



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

ISTITUTO DI STUDI SUPERIORI
COLLEGIO SUPERIORE

Call for applications for admission to the
Ordinary Courses of the Collegio Superiore
of Alma Mater Studiorum – University
of Bologna of students enrolled in the first
year of a first cycle or single cycle degree
programme

A.Y. 2024/2025

APPLICATION DEADLINE: 14 JUNE 2024 at 1:00 p.m. - Italian time

This Call for applications contains the provisions regulating admission to the Ordinary Courses of the Collegio Superiore of students who will enrol in the first year of a first cycle or single cycle degree programme. Amendments and/or supplements to the Call for applications will be published on the Collegio Superiore website.

 **Attention!**

Please check Studenti Online (www.studenti.unibo.it) and your email account (name.surname@studio.unibo.it) at <http://posta.studio.unibo.it> on a regular basis. This is the only way to keep up to date with the progress of your application (e.g. ranking lists, repechage, oral exams, etc.).

To get in touch with the University offices, please send a message from your University email account (name.surname@studio.unibo.it).

(This English version is made only for publicity purposes. For resolving any dispute and for all legal purposes only the Italian version is valid.)

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The university has for some time been working to raise awareness of and to address gender stereotypes. In this context, it has been decided to give greater linguistic visibility to gender differences. Where, solely for the sake of simplicity, the masculine form is used in this document, it is understood as referring to all persons who work within the community.

GENERAL INFORMATION

The **Collegio Superiore**, which was established in order to promote advanced interdisciplinary learning pathways, offers excellent interdisciplinary training that supplements the degree programmes of Alma Mater Studiorum – University of Bologna through the provision of extracurricular learning activities.

The Collegio Superiore has two main disciplinary areas:

- The **Humanities and social sciences area**, which covers the following fields: Economics and Management; Law; Languages and Literatures, Interpreting and Translation; Psychology; Education Studies; Political Sciences; Statistical Sciences; Sociology; Humanities.
- The **Science and technology area**, which covers the following fields: Pharmacy and Biotechnology; Engineering and Architecture; Medicine; Veterinary Medicine; Science; Agricultural and Food Sciences; Sports Science.

The Ordinary Courses that will run in the 2024/2025 academic year within these two main disciplinary areas are, respectively: the Humanities and Social Sciences Ordinary Course (60 University educational credits) for the **Humanities and social sciences area (A)**, the Scientific and Technological Ordinary Course (60 University educational credits) and the Scientific and Technological Ordinary Course for Medicine (72 University educational credits) for the **Science and technology area (B)**.

Lectures for the next 2024/2025 academic year will be held in person and taught in Italian, except for some that may be taught in English.

BENEFITS AND TUITION FEES

The benefits paid to admitted students are established each year by the Academic Bodies, in accordance with the Regulations of the Collegio Superiore. For the 2024/2025 academic year, students admitted to the Ordinary Courses of the Collegio Superiore will be entitled to a grant that partially covers their meals and study expenses, accommodation in the Irnerio Halls of Residence, and the exemption from fees and contributions. Additional benefits may be provided.

Financial support

The financial contribution is paid in advance at the beginning of the academic year. To maintain it, students must fulfil the obligations specified by the Regulations of the Collegio Superiore.

The amount of the financial contributions is determined taking into account the **ISEE 2024** (Equivalent Economic Situation Indicator) valid for benefits for the right to university education and other certifications useful for the various cases envisaged by the University to assess the economic situation of one's own family.

ISEE can be submitted without the incomes/assets of one's family only if the student:

- has been living outside the family household for at least two years (in accommodation not owned by any of the family members);
- has had an income equal to or greater than €9,000.00 annually for at least two years.

The amount of the financial contribution is determined as follows:

ISEE Value 2024	Amount of financial contribution
<= No tax area threshold	€ 3.000,00
> No tax area threshold	€ 3.000,00 – [(ISEE- No tax area threshold) x 10%] MINIMUM € 1.500,00
NO ISEE	€ 1.500,00

The ISEE value corresponding to the No tax area threshold will be decided by the Academic Bodies (in the a.y. 2023/24 this value was € 27.000,00).

Students must present the **ISEE 2024 certification for benefits for the rights to university education** no later than **14/10/2024 at 6:00 p.m.**, by logging into Servizi online ER.GO – Regional Authority for the Right to Higher Education in Emilia Romagna. Those who will not have submitted their ISEE certificate within the deadline and following the indicated modalities will receive the financial contribution equal to the minimum amount of € 1.500,00.

From a tax perspective, the financial contribution is considered income assimilated to income from dependent work, subject to the current tax legislation, pursuant to Article 50 letter c) of Presidential Decree 917/86.

How to submit documentation related to economic conditions

For those who have already submitted the ISEE declaration according to the methods indicated for other benefits from the University or ER.GO, no further submission is required, as the Administration will acquire the data already entered for the financial contribution of the Collegio Superiore.

For those who have not yet submitted the ISEE certification, the following provisions apply.

It is mandatory to access Servizi Online on ER.GO website (<https://servizionline.er-go.it/domande2/>) using SPID credentials and fill out the **Personal Data** and **Economic Data** sections by the indicated deadline. In the **Economic Data** section, the INPS protocol number of the Unique Substitute Declaration (DSU) must be entered, which is necessary to obtain the ISEE certification.

⚠ Attention! For the purposes of the financial contribution, those who do not yet have the INPS protocol number of the Unique Substitute Declaration (DSU) on **October 13 and 14, 2024**, can enter the sender's protocol number on the ER.GO platform, contained in the RECEIPT issued at the time of the request for the ISEE certification.

How to submit documentation of income and/or assets abroad

Those whose family unit has, in whole or in part, income and/or assets outside of Italy, must provide adequate documentation adhering strictly to the instructions provided in annex 3 of this call, in addition to filling out the **“Personal Data”** and **“Economic Data”** sections on the ER.GO website, including any INPS protocol related to ISEE. All documents must be submitted to ER.GO within the specified deadlines by accessing the User Dossier (<https://dossier.er-go.it/>) in the **“Correspondence/Send documentation”** section.



International students who cannot request their ISEE declaration must log into ER.GO Servizi Online, fill out the “**Personal and Economic Data**” sections, and send to ER.GO the documentation by carefully following the instructions provided in annex 3 of this call. All documents must be submitted to ER.GO within the specified deadlines by accessing the User Dossier (<https://dossier.er-go.it/>) in the “**Correspondence/Send documentation**” section.

Students not residing in Italy can access the Servizi Online platform of ER.GO using their University credentials.

Students who are children of employees of the University of Bologna

Students who are children of employees of the University of Bologna, who have submitted the ISEE 2024 to the Student Secretariat for exemption from the comprehensive fee for enrollment in degree courses at the University of Bologna, must specify via email to the Administration Office of the Collegio Superiore, within the specified deadlines, which Student Secretariat they submitted such documentation to. The ISEE 2024 will be acquired automatically if valid for facilitated benefits for the right to university education.

