



ISTITUTO DI STUDI SUPERIORI  
COLLEGIO SUPERIORE

**Call for applications for admission to the Collegio Superiore of Alma Mater Studiorum - University of Bologna from students in the first year of a Second Cycle Degree Programme or the fourth year of a Single Cycle Degree Programme (second cycle)**

**2019/2020 Academic Year**

**(applications deadline: 20 June 2019 at 5 pm - Italian time)**

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## GENERAL INFORMATION

### **WHO IS ELIGIBLE TO APPLY**

This call for applications is open to Italian and international students who enrol for the first year of a Second Cycle Degree Programme or the fourth year of a Single Cycle Degree Programme at Alma Mater Studiorum - University of Bologna in A.Y. 2019/2020 and wish to be admitted to the Collegio Superiore.

**The Collegio restricts the number of students with reference to the resources available.**

Established in order to promote advanced interdisciplinary learning paths, the Collegio Superiore offers excellent interdisciplinary training that supplements the degree programmes of Alma Mater Studiorum - University of Bologna via the provision of extracurricular learning activities.

The Collegio Superiore covers two subject areas:

- (A) **Humanities and Economics Subject Area** including the degree programmes in the following areas: Economics and Management; Law; Languages and literatures, interpreting and translation; Psychology; Education; Political Sciences; Statistics; Sociology; Humanities;
- (B) **Technical and Sciences Subject Area** including the degree programmes in the following areas: Pharmacy and Biotechnology; Engineering and Architecture; Medicine and Surgery; Veterinary Medicine; Sciences; Agriculture; Sport Sciences.

The benefits recognised to admitted students are established each year, in accordance with the Regulations of the Collegio Superiore. The learning obligations accepted by admitted students and the return of benefits in the event of failure to satisfy those obligations are specified in arts. 10 and 15 of the above Regulations.

The Regulations of the Collegio Superiore, together with other useful information (accommodation in hall, contact persons etc.), can be found on the website of the Collegio Superiore [www.collegio.unibo.it](http://www.collegio.unibo.it).

### **WHO MUST PARTICIPATE IN THE ENTRANCE EXAM**

Participation in the entrance exam is mandatory and binding for all candidates who wish to be admitted to the Collegio Superiore. Students interested in admission **must participate in the selection procedure, which will be conducted in the manner indicated in this call for applications.**

**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 calls for applications or notices for admission to their chosen degree programme.**

**Students must also enrol by the deadlines specified in the calls for applications or notices for admission to the degree programme and, in all cases, by no later than 31 October 2019.**



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Students with foreign qualifications and/or who are not citizens of the European Union must also comply with the procedures described on the following pages:

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

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

### **WHO CANNOT PARTICIPATE IN THE ENTRANCE EXAM**

Students cannot participate in the entrance exam if they already hold another Second Cycle Degree or Single Cycle Degree, or a second-level post-graduate Advanced Artistic and Musical Training (AFAM) qualification, or have transferred from another Second Cycle or Single Cycle Degree Programme at Alma Mater Studiorum - University of Bologna.

Additionally, students cannot take part in the entrance exam if they were previously enrolled for a Second Cycle Degree Programme or the fourth year of a Single Cycle Degree Programme and subsequently withdrew from the studies.

On the other hand, students can participate in the entrance exam if they enrolled for a Second Cycle Degree Programme at another Italian University for the first time in A.Y. 2019/20. Students who are offered admission to the Collegio Superiore and who accept the place must formally withdraw from their studies at the University where they are enrolled and enrol for a degree programme at the University of Bologna.

### **APPLICABLE DEADLINES**

**All deadlines** specified in the procedures **are mandatory** and failure to meet them **will result in exclusion from the selection process**, regardless of the reasons given.

PHASE	DATE
Registration for the entrance exam	from 16 May to 20 June 2019 (by 5 pm – Italian time)
Publication of admissions to the oral exam	by 4 September 2019 – 1 pm
Oral exams	17 and 18 September 2019 – from 9.15 am, with convocation in alphabetical order
Publication of the general ranking	by 25 September 2019 – 1 pm
Submission of acceptances	from 25 September to 2 October 2019
Enrolment deadline for winning candidates	31 October 2019
Review of the ranking and repêchage of candidates	from 25 September 2019 following withdrawals and refusals
Submission of justified requests for accommodation from Bologna residents	within 5 days of notification of the offer of admission



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## **BENEFITS AND FEES TO BE PAID**

Registration for the entrance exam is free.

In the event of admission to the Collegio Superiore, students will be entitled to a grant that partly covers their meals and tuition fees, accommodation in the Hall of Residence (Bologna residents: only on justified request) and any other benefits that are established every year.

