



ISTITUTO DI STUDI SUPERIORI
COLLEGIO SUPERIORE

**Call for admissions to the Collegio Superiore
at the Alma Mater Studiorum – University of Bologna for students from the first year of
second cycle or the fourth year of single cycle degree programmes
(II cycle)**

Academic year 2017/2018

INTRODUCTION AND DEADLINES	p. 2
1) AVAILABLE PLACES	p. 4
2) QUALIFICATIONS FOR ADMISSION	p. 5
3) REGISTRATION TO THE ENTRANCE EXAM	p. 5
4) REQUEST FOR ADAPTATIONS FOR THE ENTRANCE EXAMS	p. 6
5) ENTRANCE EXAM PROCEDURE AND MODALITIES	p. 7
6) RANKING LISTS	p. 8
7) ASSIGNMENT OF PLACES, ACCEPTANCE AND REGISTRATION OF CANDIDATES IN USEFUL PLACES IN THE RANKING LIST	p. 9
8) REALLOCATION OF PLACES	p. 9



ISTITUTO DI STUDI SUPERIORI
COLLEGIO SUPERIORE

INTRODUCTION AND DEADLINES

WHO IS ELIGIBLE TO APPLY

This call for admissions contains the provisions governing access by Italian and international students from the first year of 2nd cycle or the fourth year of single cycle degree programmes to the Collegio Superiore at the Alma Mater Studiorum – University of Bologna, for AY 2017/2018 and who wish to be admitted to the Collegio Superiore.

The Collegio has restricted access, according to the available resources.

Established to promote advanced, interdisciplinary learning paths, the Collegio Superiore provides a global education integrating the curricular studies of the Schools at the Alma Mater Studiorum – University of Bologna, providing extra-curricular course units and seminar activities.

The Collegio Superiore works in two subject areas:

- **(A) Humanities and Economics** referring to the Schools of Economics, Management and Statistics; Law; Literature and Cultural Heritage; Foreign Languages and Literature, Translation and Interpreting; Psychology and Education Sciences; Political Sciences.
- **(B) Technical and Sciences** referring to the Schools of Agriculture and Veterinary Medicine; Pharmacy, Biotechnology and Sport Science; Engineering and Architecture; Medicine and Surgery; Science.

The students' recognised educational obligations, benefits and their return in the case of non-fulfillment of these obligations are defined in the Teaching Regulations of the Collegio Superiore (art. 10 and 15), as specified annually. The Teaching Regulations of the Collegio Superiore, and other useful information (accommodation in the halls of residence, contacts, etc.), can be found at the following web page: <http://www.collegio.unibo.it/>.

WHO MUST TAKE PART IN THE ENTRANCE EXAM

Taking part in the selection procedure is mandatory and binding for all candidates who wish to be admitted to the Collegio Superiore.

Students interested in admission **must take part in the selection procedure according to the methods laid down in the call for admissions.**

N.B. Participation in the call for applications for admission to the Collegio Superiore does not exonerate students from following the procedures specified in the call for applications for admission to their chosen degree programme.

They are also required to enrol at the University by the deadlines established in the calls for applications for admission to the degree programmes.



ISTITUTO DI STUDI SUPERIORI
COLLEGIO SUPERIORE

WHO CANNOT TAKE PART IN THE ENTRANCE EXAM

Candidates who already have a second cycle degree qualification or have transferred from another second cycle degree programme at the Alma Mater Studiorum - University of Bologna. Additionally, anyone who enrolled in a second cycle degree and subsequently withdrew from the study programme, cannot take part in the selection procedure.

APPLICABLE DEADLINES

The deadlines set in the procedure are mandatory and where not complied with candidates will be excluded from the selection, whatever the reasons.

Registration for the selection procedure	From 8 June 2017 to 27 July 2017 – deadline 5.00 pm
Publication of the list of candidates admitted for the oral exam	7 September 2017 – at 1.00 pm
Oral exam	13 and 14 September 2017 – 9.15 am
Publication of the general ranking list	21 September 2017 at 5.00 pm
Submission of declaration of acceptance and registration	From 21 to 27 September 2017
Deadline for registration of candidates awarded a place	See the conditions provided by the call for admission of each single degree programme. In the absence of a specific call of admission the term is by 28 september 2017
Reallocation of any free places to candidates in a useful position in the ranking list	From 2 October 2017 to 26 October 2017

BENEFITS AND FEES

Enrolment for the entrance exam is free.

In the event of admission to the Collegio Superiore, students will benefit from a grant that partially covers their board and study expenses, a place in the residence of the Collegio Superiore located at Residence Terzo Millennio, Borgo Panigale, Bologna (Bologna residents: only on reasoned request) and exemption from the tuition fees due on enrolment for the degree programmes of the University.

