



**Call for applications for admission to levels I and II professional master's programmes**

**2026/2027 Academic Year**

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*Our University has been working for a long time 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.*



### Article 1 - General Information

This call for applications contains the provisions for admission to **levels I and II master's programmes** for the academic year 2026/2027 at the Alma Mater Studiorum Università di Bologna, as set out in Annex 1. All detailed information on each master's programme is available in the **specific sheet** of the individual programme, which is an integral part of this call for applications.

Master's programmes are professional postgraduate programmes normally awarding 60 university educational credits (CFU) corresponding to a total of 1,500 hours of teaching activities, divided into lectures, seminars/workshops, internships or project work, and individual study.

These are restricted access programmes with a minimum and a maximum number of enrolled students, which are indicated for each master's programme in the specific sheets.

Access to master's programmes is by selection: if the minimum number of students eligible for enrolment is not reached, the selection is not carried out.

With a view to reaching the maximum number of enrolled students, subsequent selection windows may be envisaged in compliance with the enrolment deadlines indicated in the individual sheets of the master's programmes.

If, despite an adequate number of eligible candidates, the minimum number of enrolled students is not reached, the master's programme will not be activated.

In order to complete the master's programme and acquire the 60 university educational credits envisaged in the programme, the student must:

- have paid be all the contributions indicated in the specific sheets (including any late payment fees);
- have reached the minimum percentage of compulsory attendance;
- have completed all the hours of internship (curricular placement) or project work;
- have passed the final examination with at least 18 out of 30 points.

Any exams or intermediate tests taken during the master's programmes, at the end of individual modules or teachings, are not recorded individually, but are nevertheless taken into account by the award committee as elements of evaluation in the final examination.

At the end of the teaching activities, students are required to express their evaluations by completing a web-based evaluation questionnaire administered by the [Alma Laurea Consortium](#).

For students enrolled in the master's programme, it is mandatory to take the online courses on occupational safety and health available on the following page immediately after enrolment: <https://www.unibo.it/it/studiare/vivere-luniversita-e-la-citta/salute-e-assistenza/salute-e-sicurezza/sicurezza-e-salute-nei-luoghi-di-studio-e-tirocinio>



## Article 2 - General admission requirements

**Level I master's programmes** are reserved for holders of a first-cycle degree or level 1 or higher qualification or other equivalent qualification issued abroad, recognised as suitable under current legislation.

**Level II master's programmes** are reserved for holders of a second cycle/two-year master's degree, single cycle/combined bachelor's and master's degree, second cycle degree, previous system degree and a level II qualification or other equivalent qualification or one issued abroad, recognised as suitable under current legislation.

The specific entry requirements for admission to the individual master's programmes are set out in detail in the sheets of each master's programme.

Applicants who, at the time of registering for selection, do not hold the required qualification yet but will achieve it by the deadline set for enrolment, can participate in the selection on a conditional basis. If they are selected, they will be able to enrol subject to sending proof of the relevant qualification and other requirements to the Ufficio Master ([master@unibo.it](mailto:master@unibo.it)). **Successful applicants who fail to obtain the necessary qualification and meet the other applicable requirements before the enrolment end date will not be able to enrol.**

### International students

In the case of a qualification obtained abroad, equivalence is governed by a specific MUR Circular "*Procedures for entry, residence, enrolment of international students and recognition of qualifications for higher education courses in Italy*" published on the [University website](#).

**Applicants who access the master's programme with a qualification obtained abroad** must submit, at the time of the application, the degree and relevant transcript of records officially translated into Italian (translation is not required for qualifications in English, French or Spanish).

For further information, please refer to the following information page of the University portal on [Translation, authenticity and value of foreign degrees - University of Bologna](#).

### Master's programmes for doctors, dentists, nurses and other health professions

for these master's programmes, registration with the relevant Italian professional association and register is required; failure to register does not allow the student to carry out practical work on patients during the curricular placement. Candidates with foreign qualifications must obtain equivalence of their qualifications validated by the Italian Ministry of Health in order to undertake the internship.

Further information:

<https://www.salute.gov.it/portale/riconoscimentoQualifiche/homeRiconoscimentoQualifiche.jsp>

All students enrolled in medical and/or dental master's programmes, and in the other cases where required, must submit the infectious disease screening form from the **Wellbeing, Health and Safety Area – Professional Occupational Medicine Unit**, available in the annex section of the master's programme information sheets published on the University portal.



Non-EU candidates who, at the time of enrolment in the selection process for a master's programme, hold the required qualification for admission but are enrolled in a university course at an Italian university must first obtain the qualification for the course in which they are enrolled in order to enrol in the master's programme.

### **Article 3 – Registering for selection and submitting the documentation**

Registration for the selection process must be completed online by **11:59 p.m.** on the deadline date indicated on the sheet for each individual master's programme by visiting the website:

<https://www.unibo.it/it/ateneo/organizzazione-e-sedi/servizi-di-ateneo/servizi-online/servizi-online-per-studenti/guida-servizi-online-studenti/studenti-online>

The procedures for registering for the selection process, paying the €60.00 fee, and submitting the documents required for the selection process are set out in the **operating instructions** (Annex 2).