The timetable and conditions for accessing, staying in and leaving the Hall of Residence are established every year by the Bodies of the Institute for Higher Studies.

Following enrolment, access to the Hall of Residence will commence from the date in October to be notified by the Administration Office.

Bologna residents can only use the accommodation on submitting a justified request to the Director of the Collegio, by e-mail to [segreteria.collegio@unibo.it](mailto:segreteria.collegio@unibo.it), within 5 days of notification of the offer of admission.

By the date specified in the calls for applications for admission to the degree programmes and, in all cases, by no later than 31 October 2019, admitted students must pay the total fee of 157.64 €, comprising: regional tax (140.00 €), stamp duty (16.00 €) and insurance premium (1.64 €).

## **INFORMATION OFFICES**

For any **IT** related queries (e.g. access details, data entry, use of/issues with an application, technical difficulties etc.), please contact the **Studenti Online Help Desk** on +39.051.2099882, or send an e-mail to [help.studentionline@unibo.it](mailto:help.studentionline@unibo.it).

For **administrative information and queries about the degree programmes** (e.g. deadlines, enrolment procedures, calls for applications, Tolc, requirements etc.), please contact the Student administration office concerned ([www.unibo.it/SegreterieStudenti](http://www.unibo.it/SegreterieStudenti)).

Information about student fees and late-payment charges can be found on the University portal at the webpage [www.unibo.it/Tasse](http://www.unibo.it/Tasse).

Information about the **regional tax** and possible reimbursements, please see the ERGO website ([www.er-go.it](http://www.er-go.it)).

For queries, appointments and **administrative information relating to the Collegio Superiore** (e.g. deadlines, access procedures, participation confirmation, requirements, accommodation etc.), please contact the **Student Administration Office of the Collegio Superiore**, by writing to [segreteria.collegio@unibo.it](mailto:segreteria.collegio@unibo.it) (via Marsala 26 – 40126 Bologna (BO) tel. + 39.051.2099262 – fax +39.051.2086257);

Information for **candidates with disabilities or SLD** can be found at the website [www.studentidisabili.unibo.it/](http://www.studentidisabili.unibo.it/) or by contacting the Service for Students with Disabilities and SLD



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(Via Belle Arti 42 - 40126 Bologna) at +39.051.20959.41 – 42 – 43, or by sending an e-mail to [abis.adattamentiammissione@unibo.it](mailto:abis.adattamentiammissione@unibo.it).

## 1) AVAILABLE PLACES

For the A.Y. 2019/2020, 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 a lack 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 enrolled for the first year of a First Cycle Degree Programme or a Single Cycle Degree Programme (I cycle), assigning them to the most deserving suitable candidates, regardless of subject area.

## 2) ADMISSION REQUIREMENTS

In order to participate in the entrance exam and to enrol subsequently, candidates must:

1. already hold a First Cycle Degree in any subject, or a foreign qualification recognised as suitable, **and enrol for the first time for the first year** of a Second Cycle Degree Programme in the 2019/2020 academic year;

**or**

2. enrol **for the first time for the fourth year** of a Single Cycle Degree Programme at Alma Mater Studiorum - University of Bologna in the 2019/2020 academic year, without already holding an earlier degree.

In case 1, admission to the entrance exam is only open to:

- students who matriculated in the 2016/2017 academic year or the 2017/2018 academic year, who obtained a First Cycle Degree with a weighted-average exam score of not less than 28/30 or equivalent;
- students who matriculated in the 2016/2017 academic year or the 2017/2018 academic year, who will graduate by 19 December 2019, having already obtained, by 20 June 2019, at least 130 degree credits with a weighted-average exam score of not less than 28/30 or equivalent (until they have graduated, they can only participate in the selection and obtain admission to the Collegio on a provisional basis);

For candidates who are about to obtain or who already hold a foreign qualification, the academic year of first matriculation will be calculated with reference to the expected duration of their degree



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programme. For example, for a 4-year bachelor's degree it will be necessary to deduct 1 year from the academic years indicated above; for a 5-year bachelor's degree it will be necessary to deduct 2 years. In order to calculate the weighted average, the scores obtained abroad will be converted to the Italian scale in accordance with the guidelines adopted by the University of Bologna.

In case 2, admission to the entrance exam is only open to students who matriculated in the 2016/2017 academic year having already obtained, by 20 June 2019, at least 130 degree credits with a weighted-average exam score of not less than 28/30 or equivalent.