Even if the contribution for the academic year 2024/2025 is paid during the calendar year 2025, only the ISEE 2024 certification submitted in accordance with the specified methods and deadlines will be considered.



Please note! All the documentation related to economic conditions will be subject to thorough checks and verification by ER.GO. In case of a negative outcome, the benefit/right obtained will be revoked.

If the ISEE Declaration shows omissions and/or discrepancies (if the Revenue Agency detects omissions, the declaration will be annotated), it must be integrated by 31/12/2024. If the omissions persist, further documents will be requested to be submitted in the manners and within the deadlines communicated to the institutional email (name.surname@studio.unibo.it).

Accommodation

The timing and conditions for moving into, staying in and leaving the Halls of Residence are set out in the General Regulations of the Irnerio Collegio Superiore Halls of Residence and may be amended every year by the Bodies of the Collegio Superiore.

Following enrolment, you will be able to move into the halls of residence in the first half of October, on the date that will be notified by the Administration Office.

Student contribution

Admitted students are exempted from the payment of fees and contributions. However, they must pay the tuition fee comprising the regional tax, stamp duty and insurance premium (€157.04 in total for the 2023/24 academic year) by the date specified in the calls for applications and notices for admission to the degree programmes, and, in all cases, by no later than **29 October 2024** (if paid later than 27 September 2024, a late fee will apply).

Regulations


Admitted students will be subject to the Regulations of the Collegio Superiore in force on the date of completing their enrolment in the Collegio Superiore.

The Regulations of the Collegio Superiore and other useful information (accommodation in halls of residence, teaching regulations, restitution of benefits in the event of failure to satisfy requirements, contact persons, etc.) can be found on the Collegio Superiore website, and particularly at the following links:

- Collegio Superiore Regulations - <https://site.unibo.it/collegio-superiore/en/collegio>
- Collegio Superiore Academic Regulations - <https://site.unibo.it/collegio-superiore/en/programs/structure-of-the-collegio-s-didactic-offering>
- Innerio Residence Regulations - <https://site.unibo.it/collegio-superiore/en/collegio/regulation-of-the-innerio-residence>

MAIN STEPS

- The admission procedure entails:
 1. A Pre-selection test through **TOLC-I (in Italian)** and/or **TOLC-SU**;
 2. A **written exam**;
 3. An **oral exam**.
- Register on www.cisiaonline.it and REGISTER for the TOLC-I and/or TOLC-SU.
Test dates and locations can be found on the website:
<https://tolc.cisiaonline.it/calendario.php>.

 **Please note!** TOLC-I (in Italian) and TOLC-SU are valid if taken until midnight on the day before the deadline for this call for applications.

For the a.y. 2024/2025 exclusively the following TOLC tests are valid:

1. TOLC tests held in person (TOLC@UNI) taken between January 1, 2023, June 13, 2024;
2. TOLC@HOME only if taken in 2023;
3. TOLC@HOME taken in 2024 for **non-EU students with residency abroad** (<https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/who-are-international-students/Who-are-international-students>).

Remember that, in addition to taking the TOLC-I or TOLC-SU, you must register for one or both **Pre-selection procedures** for admission to the Ordinary Courses of the Collegio Superiore (first cycle).

- Log into Studenti Online (www.studenti.unibo.it) via **SPID**¹ or **CIE** (Electronic Identity Card).
The system will automatically retrieve your personal details and create your University credentials (name.surname@studio.unibo.it).
If you are a minor and not in possession of the University of Bologna credentials, go to Studenti Online www.studenti.unibo.it and click on REGISTER.
- Register for one or both **Pre-selection procedures** on www.studenti.unibo.it:
 - Go to the “APPLICATION FOR ADMISSION – Take part in the selection” section;
 - Select the “Collegio Superiore” course type;
 - Register for the selection procedure called “Pre-selection procedure for admission to the Ordinary Courses of the Collegio Superiore (TOLC-I)” or “Pre-selection procedure for admission to the Ordinary Courses of the Collegio Superiore (TOLC-SU)”.
- The ranking lists based on the scores obtained in the TOLC-I and TOLC-SU and on the criteria contained in the Call for applications will be published on www.studenti.unibo.it on the date indicated in this Call for applications.

¹ SPID is the Italian digital identity public service, which is required to access the Public administration’s digital services. For further information, visit <https://www.spid.gov.it/>.

- If you are ADMITTED to the next stage, register for **Selection** on www.studenti.unibo.it:
 - Go to the “APPLICATION FOR ADMISSION – Take part in the selection” section
 - Select the “Collegio Superiore” course type
 - Register for the entrance exam called “Collegio Superiore: Call for applications for admission to the Ordinary Courses (first cycle)”.
- On the day of the test, take the written exam in Bologna; the location will be announced on the website www.studenti.unibo.it in the ranking for the admission to the written exam.
- Consult the ranking lists for admission to the oral exam published on www.studenti.unibo.it
If you are ADMITTED to the oral exam, you will be required to take part in an interview held remotely on one of the days indicated in the interview calendar.
- If you are SUCCESSFUL in your application, you must ACCEPT the offer of admission to the Collegio Superiore and ENROL on a degree programme at the University of Bologna in accordance with the procedures and final deadlines indicated in the Call for applications. Completing the enrolment application without making payment by the deadlines provided will result in your exclusion from the procedure.

IMPORTANT INFORMATION

A. ADMISSION TO THE COURSES

Participation in the Pre-selection and Selection procedures is mandatory and binding in order to be admitted to the Ordinary Courses of the Collegio Superiore. Students who wish to be admitted must follow the procedures indicated in this call.

B. CHECK the dates indicated in the call for applications, because they must be observed.

The deadlines indicated in this call and summarised in the General Calendar are final and no exceptions are permitted. You must, therefore, strictly adhere to them.

C. REGULARLY CHECK

■ The Studenti Online application www.studenti.unibo.it and the website www.collegio.unibo.it, especially in the days just before the Selection and on the date of publication of the ranking lists;

■ Your Unibo email account: name.surname@studio.unibo.it at the link www.unibo.it/LaMiaEmail;


as this is the only way to keep up to date with the progress of your application and the procedures for taking the tests (written exam, oral exam, ranking lists, repechage schedule, enrolment, etc.).


D. REMEMBER

1. By registering on the CISIA website to take the TOLC-I (in Italian) and TOLC-SU you are NOT automatically registered for the Pre-selection procedure and the Call for applications for the Collegio Superiore.
2. The ENGLISH TOLC-I is not valid to participate in the Pre-selection for this call for applications.
3. In order to register for Pre-selection, you must follow the procedure indicated in the call for applications Section 3 – HOW TO PARTICIPATE IN PRE-SELECTION, by logging into www.studenti.unibo.it.
4. Take the TOLC-SU if you wish to apply for a place on the Course of the Humanities and social sciences area (A) and the TOLC-I (in Italian) if you wish to apply for a place on the Courses of the Science and technology area (B).
5. You may take both the TOLC tests.
6. Pay **careful attention when entering your personal details** (name, surname, date and place of birth) on www.cisiaonline.it, as they must be exactly the same as those on www.studenti.unibo.it for your TOLC to match with your application (registration for selection) and your name to be included in the ranking list.
7. If you register for Pre-selection **after the deadline or with a wrong TOLC**, you will not be included in the ranking list and you will be **excluded** from the selection procedure.
8. Participation in the Call for applications for admission to the Ordinary Courses of the Collegio Superiore does not exempt you from following the procedures specified in the calls for applications or notices for admission to the degree programme of your choice.
9. You are required to enrol by the deadlines set out in the calls for applications or notices for admission to the degree programmes and, in any case, by no later than **29**

October 2024, it being understood that students enrolling after the standard deadlines or the deadlines set out in the calls for applications or notices will be charged a late fee.