Failure to pay the selection procedure participation fee (€60.00) will result in the rejection of the application.

**The documents required for selection are:**

1. front and back copy of a valid identity document;
2. self-certification of the degree required for access;
3. curriculum vitae;
4. any other documents indicated in the specific sheet of the individual master's programme.

**For candidates with an academic degree obtained in Italy**, self-certification of the qualification; if not yet graduated, self-certification of the exams taken with relative grades and expected date of graduation.

**For candidates with an academic degree obtained abroad**, a copy of the degree and its academic transcript translated into Italian (translation is not required for qualifications in English, French or Spanish).

**All applicants are admitted to the selection on a conditional basis;** the University of Bologna will subsequently proceed to reject any applicants who do not meet the admission requirements laid down.

The University of Bologna accepts no responsibility for the loss of communications due to incorrect telephone numbers, email addresses or postal addresses provided by the candidate.

In the event of false declarations in the documentation submitted by an applicant, which are relevant for enrolment purposes, without prejudice to the penalties laid down in Article 76 of Presidential Decree no. 445 of 28 December 2000 et seq., such applicant will no longer be able to enrol and will not be entitled to a refund of the fees already paid. Those who make false declarations will be liable for damages.

### **Article 4 – Selection procedure and ranking list**

Admission to the master's programme is subject to passing the selection procedure.

The person responsible for the selection process is the director of the master's programme.



Candidates with disabilities, pursuant to Law no. 104 of 5/2/1992, or with civil invalidity, candidates with SLDs and other candidates who need to make use of adaptations due to difficulties that may interfere with the entrance exam, may request them by filling out the document (**adaptation request form**) available in the pre-enrolment procedure.

Persons with disabilities or SLDs residing in EU or non-EU countries who wish to take advantage of accommodations must submit legalised certification confirming their disability or SLD, issued in their country of residence, accompanied by an official translation exclusively in Italian or English.

Certifications are examined by the competent authorities to verify that the documentation certifies a disability or specific learning disorder recognised by Italian or EU legislation.

Clarifications on the procedures for requesting adaptations may be obtained by contacting the Services for Students with Disabilities and SLD via e-mail to [ases.adattamentiammissione@unibo.it](mailto:ases.adattamentiammissione@unibo.it).

Admission to the master's programme is granted to eligible applicants, within the limits of available places, based on the merit ranking prepared in accordance with the total score awarded in the specific sheets of the master's programmes.

### Article 5 – Enrolment

Enrolment must be completed by the deadline indicated in the sheet of each master's programme by visiting the website [www.unibo.it/Portale/Guida/StudentiOnline](http://www.unibo.it/Portale/Guida/StudentiOnline).

Online enrolment methods are explained in the **operating instructions** (Annex 2).

Successful candidates who decide not to enrol must immediately notify the Ufficio Master by email at [master@unibo.it](mailto:master@unibo.it), so that the places can be reallocated.

Enrolment is conditional upon paying the first instalment of the enrolment fee and uploading a passport size photo on [studenti online](http://studenti.online).

Payments of instalments after the first, made after the set deadline, are subject to a late payment fee of €60.00. Instalments subject to late payment fees must be paid within 30 days. Students who are not up to date with their payments may not attend classes or other educational activities.

Payments must be made with the methods available on [studenti online](http://studenti.online).

### International students and students with foreign degrees

**Students with citizenship of a non-EU country**, after having passed the pre-selection and enrolling with payment of the first instalment of the enrolment fee, must log on to the University portal: <https://www.universitaly.it/first-steps> to apply for an entry visa.

To activate their career, they must send a copy of their study residence permit or, alternatively, the receipt certifying the application for a residence permit and visa for study purposes to the Ufficio Master. In the absence of this documentation, the career will not be activated.

For more information on the residence permit, see the dedicated page:

<https://www.unibo.it/it/studiare/iscrizioni-tasse-e-altre-procedure/permesso-di-soggiorno>



Non-EU citizens holding a residence permit for study purposes who formally renounce their studies lose their eligibility to stay in Italy and their residence permit is revoked.

**Students who have obtained their degree abroad** must check that they are in possession of the necessary documentation indicated on the [portal page dedicated to recognising a foreign qualification](#)

Students who do not have all the documentation required for recognition of their qualification must sign the **conditional enrolment form**.

The academic qualification and other documents required for admission to the Master's programme must be submitted in original form to the Ufficio Master, by appointment. Only if the required qualifications can be fully verified online through secure systems recognised by the University of Bologna will it not be necessary to submit them to the Ufficio Master for recognition.

You can click on the link above to see the institutions that issue verifiable qualifications online.