In both cases, candidates cannot participate in the entrance exam if they already hold another Second Cycle Degree or Single Cycle Degree, or a second-level post-graduate Advanced Artistic and Musical Training (AFAM) qualification, or have transferred from another Second Cycle or Single Cycle Degree Programme at Alma Mater Studiorum - University of Bologna or from another University, or if they have withdrawn from earlier studies on a Second Cycle Degree Programme.

On the other hand, students can participate in the entrance exam if they enrolled for a Second Cycle Degree Programme at another Italian University for the first time in A.Y. 2019/20. Students who are offered admission to the Collegio Superiore and who accept the place must formally withdraw from their studies at the University where they are enrolled and enrol for a Second Cycle Degree Programme at the University of Bologna.

The weighted-average is calculated by multiplying each score by the respective number of credits (ignoring exams with ID and RC), summing all the results obtained and then dividing that total by the sum of the eligible credits (those from exams with score). Honours grades are ignored. Only recognised degree credits recorded by 20 June 2019 will be considered.

**Candidates participating in the entrance exam for admission to the Collegio Superiore must enrol by the deadlines established for all students and, for restricted access degree programmes and those with an entrance exam, must sit and pass the related entrance exams in accordance with the procedures and deadlines envisaged in the calls for applications or the specific notices of the Degree Programmes and, in all cases, by no later than 31 October 2019.**

### 3) REGISTRATION FOR THE ENTRANCE EXAM

Candidates must register for the entrance exam **by 5 pm (Italian time) on 20 June 2019** in accordance with the following instructions:

1. access the Studenti Online service via [www.studenti.unibo.it](http://www.studenti.unibo.it) and register by going to the “Register” section and **filling in all mandatory fields**. Foreign students not in possession of an Italian tax code should go to the “International students registration” section and follow the instructions to create a Unibo username and password. On initial access, the application will request the student to input a personal password.

**N.B.** Students must remember and retain their Unibo username and password throughout their academic career, as these details will be requested whenever they access their personal profile at [www.studenti.unibo.it](http://www.studenti.unibo.it) and all on-line services offered by the University.

Students who already have a Unibo username and password can use them to access the service directly;



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2. click on “Admission exams or check requirements” button, select the “Collegio Superiore” course type and choose the call for applications entitled “Collegio Superiore: 2nd cycle call”. Complete the registration procedure;
3. attach on-line in PDF format: copy of both sides of a valid identity document (ID card, driving licence or passport);
4. attach a self-certification of exams sat and the score for each exam, the weighted-average calculation and the graduation score if the degree has already been obtained. University of Bologna students can display their certificate of studies, which they must select in order to confirm that they hold the degree.

Candidates holding a foreign qualification must attach a certificate confirming their possession of a suitable degree and indicating the exams sat and related scores; candidates due to obtain a foreign qualification must attach the related registration certificate indicating the exams sat and related scores. The documents presented by the candidate must be in either Italian or English. If the documents are in any language other than Italian or English, they must be accompanied by a translation into either Italian or English on plain paper; the translation can be carried out directly by the candidate. The original documents must always be presented; it is not sufficient to present just the related translations. In this phase, it is not necessary to represent official, legalised translations into Italian accompanied by a declaration confirming the validity of the degree.

5. fill in all required fields of the “Declarations” form contained in the on-line application;
6. attach their *curriculum vitae*, duly signed (in European format);
7. indicate the institutional e-mail address of a University teacher or Italian or international research professional, independent of the examination board, who will complete the required on-line presentation letter by the deadline date and time specified in this call for applications;
8. if necessary, attach the “Request to adapt the procedure for candidates with disabilities” form (see point 4 below for further details).

Each of the attached files must be in PDF format and have a maximum size of 30 Mb.

The self-certified facts will be checked. Note that misleading and false declarations are punishable pursuant to the criminal code and related special laws, and will result in exclusion from the selection procedure.

The admission test is free.

**Applications to register for the entrance exam will only be accepted for consideration if they are received by the above deadlines and in accordance with the above procedures, and if the on-line procedure has been completed in full and ACCOMPANIED by all the required documentation.**



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Candidates can obtain assistance and guidance on how to complete the on-line application to register for the entrance exam by calling the Studenti Online Help Desk on +39.051.2099882, or sending an e-mail to [help.studentionline@unibo.it](mailto:help.studentionline@unibo.it).

#### **4) REQUEST TO ADAPT THE ENTRANCE EXAM FOR CANDIDATES WITH DISABILITIES AND CANDIDATES WITH SLD**

Candidates wishing to request adaptation of the entrance exam must apply, by the deadline for registering for the selection procedure, in the following manner:

- 1) **Access Studenti online** ([www.studenti.unibo.it](http://www.studenti.unibo.it)) and register for the selection procedure.
- 2) Fill in the **Adaptation request form** that can be downloaded from the above website (section on the procedures for registering for the selection procedure), save it in PDF format and attach it in the relevant section.