10. **If you are a student with disabilities or SLD**, please see Annex 2 – REQUEST FOR ADAPTATIONS FOR CANDIDATES WITH DISABILITIES AND SLD.

11.  **If you are a non-EU student and/or in possession of a foreign qualification**, pay careful attention to the rules set out in the Call for applications and the relevant website pages www.unibo.it/IscrizioniLaureaTitoloEstero and www.unibo.it/IscrizioniStudentiNonUE.

12.  A Memo of the Italian Ministry of University and Research (MUR) published on the website www.studiare-in-italia.it/studentistranieri/ sets out the procedures for **admission of international students** to Italian universities.

13. In case of ex-aequo in the final ranking, you will have only **48 hours** to submit the **ISEE 2024 certification for benefits for the right to university education** (see page 24). Verify and prepare the documents in advance as it may take several weeks to obtain them.

GENERAL CALENDAR

This Calendar is not exhaustive. Read carefully what is reported in the indicated Sections.

The following **deadlines** are **final, no exceptions allowed, and failure to meet them will result in exclusion from the selection procedure, regardless of the reasons given.**

All times are in Central European Time (Italian time).

PRE-SELECTION THROUGH TOLC-I AND TOLC-SU

PRE-SELECTION STAGES	DATES
Registration for the TOLC-I and/or TOLC-SU	TOLC-I and TOLC-SU taken between 1 January 2023 and 13 June 2024
Registration for Pre-selection for the Collegio Superiore	By 14 June 2024 , 1 p.m.
Publication of list of candidates with TOLC not received	19 June 2024
Deadline to submit your TOLC certificate	By 21 June 2024 , 10 a.m.
Publication of ranking lists	By 21 June 2024
Repechage (selection of next candidates on the list who initially did not qualify to proceed to the next stage)	By 28 June 2024 , 1 p.m.
Registration of successful candidates for Selection	From 21 June 2024 (1 p.m.) to 26 June 2024 (1 p.m.)
Registration of repechage candidates for Selection	From 28 June 2024 (5 p.m.) to 1 July 2024 (5 p.m.)

SELECTION BASED ON A WRITTEN EXAM AND ORAL EXAM

SELECTION STAGES	DATES
Written exam	9 July 2024 , roll call at 10:30 a.m.
Publication of the ranking lists following the written exam and convocation of candidates admitted to the oral exam	By 16 July 2024
Oral exams	From 22 to 25 July 2024 , candidates will be called in alphabetical order
Publication of the final ranking lists (provisional)	By 29 July 2024
Publication of the final ranking lists (final)	By 31 July 2024

ACCEPTANCE, ENROLMENT AND MOVING INTO THE HALLS OF RESIDENCE

FOLLOWING STAGES	DATES
Submission of acceptance confirmation	Within 5 calendar days from the publication of the final ranking lists
Allocation of places to candidates further down the list	Following withdrawals and failures to accept
Deadline to enrol in degree programmes for successful candidates	29 October 2024
Moving into the halls of residence	From the first half of October 2024 and after enrolment

SECTION 1 – AVAILABLE PLACES

The Collegio welcomes a programmed number of students based on the resources available.

For the 2024/2025 academic year, the following places are available on the Ordinary Courses of the Collegio Superiore:

- 9 places on the Ordinary Course of the Humanities and social sciences area (A);
- 9 places on the Ordinary Courses of the Science and technology area (B).

Where it is not possible to fill all 9 places available in the ranking list for the Courses of either area due to a lack of suitable candidates, the places will be filled with candidates from the ranking list for the Course(s) of the other area, until all 18 places have been filled.


Alternatively, any places left vacant due to a lack of suitable candidates may be used, at the Director of the Collegio Superiore's discretion, to increase the number of places available on Ordinary Courses of the Collegio Superiore for students enrolled in the first year of a second cycle degree programme, by filling them with the suitable candidates that score best, regardless of the area to which the ranking list refers. In the event of candidates with the **same score**, priority will be given according to the criteria set out in Section 7 – Written exam ranking lists and final ranking lists.

SECTION 2 – ADMISSION REQUIREMENTS

2.1 QUALIFICATIONS

With one of the following qualifications listed below, **you can apply for the selection** and, if successful, **enroll** even if you do not yet have a high school diploma, **which you must obtain by December 30, 2024**, under penalty of forfeiture of enrollment at the University of Bologna, collegiate status, and related benefits (payment of fees previously exempted and repayment of the financial contribution from the Collegio Superiore to partially cover living and study expenses). The actual attainment of the qualification will be subject to further verification.

- **Diploma awarded by a secondary school after five years of study** (including institutes specialising in teacher training or art, subject to completion of a supplementary year);
- **4-year specialist diploma**, awarded by a secondary school within the National programme for 4-year specialist courses in secondary education;
- **Diploma awarded by a 4-year secondary school that do not offer a supplementary year.** In this case, candidates will be required to satisfy additional learning requirements (OFA) at the University of Bologna by **31 March 2025**. Failure to satisfy these requirements will result in the loss of student status along with the obligation to pay the tuition fees and return the grant awarded to cover a portion of living and study expenses;

-  **Foreign qualification** obtained after twelve years of study, which gives access to university studies and to the chosen degree programme in the country where it was obtained, in accordance with the regulations set out in the MUR Memo for the 2024/2025 academic year, as published on the website www.studiare-in-italia.it/studentistranieri/. More detailed information is available on www.unibo.it/IscrizioniLaureaTitoloEestero. Non-EU candidates and/or candidates in possession of a foreign qualification must observe the specific rules set out in the calls for applications for admission to the Degree Programmes.

2.2 OTHER REQUIREMENTS AND EXCLUSIONS

You need to enroll for the **first time** in the **first year** of a first cycle or single cycle degree programme at Alma Mater Studiorum – University of Bologna in the 2024/2025 academic year. In general, this must be the candidate's first enrollment ever at a university.

However, participation in the admission test is also allowed for those who enrolled for the first time in other universities in a Bachelor's Degree or Single cycle Degree Course **only** in the a.y. 2024/2025.

Participation is **NOT** open to candidates who

- enrolled in previous years in a first cycle or single cycle degree programme;
- are in possession of a degree or a first-level Advanced Artistic and Musical Training (AFAM) qualification;

- have transferred from another degree programme of Alma Mater Studiorum – University of Bologna or from another university, or have withdrawn from their studies.