However, by the date specified in the calls for applications for admission to the degree programmes, or by 28/09/2017 in the absence of a call for applications, they must still pay the regional tax (140.00 €), the stamp duty (16.00 €) and the insurance premium (1.64 €).



ISTITUTO DI STUDI SUPERIORI
COLLEGIO SUPERIORE

Students who enrol before being admitted to the Collegio Superiore will pay the normal tuition fees and may later apply for a refund at the Administration Office of their Degree Programme (regional tax, stamp duty and insurance premium excluded).

INFORMATION OFFICES

For any **IT** related queries (ex.: access details, data entry, use of/issues with an application, technical difficulties, etc.), please contact the **Studenti Online Help Desk** on 051.2099882, or send an email to help.studentionline@unibo.it.

For any **administration queries** related to **degree programmes** (i.e. deadlines, access procedures, calls of admission, TOLC, requirements, etc.), please contact the proper Student Administration Office (www.unibo.it/studentadministrationoffice)

For any **administration** queries related to the Collegio Superiore (ex. deadlines, access procedures, participation confirmation, requirements, etc.), please contact the **Student Administration Office of the Collegio Superiore**, by writing to segreteria.collegio@unibo.it (Via Marsala, 26 – 40126 Bologna; tel. + 39.051.2099262 – fax +39.051.2086257);

- open to the public only on appointment (send an email to segreteria.collegio@unibo.it);
- telephone calls answered: Monday, Tuesday and Thursday from 09.30 till 11.30.

1) AVAILABLE PLACES

For AY 2017/2018, the following places are available at the Collegio Superiore:

- 5 places in the Humanities and Economics Subject Area (A)
- 5 places in the Technical and Sciences Subject Area (B)

Should it not be possible to assign all 5 places in the ranking list of one subject area due to the insufficient number of suitable candidates, the Committee may ask the Director of the Collegio Superiore to assign places to candidates from the ranking list of the other subject area, until all 10 places have been assigned.

Should it not be possible to assign all 10 places available due to the insufficient number of suitable candidates, the Committee may ask the Director of the Collegio Superiore to add the remaining places to those made available in the call for admissions to the Collegio Superiore for students of the first year of a degree programme or of a single cycle degree programme (I cycle) assigning them to the most deserving suitable candidates regardless of the chosen area.



ISTITUTO DI STUDI SUPERIORI
COLLEGIO SUPERIORE

2) QUALIFICATIONS FOR ADMISSION

To be admitted for the selection procedure, candidates must:

1. have a 1st cycle degree in any degree class or an alternative suitable qualification obtained abroad; and recognised as valid;
- and**
- 1a. be enrolled **for the first time in the first year** of a 2nd cycle degree programme running at the Alma Mater Studiorum – University of Bologna for AY 2017/2018;
- or**
2. be enrolled **for the first time in the fourth year** of a single cycle degree programme running at the Alma Mater Studiorum – University of Bologna for AY 2017/2018, without holding a prior degree qualification.

In case 1a candidates will be admitted only if:

enrolled in AY 2014/2015 or AY 2015/2016, they graduated with a 1st cycle degree or will graduate by 30 November 2017, in any case having obtained at least 160 credits by 25 July 2017, with an average grade of no less than 28/30 or equivalent score (until they graduate, they may participate in the selection procedure and, where accepted, be admitted to the Collegio only conditionally);, and enrolled in AY 2013/2014, they graduated with a 1st cycle degree by 31 March 2017, with an average grade of no less than 28/30 or equivalent score.

In case 2, candidates must by 25 July 2017 have obtained at least 160 credits with an average grade of no less than 28/30 or equivalent score.

Candidates who already have a 2nd cycle qualification or who have transferred from another study programme at the Alma Mater Studiorum – University of Bologna or another university may not participate, including any candidates who withdrew from a study programme.

Participants in the selection procedure are in any case bound to enrol within the terms set for students generally and, for programmes with restricted access or which in any case have set an entrance exam, shall sit and pass the relative exam (any tuition fees paid will be refunded after passing the Collegio Superiore entrance exam).

3) REGISTRATION TO THE ENTRANCE EXAM

All candidates must register for the exam **no later than 25 July 2017, 5.00 pm** in the following methods:

1. go on the website www.studenti.unibo.it and register in the section “Register” by completing all the obligatory fields. If you are a foreign student without an Italian tax ID code, go to “Registration for International Students” and follow the instructions for creating your institutional credentials. After the first access, you must modify your password.

