



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

Call for applications  
to the master's degree in  
Service Management  
(restricted access)  
Rimini Campus

**A.Y. 2025/2026**



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*This university has long been engaged in an important awareness-raising effort aimed at countering gender stereotypes. In this context, it has been decided to give greater linguistic visibility to differences.*

*Where the masculine form is used in this document, solely for the purpose of simplification, it should be understood as inclusively referring to all individuals within the community.*

*(This English abstract is just for publicity purposes. For any application and/or dispute resolution and/or for any legal purpose only the Italian version must be taken into consideration)*



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### GENERAL CALENDAR (DAY/MONTH/YEAR)

The **deadlines** indicated below are **peremptory**. Failure to meet the deadlines will result in exclusion from the procedure, regardless of the reason.

STEPS	DATES
Application opening	February 2025
Application deadline	26/05/2025, 12:00 pm (GMT +1)
Publication of the list of candidates accepted to the interview	05/06/2025
Dates for the interview	10,11,12,13/06/2025
Publication of the ranking list and enrolment opening for successful candidates	19/06/2025, 12:00 (GMT +1)
Deadline for the enrolment of successful candidates	26/6/2025
Open places ranking list and deadlines for declaration of interest to open places (eligible candidates)	from 19/06/2025 to 26/06/2025
Updated ranking list and enrolment of eligible candidates	01/07/2025 12:00 pm (GMT +1)
Deadlines for enrolment of eligible candidates	08/07/2025

### POSSIBLE SECOND ROUND SELECTION

STEPS	DATES
Application opening	11/07/2025
Application deadline	20/08/2025, 12:00 pm (GMT +1)
Publication of the list of candidates accepted to the interview	26/08/2025
Dates for the interview	29/08/2025 – 1,2/09/2025
Publication of the ranking list and enrolment opening for successful candidates	08/09/2025, 12:00 pm (GMT +1)
Deadline for the enrolment of successful candidates	15/09/2025
Open places ranking list and deadlines for declaration of interest to open places (eligible candidates)	from 08/09/2025 to 15/09/2025
Updated ranking list and enrolment (eligible candidates)	17/09/2025 12:00 pm (GMT +1)
Deadlines for enrolment of eligible candidates	24/09/2025



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**! Attention!**

**Read carefully all the sections included in this call.**

**All deadlines are final and cannot be extended.** Failure to meet the deadlines will result in exclusion from the procedure, regardless of the reason.

All **payments** required by the University of Bologna for the procedures described in this notice must be made through the **PagoPA platform**, following the instructions provided on Studenti Online.

**We recommend regularly checking Studenti Online** ([www.studenti.unibo.it](http://www.studenti.unibo.it)) and your email inbox (name.surname@studio.unibo.it) via the "[My Email for Students](#)" link (your email address will be provided to you after registration on Studenti Online). These are the only tools for keeping you informed about your status (e.g., rankings, recovery actions, enrolment, etc.) and the actions you need to take.

## **1. GENERAL INFORMATION AND REQUIREMENTS**

This call regulates access to the master's degree in **Service Management**.

**! Attention!**

Following the changes in the regulations outlined by Ministerial Decree 1649 of 19.12.2023, activation is subject to the successful completion of the Ministerial approval process.

**We recommend regularly checking Studenti Online** ([www.studenti.unibo.it](http://www.studenti.unibo.it)) and your email inbox (name.surname@studio.unibo.it) via the <https://posta.studio.unibo.it>. These are the only tools for keeping you informed about your status (e.g., rankings, retrieval procedure, enrolment, etc.)



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Code	Name of the degree programme	Class	Website
6804	<b>Service Management</b>	LM-77	<a href="https://corsi.unibo.it/2cycle/ServiceManagement">https://corsi.unibo.it/2cycle/ServiceManagement</a>

In order to be admitted to the degree program in Service Management, it is necessary to participate in the **selection process**.

A first round selection is planned, with a **possible second round** (if places are not all taken in the first round), for which it is necessary to adhere to the timelines indicated in the [General calendar](#).

To participate, you must meet the admission requirements outlined in paragraph 1.1 “Entry Requirements.”

For a summary of the key steps described in this notice, you can consult the [SUMMARY](#).

### **1.1. Entry requirements**

Admission is entitled with curricular requirements and verification of the adequacy of personal preparation.

#### **Curricular requirements:**

Admission is entitled with one of the following **qualifications**:

- L-8 Information Engineering
- L-9 Industrial Engineering
- L-16 Administration and Organization Sciences
- L-18 Economics and Management Sciences
- L-33 Economics
- L-36 Political Sciences and International Relations
- L-41 Statistics

or with a first cycle degree/bachelor’s degree different from those mentioned above but to have acquired at least **40 ECTS** among the following scientific disciplinary sectors (SSD):

- SECS-P/01 Economics
- SECS-P/02 Economic Policy
- SECS-P/03 Public Economics
- SECS-P/05 Econometrics
- SECS-P/07 Business Administration and Management
- SECS-P/08 Management
- SECS-P/09 Finance



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- SECS-P/10 Organization Studies
- SECS-P/11 Financial Markets and Institutions
- SECS-S/01 Statistics
- SECS-S/03 Economic Statistics
- SECS-S/04 Demography
- SECS-S/05 Social Statistics
- SECS-S/06 Mathematical methods of economy, finance and actuarial sciences
- ING-IND/35 Business and management engineering
- ING-INF/05 Information Processing Systems
- INF/01 Informatics
- MAT/03 Geometry
- MAT/05 Mathematical Analysis
- IUS/04 Business Law
- IUS/05 Economics Law.