⚠️ Participation in the Selection for admission to the Collegio Superiore does not exempt candidates from enrolling by the deadlines established for all students and, for restricted access degree programmes and those with an entry test, from sitting and passing the related entrance exams in accordance with the procedures and deadlines set out in the calls for applications or notices for admission to the degree programmes and, in any case, by no later than 29 October 2024, it being understood that students enrolling after the standard deadlines or the deadlines set out in the calls for applications or notices will be charged a late fee.

SELECTION STAGES

The Selection procedure is divided into various stages (Pre-selection through TOLC, Selection based on a written exam, oral exam), the timing and procedures of which are set out in this Call for applications. Amendments and/or supplements to the Call for applications will be published on the Collegio Superiore website.

SECTION 3 – HOW TO PARTICIPATE IN PRE-SELECTION

INSTRUCTIONS FOR PARTICIPATION IN THE PRE-SELECTION PROCEDURE THROUGH TOLC

In order to **participate** in the Pre-selection procedure, you must:

1. Be in possession of a qualification as indicated in Section 2 – Qualifications required for admission.
2. Take at least one of the following TOLC tests before midnight on the day before the deadline for this call for applications following the permitted modalities:
 - The TOLC-SU to apply for a place on the Course of the Humanities and social sciences area (A);
 - The TOLC-I (in Italian) to apply for a place on the Courses of the Science and technology area (B).

You may take both the TOLC tests.

The web page www.unibo.it/TOLC contains general information on the use of the TOLC at the University of Bologna. **Candidates with disabilities or specific learning disorders** should read Annex 2 and request adaptation of the TOLC test.

The TOLC tests are organised and managed by CISIA. Information on the TOLC-I (in Italian) and TOLC-SU, as well as the permitted delivery methods (TOLC@UNI or TOLC@HOME) can be found in ANNEX 1 – TOLC-I and TOLC-SU. Remember that, in order to take the TOLC (whether in Bologna or at other sites), you must register on the website www.cisiaonline.it.

Only TOLC tests taken between **1 January 2023** and **13 June 2024** are valid. The ranking lists will be prepared based on the score on the last TOLC in chronological order of each type.

The ENGLISH TOLC-I is not valid to participate in the Pre-selection for this call for applications.

3. At the same time, choose and register for one or both Pre-selection procedures on www.studenti.unibo.it by the deadline indicated in the General Calendar, by following the procedure indicated below.

■ **ACCESS STUDENTI ONLINE VIA SPID or CIE:**

Log into Studenti Online via the website www.studenti.unibo.it using your SPID or CIE (Electronic Identity Card) credentials. The system will automatically retrieve your personal details and create your University credentials (name.surname@studio.unibo.it).

If you are a **minor without SPID**, you can access by entering your University credentials; to get them, go to www.studenti.unibo.it and click on “Register”: the system will create your University credentials (name.surname@studio.unibo.it).



If you are an **international student and you do not have an identity document issued in Italy**, you can access by entering your University credentials; to get them, go to www.studenti.unibo.it, click on “Register” and then “International student registration”, and follow the instructions to create your University credentials (name.surname@studio.unibo.it). On initial access, the application will request you to input a personal password.

If you already have a Unibo username and password, you can use them to access the service directly.

- **REGISTER FOR PRE-SELECTION:** Go to the “APPLICATION FOR ADMISSION – Take part in the selection” section, select the “Collegio Superiore” course type and register for the selection procedure called “Pre-selection procedure for admission to the Ordinary Courses of the Collegio Superiore (TOLC-I)” or “Pre-selection procedure for admission to the Ordinary Courses of the Collegio Superiore (TOLC-SU)”.

 **Attention!**

NO MATCHING TOLC

On **19 June 2024**, check the list of candidates **with no matching TOLC** on the Studenti Online home page (www.studenti.unibo.it), “Pending requests” section.

If you are on this list, by the final deadline of 21 June 2024 at 10 a.m., **send** an email to the Collegio Superiore Administration Office (segreteria.collegio@unibo.it), with subject: “TOLC CERTIFICATE”, and attach:

- The certificate of the last TOLC-I or TOLC-SU you took that can be used in the selection process (together with your tax identification number and the TOLC date);
- Your identity document.

Failure to send the information requested by the final deadline will result in your exclusion from the ranking list.

REMEMBER

Pay careful attention when entering your personal details (name, surname, date and place of birth) on www.studenti.unibo.it and on www.cisiaonline.it, as they must be exactly the same for your name to be included in the ranking list.

SECTION 4 – RANKING LISTS FOR PRE-SELECTION THROUGH TOLC-I AND TOLC-SU

1. CRITERIA FOR DRAWING UP THE RANKING LISTS

For each Pre-selection procedure, a ranking list of successful candidates will be drawn up. The first 60 successful candidates listed in descending order based on the scores obtained will be admitted. The ranking list is drawn up based on the scores obtained in the last TOLC in chronological order of each type, taken before midnight on the day before the deadline for this call for applications (not including the scores obtained in the English language section) and weighted according to the following criteria:

TOLC-I

Sections	Weight
Mathematics (20 questions)	1
Logic (10 questions)	1
Science (10 questions)	1
Verbal understanding (10 questions)	1

TOLC-SU

Sections	Weight
Reading comprehension and knowledge of the Italian language (30 questions)	1
Knowledge and skills acquired through study (10 questions)	1
Logical reasoning (10 questions)	1

The score obtained in each section is displayed at the end of the TOLC test and remains available in your personal profile on www.cisiaonline.it.

In the event of candidates with the same score in each ranking list, priority will be given to the least represented gender. In the case of another tie, preference will be given to the youngest candidate.

2. WHERE AND WHEN THE RANKING LISTS ARE PUBLISHED

The ranking list for each specific TOLC test will be published on www.studenti.unibo.it, in the Application for admission section. This is the only authorised means by which the results of the selection procedures are published. The dates of publication of the ranking lists are set out in the General Calendar.

RESULTS OF THE RANKING LISTS

Following the Pre-selection procedure, you may be classified as:

- A. **SUCCESSFUL:** you rank among the first 60 candidates that are eligible to proceed to the next stage, “Selection based on a written exam” (see Section 5).
You must register for this stage strictly between **21 June 2024** and **26 June 2024, 1 p.m.**
- B. **SUITABLE:** you rank below the first 60 candidates and may proceed to the “Selection based on a written exam” stage only in the event that it becomes necessary to fill places with candidates further down the list. In this case, you will receive an email from the Collegio Superiore Administration Office by **28 June 2024**, and you will be able to register for this stage by the final deadline of **1 July 2024, 5 p.m.**

REMEMBER

- As you can only be included in one ranking list, if you participate in both Pre-selection procedures through TOLC-I (in Italian) and TOLC-SU and you are successful in both of them, you will compete for the places available in the area related to the TOLC in which you scored best; in the case of a tie, you will have to choose the area you wish to compete in.
- The score obtained in the TOLC will not be taken into account in the final ranking list of the Call for applications.

