



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA
ISTITUTO DI STUDI SUPERIORI
COLLEGIO SUPERIORE

Call for applications for admission to the Collegio Superiore of Alma Mater Studiorum – University of Bologna of students in the first year of a Second Cycle Degree Programme

(second cycle)

2020/2021 Academic Year

(APPLICATION DEADLINE: 3 JUNE 2020 at 1:00 p.m. - Italian time)

Modifications and/or integrations to this Call will be published on the Collegio Superiore website

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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.



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GENERAL INFORMATION

WHO IS ELIGIBLE TO APPLY

This call for applications is open to Italian and international students enrolling for the first time to the first year of a Second Cycle Degree Programme at Alma Mater Studiorum – University of Bologna in the academic year 2020/2021 and who wish to be admitted to the Collegio Superiore.

The Collegio decides 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 broad subject areas:

- (A) **Humanities and Economics** including degree programmes in the following principle areas: Economics and Management; Law; Languages and Literatures, Interpreting and Translation; Psychology; Education; Political Sciences; Statistics; Sociology; Humanities;
- (B) **Science and technology** including degree programmes in the following areas: Pharmacy and Biotechnology; Engineering and Architecture; Medicine; Veterinary Medicine; Sciences; Agricultural and Food Sciences; Sports Science.

Due to the unpredictability of the COVID-19 emergency evolution and with the aim of guaranteeing the continuation of teaching activity, in the first semester of the academic year 2020/2021 the activities of Collegio, if necessary, will be delivered in blended mode, in-class and remotely.

WHO MUST SIT 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 exempt students from following the procedures specified in the calls for applications or notices for admission to their chosen Master's 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 29 October 2020.

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

www.unibo.it/IscrizioniLaureaMagistraleTitoloEestero



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WHO CANNOT PARTICIPATE IN THE ENTRANCE EXAM

The entrance exam is not open to those who:

- already have another second-cycle or single-cycle degree qualification or a higher education qualification in art, music and dance (AFAM);
- are transferring from another second-cycle degree programme of the Alma Mater Studiorum - University of Bologna or from another university
- already enrolled in a second-cycle degree and subsequently withdrew from the study 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. 2020/2021. In the event that these students are offered admission to the Collegio Superiore and they accept the place, they 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 30 April to 3 June 2020 (by 1 pm – Italian time)
Publication of admissions to the oral exam	by 30 June 2020 – 1 pm
Oral exams	1 and 2 July 2020 – from 9.15 am, with students called in alphabetical order
Publication of the general ranking	by 6 July 2020 – 1 pm
Submission of acceptances	From 7 to 13 July 2020
Review of the ranking and selection of candidates from the reserve list	from 7 July 2020 following withdrawals and refusals
Enrolment deadline for successful candidates	29 October 2020



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BENEFITS AND FEES TO BE PAID

The benefits granted to Collegio students are decided yearly by the Academic Bodies as provided for by Collegio Superiore Regulation. For the a.y. 2020/21, in the event of admission to the Collegio Superiore, students will benefit from the students tuition fee exemption, a grant that partly covers their meals and study expenses, accommodation in the Halls of Residence and any other benefits. The timetable and conditions for accessing, staying in and leaving the Halls of Residence are established every year by the Bodies of the Institute for Higher Studies. Following enrolment, access to the Halls of Residence will commence from the first week in October, the precise date of which will be notified by the Administration Office.

By the date specified in the calls for applications for admission to the degree programmes and, in all cases, by no later than 29 October 2020, admitted students must pay the total fee of €157.04, comprising: regional tax (€140.00), stamp duty (€16.00) and insurance premium (€1.04).

To the admitted Collegio students will apply the Collegio Superiore Regulation in force to the date of the enrolment process finalization to Collegio Superiore itself.

The Collegio Superiore Regulation along with other useful information (accommodation in residence, Collegio students teaching obligations, restitution of benefits in case of failure to meet them, contacts, ecc.) can be found on the Collegio Superiore website www.collegio.unibo.it.

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.

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/SegreteriaStudenti).

Information about student fees and late-payment charges can be found on the University portal on the web page www.unibo.it/Tasse.

For information on the **regional tax** and possible reimbursements, please see the ERGO website (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 (via Marsala 26 – 40126 Bologna (BO) - fax +39.051.2086257). Further



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information regarding means to contact the Secretariat can be found on the website www.collegio.unibo.it.

Information for **candidates with disabilities or SLD** can be found at the website www.studentidisabili.unibo.it/ or by contacting the Service for Students with Disabilities and SLD on telephone numbers 3665772027 or 3397344468, or by sending an e-mail to abis.adattamentiammissione@unibo.it.