For candidates holding a foreign qualification or a qualification obtained in Italy according to the previous educational system, admission is subject to assessment of the application by an Admission Board evaluating the eligibility of such qualification.

Candidates who have not yet obtained the required qualification may participate in the selection process, but if they do not achieve it by **31<sup>st</sup> December 2025**, they will be immediately excluded from the competition, even if they are ranked favourably and possibly already enrolled.

### Language requirements

**English language** is required at least at **B2** level of the Common European Framework (CEFR) and is considered fulfilled with:

- Language certifications such as IELTS, TOEFL (see the complete list on the course website);
- A bachelor's degree with English as medium of instruction;
- Linguistic proficiency from previous academic cycles;
- Native speaker status;
- Oxford Online Placement Test (OOPT), subject to availability, schedule, and procedures established by the CLA of the University of Bologna.

### Attention!

**By the end of the degree programme**, students are required to possess knowledge of the **Italian**



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**language at level B2** of the Common European Framework of Reference for Languages at least.

The requirement is deemed fulfilled for Italian citizens, citizens of San Marino and Vatican City and residents in Canton Ticino.

Enrolled students with citizenship different from the above who do not fulfil the requirement:

- **must include in their study plan activities made available by the degree programme aimed at achieving the required level;**

- **can ask for recognition of the Italian language** (if one of the following has been achieved:

baccalaureate or equivalent qualification awarded in Italian; degree or equivalent qualification awarded in Italian; students enrolled in degree programmes in Italian universities with a residence permit for study purposes who wish to transfer or change degree programme; students enrolled in single learning activities in an Italian university, holding a residence permit for study purposes who intend to enrol in a related or subsequent degree programme; members of staff in service at foreign diplomatic representations and international organisations based in Italy; holders of residence permits "Permesso UE di lungo periodo" - EU long-term residence permit).

## **1.2 Places available**

For the academic year 2025/2026 **40 places are available:**

- **n. 20 for Italian citizens**, EU citizens and non-EU citizens with equivalent EU status;
- **n. 20 for non-EU citizens** with residency abroad (international students).

Additional information on the above categories can be found on the website:

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

If the positions reserved to non-EU citizens with residency abroad are not fully covered, EU citizens and non-EU citizens with equivalent status will take available places in the same academic year.



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## ATTENTION!

If you fall under the category of "non-EU citizens with equivalent EU status" carefully check which types of residence permits allow for this equivalence by visiting the page

<https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/who-are-international-students/Who-are-international-students>

If you are participating in the selection as a non-EU citizen with equivalent EU status but do not possess the equivalence title, **your enrolment cannot be completed, even in the case of admission and payment of the first instalment.**

## 2. HOW TO APPLY (SELECTION PROCEDURE)

### 2.1 Italian citizens, EU citizens and non-EU citizens with equivalent EU status

Apply on Studenti Online [www.studenti.unibo.it](http://www.studenti.unibo.it) according to the [General Calendar](#) and the steps below.

The two different round selections require two different applications and deadlines, so **if you are not admitted in the first round, you need to repeat the application for the second round** according to the [General calendar](#) and the steps below.

- **Login on Studenti Online** ([www.studenti.unibo.it](http://www.studenti.unibo.it)) using your SPID or CIE credentials. The system will automatically retrieve your personal data and, upon completion, will create your University credentials ([name.surname@studio.unibo.it](mailto:name.surname@studio.unibo.it)).



If you reside abroad without an Italian-issued identity document, you can access with your University credentials. To obtain them, go to [www.studenti.unibo.it](http://www.studenti.unibo.it), choose "Register," and then select "International Students Registration".

- **Apply**
  - Click on "Richiesta di ammissione – Partecipa alla selezione" "Apply for admission" - "Take part in the selection";
  - Choose "Laurea Magistrale" "Second cycle degree";
  - Choose "Service Management".
- **Upload (in .pdf and in English) the documents listed:**





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- 1) **curriculum vitae duly signed and presentation letter duly signed** (failure to use the CV Form will result in exclusion);
  - 2) copy of a valid **identity document** (identity card or passport). If the identity document does not have an English translation, a copy of your passport must be attached;
  - 3) **Self-certification duly signed** regarding your **first-level academic qualification** with a list of the exams taken, if obtained in Italy, or a copy of the **qualification obtained abroad** which enables access to second-level degree programmes in the country in which it was obtained, accompanied by a **Transcript of Records and a Diploma Supplement**, where available, translated into Italian or English. If you have not yet obtained the aforementioned qualification, upload the list of exams taken or the Transcript of Records. Graduates at the University of Bologna shall specify their condition in the “CV Form”;
  - 4) any document providing evidence of work and/or study experiences abroad (**optional**);
  - 5) letter of reference (**opzionale**);
  - 6) English language certificate (B2 level of the CEFR) (**optional**);
  - 7) Italian language certificate (**optional**);
  - 8) copy of the residence permit when needed as evidence of EU equivalent status (only for non-EU citizens, if possessed) (**optional**).
- **Pay the application fee**

Proceed with the payment of the application fee € 50.00 by following the instructions provided on Studenti Online ([www.studenti.unibo.it](http://www.studenti.unibo.it)). **This contribution is non-refundable** and is valid for participation in any subsequent selection process outlined in this notice (see [General Calendar](#)).



