-value-translation-and-legalization>.

The University Bodies in charge of examining the aforementioned certifications ascertain that foreign documentation certifies a condition of disability or specific disturbance of learning recognized by Italian legislation.

Please note: make sure you have an attachment form and health documentation before sending application.

The documentation will be evaluated by the Service in charge (Servizio per gli Studenti con Disabilità e con DSA) to check the conformity of the request. The result will be communicated by the Office by email to the candidate. In case of not readable/not completed documentation, the candidate will be asked to provide the missing documents by the deadlines specified in the email.

The adaptations granted are communicated by e-mail from the Forlì Student Office or the Examining Board.

For clarification on the procedure, you can contact the Service for Students with Disabilities and with DSA at the following addresses: E-Mail: [abis.adattamentiammissione@unibo.it](mailto:abis.adattamentiammissione@unibo.it) or tel. 051 2095941-42-43.

#### 5 – SELECTION PROCEDURE AND EVALUATION CRITERIA

The Examining Board is composed of at least three permanent or substitute members, chosen among the teaching staff or the researchers of the Degree programme. The board is in charge of ensuring the fairness of the selection procedure.

Admission to “Business and Administration” and “Food System Management” Degree programmes is regulated by a single evaluating procedure.

The Examining Board will carry out an evaluation of candidates' entry requirements as described in par.2. Candidates who do not fulfill the above-mentioned admission requirements will be excluded from the selection process.

As far as the language proficiency requirement is concerned, candidates who obtain the minimum score required in the first phase of the selection procedure can be admitted to the second phase (i.e. the oral interview) even if they do not hold any valid English language proficiency certificate (or self-certification) attesting their B2 level at the time of application. In this specific case, a language proficiency assessment will be carried out during the oral interview by the Examining Board to check if the language requirements are fulfilled.

The assessment of candidates' knowledge, competences and skills will be carried out in **two phases**:



### **Phase 1: qualifications and relevant submitted documents evaluation (pass score: 30/50)**

In the first phase, the Examining Board will evaluate the documents uploaded to the online application form (for further details please refer to par. 3):

1. Online application form
2. copy of a valid identity document (ID card, driving license or passport) (both sides)
3. copy of the permit of stay, if any;
4. presentation letter in English;
5. reference letters (optional);
6. First Cycle/Bachelor's Degree certificate (if obtained);
7. Transcript of Records with scores, ECTS credits and scientific-disciplinary sector;
8. Certificates attesting studying/working experiences abroad (optional);
9. English Language proficiency certificate (optional).

During the first phase of the selection process, applications will be evaluated according to the following **criteria**:

1. **Academic merit: up to 35 points**  
The score is proportionally established according to the Bachelor's degree final mark (for candidates who have already obtained a first cycle/bachelor's degree). For candidates who have yet to obtain their bachelor's degree, the score is proportionally established according to their weighted average mark (additional points for the thesis discussion cannot be considered).
2. **Presentation letter in English: up to 5 points.**
3. **Certified (or self-certified if provided for by the Italian law) studying or working experience abroad: up to 5 points**  
Study periods of considerable length (i.e. Erasmus, Overseas, etc.), and working experiences abroad consistent to the learning outcomes of the degree programme will be positively evaluated (ex: internships or qualified working experience abroad, etc)
4. **Reference letters: up to 5 points**  
Points will be assigned according to possible reference letters issued by employers or teachers during candidates' University career.

### **Phase 2: interview (pass score: 30/50)**

Candidates are admitted to the second phase (**interview in English**) only if they meet the admission requirements established in the call for applications and if they obtain a pass score of 30/50 during the first phase.