**Adaptations** may comprise:

- extra time (+30% for candidates with SLD, SEN, disorders or other forms of disability; +50% for candidates with legal disability rating  $\geq 66\%$  and/or handicaps);
- use of assistance, such as a tutor-reader, tutor-writer, non-scientific calculator etc. The complete list of possible adaptations is provided on the 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.

- 3) Attach the necessary **specialist documentation**, being:

- Diagnosis of Specific Learning Disorders (**SLD**) pursuant to Law 170/2010, prepared by the Italian National Health Service, a registered private centre or a private specialist, accompanied by document 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;
- Certificate of handicap pursuant to **Law 104/92**;
- Certificate of **legal disability rating of 66% or higher**;
- Documentation confirming a disorder that may result in an inability to learn, even if only temporarily (e.g. health conditions that may give rise to certain special needs when taking the test);
- Other documentation confirming a special learning need or invalidity that impedes learning.

(N.B. If both the Certificate pursuant to Law 104 and other medical documentation is held, it is important to present both.)

**Candidates with disabilities or SLD resident in foreign countries**, who intend to request adaptation, must present the certification confirming the disability or SLD issued in their country of residence, accompanied by a **sworn translation into Italian or English**.

Information on the translation procedures can be found at the following University Portal webpage: [www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/dichiarazione-di-valore-traduzione-e-legalizzazione](http://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/dichiarazione-di-valore-traduzione-e-legalizzazione), in the section on the Translation of qualifications and other documents.

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

**PLEASE NOTE: BEFORE CLOSING THE APPLICATION TO REGISTER FOR THE SELECTION PROCEDURE, CHECK THAT THE ABOVE REQUEST FORM AND HEALTH DOCUMENTATION IS ATTACHED.**





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The documentation will be examined by the Service for Students with Disabilities and SLD to verify that the request for adaptation is consistent with the documentation presented. If the documentation is incomplete or hard to read, supplementary details will be requested by e-mail to the institutional e-mail address [nome.cognome@studio.unibo.it](mailto:nome.cognome@studio.unibo.it), which must be provided by the mandatory deadlines specified in the communication.

The adaptations allowed will be notified to the applicant by the Student administration office, again by e-mail.

Clarification about the procedures for requesting adaptations can be obtained by contacting the Service for Students with Disabilities and SLD in the following manner: by e-mail [abis.adattamentiammissione@unibo.it](mailto:abis.adattamentiammissione@unibo.it), or tel. +39.051.20959.41-42-43.

## 5) CONDUCT OF THE ENTRANCE EXAM AND EXAM PROGRAMME

The entrance exam consists in the **pre-selection** of candidates, based on an assessment of their qualifications, and an **oral exam**.

An examination board – appointed specifically by the Rector and comprising teachers and researchers at Alma Mater Studiorum - University of Bologna and a reasonable number of deputies, supported by technical and administrative staff – ensure that the entrance exam is implemented correctly.

The Board will admit to the pre-selection process solely those candidates who have presented all the documentation requested, as detailed in section 3 of this call for applications.

The Commission will make the pre-selection from all candidates admitted by reference to their University career, *curriculum vitae*, cultural and professional interests, motivations and letter of presentation written solely by a University teacher or Italian or international research professional.

The list of candidates admitted to the oral exam and the timetable for the interviews, which will take place in alphabetical order, will be published on the Studenti Online website ([www.studenti.unibo.it](http://www.studenti.unibo.it) - Details of the application) by **1 pm on 4 September 2019** and will represent valid notification for all legal effects.

The oral exam will consist in an interview intended to verify the broad and high-level cultural preparation of the candidate and assess possession of the competencies and attitudes needed to study at the Collegio Superiore.

The oral exam will be held on **17 and 18 September 2019**, starting **from 9.15 am**, at the Institute for Higher Studies, via Marsala 26, Bologna.

Candidates must present an original identification document valid pursuant to Presidential Decree 445/2000 (1). Candidates without that document will not be allowed to take the oral exam. Candidates must also bring the summary of the on-line application submitted (PDF file “Entrance exam – Data input”).



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**(1)** A valid document is defined to be 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.

The Commission will check the identity of each candidate, comparing the personal data contained on the identity document with that communicated by the candidate when registering for the selection procedure. Candidates are therefore reminded that it would be best to bring the same identity document used when registering for the selection procedure. Candidates will sign the register on completion of the recognition process and on completion of the oral exam.