1) AVAILABLE PLACES

For the A.Y. 2020/2021, the following places are available at the Collegio Superiore:

- n. 3 places in the Humanities and Economics Subject Area (A)
- n. 3 places in the Science and Technology Subject Area (B)

If it is not possible to assign all 3 places on the ranking list of one subject area due to an 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 6 places have been assigned.

If it is not possible to assign all 6 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. In cases of **ex aequo**, where candidates have the same number of points, preference will be given to the youngest candidate.

2) ADMISSION REQUIREMENTS

In order to take the entrance exam and to subsequently enrol, candidates must already hold a first-cycle degree in any subject, or a foreign qualification recognised as suitable, and **enrol for the first time on the first year** of a second-cycle degree programme for the academic year 2020/2021.

Admission to the entrance exam is only open to:

- students who matriculated in the 2016/2017 academic year, who obtained a first-cycle degree by 31 December 2019 with a weighted-average exam score of not less than 28.00/30 or equivalent;
- students who matriculated in the 2017/2018 academic year, who obtained a first-cycle degree with a weighted-average exam score of not less than 28.00/30 or equivalent;
- students who matriculated in the 2017/2018 academic year or the 2018/2019 academic year, who will graduate by 17 December 2020, having already obtained, by 3 June 2020, at least 130 degree credits with a weighted-average exam score of not less than 28.00/30 or equivalent (until they have graduated, they may only participate in the selection and obtain admission to the Collegio on a provisional basis).



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For the purposes of admission, where a student has more than one degree qualification, the first undergraduate (1st cycle) degree obtained shall be taken into account.

In case of transfer from a degree programme to another within the same university, the first year of enrolment to the first degree programme will be considered.

In case of transfer from a university to another, the first year of enrolment to the university of origin will be considered.

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 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.

The entrance exam is not open to those who:

- already have another second-cycle or single-cycle degree qualification or a level II higher education qualification in art, music and dance (AFAM);
- already enrolled in a second-cycle degree and subsequently have transferred to another Master's degree programme within the same university or have transferred to another university or withdrew from the study programme.

On the other hand, students can participate in the entrance exam if they enrolled for a Second Cycle Degree Programme at another University for the first time in A.Y. 2020/2021. The latter, in case they are offered admission to the Collegio Superiore and 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. Furthermore, only credits recorded by 3 June 2020 will be considered. The rounding to two decimal places will be performed.

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 29 October 2020.



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3) REGISTRATION FOR THE ENTRANCE EXAM

Candidates must register for the entrance exam **by -1 pm** (Italian time) on **3 June 2020** in accordance with the following instructions:

1. access the Studenti Online service via 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 time at university, as these details will be requested whenever they access their personal profile on 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;

2. click on the “Admission application – Take part in the selection”, choose “Collegio Superiore” and enroll in the selection “Collegio Superiore: Concorso di II ciclo”. Complete the registration procedure;

3. attach on-line in PDF format: a 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 submit official, legalised translations into Italian accompanied by a declaration confirming the validity of the degree;

5. fill in all the required fields in the “Declarations” form contained in the online application, outlining your learning experiences in the “Reasons for applying” field and highlighting any interdisciplinary aspects along with the relative benefits and impacts. Also indicate which Collegio



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Superiore course you attended in the 2019/2020 academic year and for what reasons (maximum of 2000 characters including spaces);

6. attach your *curriculum vitae*, duly signed (in the European format - Annex);

7. attach the abstract of your undergraduate degree dissertation or a summary of your thesis project signed by your Supervisor (indicate the name and surname of the Supervisor on the document);

8. indicate the institutional e-mail address of two permanently employed Italian or international university teachers (ordinary or associate professors, researchers), independent of the examination board, who will complete the required online “Letter of presentation” by the deadline date and time specified in this call for applications;

9. 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 candidates are admitted to the selection conditionally.

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 or, in case of admission, to the loss of Collegio student status.

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.

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.

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) and register for the exam.



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2) Fill in the **Adaptation request form**, which can be downloaded from the above website (the page “Application details” for registering for the selection), save it in PDF format and attach it in the relevant section.

Adaptations may comprise:

- extra time (+30% for candidates with SLD, SEN, disorders; +50% for candidates with legal disability and/or handicaps pursuant to Law 104);
- use of assistance, such as text reading devices, 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**:

- 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;*

Considering the current emergency situation which resulted in a reduction of Italian national health system (SSN) clinics activities, requests of candidates with learning disabilities diagnosis (DSA) pursuant the law n. 170/2010 will be accepted even if the candidate is in possession of not recent certifications, upon condition of requiring subsequently, as soon as the SSN activities will resume, the integration of foreseen documents.