Candidates who obtain the minimum score (at least 30/50) during the first phase of the selection process are admitted to the second phase (interview) even if they do not hold any valid English language proficiency certificate attesting their English language proficiency at B2 level. In this specific case, a language proficiency assessment will be carried out during the oral interview by the Examining Board, but it will not imply any extra point. The board will assess the language proficiency descriptors of the oral production and comprehension at B2 level, namely whether a candidate is able to make good use of B2 structures and vocabulary in order to interact with a suitable degree of fluency and spontaneity, producing clear, detailed discourse on a wide range of subjects and/or supporting a viewpoint on a topical issue.

Candidates failing to demonstrate their English language proficiency at B2 level during the interview will be excluded from the selection and enrolment processes.

Candidates who do not reach the pass score of 30/50 during the first phase or who do not meet the admission requirements established in this call for applications, will not be admitted to the second phase and they will not be able to enroll in the Master's Degree Programmes in Economics and Management, Course Class LM-77 ("Business and Administration" and "Food System Management" curricula).

The results of the assessment of candidates' qualifications and supporting documents submitted, together with the list of candidates invited/not invited to the second phase (interview) and the interview dates and schedule will be officially published on:

**5 June 2019**

Exclusively on the 'Studenti online' institutional portal ([www.studenti.unibo.it](http://www.studenti.unibo.it)) (as unique mean of public notice) inside the relevant selection procedure section

Interviews will take place on:

**11-12 June 2019 (and on the 13<sup>rd</sup> June, if necessary), starting from 9 AM**

at the School of Economics and Management of Forlì – Ple della Vittoria 15, Forlì.

The interview room will be notified on **Studenti Online** ([www.studenti.unibo.it](http://www.studenti.unibo.it)) and on the courses webpages <http://corsi.unibo.it/2Cycle/EconomicsBusinessAdministration> and <http://corsi.unibo.it/2Cycle/FoodSystemManagement>.

During the interview, the Examining Board will evaluate candidates' logical reasoning, flexibility, relational skills and the English language requirements (the assessment of English language proficiency at B2 level does not imply any additional score during the oral interview). Upon request and in duly justified cases only, the Examination Board may carry out off-site interviews (i.e. videoconference interviews), in order to facilitate international students' participation, on the same scheduled dates set by the School.

The Examining Board will be in charge of checking candidates' identity during off-site interviews.

**NOTE:** students wishing to ask for an off-site interview are required to justify their request by filling in the relevant section of the online application form.

All candidates are advised to bring proof of identity, preferably the same ID document uploaded to the online application.

The Examining Board reserves the right to contact candidates if necessary.

## **6 – FINAL RANKINGS**

After the interview session, the selection procedure closes. The Examining Board will draw up a final ranking for each quota and successful candidates (winners) will be allowed to enroll.

Assessment results will be expressed as a sum of the points obtained. Candidates obtaining a final score of 60/100 or above (gaining at least 30/50 in the first phase and at least 30/50 in the interview) are considered winners and they are included in the final admission ranking.

In the case of candidates with equivalent score, the priority is assigned to the youngest applicant.

The **final rankings** will be officially notified ONLY on **Studenti Online** ([www.studenti.unibo.it](http://www.studenti.unibo.it)) (as unique mean of public notice) inside the relevant selection procedure section on the::

**19<sup>th</sup> June 2019**

Candidates who do not meet the admission requirements, or failing to obtain the pass score required in the selection phases as described in the present Call cannot enrol in the two-year Master's Degree Programme in Economics and Management Course Class: LM-77, "Business and Administration" and "Food System Management" Curricula.

## **7 – ENROLMENT PROCEDURE**

### **DEADLINES**

Winner applicants included in the admission ranking of the curricula "Business and Administration" e "Food System Management", must enrol **by the following mandatory deadlines:**

**From 19<sup>th</sup> June to the 2<sup>nd</sup> July 2019**

### **ENROLMENT PROCEDURE**

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

By the above-mentioned terms, admitted candidates must:

1. **Connect to Studenti Online** ([www.studenti.unibo.it](http://www.studenti.unibo.it)), by using the User ID and password received for the on-line application procedure;
2. Select “Enrolments”, then “Laurea Magistrale” and finally “Economics and Management” (Economia e Management);
3. During the online enrolment procedure, candidates **are required to indicate the chosen curriculum for their study plan (“Business and Administration” or “Food System Management”)**
4. **Fill in the online application form and upload a JPG passport-sized photo.**

Applicants must be aware of the penalties established by art. 496 of the Italian penal code regarding false declarations and its consequences, consisting in the automatic loss of the right to enrol and of any related benefits, as well as of the right to any reimbursement of the payments made;

5. **Pay the first instalment of the annual tuition fee** (€157,64) according to the methods and conditions indicated at Studenti Online ([www.studenti.unibo.it](http://www.studenti.unibo.it))

Admitted candidates who do not pay the first instalment of the annual tuition fee **by the 2<sup>nd</sup> July 2019** waive their right to enrolment and will be tacitly considered as renouncers, regardless of the circumstances that caused the delay.

The mere completion of the online enrollment application without the payment of the tax installment within the peremptory deadline entails the exclusion from the procedure.

Students are required to present to the Student Services / Segreteria student of Forlì Campus – Padiglione Melandri, Piazzale Solieri,1 with their ID card in order to be identified and registered, to activate their career and to obtain the badge.

Without registration, students cannot draw up their study plan, register in exams, have access to the Wi-fi and to the online library resources or to the LABIC of Forlì Campus. Moreover, not registered students cannot transfer or withdraw from studies, etc.

Students should go to the Student Services/Segreteria student of Forlì Campus - Padiglione Melandri, Piazzale Solieri, 1 in the further cases below:

- **Students with disabilities** with recognised invalidity of at least 66% or with a certificate attesting your conditions in accordance to L104/92 should provide a copy of the certificate as indicated in the following webpage: <https://www.unibo.it/en/services-and-opportunities/study-grants-and-subsidies/exemptions-and-incentives/exemptions-for-disabled-students>
- **Students asking for the recognition of previous second cycle careers** must submit the request form available at <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/shortening-of-the-degree-programme>
- Equivalent non-EU citizens must provide a copy of the valid residence permit permitting equivalence;
- **Non-EU citizens** need to deliver a copy of a valid Permit of Stay (‘permesso di soggiorno’, that is a temporary residence permit) / Residence Card (‘carta di soggiorno’) or the receipt issued by the Post Office confirming that a permit of stay has been asked for; in the latter case, the completion of the enrolment procedure is conditional upon the exhibition of the permit of stay.

At the end of the specific procedures indicated <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/non-eu-students-with-residency-abroad-reserved-quotas-pre-enrolment-visas-and-italian-language-tests> **Non-EU candidates residing abroad** must deliver to the Segreteria studenti (students’ administration office) of Forlì Campus all documents released by the Embassy (pre-enrolment form and certified photo);

- **Students who obtained an academic qualification from a foreign University** must submit the following documents indicated on the University website <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/enrolling-in-a-second-cycle-degree-programme-foreign-qualification>, the original degree certificate (or an authenticated copy) issued by the University that awarded the qualification, together with an official translation into Italian, legalization and the declaration of value (‘dichiarazione di valore’) of the degree, provided by the Italian diplomatic/consulate representative having territorial jurisdiction.

The translation into Italian is not necessary if the qualification and certificates of exams are issued in French, English, German, Spanish. If the translation into Italian is necessary, students can refer to the Italian Tribunale

di zona (the local court) or to the Italian diplomatic authority in the country where the degree was awarded. Translations into Italian made abroad by local translators have to be validated by the Italian representative having jurisdiction.

The official translation, legalization (if so required by law), the declaration of value of foreign degree certificates and the full transcript of all exams passed can be replaced by the original Diploma Supplement issued by the attended University and must be submitted in original to the Student Administration Office along with the foreign legalized Diploma.