N.B. It is important to remember and keep your institutional credentials throughout your academic career, as you will need them to access your personal profile in www.studenti.unibo.it and to the



ISTITUTO DI STUDI SUPERIORI
COLLEGIO SUPERIORE

others online services offer by the university. In the case you already have your institutional credentials, it is possible access directly to the services by entering your credentials.

2. click on the "Entrance Exam" button, select the type of programme "Collegio Superiore" and then the competition "Collegio Superiore: II cycle competition". Complete the registration procedure;

3. upload the following document in PDF format: front/rear copy of a valid ID document (ID card, driving licence or passport);

4. upload the documentation concerning your previous degree score and the exams you have passed, indicating the grade for each exam. Students enrolled in single cycle programmes or who have not yet graduated should simply upload the documentation concerning the exams they have passed and the grade for each exam;

5. complete all the fields required in the Declarations form in the online application;

6. upload your signed Curriculum Vitae;

7. indicate the e-mail addresses of the two university professors or full-time / fixed-term researchers who will be completing the online reference form by 27 July 2017 (5:00 pm).

The accuracy of all self-certifications will be checked. False or misleading statements are punishable under the criminal law and other related special laws and will lead to the exclusion from the competitive procedure.

The entrance exam is free of charge.

Only the candidates' documents that have been received within the terms and in the methods described below will be evaluated.

If you need any assistance in completing the online registration procedure for the exam, contact the Studenti Online Help Desk by phone +39.051.2099882, from Monday to Friday, from 9.00 am to 1.00 pm and from 2.00 to 5.00 pm, or send an e-mail to help.studentionline@unibo.it.

4) CANDIDATES WITH DISABILITIES AND SPECIFIC LEARNING DISORDERS (DSA)

Candidates with disabilities, candidates with SLD and other candidates who need adaptations consistent with difficulties that might interfere with the entrance exam can apply in the manner specified below.

Adaptation may consist of additional time (30% for candidates with SLD, LD or illness; 50% for candidates with legal disabilities and/or handicaps) or necessary support (reading tutor, writing tutor, non-scientific calculator, screen magnifier or test with large characters, other).

All candidates in possession of the following documents may apply for adaptation:



ISTITUTO DI STUDI SUPERIORI
COLLEGIO SUPERIORE

- Diagnosis of Specific Learning Disorders (SLD) pursuant to Law 170/2010, issued by the Italian National Health Service (SSN), an authorised private Centre or a private specialist, together with a compliance certificate from the local health authority (ASL); the documentation must be less than three years old or issued after the 18th birthday of the student;
- Certificate of handicap pursuant to Law 104/92;
- Certificate of legal disability rating of 66% or higher;
- Documentation confirming the existence of an illness that might result in an inability to study, temporary or otherwise;
- Certificate of Non-Specific Learning Disorder (LD);
- Certificate of Special Educational Needs (SEN): consideration will only be given to applications from candidates with learning problems, supported by specialist documentation that explains the difficulties.

Applications for adaptation must be submitted by completing the form available from the website <http://www.studentidisabili.unibo.it> section Request for adaptation of the entrance exam for Degree Programmes - Form for applications for adaptation of the entrance exam for Degree Programmes that do NOT adopt the Cisia TOLC Online Test.

The form, which must be accompanied by the required documentation and a copy of a valid identity document, must be submitted solely by e-mail to the address disabili@unibo.it, indicating “Entrance exam Application for adaptation Collegio Superiore: 2nd cycle admission” in the subject line.

The application must be sent by the deadline for enrolment for the entrance exam(s) (indicate the dates depending on whether there is just one exam or several sessions).

Notification of acceptance or rejection will be sent to the e-mail address used by the candidate to make the application.

5) ENTRANCE EXAM PROCEDURE AND MODALITIES

The admission procedure consists of a **pre-selection**, based on the assessment of the requested qualifications and an **oral exam**.

An examination board - appointed specifically by the Rector, comprising ten members, professors and researchers of the Alma Mater Studiorum – University of Bologna, an appropriate number of deputies and assisted by technical and administrative staff - will ensure the correct completion of the selection procedure.

The Board will admit to the pre-selection only those candidates who have submitted all the documents required and described in detail in paragraph 3 of this call.

The Board will perform the pre-selection of all candidates based on the assessment of their university career, their *curriculum vitae* and the references of two university professors or full-time / fixed-term researchers.

The list of candidates admitted for the oral exam will be published on **7 September 2017 by 1.00 pm** and on the website www.studenti.unibo.it, which shall by law be valid for the purposes of notification.