**The registration is only valid after the payment of the contribution.**

**Only candidates who have completed the registration for the selection, uploaded all required documents, filled out the “CV Form,” and paid the relevant contribution within the deadlines and according to the procedures outlined above will be admitted to the selection process.**

For any help on the online application, you can call the Help Desk +39 051 2088301 or email [help.studentionline@unibo.it](mailto:help.studentionline@unibo.it)



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-  **ATTENTION!** If you fall under the category of "non-EU citizens with equivalent EU status" carefully check which types of residence permits allow for this equivalence by visiting the page <https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/who-are-international-students/Who-are-international-students>
- If you are participating in the selection as a non-EU citizen with equivalent EU status but do not possess the equivalence title, your enrollment cannot be completed, even in the case of admission and payment of the first installment.
-  If you are a "non-EU citizen residing abroad" holding a residence permit for study purposes and formally renounce your studies at this or any other university, you will lose the requirements for staying in Italy, leading to the revocation of your residence permit. In this case, you will be required to return to your home country and start the pre-enrolment procedures through University at the relevant Italian diplomatic representatives (Embassies/Consulates), within the deadlines set annually and published on the website <https://www.universitaly.it/studenti-stranieri>

## **2.2 Non-UE citizens residing abroad and Non-UE citizens with equivalent EU status residing abroad**

If you are a non-EU citizen residing abroad or a non-EU citizen with EU equivalent status residing abroad, **you must complete all the steps described in the previous section 2.1.**

Furthermore, in compliance with the procedures defined by the Ministry of University and Research (MUR) through an official circular (MUR Circular), which is typically published between March and June 2025 on the website <https://www.universitaly.it/studenti-stranieri> to enroll you must:

- hold a qualification that allows access to this second-cycle degree;
- submit a pre-enrolment application to the Italian diplomatic representative abroad through the website [www.universitaly.it](http://www.universitaly.it). Remember, you can choose only one degree program, and you must be admitted to it.



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For detailed information, see <https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/enrolling-in-a-second-cycle-degree-programme-foreign-qualification>

and

[Enrolling in second cycle degree programmes — University of Bologna](#)

### **3. ADJUSTMENTS FOR CANDIDATES WITH DISABILITIES OR LEARNING DIFFICULTIES (SLD)**

Candidates with disabilities or learning difficulties can require specific adjustments within the application deadline set in the general calendar.

Adaptations may consist of:

- additional time: 30% for candidates with learning difficulties (DSA), other specific developmental disorders and pathologies; 50% for candidates with a civil disability and/or handicap pursuant to Law 104/92.
- the possibility of using aids such as text-reading tools, non-scientific calculators, etc., or other devices to be assessed on the basis of the specific case and certification.

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

If, due to organizational needs and/or mandatory regulations, it is not possible to ensure the requested accommodation, an alternative measure of equal compensatory value will be defined.

The following procedure must be followed:

- **login on Studenti Online** ([www.studenti.unibo.it](http://www.studenti.unibo.it)) in “Requests” on the home page;
- **download the “Adaptation request form”** and fill it in;
- **upload the “Adaptation request form” filled in** (in .pdf);
- **upload the following documents:**
  - Diagnosis of Specific Learning Disorders (**SLD**), according to Law 170/2010, issued by the National Health Service (Servizio Sanitario Nazionale), an accredited private centre or a private specialist accompanied by a compliance document issued by the National Health Service. The documentation must not be older than three years or drafted after the applicant’s 18<sup>th</sup> birthday.



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In light of the emergency situation that led to a reduction in the activities of SSN clinics, diagnoses of SLD, according to Law no. 170/2010, will be accepted for requests for accommodations for admission tests even if they are older than three years. The Service reserves the right to request an updated diagnosis or at least a written statement confirming that the applicant is awaiting renewal, after enrolment. For further details, please refer to the website page <https://site.unibo.it/studenti-con-disabilita-e-dsa/en/for-students>

- Certificate issued by a specialist of the National Health Service attesting a different type of specific developmental disorder that affects learning.
- Disability certification according to **Law 104/92**.
- Certification of **civil invalidity**.
- Medical documentation, drawn up by a specialist, certifying the presence of health conditions (physical and/or psychic) that may lead to an inability, even temporary, to study and take the test.

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

If you have both a certification under Law 104/92 and other medical certifications, it is important to submit both.



**Candidates with disabilities or learning difficulties with residency abroad** who wish to make use of adaptations must submit the **legalised certification** (apostilled, if required) attesting to their disability or learning difficulties status issued in their home country, together with an official translation in Italian or English.

The University bodies in charge of examining the aforementioned certifications ascertain that the foreign documentation certifies a condition of disability or specific learning disorder recognised by Italian law.

**Make sure to double check** you have uploaded **ADAPTATION REQUEST FORM** and medical certificates or other documents before sending the application.

Requests will be examined by the University Service for Students with Disabilities or Learning Difficulties who will assess their coherence with the adjustments requested according to Italian regulations. Should documents be incomplete or illegible a request for supplementation will be



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made by email [name.surname@studio.unibo.it](mailto:name.surname@studio.unibo.it) to candidates, who shall reply within the deadline set by email.