SECTION 5 – HOW TO REGISTER FOR THE SELECTION BASED ON A WRITTEN EXAM

If you are admitted to the “Selection based on a written exam” stage, you must register for the Selection procedure on www.studenti.unibo.it by the deadlines indicated in the General Calendar, following the instructions below:

- click on “APPLICATION FOR ADMISSION – Take part in the selection”, select the “Collegio Superiore” course type, choose the selection procedure called “Collegio Superiore: Call for applications for admission to the Ordinary Courses (first cycle)” and complete the registration procedure;
- fill in all required fields of the “Declarations” form contained in the online application;
- attach a front and back copy of a valid identity document in PDF format²;
- if necessary, attach the “Request for adaptations” form (see Annex 2 to this Call for applications for further details).

The contents of self-certifications will be checked. Please note that misleading and false declarations are punishable pursuant to the Italian Criminal Code and related special laws and will result in exclusion from the procedure or, in the event of admission, in the loss of student status. Registration for the Selection procedure is free of charge.

When registering for the exam, please to provide the details of the same identity document you attach.

² A valid document is an identity card or other equivalent document pursuant to Presidential Decree 445/2000: passport, driving licence, nautical licence, pension book, licence to install and maintain heating installations, firearms licence, identity badges bearing a photograph and stamp or equivalent marking, issued by a State administration. Documents that are less than one year out of date will be accepted as valid.

 **Please note!**

You will only be permitted to take the entrance exam if you have registered for the Selection procedure in accordance with the instructions and deadlines indicated above and if you have FILLED IN and submitted your application together with the required documentation.

Candidates can obtain assistance and guidance on how to fill in the online application to register for the Selection procedure by calling the Studenti Online Help Desk on +39.051.20.80301 or sending an email to help.studentionline@unibo.it.

SECTION 6 – HOW TO TAKE THE WRITTEN AND ORAL EXAM

WRITTEN EXAM

The **written exam** will be held in Italian, only in person, on **9 July 2024** in Bologna. For identification purposes, **please arrive on site at 10:30 a.m.**

The address of the exam location (Bologna city centre) will be published on Studenti Online (www.studenti.unibo.it), Application for admission section (“Application details”) along with the ranking lists, after 21 June.

You will be required to show an original, valid **identity document** pursuant to Presidential Decree 445/2000, along with your **health insurance card containing your tax identification number**. Without these documents, you will not be allowed to take the exam.

An Examination Committee specifically appointed by the Rector, comprising professors and assistant professors of Alma Mater Studiorum – University of Bologna and a reasonable number of deputies, and supported by professional staff, will ensure that the exam is conducted properly.

The Committee will check the identity of each candidate, comparing the personal details of the identity document with those given by the candidate when registering for the Selection procedure. Please bear in mind that it would be best to bring the same identity document you used when registering for the Selection procedure. You will be asked to sign the register on completion of the identification process and at the end of the exam.

During the exam, you may not communicate either verbally or in writing or via any other means with other persons, with the exception of the exam invigilators and the Examination Committee. Furthermore, you will not be permitted to consult materials such as dictionaries, notes, books, publications, manuals, textbooks and consultative materials, under penalty of being excluded from the exam.

Unless otherwise indicated, under penalty of being excluded from the exam, you are forbidden from using or carrying calculators, mobile phones, smartphones, PDAs, smartwatches and any other tool capable of storing information or transmitting data. You may not leave your desk for any reason during the exam.

Invigilators will be present to ensure compliance with the above rules.

Please note!

The **Selection procedure will go ahead** even if the number of candidates registered for the various stages indicated in the General Calendar is less than or equal to the number of places available. Likewise, the Selection procedure will go ahead even if the number of candidates present on the day of the exam is less than or equal to the number of places available.

The **written exam**, which is the same for all candidates, entails:

- writing 2 short essays (max. 3.000 characters each, including spaces): one on a topic in the Humanities and social sciences area and the other on a topic in the Science and technology area;
- answering 3 open questions (max. 1.000 characters each, including spaces) on topics related to general knowledge, science, literature, politics, institutions, law and economics.

You will be required to write in a box the type of TOLC test through which you were admitted to the written exam: “TOLC-I” or “TOLC-SU”.

Candidates will have a total of **2 hours** to complete the exam. Candidates who have requested adaptations as provided for in Annex 2 to this Call for applications will be allotted extra time. In this case, before starting the exam, the Chair of the Committee or a deputy will draw two candidates at random, who will be asked to stay until the end of the procedure.

ORAL EXAM

The **oral exam** will be conducted in Italian, remotely, on the date indicated in the interview calendar. The **oral exam** will consist in an interview intended to verify that a candidate has a broad general knowledge and the level of preparation and attitudes needed to study at the Collegio Superiore.

The exam will take place between **22 and 25 July** from a remote workstation via Microsoft Teams and using tools that ensure that the exam is public and the candidates can be identified.

The candidates in the oral exam must join the relevant **Teams** meeting via the link³ provided, using their University credentials in the form “name.surname@studio.unibo.it”, on the day and time specified in the interview calendar. Those who wish to audit the exam can use the same link.

Candidates must follow the instructions below:

- You will need to have a computer or another suitable device (with a webcam and a microphone) connected to the Internet and a good bandwidth.
- You will need to be **by yourself** in a well-lit room.
- Your webcam needs to be placed so that you are fully framed on it and in such a way as to allow the Committee to see the desk and sheet you will be writing on.

³ https://teams.microsoft.com/l/meetup-join/19%3ameeting_OTQ5OTZINzQtOTVhMC00ZGU0LWE5OGItODBlkZmYzNjIwZmU2%40thread.v2/0?context=%7b%22Tid%22%3a%22e99647dc-1b08-454a-bf8c-699181b389ab%22%2c%22Oid%22%3a%22c9ec7f1a-847c-4304-ade6-35ed6356ac4a%22%7d

- During the exam, you may use up to three white sheets, which you must show to the Committee, and a (preferably black) marker pen.
- Under penalty of being excluded from the exam, you will not be permitted to consult materials such as dictionaries, notes, books, publications, manuals, textbooks and consultative materials.
- Under penalty of being excluded from the exam, you will be forbidden from using or carrying calculators, mobile phones, smartphones, PDAs, smartwatches and any other tool capable of storing information or transmitting data, with the exception of the tools necessary to take the exam.
- You may only keep a liquid container and one cup or glass on your desk.
- At any time, you may be asked to show your desktop via screen sharing – during the oral exam, you are only permitted to run Microsoft Teams on your device.

Microsoft Teams must be installed on your computer or other device. Microsoft Teams is available also for Mac OS X computers and for Android and IOS mobile devices.

Please read the instructions on how to use Microsoft Teams and share your screen.

To meet any unexpected needs, you are advised to keep another suitable device ready, equipped with a stable Internet connection and the Microsoft Teams application.