**PLEASE NOTE:**

**The pre-selection process will still be carried out**, even if the number of applications received by the deadline established in the calls for applications (20.06.2019) is less than or equal to the predetermined number. In the same way, the oral exams will still be held, even if the number of candidates present on the day in the exam location is less than or equal to the predetermined number.

**6) RANKINGS**

The Commission will **pre-select** the candidate by assigning them a maximum score of 10 points based on the following criteria:

- average score for the exams sat, graduation score (if already obtained) and time taken to graduate (max. 6 points);
- *curriculum vitae*, cultural and professional interests, motivations (max. 2 points);
- letter of presentation (max. 2 points).

Candidates will be admitted to the oral exam if their score is greater than or equal to 8/10.

The **oral exam** will be passed by candidates who obtain a score of at least 8/10, which will be assigned with reference to the quality and breadth of their reasoning, the solidity and depth of their cultural background, and the originality of their solutions.

Using the average scores obtained by suitable candidates in consideration of their qualifications and oral exam results, the Selection Committee will compile two separate rankings based on merit, one for the Humanities and Economics Subject Area, and the other for the Technical and Sciences Subject Area, depending on the degree programme for which the candidate intended to enrol when registering for the entrance exam described in point 3. The first 5 candidates from each ranking list will be admitted to the Collegio Superiore.

Separation of *ex aequo* candidates: if candidates have the same number of points, preference will be given to the youngest.



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## 7) PUBLICATION OF RANKINGS, ACCEPTANCE AND MATRICULATION

The final rankings will be approved by Decree of the Director of the Collegio Superiore and published on the Studenti Online website ([www.studenti.unibo.it](http://www.studenti.unibo.it)) in the entrance exam details section, by 1 pm on **25 September 2019**.

Publication of the rankings on Studenti Online will represent the only form of legal publicity about the results of the oral exam.

From **25 September to 2 October 2019**, the winners must present or send their acceptance confirmations from their institutional address (studio.unibo.it) to the following address: [segreteria.collegio@unibo.it](mailto:segreteria.collegio@unibo.it) (Collegio Superiore of Alma Mater Studiorum - University of Bologna); they must then enrol for a Second Cycle Degree Programme or a Single Cycle Degree Programme at Alma Mater Studiorum - University of Bologna for the 2019/20 academic year by and no later than **31 October 2019**, subject otherwise to loss of admission to the Collegio.

Students who graduate from **29 October 2019** onwards must matriculate within three days of their graduation date and, in all cases, by and no later than **28 November 2019**, which is the final deadline for enrolment for the 2019/20 academic year.

Students who do not comply with the above obligations and deadlines will be deemed to have implicitly withdrawn, regardless of any excuses for the omissions or delays.

Should winners not accept their places, they will be assigned to the next candidates in the rankings.

## 8) UNALLOCATED PLACES

The unallocated places procedure is followed to identify a number of candidates equal to the number of untaken places after the enrolments, applying the rankings criteria and the timings indicated in the timetable on page 3. As the rankings are reviewed, suitable eligible candidates will receive an e-mail at the address indicated in the registration phase and must present or send, within 3 days, their acceptance confirmation to the following address: [segreteria.collegio@unibo.it](mailto:segreteria.collegio@unibo.it) (Collegio Superiore of Alma Mater Studiorum – University of Bologna).

In all cases, these candidates must have enrolled by **31 October 2019**, except for those students who graduate from **29 October 2019** onwards, who must matriculate within three days of their graduation date and, in all cases, by and no later than **28 November 2019**, which is the final deadline for enrolment for the 2019/20 academic year.

Students who do not comply with the above obligations and deadlines will be deemed to have implicitly withdrawn, regardless of any excuses for the omissions or delays.

In the case of refusals, the review of the rankings will continue.



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**9) FINAL NOTES**

Any notices about changes to the registration procedures or the closure of the administrative offices of the Collegio Superiore will be published on the website of the Collegio Superiore [www.collegio.unibo.it](http://www.collegio.unibo.it).

**Office closures**

From 1 to 31 August 2019	summer closure
4 October 2019	Patron Saint's Day (Bologna)
2 November 2019	special closure

The Manager of the administrative procedure is the Operational Manager of the Institute for Higher Studies: Lucia Gunella.

**Information about the processing of personal data pursuant to art. 13 of Regulation (EU) 2016/679 - General Data Protection Regulation (GDPR), can be found on the University Portal at the webpage [www.unibo.it/PrivacyBandiCds](http://www.unibo.it/PrivacyBandiCds).**

**THE DIRECTOR OF THE COLLEGIO SUPERIORE**  
**signed Prof. Luca Ciotti**