Any request must be received within the deadlines for this selection procedure. **Candidates who fail to submit their application within the deadlines set in the general calendar or fail to send any supplementary documents requested within the deadlines indicated by the Service for Students with Disabilities or Learning Difficulties will not be granted the requested adaptations.**

Candidates will be informed of adjustments granted by email from the Student administrative office.

If you have any questions regarding the procedure for requesting adaptations, please contact the Service for Students with Disabilities or Learning Difficulties by phone + 39 051 2080740 or email [ases.adattamentiammissione@unibo.it](mailto:ases.adattamentiammissione@unibo.it)

#### **4. SELECTION ASSESSMENT**

An Admission Board of three official members or substitutes chosen among teachers of the degree programme will evaluate applications and assign points according to the following evaluation criteria.

The procedure takes place in two steps.

In the first phase, the Commission analyzes and evaluates the qualifications held by the candidates, as certified by the documentation provided.

##### **Part 1 Evaluation (minimum score 40/100 points):**

- Academic merit and study background (it refers to the duration and the quality of the bachelor degree/first cycle degree attended as well as to the final grade obtained for graduates or to the average of exams passed by graduating students): **up to 40 points (including 10 points for English knowledge of level at least B2** assessed by possession of an English language certificate or a qualification with English as medium of instruction or a curricular language test in other degree programmes or being a native speaker or having passed the Oxford Online Placement Test OOPT delivered by the University Language Centre according to the availability, timetable and procedures indicated on the website);
- coherence of the previous bachelor degree with the objectives of Service Management: **up to 30 points;**



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- curriculum vitae (significant international university-level study experiences, qualified international professional experiences of considerable duration, internships consistent with the learning outcomes of Service Management) and motivation (quality of the presentation letter and of reference letters, if provided): **up to 30 points**.

## **Part 2 Interview (minimum score 60/100 points)**

The second part of the selection process consists of an **interview in English** evaluating:

- coherence of the candidate's profile with the objectives of Service Management **(minimum score 60/100 points)**.

Candidates must show their personal identity card or passport (according to Italian DPR 445/2000 passport, identity card, driving license, etc. with photo and official stamp). Candidates without the identity card or passport will not be interviewed. The document must be the same indicated on the online application, as the Admission Board will check for correspondence. It is also recommended to show the payment receipt for the selection.

An alternative off-site interview method via Teams or similar (to be held on the same dates) may be allowed to candidates. Candidates must show their personal identity card or passport.

The assessment for Service Management is **passed** with a score **equal to or higher than 100/200 (only if the minimum score of 40 has been achieved in the evaluation step and the minimum score of 60 has been achieved in the interview)**.

In case of a tie between two or more candidates in the ranking list, priority will be given to the youngest.

### **! Attention!**

The selection will take place even if the number of applications is less than the number of places available or if the candidates interviewed are less than those admitted to the interviews.

## **5. RANKING LIST AND RETRIEVAL PROCEDURE**

At the end of the selection, the ranking lists of candidates are done both for the non-EU and the EU quota applicants in decreasing order.



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Nella selezione puoi risultare:

**SUCCESSFUL:** candidates with a score equal or higher than 100/200 (with a minimum 40 points in the evaluation and a minimum of 60 points in the interview) up to the maximum number of available places are **successful** and will be able to finalize enrolment procedure by the deadline set in the [General calendar](#).

**ELIGIBLE:** candidates with a score equal or higher than 100/200 (with a minimum 40 points in the evaluation and a minimum of 60 points in the interview) but exceeding the maximum number of places available are eligible, but not successful. They cannot enrol in the degree programme, but can declare their interest in unallocated places according to the deadline set in the [General calendar](#).

**NOT ELIGIBLE:** candidates with a score lower than 40 are **not eligible** and will not be accepted in any case to enrolment.

**EXCLUDED:** candidates are excluded from the selection even if places are left available.

Ranking lists are published on [www.studenti.unibo.it](http://www.studenti.unibo.it) in "Request detail" on the dates set in the [General calendar](#).

**This is the sole and only notification and no further notification will be sent out to candidates.**

The ranking lists of the first and the second round selection are separate, so candidates applying to both rounds may result in different positions.

### 5.1 Retrieval procedure

At the end of the selection process, **if unallocated places are left available** after the enrolment of the successful candidates, a retrieval procedure will be implemented for those ranked as "eligible."

If you are ELIGIBLE, you can express your interest in being considered for retrieval. To do so, by the deadlines indicated in the [General calendar](#) for the two selection rounds, you must:

**1. log in** to [www.studenti.unibo.it](http://www.studenti.unibo.it) using your username and password;



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**2. declare your interest** in being considered for retrieval by clicking on the appropriate button, which will be available in the details of your admission request after the publication of the ranking;  
**3. check** that your request has been submitted by accessing Studenti Online and checking the details of your admission request. Once you click on the "*Desidero essere recuperato* – Retrieval procedure" button, the system will display the date of your request and a receipt of the submitted request.

The deadlines for declaring your interest in being considered for retrieval are specified in the [general calendar](#) and must be strictly adhered to in order to avoid being excluded from the procedure.

**REMEMBER: the retrieval system is not automatic; you must always declare your interest in being considered for retrieval.**

Once declared online, your interest in being considered for retrieval is irrevocable and cannot be modified.

The list of eligible candidates is published on Studenti Online ([www.studenti.unibo.it](http://www.studenti.unibo.it)) in “Request detail”, according to the dates indicated in the [General calendar](#)

Eligible candidates must enrol within the deadlines set out for enrolment of eligible candidates in the [General calendar](#).