Please note

Candidates who fail to connect or cannot be located on the date and at the time of the interview will be deemed to have withdrawn from taking part in the interview and, therefore, in the Selection procedure, whatever the reason.

In the case of technical issues with the Internet connection during the interview:

a) when a connection failure affects one or more members of the Committee, the interview will be suspended until the problem is fixed. If the problem continues, the Committee will consider postponing the interview and a new date will be communicated to the candidates and published on Studenti Online, in the Application for admission section;

b) when a connection failure affects the candidate to be interviewed, please contact the Collegio Superiore Administration Office immediately by calling +39.339.7734971. After considering the situation, the Committee may postpone the interview to a later time or date (while ensuring non-discrimination and equal treatment of all candidates), which will be communicated to the candidate and published on Studenti Online, in the Application for admission section. The Committee will check the identity of each candidate, comparing the personal details of the identity document with those given by the candidate when registering for the Selection procedure.

SECTION 7 – WRITTEN EXAM RANKING LISTS AND FINAL RANKING LISTS

The written exam ranking lists will be drawn up in descending order, based on the score obtained and the area for which the TOLC test was taken and in which the candidate was selected to take the written exam (see Section 3).

The overall score assigned to each candidate for the exam will be out of 100 overall points and based on the quality, completeness, accuracy and logic of the arguments made, the solidity and depth of the cultural references included, and the originality of the solutions given.

Admission to the oral exam will be open to the first 20 candidates on each ranking list, one for each area, who scored at least 70/100, and to any candidates with the same score.

The ranking lists for the written exam, together with the interview calendar for candidates admitted to the oral exam, who will be called in alphabetical order, will be published on Studenti Online (www.studenti.unibo.it – “Application details”) by **16 July 2024**, which will be considered as notification for all intents and purposes.


The score assigned for the **oral exam** will be out of 100 and based on the same criteria used for assessing the written exam.

Candidates who obtain a score of at least **80/100** will be deemed to have passed the oral exam. Based on the average scores of suitable candidates in the written exam and interview, and based on the area for which the TOLC test was taken and in which the candidate was selected to take the written exam, the Examination Committee will draw up two separate ranking lists (in descending score order), one for the Course of the Humanities and social sciences area and one for the Courses of the Science and technology area.

The first **9** suitable candidates on each ranking list will be declared as successful.

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

The provisional ranking lists will be published on Studenti Online (www.studenti.unibo.it) in the details section of the admission test by **29 July, 2024**.

 **Separation of tied candidates:** in the event of candidates with the same scores, priority will be given to the least financially well-off candidate. In the case of another tie, preference will be given to the least represented gender among successful candidates on the same ranking list. In the case of yet another tie, preference will be given to the youngest candidate.

For the purposes of the first criterion, i.e. financial conditions, in the event of candidates with the same scores, after the provisional ranking lists are compiled, the Collegio Superiore Administration Office will send an email to the University address of these candidates, asking them to submit their **2024 ISEE Certificate for benefits relating to the right to University education** and any other useful certifications for the different cases outlined by the University. The Administration Office of the Collegio Superiore will send a request to the institutional e-mail address, setting a mandatory deadline of 48 hours to submit the documentation, exclusively by logging into Studenti Online by ER-GO – Regional Agency for the Right to Higher Education (website: <https://servizionline.er-go.it/domande2/>). The methods for submitting documentation related to economic conditions and specific instructions regarding the possession of foreign income/assets and for international students are reported on page 6 and 7 of this call.

The final ranking lists will be approved by Decree of the Director of the Collegio Superiore and published on Studenti Online (www.studenti.unibo.it) in the Entrance exam section by **July 31, 2024**.

Publication of the ranking lists on Studenti Online is the only authorised means by which the results of the exams are published.

SECTION 8 – ACCEPTANCE AND ENROLMENT

■ WHEN TO ACCEPT

If you are ranked among the successful candidates, you must submit or send your acceptance confirmation, using your University email account (name.surname@studio.unibo.it), to the following email address: segreteria.collegio@unibo.it (Collegio Superiore of Alma Mater Studiorum – University of Bologna) by the deadlines indicated in the General Calendar. Said deadlines are final and must be observed.

■ WHEN TO ENROL

If you are successful, you must enrol on a first cycle or single cycle degree programme at Alma Mater Studiorum – University of Bologna by no later than **29 October 2024**. Failure to do so will prevent admission to the Collegio.

Students who fail to comply with the above obligations and deadlines will be deemed to have implicitly withdrawn, regardless of any excuses for the omissions or delays.

If any successful candidates decide not to accept the places offered, said places will be offered to the next candidates on the ranking list.

A repechage procedure is followed to identify a number of candidates equal to the number of places available. Places are offered in accordance with the order in which the candidates are ranked and the timing indicated in the General Calendar. As the ranking lists are reviewed, eligible candidates will receive an email at the address provided upon registration and must submit or send their acceptance confirmation within 3 days, using their University email account (name.surname@studio.unibo.it), to the following address: segreteria.collegio@unibo.it (Collegio Superiore of Alma Mater Studiorum – University of Bologna).

In any case, students must be enrolled by **29 October 2024**.

Students who fail to comply with the above obligations and deadlines will be deemed to have implicitly withdrawn, regardless of any excuses for the omissions or delays.

If any candidates decide not to accept the places offered, said places will be offered to the next candidates on the ranking list. If no suitable candidates are available, the procedure will be followed as described in Section 1.

SECTION 9 – FINAL NOTES

Any notices concerning this Call for applications, changes to the registration procedures or the closure of the administrative offices of the Collegio Superiore will be published on the Collegio Superiore website www.collegio.unibo.it.

Information on the processing of personal data, pursuant to Article 13 of Regulation (EU) 2016/679 – General Data Protection Regulation (GDPR), can be found on the University website page www.unibo.it/PrivacyBandiCds.

This Call for applications is published by Decree of the Director of the Collegio Superiore under the protocol and reference number stated in the first page header.

Any appeal against the provision may be filed with the competent Regional Administrative Court within 60 days of the publication of the Call for applications.

The Procedure Supervisor is the Operational Manager of the Institute for Higher Studies, Lucia Gunella.

SECTION 10 – CONTACT DETAILS

Information on the admission procedures for the Collegio Superiore

(e.g. information on the Call for applications and other administrative information concerning the Collegio Superiore, such as deadlines, access procedures, participation confirmation, requirements, accommodation, etc.)

Student Administration Office of the Collegio Superiore

Telephone +39 051 20 99 262

E-mail segreteria.collegio@unibo.it

The Telephone Help Desk is open Monday from 2 to 4 p.m., Tuesday and Thursday from 9:30 to 11:30 a.m. More information on how to contact the Administration Office can be found on the website www.collegio.unibo.it.

Administrative information and queries regarding the Degree Programmes

For doubts and information related to the administrative aspects of the Degree Programmes (e.g. deadlines, enrolment procedures, calls for applications, requirements, etc.), please contact the Student Administration Office concerned (www.unibo.it/SegreteriaStudenti).