ISTITUTO DI STUDI SUPERIORI
COLLEGIO SUPERIORE

The oral exam consists of an interview aiming to ascertain the candidates' general knowledge and assess their competences and aptitudes for undertaking studies at the Collegio Superiore.

Only following the motivated and duly documented request of the candidates, the interview may be held via Skype: requests should be submitted promptly by e-mail to the Student Administration office of the Collegio Superiore **by 7 September 2017** (segreteria.collegio@unibo.it).

The oral exam will be held on **13 and 14 September 2017** from **9.15 am** at Istituto Studi Superiore, via Marsala 26, Bologna.

Candidates must present an original and valid ID document pursuant to DPR 445/2000.(1). Otherwise they shall not be admitted to the exam. Candidates **must** bring a copy of the receipt confirming on-line registration to the selection.

(1) A valid document is an identity card or other equivalent document pursuant to DPR no. 445/2000: passport, driving licence, international certificate of competence (boating license), pension book, license to run thermal plants, gun license, other recognition cards provided they have a photograph and a stamp or other equivalent mark, issued by a State administration. These are all valid provided they have not expired over one year beforehand.

The identity of all candidates will be checked against the personal data on the identity document and the data communicated by the candidate when registering for the selection procedure. Candidates should preferably present the same identity document used for the registration procedure. Candidates must sign the register at the time of recognition and at the end of the exam.

IMPORTANT:

The selection procedure will in any case be held even if the number of applications received by the deadline set in the call (25.07.2017) is less than the set number of places. Equally, the selection procedure will be held even if the number of candidates present on the day and at the place set for the exam is less than or equal to the number of places.

6) RANKING LISTS

The Board will proceed with **pre-selection** by allocating a maximum score of 10 points, considering the following criteria:

- average exam grades and degree score (where already graduated);
- cultural and professional interests;
- motivations;
- reference forms.

All candidates obtaining a score of at least 8/10 will be admitted for the oral exam.

The **oral exam** will be passed by candidates obtaining a score of at least 8/10, assigned on the basis of the quality and breadth of the presentation, solidity and breadth of the cultural references and



ISTITUTO DI STUDI SUPERIORI
COLLEGIO SUPERIORE

originality of the solutions proposed.

The Selection Committee, based on the average scores obtained by the suitable candidates in consideration of their qualifications and oral exam results, will compile two separate ranking lists based on merit, one for the Humanities and Economics Subject Area, and one for Technical and Sciences Subject Area. The first 5 candidates from each ranking list will be admitted to the Collegio Superiore.

The ranking list is compiled based exclusively on merit with reference to all participants until the available places have been allocated.

Distinction based on ex aequo: with equal scores, priority will be given to the younger candidate.

The ranking lists will be published on Studenti Online (www.studenti.unibo.it) on **21 September 2017 by 5.00 pm.**

The publication of the ranking lists on Studenti Online is the only legal method of publication for the exam results.

7) ASSIGNMENT OF PLACES, ACCEPTANCE AND REGISTRATION OF CANDIDATES IN USEFUL PLACES IN THE RANKING LIST

The winners will be awarded places by Decree of the Director of the Collegio Superiore.

From **21 to 27 September 2017**, the winners must submit or forward their declaration of acceptance to the following address: segreteria.collegio@unibo.it (Collegio Superiore of the Alma Mater Studiorum – University of Bologna).

If any of the winners withdraw their candidature, the places will be assigned to the following candidates in the list.

Winners of a place at the Collegio Superiore are bound to enrol (within the terms set for students generally), in a degree programme or a single cycle degree programme at Alma Mater Studiorum – University of Bologna, for academic year 2017-2018; failure to do so will cause them to lose their place at the Collegio Superiore.

8) REALLOCATION OF PLACES

The reallocation of places is a procedure that ensures that all places available are filled, following the criterion of position in the ranking list. **The ranking list will remain valid until 26 October 2017.** In the case of enrollment after 28 september 2017 a fine (30€ within 15 days from the deadline and 60€ from the 16° to 30° day) will be charged.

Any notices concerning modifications to the registration procedures and the closure of the administrative offices of the Collegio Superiore will be published on the website of the Collegio Superiore on the following page www.collegio.unibo.it.



ISTITUTO DI STUDI SUPERIORI
COLLEGIO SUPERIORE

Offices are closed:

From **7 August to 25 August 2017** (summer closure).

The administrative procedure manager is the Administrative Manager of the Institute of Higher Education: Lucia Gunella

This call for admissions was issued by order of the Director (Rep. n. 635/2017 – Prot. n. 58608 – June 8th, 2017).

THE DIRECTOR OF THE COLLEGIO SUPERIORE

Prof. Luca Ciotti