## **6. ENROLMENT PROCEDURE**

Successful candidates must enrol according to the deadlines set for each round selection in the [General calendar](#).

**First time enrolment** (see section 6.1)

**Candidates who have not obtained their bachelor degree yet** shall graduate by **31<sup>st</sup> December 2025** or they will forfeit their right to finalize enrolment. Check [www.studenti.unibo.it](http://www.studenti.unibo.it) for further details.

**Candidates requesting shortening of the programme** (consequent to withdrawal from studies, possessing a previous qualification, enrolment in single course units, etc.) after finalizing their enrolment and anyway by the **27<sup>th</sup> November 2025** shall complete the procedure on Studenti Online ([www.studenti.unibo.it](http://www.studenti.unibo.it)) as stated on the website [Recognition of credits — University of Bologna](#)





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**Candidates enrolled in other Italian universities wanting to transfer to the University of Bologna and candidates enrolled in other degree programme of the University of Bologna wanting to change degree programme (sections 6.2 and 6.3)**

For **fees and benefits** check the following section (section 7)

### **Attention!**

**By the end of the degree programme, students are required to possess knowledge of the Italian language at level B2** of the Common European Framework of Reference for Languages at least.

The requirement is deemed fulfilled for Italian citizens, citizens of San Marino and Vatican City and residents in Canton Ticino.

Students with citizenship different from the above who do not fulfil the requirement shall include activities made available by the degree programme aimed at achieving the required level in their study plan.

Students with citizenship different from the above who already possess the requirement (baccalaureate or equivalent qualification awarded in Italian; degree or equivalent qualification awarded in Italian; students enrolled in degree programmes in Italian universities with a residence permit for study purposes who wish to transfer or change degree programme; students enrolled in single learning activities in an Italian university, holding a residence permit for study purposes who intend to enrol in a related or subsequent degree programme; members of staff in service at foreign diplomatic representations and international organisations based in Italy; holders of residence permits "Permesso UE di lungo periodo" - EU long-term residence permit) can ask for its recognition upon finalizing the enrolment.

### **6.1 First time enrolment**

No later than the deadline stated in the [General calendar](#):

- **login on Studenti Online** ([www.studenti.unibo.it](http://www.studenti.unibo.it)), using your **SPID o CIE** credentials with username ([name.surname@studio.unibo.it](mailto:name.surname@studio.unibo.it)) and password created upon registration;



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- **click on “ENROL”, click on “SECOND CYCLE DEGREE” and then “SERVICE MANAGEMENT”.**

Fill-in your details online and upload a picture of your face ID format. Mind that in the event of false declarations, as well as incurring the penalties laid down in Article 496 of the Penal Code, you automatically forfeit your right to enrolment and any benefits obtained, without being entitled to any reimbursement of the fees paid;

- **pay** the first instalment fee or single instalment fee, according to instructions on [www.studenti.unibo.it](http://www.studenti.unibo.it) **No late enrolment fee is permitted** and failure to pay will result in exclusion from the procedure;

- **activate your student career:**

- if you registered using **SPID or CIE** credentials: after making the payment, your university career will be activated directly, without any further action on your part, unless you fall into one of the cases described below;
- if you registered using your **username and password**: proceed with identification according to the procedures that you will find in the details of your request on Studenti Online.

**Your career must be activated by 26<sup>th</sup> February 2026** or you automatically forfeit your right to enrolment.

When your academic career is active you will be able to use the Unibo AlmaWi-Fi, access the online library, labs, submit your study plan, book for sitting exams and other administrative procedures and you will be also informed by email on how to print your badge.

If you fall into one of the following cases, check the additional steps to activate your academic career:

- **if you are a student requesting shortening of the degree programme:** After enrolment and by **27<sup>th</sup> November 2025**, submit your request on Studenti Online ([www.studenti.unibo.it](http://www.studenti.unibo.it)) following the procedure outlined on this page: <https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/recognition-of-credits>;



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- **If you are a non-EU citizen with EU equivalent status holding an Italian qualification:** You must send a copy of your valid residence permit, which allows the equivalence, to the [International Desk in Rimini](#);
- **If you hold a foreign qualification** You must see the detailed information at <https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/enrolling-in-a-second-cycle-degree-programme-foreign-qualification> access Studenti Online (www.studenti.unibo.it), choose “CALLS,” select “Enrolment a.a. 25\_26 - uploading documents for international students with foreign qualifications,” and upload: a copy of your valid residence permit or, if not yet issued, a copy of your student visa, followed by a receipt confirming the visa request (your enrolment will be accepted conditionally) and make an appointment with the [International Desk in Rimini](#) to show them the original documents;
- **If you are a non-EU citizen with EU equivalent status holding a qualification obtained abroad:** You must consult the detailed information at <https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/enrolling-in-a-second-cycle-degree-programme-foreign-qualification> access Studenti Online (www.studenti.unibo.it), choose “CALLS,” select “Enrolment a.a. 25\_26 - uploading documents for international students with foreign qualifications,” and upload: a copy of your valid residence permit or, if not yet issued, a copy of your student visa, followed by a receipt confirming the visa request (your enrolment will be accepted conditionally) and make an appointment with the [International Desk in Rimini](#) to show them the original documents;



**Attention!** Carefully check who are the **non-EU citizens with EU equivalent status** and which types of residence permits allow for equivalence on the page [Who are international students — University of Bologna](#). Participation in the selection as non-EU citizens with EU equivalent status without possessing the equivalence certificate will prevent the completion of enrolment, even if admission is granted and the first instalment is paid.