IT-related queries

(e.g. access credentials, data entry, use of/issues with an application, etc.)

Studenti Online Help Desk

Telephone + 39 051 20 80 301

E-mail help.studentionline@unibo.it.

Information for candidates with disabilities or SLD

Service for Students with Disabilities and SLD

E-mail ases.adattamentiammissione@unibo.it

Website site.unibo.it/student-con-disabilita-e-dsa/en

Information about tuition fees and benefits

Office for Student Contributions

E-mail ases.contribuzionistudentesche@unibo.it

For contacts and information about student contributions and late fees consult the webpage www.unibo.it/Tasse.

For information on the **regional tax**, please see the ER-GO website (www.er-go.it).

Office closures

- Public holidays (www.unibo.it/CalendarioAccademico);
- Friday 26 April 2024;
- From Monday 5 August to Friday 30 August 2024 (summer closure);
- Friday 4 October 2024.

Any further unplanned closures will be published on the website of the Collegio Superiore www.collegio.unibo.it.

DIRECTOR OF THE COLLEGIO SUPERIORE

Professor Beatrice Fraboni

(Signed electronically)

ANNEX 1 – TOLC-I AND TOLC-SU

WHAT IS THE TOLC?

The CISIA Online Test (TOLC) is an individual test, different for each student, and consists of questions that are automatically and randomly selected from the CISIA TOLC database by a software developed and managed by CISIA – Consortium of Inter University Integrated Access Systems.

TEST DELIVERY METHODS

The test can be taken either in a university classroom (TOLC@UNI) or at one's own house (TOLC@CASA). The TOLC test can be booked and taken in any university, even if it is different from the one in which you wish to enrol.

For the selections for the academic year 2024/2025 of the Collegio Superiore, only the following delivery methods are valid:

- TOLC@UNI taken between January 1, 2023 and June 13, 2024.
- TOLC@HOME only if taken in 2023.
- TOLC@HOME taken between January 1, 2023 and June 13, 2024 is only valid for non-EU students with residency abroad, as indicated on this webpage <https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/who-are-international-students/Who-are-international-students>.

TYPES OF TOLC TESTS

There are several types of TOLC tests. For the preselection for the Collegio Superiore only TOLC-I (in Italian) and TOLC-SU are considered.

The **TOLC-I** (in Italian) consists of 50 questions (20 mathematics questions, 10 logic questions, 10 science questions, 10 verbal understanding questions) and has a duration of 1 hour 50 minutes.

The **TOLC-SU** consists of 50 questions (30 reading comprehension and knowledge of the Italian language questions, 10 knowledge and skills acquired through study questions and 10 logical reasoning questions) and has a duration of 1 hour 40 minutes.

The tests also include an English section consisting of 30 questions and 15 minutes of additional test time, the results of which does not affect the ranking list for the purposes of this Call for applications

The results of the test, with the exception of the English language assessment section, are calculated as follows:

correct answer	1 point
incorrect answer	- 0.25 points
answer not given	0 points

You can find further information on TOLC tests at the web page www.unibo.it/TOLC and on the CISIA website www.cisiaonline.it.

The score for each section will be weighted based on the criteria indicated in Section 4 – RANKING LISTS FOR PRE-SELECTION THROUGH TOLC-I AND TOLC-SU.

HOW TO REGISTER FOR THE TOLC-I AND TOLC-SU

You can register for the TOLC-I (in Italian) or the TOLC-SU via www.cisiaonline.it: **select “TOLC” and register for the TOLC-I or the TOLC-SU.**

Please note!

- ▣ Both the TOLC-I (in Italian) and the TOLC-SU taken between **January 1** and **June 13, 2024** are valid. The TOLC test can be retaken **once per month** (calendar month). The registration fee for each TOLC test is €30.00.
- ▣ The dates, information on how to register and deadlines for each TOLC are published on the website www.cisiaonline.it.
- ▣ For the purposes of this call, you can take both the TOLC-I (in Italian) and the TOLC-SU. You cannot participate if you have taken a different type of TOLC or used a delivery method (TOLC@UNI/TOLC@HOME) that is not allowed.
- ▣ Registering for the TOLC-I or TOLC-SU does not automatically mean you are applying for the preselection. To apply, follow the instructions in Section 3.
- ▣ The ENGLISH TOLC-I is not valid to participate in the Pre-selection for this call for applications.
- ▣ For the ranking composition, only the results of the last valid TOLC-I (in Italian) and/or TOLC-SU in chronological order taken by midnight of the day before the deadline of this call will be considered.
- ▣ The TOLC results will be automatically acquired by the University of Bologna (unless there is an impossibility to receive the TOLC associated with your name – see Section 3). If you need a TOLC certificate, you can request one directly through the website www.cisiaonline.it.
- ▣ **If you have a disability or specific learning disorders**, refer to Annex 2 to request the **TOLC test adaptation**.
- ▣ The web page www.unibo.it/TOLC contains general information on the use of the TOLC at the University of Bologna.

ANNEX 2 – REQUEST FOR ADAPTATIONS FOR CANDIDATES WITH DISABILITIES AND SLD

Students with disabilities or specific learning disorders (SLD) who intend to submit a request for adaptations for the exams must follow two separate procedures:

1. For participation in the PRE-SELECTION procedure through TOLC.
2. For participation in the Collegio Superiore SELECTION procedure through a written (and potentially oral) exam.

1. REQUEST FOR ADAPTATIONS FOR THE PRE-SELECTION PROCEDURE THROUGH TOLC

If you are a candidate with disabilities or specific learning disorders (SLD) and want to request adaptations to be made for the TOLC test, you must select this option when registering in the TOLC section of the CISIA website (www.cisiaonline.it).

You will need to specify the university for which you are making the request, your disability or SLD, and the adaptations you request. You will also need to upload the relevant documents.

You can choose the date and location where you wish to take the TOLC at a later stage.

If you choose to take the TOLC at the University of Bologna, adaptations may comprise:

- **Extra time:** +30% for candidates with SLD, other specific developmental disorders and pathologies; +50% for candidates with legal disability and/or handicaps pursuant to Law 104.
- **Necessary aids** (assistance for reading the text, non-scientific calculator, other).

Adaptations may be requested only by candidates in possession of the following:

- **Diagnosis of Specific Learning Disorders (SLD) pursuant to Law 170/2010**, prepared by the Italian National Health Service, a private centre accredited by your Region, or a private specialist, accompanied by a declaration of conformity issued by the Italian National Health Service. The documentation must not be more than three years old or prepared after the age of 18 is reached.

In view of the current health emergency which has led to a reduction in the activities of National Health Service outpatient clinics, for the requests for adaptations for admission tests, applications will be accepted from candidates with a diagnosis of a SLD pursuant to Law 170/2010, even if issued more than three years ago. The National Health Service reserves the right to request the updated diagnosis, or at least a written proof indicating that a renewal is pending, after enrolment.

For further details, please refer to this web page: <https://site.unibo.it/studenti-con-disabilita-e-dsa/it/per-studenti/certificazioni-richieste>.