PLEASE NOTE: admitted candidates with pending qualifications (enrolled *sub condicione*) shall submit to [segforli@unibo.it](mailto:segforli@unibo.it) or via fax at +39 051 2086296 **by the 31st October 2019**, an official document stating that they obtained the first degree qualification. The Student Administration Office of the Forlì Campus will carry out the due checks. Failure to graduate by this deadline, successful candidates listed in the final admission ranking and enrolled *sub condicione* will be excluded from the Degree programme.

### **B) Candidates transferring from other universities**

Candidates enrolled in other Universities wishing to transfer must:

1. **Enrol** at the University of Bologna according to the terms and conditions specified at par. A), indicating the University of origin on the form
2. **paying the first instalment of the tuition fee by the 2<sup>nd</sup> July 2019**
3. **Submit the transfer application at the university of origin by the established deadlines**, even after the matriculation at the University of Bologna and the submission of the above-mentioned documents (par. B1 and B2);

PLEASE NOTE: it will be possible to attend teaching activities and sit exams at the university of origin until the transfer application submission. At the University of Bologna, the student's career will be active **only** after the Degree programme Board ascertains the transfer and approves the continuation of the studies.

In order to complete the transfer, candidates are required to pay a transfer fee (the exact fee amount will be published on the University website <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/transferring-to-the-university-of-bologna/transferring-to-the-university-of-bologna> ), in addition to the first instalment of the annual tuition fees for the new academic year. Candidates will be asked to pay the transfer fee once the Student Services of Forlì Campus receives all documents from the university of origin.

### **C) Candidates changing their degree programme within the University of Bologna (optional transfer)**

Candidates enrolled in other degree programmes of the University of Bologna must:

**Enrol** to the new course according to the terms and conditions specified at par. A), and pay the first instalment of the tuition fee by the mandatory deadline of **the 2<sup>nd</sup> July 2019**;

FURTHERMORE, candidates must submit their online application for the degree programme transfer/internal/optional transfer according to the terms and conditions specified at Studenti Online ([www.studenti.unibo.it](http://www.studenti.unibo.it)) **from 25th July 2019 and by the mandatory deadline of 2<sup>nd</sup> September 2019**.

In particular, candidates are required to:

1. **click on “Passaggio di corso”** button on Studenti Online webpage and fill in the form;
2. **pay the internal transfer fee** (the exact fee amount will be published on the University Portal once available).

It will be possible for students to attend teaching activities and sit exams at the degree programme of origin until the submission of the transfer application. At the new study course, the student's career will be active **only after** the Degree programme Board ascertains the transfer and approves the continuation of the studies.

## **8 – CLEARING PROCEDURE**

In case the available positions are not fully covered after matriculation, a clearing procedure opens according to the ranking list for merit.

The clearing procedure consists of two main phases, followed by a possible extraordinary recovery procedure:

## **PHASE 1 - DECLARATION of interest TO ENTER THE CLEARING PROCEDURE**

All candidates deemed eligible and listed in the final ranking after the last winner candidate are required to declare their interest to enter the clearing procedure **by the term below**:

**From the 26<sup>th</sup> June to the 2<sup>nd</sup> July 2019**

In order to submit their interest, candidates must:

1. **Connect** to Studenti Online ([www.studenti.unibo.it](http://www.studenti.unibo.it)) by using the User ID and password received for the online application procedure;
2. **Declare their interest to enter the clearing procedure**, by clicking the specific button available once the ranking list has been posted.

Non-eligible, Absent or Excluded candidates cannot participate in the clearing procedure.

Candidates will be admitted by making exclusive reference to the ranking order.

### **PLEASE NOTE:**

Candidates who do not declare their interest to enter the clearing procedure according to the procedure and deadlines specified above are excluded from any subsequent phase of the selection process.