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- If you are a "non-EU citizen residing abroad" and have obtained your qualification abroad, you must consult the detailed information on <https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/enrolling-in-second-cycle-degree-programmes/enrolling-in-a-second-cycle-degree-programme-if-you-come-from-a-non-eu-country> , log into Studenti Online ([www.studenti.unibo.it](http://www.studenti.unibo.it)), select "BANDI," choose "Immatricolazione a.a. 25\_26 - Upload of documents for international students and students with foreign qualifications," and upload, in addition to your qualification documents, a copy of your student entry visa. Upon arrival in Italy, schedule an appointment at the International Desk at the Rimini Campus to present the original documents.

**Attention:** Admission and subsequent acceptance of a candidate by the University do not grant any right to complete enrolment, even if the entry visa is obtained, the candidate is physically present in the country, or is eligible for and/or receives scholarships or contributions of any kind, or if the candidate is accepted conditionally, in order to begin academic activities. For enrolment purposes, the actual eligibility of the foreign qualification and the authenticity of the documentation submitted must be verified. The formal check of the qualification will be carried out by the [International Desk at the Rimini Campus](#) after payment of the first instalment of enrolment and the presentation of all required original documents.

- **If you want to ask for simultaneous enrolment** check on [Simultaneous enrolment in different programmes: Degree Programmes, Professional Master's, PhDs and Specialisations – University of Bologna](#) if and how to do it.

## 6.2 Candidates enrolled in other Italian universities who want to transfer to the University of Bologna

According to deadlines for enrolment indicated on the [General calendar](#) candidates enrolled in another Italian university willing to transfer to the University of Bologna must:

- **login on Studenti Online** ([www.studenti.unibo.it](http://www.studenti.unibo.it)), using your **SPID** o **CIE** credentials with username ([name.surname@studio.unibo.it](mailto:name.surname@studio.unibo.it)) and password created upon registration;



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- **click on “ENROL”, click on “SECOND CYCLE DEGREE” and then “SERVICE MANAGEMENT”.**

Fill-in your details online and upload a picture of your face ID format. Mind that in the event of false declarations, as well as incurring the penalties laid down in Article 496 of the Penal Code, you automatically forfeit your right to enrolment and any benefits obtained, without being entitled to any reimbursement of the fees paid;

- **pay** the first instalment fee or single instalment fee, according to instructions on [www.studenti.unibo.it](http://www.studenti.unibo.it)
- **submit transfer request** to the home university according to their deadlines.

Your academic career at the University of Bologna will be activated only after paying fees for enrolment and upon recognition of the shortening of the programme by the Degree Board.

You will be able to carry out teaching activities at your home university until you submit your transfer application.

An **additional transfer fee** is required by the University of Bologna for official recognition that the Student Administrative Office will request on receipt of the documentation sent by your home university.

For more information, check this page: <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/transferring-to-the-university-of-bologna/transferring-to-the-university-of-bologna>

### **6.3 Candidates enrolled in other degree programme of the University of Bologna who want to change degree**

#### **6.3.1 First round selection**

Candidates currently enrolled in other degree programme of the University of Bologna who have applied to the first round selection and wish to change degree programme within the University, within the enrolment deadlines set in the [General calendar](#) must:

According to deadlines for enrolment indicated on the [General calendar](#) candidates enrolled in another Italian university willing to transfer to the University of Bologna must:



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- **login on Studenti Online** ([www.studenti.unibo.it](http://www.studenti.unibo.it)), using your **SPID o CIE** credentials with username ([name.surname@studio.unibo.it](mailto:name.surname@studio.unibo.it)) and password created upon registration;
- **click on “ENROL”, click on “SECOND CYCLE DEGREE” and then “SERVICE MANAGEMENT”**.  
Fill-in your details online and upload a picture of your face ID format. Mind that in the event of false declarations, as well as incurring the penalties laid down in Article 496 of the Penal Code, you automatically forfeit your right to enrolment and any benefits obtained, without being entitled to any reimbursement of the fees paid;
- **pay** the first instalment fee or single instalment fee, according to instructions on [www.studenti.unibo.it](http://www.studenti.unibo.it)
- **submit the request** on Studenti online ([www.studenti.unibo.it](http://www.studenti.unibo.it)) from **24<sup>th</sup> July 2025 to 24<sup>th</sup> September 2025**
  - **click on “Change degree programme” - “PASSAGGIO DI CORSO”** and fill in the information;
  - **pay the fee for changing degree programme** (the amount will be displayed only upon degree board confirmation for changing).

Your academic career at the University of Bologna will be activated only after confirmation for changing the degree programme and upon recognition of the shortening of the programme by the Degree Board.

You will be able to carry out teaching activities in your previous degree programme until you submit your changing degree programme application.