- **Documentation, issued by a specialist of the Italian National Health Service**, attesting to another specific developmental disorder that affects learning.
- **Handicap certificate pursuant to Law 104/92.**
- **Legal disability certificate.**

- **Medical documentation**, drawn up by a specialist, attesting to the presence of (physical and/or psychological) health conditions that could result in the candidate's **inability**, including temporarily, to study and take exams.

The documentation must be clear and contain all the information necessary to understand the specific needs of the candidate.

The documentation will be examined by the Service for Students with Disabilities and SLD to make sure that the request for adaptations is consistent with the documentation submitted.

The results of the assessment will be communicated by the office via email to the address indicated by the candidate when registering on the CISIA website, which the candidate should check regularly. If the documentation is incomplete or hard to read, supplementary details may be requested, again via email, which must be submitted by the deadline for registration for the test date selected. Once it is recognised that a candidate requires adaptations, said recognition will be valid for all registrations to take a TOLC at the University of Bologna.



Candidates with disabilities or SLD residing in foreign countries who intend to request adaptations must submit a legalised certification confirming their disability or SLD issued in their country of residence, accompanied by an official translation into Italian or English. The University bodies responsible for examining the above certificates will check that the foreign documentation confirms a disability or specific learning disorder recognised under Italian regulations.

Clarifications on the procedures for requesting adaptations may be obtained by contacting the **Service for Students with Disabilities and SLD** via email to ases.adattamentiammissione@unibo.it.

2. REQUEST FOR ADAPTATIONS FOR THE COLLEGIO SUPERIORE SELECTION PROCEDURE THROUGH A WRITTEN (AND POTENTIALLY ORAL) EXAM

If you are a candidate with disabilities or SLD, you have passed the PRE-SELECTION and want to request adaptations to be made for the Collegio Superiore SELECTION (written and oral exam), you must submit the relative request by the REGISTRATION FOR SELECTION deadline.

Adaptations may comprise:

- **extra time**: +30% for candidates with SLD, other specific developmental disorders and pathologies; +50% for candidates with legal disability and/or handicaps pursuant to Law 104/1992.
- **use of aids** such as tools to help with reading texts, non-scientific calculator etc., or other instruments to be assessed case by case and based on the certification submitted.

Available adaptations are listed in the ***Request for adaptation form***.

If the adaptation requested cannot be guaranteed for organisational reasons and/or due to mandatory instructions, an alternative of equivalent compensatory value will be found.

The procedure for requesting adaptations is as follows:

- 1) **access Studenti Online** (<https://studenti.unibo.it>) and register for the selection procedure called “Collegio Superiore: Call for applications for admission to the Ordinary Courses (first cycle)” or access the Requests in Progress section on the main page;
- 2) fill in the **Request for adaptation form**, which can be downloaded from the above website (in the “Application details” page for registering for the Selection procedure), save it in PDF format and upload it to the relevant section;
- 3) **upload the completed Request for adaptation form** (in PDF format) in the dedicated section;
- 4) upload the necessary **specialist documentation** in the dedicated section, as indicated below.

- **Diagnosis of Specific Learning Disorders (SLD) pursuant to Law 170/2010**, prepared by the Italian National Health Service, an accredited private centre or a private specialist, accompanied by a declaration of conformity issued by the Italian National Health Service. The documentation must not be more than three years old or prepared after the age of 18 is reached.

In view of the current health emergency which has led to a reduction in the activities of National Health Service outpatient clinics, for the requests for adaptations for admission tests, applications will be accepted from candidates with a diagnosis of a SLD pursuant to Law 170/2010, even if issued more than three years ago. The National Health Service reserves the right to request the updated diagnosis, or at least a written proof indicating that a renewal is pending, after enrolment.

For further details, please refer to this web page: <https://site.unibo.it/studenti-con-disabilita-e-dsa/it/per-studenti/certificazioni-richieste>.

- **Documentation issued by a specialist of the Italian National Health Service**, attesting to another specific developmental disorder that affects learning.
- **Handicap certificate pursuant to Law 104/92.**
- **Legal disability** certificate.
- **Medical documentation**, drawn up by a specialist, attesting to the presence of (physical and/or psychological) health conditions that could result in the candidate’s **inability**, including temporarily, to study and conduct exams.

The documentation must be clear and contain all the information necessary to understand the specific needs of the candidate.

Please note: If you are in possession of a certificate pursuant to Law 104 and other medical documentation, please submit both.



Candidates with disabilities or SLD residing in foreign countries who intend to request adaptations must submit a legalised certification (or with Apostille where required) confirming their disability or SLD issued in their country of residence, accompanied by an official translation into Italian or English.

The University bodies responsible for examining the above certificates will check that the documentation confirms a disability or specific learning disorder recognised under Italian regulations.

PLEASE NOTE: BEFORE CLOSING YOUR REGISTRATION, CHECK THAT YOU HAVE ATTACHED THE REQUEST FORM AND HEALTH DOCUMENTATION.

The documentation will be examined by the Service for Students with Disabilities and SLD to make sure that the request for adaptations is consistent with the documentation submitted. If the documentation is incomplete or hard to read, supplementary details will be requested, via your University email account name.surname@studio.unibo.it, which must be submitted by the final deadlines specified in the message.

It will not be possible to make the adaptations requested by candidates who fail to submit their request by the deadline in the Call for applications or who fail to send the required supplementary documentation by the deadline indicated by the Service for Students with Disabilities and SLD.

Any adaptations allowed will be notified via email by the Collegio Superiore Student Administration Office (segreteria.collegio@unibo.it).

Clarifications on the procedures for requesting adaptations may be obtained by contacting the Service for Students with Disabilities and SLD via email to: ases.adattamentiammissione@unibo.it.

ANNEX 3 – DOCUMENTATION TO BE SUBMITTED TO ATTEST FOREIGN INCOME AND/OR ASSETS

The documentation must meet the following requirements:

- be translated into Italian;
- be legalized by the competent Italian diplomatic authorities for the territory or, where required, apostilled in accordance with current regulations;
- express economic data in euros, based on the average exchange rate of foreign currencies for the reference year.

The documentation must indicate:

- the composition of the family unit;
- the activity carried out in 2023 by each member of the family unit. If any member does not work, evidence of non-employment or unemployment status and the amount of any unemployment benefits or similar received must be provided;
- the period of employment for each member (indicating whether it is less than or greater than six months during 2023);
- the gross income earned in 2023 by all members of the family unit;
- the real estate assets (primary residence and any other buildings) owned as of December 31, 2023, with indication of square meters. The certification must be provided for each adult member of the family unit, even if they do not own real estate in 2023;
- the amount of any remaining mortgage at the end of 2023 on the primary residence and/or other real estate;
- the value of the movable assets of each individual member of the family unit owned at the end of 2023;
- any disability or invalidity of the student.

All documents must be submitted to ER.GO within the specified deadlines by accessing the User Dossier (<https://dossier.er-go.it/>) in the "Correspondence/Send documentation" section.