**The number of remaining positions along with the list of applicants admitted to the clearing procedure will be officially notified only on [Studenti Online](http://www.studenti.unibo.it) ([www.studenti.unibo.it](http://www.studenti.unibo.it)) in the relevant selection procedure section on the:**

**4<sup>th</sup> July 2019 for the first clearing procedure**  
**15<sup>th</sup> July 2019 for the second clearing procedure**

## **PHASE 2 – ENROLMENT OF CANDIDATES ADMITTED TO THE CLEARING PROCEDURE**

Candidates admitted to the clearing procedure are required to complete their enrolment process according to the terms and conditions specified at par. 7 of the present Call, **by the following mandatory deadlines**:

For the first clearing procedure: **from 4<sup>th</sup> July to 11<sup>th</sup> July 2019**  
For the second clearing procedure: **from 15<sup>th</sup> July to the 22<sup>nd</sup> July 2019**

Candidates admitted to the second clearing procedure who intend to waive their right to enrol must provide a prompt written communication of their intentions by the **17<sup>th</sup> July 2019** by sending an email to [didatticaforli.em.international@unibo.it](mailto:didatticaforli.em.international@unibo.it) from their student account attaching a back-front photocopy of their valid ID card or identification document.

In case of vacant positions, candidates deemed eligible will receive an e-mail to the student account they received during the application process specifying the conditions and deadlines to be admitted to the clearing procedure. In any case, matriculation must be completed **by the 22<sup>nd</sup> July 2019**.

### **EXTRAORDINARY PROCEDURE FOR VACANT POSITIONS**

Upon conclusion of the second clearing procedure, if the available positions are not fully covered, an extraordinary recovery will take place, aimed at suitable candidates who may still be on the ranking list, who have declared an interest in recovery in the envisaged period (from 26 June 2019 to 2 July 2019), up to full coverage of vacant posts.

Candidates called to enroll will receive a communication in their institutional mail [firstname.surname@studio.unibo.it](mailto:firstname.surname@studio.unibo.it) on the peremptory terms assigned to them to register. A specific notice will also be published on the Studenti Online website ([www.studenti.unibo.it](http://www.studenti.unibo.it)) in detail regarding the admission test request.

The extraordinary procedure for this possible recovery must be completed by November 28, 2019.

### **OFFICES AND CONTACTS**

For information on the call for applications, please contact the following offices:

<b>Programme Coordinators Clara Pulvirenti and Mara Donati</b>	Piazzale della Vittoria 15, 47121 Forlì (piano terra, ufficio 14) tel. +39 0543 374671; fax +39 051 2086324; e-mail <a href="mailto:didatticaforli.em.international@unibo.it">didatticaforli.em.international@unibo.it</a> web site curriculum "Business and Administration": <a href="http://corsi.unibo.it/2Cycle/EconomicsBusinessAdministration">http://corsi.unibo.it/2Cycle/EconomicsBusinessAdministration</a> web site curriculum "Food System Management": <a href="http://corsi.unibo.it/2Cycle/FoodSystemManagement">http://corsi.unibo.it/2Cycle/FoodSystemManagement</a> web site curriculum "Economia e Management": <a href="http://corsi.unibo.it/lmega">http://corsi.unibo.it/lmega</a> <b>Office Hours:</b> from Monday to Friday from 10.00 to 11.00 (or by appointment)
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<b>Student Administration office – Forlì Campus</b>	Padiglione Melandri, Piazzale Solieri 1, 47121 Forlì tel. +39 0543 374809; fax +39 051 2086296; e-mail <a href="mailto:segforli@unibo.it">segforli@unibo.it</a> web site <a href="http://www.unibo.it/it/campus-forli/servizi-di-campus/segreteria-studenti">http://www.unibo.it/it/campus-forli/servizi-di-campus/segreteria-studenti</a> <b>Office Hours:</b> Monday and Friday: 9.00-11.15; Tuesday: 9.00-11.15 and 14.30-15.30; Wednesday: 9.00-12.00; Thursday: 14.30-15.30 Summer holidays: from 12 to 16 August 2019
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For Italian language courses for international students:

<b>CLA - Centro Linguistico di Ateneo</b>	<b>Sede di Forlì</b> , Viale Marconi 7, 47122 Forlì tel. +39 0543 374350; fax +39 051 2086213; e-mail <a href="mailto:cla.fo-segreteria@unibo.it">cla.fo-segreteria@unibo.it</a> web site <a href="http://www.cla.unibo.it">www.cla.unibo.it</a> <b>Office Hours:</b> Monday-Wednesday-Friday 9.00-13.00; Tuesday-Thursday 9.00-13.00 and 14.00-15.00
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#### Servizio Relazioni Internazionali del Campus di Forlì:

<b>Servizio Relazioni Internazionali (Campus Forlì)</b>	Padiglione Melandri, Piazzale Solieri 1, 47121 Forlì tel. +39 0543 374847; fax +39 051 2086297; e-mail <a href="mailto:campusforli.uri@unibo.it">campusforli.uri@unibo.it</a> sito web <a href="https://www.unibo.it/it/campus-forli/servizi-di-campus/ufficio-relazioni-internazionali-uri">https://www.unibo.it/it/campus-forli/servizi-di-campus/ufficio-relazioni-internazionali-uri</a> <b>Office Hours:</b> Monday, Tuesday, Wednesday, Friday 9.00 - 11.00; Tuesday Thursday 13.00 - 14.00
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Contact details of other Student Service Offices of the Forlì Campus are available at <http://www.unibo.it/en/campus-forli/campus-services/campus-services-1>

For technical problems connected with Studenti online, username and password, filling in your data:

<b>Help Desk di Studenti Online</b>	Tel. +39 051 2099882 E-Mail <a href="mailto:help.studentionline@unibo.it">help.studentionline@unibo.it</a>
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**International students** with a foreign title may refer to the following Office for info concerning their title, pre-enrolment procedures, VISA and permit of stay, study grants, etc.), or refer to the Programme coordinators, or the Student administration office of Forlì Campus:

<b>International Desk (Bologna)</b>	Tel. +39 051 2088101 E-Mail <a href="mailto:internationaldesk@unibo.it">internationaldesk@unibo.it</a> Via Filippo Re 4 - Bologna
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For information about tuition fees and benefits:

<b>Ufficio contribuzioni</b>	Tel. +39 051 20 9 9124 E-mail <a href="mailto:abis.contribuzionistudentesche@unibo.it">abis.contribuzionistudentesche@unibo.it</a> Via Belle Arti, 42 - Bologna
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For information with regard to candidates with disabilities or with learning disabilities:

<b>Servizio per gli Studenti con Disabilità e con DSA</b>	Via Belle Arti 42 – Bologna; Candidates with disabilities: tel.: +39 051 2095941; +39 051 2095942; E-mail <a href="mailto:disabili@unibo.it">disabili@unibo.it</a> Candidates with learning disabilities: tel. +39 051 2095943; E-mail <a href="mailto:dislessia@unibo.it">dislessia@unibo.it</a> Campus Romagna: E-mail <a href="mailto:ssdd.campusromagna@unibo.it">ssdd.campusromagna@unibo.it</a> Telephone numbers: 338 3780625; 339 7344468
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Any changes concerning the enrolment procedures will be notified at [www.studenti.unibo.it](http://www.studenti.unibo.it), whereas information on the office closures will be notified on the University website ([www.unibo.it](http://www.unibo.it)).

Information note on the processing of personal data for anyone providing their personal data to the Alma Mater Studiorum - University of Bologna, also via web applications is available at the following webpage <https://www.unibo.it/en/university/privacy-policy-and-legal-notes/privacy-policy/information-note-on-the-processing-of-personal-data>.

The person in charge of the enrolment procedure is Dott.ssa Patrizia Ussani, tel. +39.0543.374815

Forlì, 10 April 2019

**Abstract of the original document written in Italian.**

**Note: The Italian language version of the document takes priority with regard to the exact interpretation of the rules contained within, also in the case of potential disputes.**