### **6.3.2 Possible second round selection**

Candidates currently enrolled in other degree programme of the University of Bologna who have applied to the second round selection and wish to change degree programme within the University, within the enrolment deadlines set in the [General calendar](#) by **17<sup>th</sup> September 2025** (or **24<sup>th</sup> September 2025** if they have enrolled for unallocated places) must:



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- **login on Studenti Online** ([www.studenti.unibo.it](http://www.studenti.unibo.it)), using your **SPID o CIE** credentials with username ([name.surname@studio.unibo.it](mailto:name.surname@studio.unibo.it)) and password created upon registration;
- **click on “ENROL”, click on “SECOND CYCLE DEGREE” and then “SERVICE MANAGEMENT”**.  
Fill-in your details online and upload a picture of your face ID format. Mind that in the event of false declarations, as well as incurring the penalties laid down in Article 496 of the Penal Code, you automatically forfeit your right to enrolment and any benefits obtained, without being entitled to any reimbursement of the fees paid;
- **pay** the first instalment fee or single instalment fee, according to instructions on [www.studenti.unibo.it](http://www.studenti.unibo.it)
- **fill in the changing degree programme “Passaggio di corso” request** with all relevant information;
- **pay the changing degree programme fee.**

Your academic career for the changed degree programme will be activated only after confirmation for changing the degree programme and upon recognition of the shortening of the programme by the Degree Board.

You will be able to carry out teaching activities in your previous degree programme until you submit your changing degree programme application.

## **7. TAXES AND BENEFITS**

The information about the **amounts of tuition fees and benefits and exemptions** is published yearly on the University Portal at the <https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/tuition-fees-and-exemptions>

The student contribution to be paid for enrolling consists of a fixed part of €157.04 and a variable part calculated based on the economic situation of the household (ISEE), up to a maximum that varies depending on the course.

The contribution is calculated progressively based on the valid ISEE certification, only if it is submitted in the manner and within the deadlines specified on the page:



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<https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/tuition-fees>

If the ISEE certification is not submitted, the maximum contribution for the study program will be applied.

**The submission of the ISEE is independent** of the enrollment in the program. The order in which you complete the two procedures is irrelevant, as long as you meet the deadlines for each.

 **Attention!**

International students with income and assets only abroad cannot submit the ISEE, but must refer to the information found on the page <https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/tuition-fees-and-exemptions/ISEE-and-other-documentation-for-tuition-fee-exemptions>

 **Attention!**

Submitting the ISEE, following the instructions on the page <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/tuition-fees> is very simple, and it is advisable to do so even if you have not yet decided whether to enroll in a program at this University. Remember, if the ISEE is not submitted on time, you will not be eligible for any benefits, as the deadline is strict and no exceptions are ever allowed.

### **7.1 BENEFITS FROM THE REGIONAL AUTHORITY FOR THE RIGHT TO HIGHER EDUCATION - ER.GO**

The Regional Authority for the Right to Higher Education publishes annual announcements on its website ([www.er-go.it](http://www.er-go.it) <https://www.er-go.it/international-students/>) for scholarships, places in university residences, dining services, and other benefits.

**The procedures for applying for ER.GO benefits are independent** from those for applying and enrolling in this degree programme.

 **Attention!**





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You must submit the application for ER.GO benefits on the Regional Authority's website, including the ISEE. Submitting the application is very simple, and it is advisable to do so even if you have not yet decided whether to enroll in a program at this University. Remember that the announcements have a strict deadline for submission, and no exceptions are ever allowed.

### 7.2 IMPORTANT INFORMATION FOR THOSE WITH AN ACTIVE UNIVERSITY CAREER

If you already have an ongoing university career, before transferring from another university or changing degree programme, and if you are already enrolled in a programme at the University of Bologna, carefully **check the merit requirements for access to the benefits** indicated in the announcement published on [www.er-go.it](http://www.er-go.it). This is important because, due to the recognition of academic credits (CFU) acquired in your previous career, your eligibility for benefits may change.

#### Attention!

For all ER.GO benefits, the minimum number of credits required as the merit requirement is always determined starting from the year of your first enrollment at university (even if it was at another university, higher education institution, or study program, including abroad), regardless of the year of the program you are admitted to following the recognition of credits. Only the credits recognized for the programme you are enrolling in are considered valid.

### 7.3 STUDENT RIGHTS BENEFITS PROVIDED BY THE UNIVERSITY

Information about the University benefits can be found on the University Portal in the section:

<https://www.unibo.it/en/study/study-grants-and-subsidies/scholarships-and-funding-opportunities>

Carefully read the instructions for each benefit, including the application procedures and deadlines. Remember that deadlines are always strict, and no exceptions are ever allowed.

#### Attention!



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You must submit the application for ER.GO benefits on the Regional Authority's website, including the ISEE. Submitting the application is very simple, and it is advisable to do so even if you have not yet decided whether to enroll in a program at this University.

Remember that the announcements have a strict deadline for submission, and no exceptions are ever allowed.

## SUMMARY AND CONTACTS

### **1. REGISTRATION ON STUDENTI ON LINE**

**Login on** to [www.studenti.unibo.it](http://www.studenti.unibo.it) using your SPID or CIE username and password. The system will retrieve the data from SPID or CIE and will create your University account [name.surname@studio.unibo.it](mailto:name.surname@studio.unibo.it)



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If you are an international student without an Italian-issued identity document, you can access with your University credentials. To obtain them, go to [www.studenti.unibo.it](http://www.studenti.unibo.it), choose "Register," and then select "International Students Registration".

## 2. APPLICATION PROCEDURE

Apply on Studenti Online ([www.studenti.unibo.it](http://www.studenti.unibo.it)):

- login on "ENROL", "SECOND CYCLE DEGREE";
- choose **Service Management**;
- upload all the documents required;
- pay the 50,00 euro application fee.