- Certificate of handicap pursuant to **Law 104/92**;
- Certificate of **legal disability**;
- 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 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 an **official translation into Italian or English**.

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.

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, which must be provided by the mandatory deadlines specified in the communication.



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It will not be possible to make the required adaptations for candidates who do not submit the request or who do not send the required supplementary documentation by the deadlines indicated in the call for applications.

The adaptations allowed will be notified to the applicant by the Collegio Superiore's 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, or tel. 3665772027 o 3397344468.

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 Board will make the pre-selection from all candidates admitted based on their academic background, *curriculum vitae*, cultural and professional interests, the reasons given for their application, and the letters of presentation.

The list of candidates admitted to the oral exam and the timetable for the interviews, - in alphabetical order, will be published on the Studenti Online website (www.studenti.unibo.it - Details of the application) by **1 pm on 30 June 2020**, which will represent valid notification for all legal intents and purposes.

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

The oral exam will be held on **1 and 2 July 2020**, starting **from 9.15 am** and will be carried out remotely via devices granting the access to the public and candidates' identification. The interviews schedule, examination methods and procedures for participating to the oral exam remotely will be



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subsequently defined and published on the Collegio Superiore website (www.collegio.unibo.it) at least 15 days before the exam.

It is necessary to have a computer with a webcam (or another suitable device) connected to the internet with the best possible broadband capacity.

The failure to connect or unavailability of the candidate at the designated for the interview day and time or the failure to show an original identification document valid pursuant to Presidential Decree 445/2000¹ is considered as withdrawal from the participation to the interview, and hence to the selection, whatever is the reason.

The Board will check the identity of each candidate, comparing the personal data contained in 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.

PLEASE NOTE:

The selection process will still be carried out even if the number of applications received by the deadline established in the calls for applications (03.06.2020 ore 1:00 p.m.) is less than or equal to the predetermined number. Likewise, the exam process will go ahead even if the number of candidates present on the day - is less than or equal to the predetermined number.

6) RANKINGS

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

- weighted average of the grades and credits of the exams taken as at the date of expiry of the call for applications, degree classification (if already achieved) and the time taken to obtain the qualification, (max. 4 points);
- abstract or overview of the thesis project *curriculum vitae*, personal, cultural and professional interests, reasons for applying (max. 4 points);
- letter of presentation (max. 2 points).

The weighted grade average will be assessed based on the weighted average for the principal subject area under which the three-year degree programme falls, based on the subdivision indicated below and selected in the application phase:

¹ A valid identity 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.



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- principal area: Economy and management; Pharmacy and Biotechnologies; Law; Engineering and architecture; Veterinary Medicine; Psychology; Science; Agricultural and Food Sciences; Science of Education and Training; Sports Science; Political Science; Statistical Science: baseline weighted average 28.00/30;
- principal area: Languages and Literatures, Translation and Interpreting; Medicine and Surgery; Sociology; Humanities; baseline weighted average 29.00/30.

Candidates will be admitted to the oral exam if their score is greater than or equal to 8.00/10.

The **oral exam** will be passed by candidates who obtain a score of at least 8.00/10, 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 Science and Technology 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 3 candidates from each ranking list will be admitted to the Collegio Superiore.

Ex aequo distinction: in the event of equal scores, priority will be given to the candidate that graduated from other universities and, if there is still a tie, preference will be given to the youngest candidate.

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 Studenti Online (www.studenti.unibo.it) in the entrance exam details section by 1 pm on **6 July 2020**.

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

From **7 to 13 July 2020**, the successful candidates must present or send their acceptance confirmations from their institutional address (studio.unibo.it) to the following address: segreteria.collegio@unibo.it (Collegio Superiore of Alma Mater Studiorum – University of Bologna). They must then enrol for a second-cycle degree programme at Alma Mater Studiorum – University of Bologna for the 2020/2021 academic year by and no later than **29 October 2020**. Failure to do so will result in them not being admitted to the Collegio.

Students who graduate from **27 October 2020** onwards must matriculate within three days of their graduation date and, in all cases, by and no later than **26 November 2020**, which is the final deadline



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for enrolment for the 2020/2021 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 places not taken up 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 (Collegio Superiore of Alma Mater Studiorum – University of Bologna).

In all cases, these candidates must have enrolled by **29 October 2020**, except for those students who graduate from **27 October 2020** onwards, who must enrol within three days of their graduation date and, in all cases, by and no later than **26 November 2020**, which is the final deadline for enrolment for the 2020/2021 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.

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.

Office closures

1st June	national bank holiday
from 4th to 31st August 2020	summer closure

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

Information on 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 on the web page www.unibo.it/PrivacyBandiCds.



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DIRECTOR OF THE COLLEGIO SUPERIORE
Professor Beatrice Fraboni