## 3. CHECK THE RANKING LIST

Ranking lists will be made available on [www.studenti.unibo.it](http://www.studenti.unibo.it) by the deadlines set in the [General calendar](#)

## 4. ENROL

Successful candidates must enroll by the deadlines set for each round selection in the [General calendar](#) (check section 6 above).

**Failure to pay the first or single instalment will result in exclusion from the procedure.**

## 5. UNALLOCATED PLACES

Eligible candidates must declare their interest in unallocated places on [www.studenti.unibo.it](http://www.studenti.unibo.it) according to the deadlines in the [General calendar](#)

## CONTACTS

News on this selection will be made available on Studenti Online [www.studenti.unibo.it](http://www.studenti.unibo.it)

Information concerning the processing of personal data can be found at [www.unibo.it/PrivacyBandiCds](http://www.unibo.it/PrivacyBandiCds)

This call for applications is subject to the rules laid down by the decree of the Ministry of University and Research no. 1154/2021. Appeals against the decision may be lodged with the competent regional administrative court within 60 days of the publication of the notice.

Responsible for this call is Niccolò Martini, Head of the Student Administrative Office - Rimini Campus.



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## OFFICES CLOSURES 2025

- ✓ National holidays (<https://www.unibo.it/en/study/guide-to-choosing-your-programme/academic-calendar-1>)
- ✓ 18 April 2025;
- ✓ 2 May 2025;
- ✓ 11-15 August 2025 (Summer closure);
- ✓ 14 October 2025 (offices in Rimini Campus)

Further closures on ([www.unibo.it](http://www.unibo.it)).

## CONTACTS

### Administrative information

(deadlines, retrieval procedure, enrolment, etc.)

**Student Administration Office - Segreteria Studenti Campus di Rimini** (*Via Cattaneo 17, 47921 Rimini*)

[www.unibo.it/SegreteriaStudentiRimini](http://www.unibo.it/SegreteriaStudentiRimini)

Programme coordinator: [cdl.sem@unibo.it](mailto:cdl.sem@unibo.it)

### Online application

(SPID or CIE credentials, online application, IT technical problems, etc.)

### Help desk Studenti Online

Phone +39 051 20 80 301

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



### International students

Information on enrolment for international students with foreign qualification (*suitability of foreign qualifications, entry rules in Italy, visa and residence permit, financial aids, etc.*)

**International Desk del Campus di Rimini** (<https://www.unibo.it/it/campus-rimini/servizi-di-campus/esperienze-internazionali/international-desk-rimini>)



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### **Candidates with disabilities or learning difficulties**

#### **Servizio per gli studenti con disabilità e con DSA**

E-mail [ases.adattamentiammissione@unibo.it](mailto:ases.adattamentiammissione@unibo.it)

Website <https://site.unibo.it/studenti-con-disabilita-e-dsa/en>

### **Taxes and benefits**

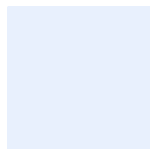
#### **Ufficio Contribuzioni studentesche**

E-mail [ases.contribuzionistudentesche@unibo.it](mailto:ases.contribuzionistudentesche@unibo.it)

Website <https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/tuition-fees-and-exemptions/fees-and-exemptions-amounts-deadlines>

#### **ATTACHMENT**

**Europass  
Curriculum Vitae**



**Personal information**

First name(s) / Surname(s) .

Address(es) .



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Telephone(s) .  
Mobile: .  
E-mail .  
Nationality .  
Date of birth .

**How did you find out about  
this Degree Programme?**

**Work experience**

Add separate entries for each relevant position occupied, starting from the most recent.

Dates .  
Occupation or position held .  
Main activities and responsibilities .  
Name and address of employer .  
Type of business or sector .

**Further Work experience**

Add separate entries for each relevant position occupied, starting from the most recent.

Dates .  
Occupation or position held .  
Main activities and responsibilities .  
Name and address of employer .  
Type of business or sector .

**Education**

Add separate entries for each relevant course you have completed, starting from the most recent.

Dates .  
Title of qualification awarded .  
Principal subjects/occupational skills covered .  
Name and type of institution providing education and training .

For graduated students:

Month and year of graduation:  
Final GPA/final score:

For graduating students:

Expected graduation date:  
Number of exams/courses to be completed:  
Current average/score:



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<b>Further Education if applicable</b>	Add separate entries for each relevant course you have completed, starting from the most recent.
Dates	.
Title of qualification awarded	.
Principal subjects/occupational skills covered	.
Name and type of institution providing education and training	.
<b>Internship and training</b>	Add separate entries for each relevant internship experience you have completed, starting from the most recent.
Dates	.
Hosting organization	.
Principal tasks covered	.
<b>Personal skills and competences</b>	
Mother tongue(s)	.
English language	.
Italian language	.
Other languages	.
Technical skills and competences	.
Computer skills and competences	.

**Please specify how you prefer your interview to be conducted:**

- In person in Rimini Campus
- Via Teams

The personal data collected will be treated in accordance with the principles and provisions of Legislative Decree no. 196/2003 regarding the protection of confidentiality and then only for the purpose of managing the competition procedure.

Date,

Signature

(digital or handwritten signature –  
do not just type your name and surname)



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## PRESENTATION LETTER

Describe in detail who you are, why you wish to study the course, your experiences, your future goals and any other information that you see as relevant to your application.

Signature  
(digital or handwritten signature –  
do not just type your name and surname)

.....