### **Reviewing the ranking list**

After the enrolment end date, the Ufficio Master will check if there are any places available and contact (by telephone or email) eligible applicants in the ranking list. If they are still interested, they may proceed to enrol by the deadline indicated by the office and with the methods described in the Call for Applications.

### **Simultaneous enrolment**

It is possible to enrol simultaneously in two higher education courses pursuant to [Law no. 33 of 12 April 2022](#) according to the provisions set out in [Ministerial Decree no. 930 of 29-07-2022](#). More information can be found [on the following page](#).

### **Transfer**

Transfer from a Professional master's programme to another or to any other master's programme offered by the University is not permitted.

### **Article 6 - Enrolments supported by contributions from external bodies**

The enrolment fee for the master's programme may be paid by third parties (public bodies, foundations, businesses, etc.). In this situation, candidates must promptly request the nominal letter of intent form from the administration office, which a third party uses to formalise the commitment and send it to the Academic offices and the Ufficio Master by email ([master@unibo.it](mailto:master@unibo.it)) and certified email - PEC ([scriviunibo@pec.unibo.it](mailto:scriviunibo@pec.unibo.it)).

After receiving payment, the University will issue a receipt exempt from VAT pursuant to Articles 1 and 4 of Presidential Decree 633/1972 as amended.



In the presence of external funding (fundraising activities), the master's programme management may decide to reduce the number of places allocated according to the order of merit ranking following the selection procedures. The reduction will be applied on the second instalment.

### **Article 7 - Refunds**

To obtain refund, the student must have a personal or joint current account.

In the event that the master's programme is not activated due to failure to reach the minimum number of enrolled students required by the specific sheet of each master's programme, the enrolment fee already paid will be refunded, excluding stamp duty, by the Ufficio Master, in accordance with the procedures established by the University.

The registration fee will also be refunded if international students are unable to obtain a visa. In this case too, the fee paid will be reimbursed, excluding stamp duty.

Under no circumstances will the selection procedure participation fee of €60.00 be reimbursed, not even if the selection is not carried out.

### **Article 8 - Withdrawal from the Master's Programme and Suspension**

Notice of withdrawal must reach the Ufficio Master ([master@unibo.it](mailto:master@unibo.it)) from the student's institutional mailbox. The withdrawal is a formal and irreversible act through which you decide to end your university career.

Non-EU students lose their right to stay in Italy after withdrawing from studies.

Students who, after having paid one or more tuition fees for the master's programme, decide to withdraw are not entitled for any reason to a refund of the fees paid.

**Suspension** of attendance at a professional master's programme is not normally permitted. However, at the formal request of the interested person, suspension of attendance may only be granted: in cases of prolonged illness (exceeding the maximum percentage of absence), pregnancy or maternity. The application must be sent to the course management and the Ufficio Master ([master@unibo.it](mailto:master@unibo.it)). Such suspension is permitted only once.

Interested persons may be admitted to supernumerary places in the immediately following edition, subject to the activation of that edition, with exemption from payment of the fees already paid for the previous edition, paying the relevant balance. The applicant shall bear the compulsory charges relating to the new academic year of activation of the master's programme (stamp duty, insurance, regional tax) registered for the edition whose suspension has been requested. Failure to renew registration in this manner will result in career forfeiture.

### **Article 9 - Supernumerary and/or reserved places**

#### **Students with disabilities**

The master's programme does not entitle to exemption from tuition fees (Italian Legislative Decree 68/2012, Article 9, paragraph 8). However, as stated in the relevant guidelines, one or two students



with a certificate of civil disability equal to or greater than 66% or a certificate pursuant to Law 104/92 may be enrolled, provided they are eligible for selection, with supernumerary places and with exemption from payment of enrolment fees, net of fixed charges and the selection enrolment fee. Availability, if any, is indicated in the sheet of each individual master's programme.

In order to apply for the exempt place, the interested person must submit an explicit request in the form of a self-certification and attach the INPS disability certificate together with the application **by the deadline for submitting applications.**

International students must submit a legalised certificate attesting to their disability status, issued in their country of residence, accompanied by an official translation in Italian or English only **by the deadline for submitting applications.**

Certifications are examined by the competent authorities to verify that the documentation certifies a disability or specific learning disorder recognised by Italian or EU legislation.

The benefit is only awarded to the student who has submitted suitable documentation and who has been ranked higher than any other applicant.

### **Professional staff and foreign language instructors of the Alma Mater Studiorum – Università di Bologna**

Two places are reserved for Professional staff and foreign language instructors only in the case of part-time master's programmes, possibly even with supernumerary places compared to the maximum number of enrolled students, with exemption from payment of the enrolment fee, net of fixed charges (regional tax, stamp duty and insurance).

These places do not contribute to the minimum number required for the course to start.

Interested persons must follow the exemption request procedure preferably before registering for the selection, by filling in the appropriate form from the intranet page [Measures for participation in advanced training initiatives recognised by the University of Bologna for professional staff and foreign language instructors](#). APOS - Personnel Division communicates the outcome of the assessment, whether positive or negative, directly to the applicant.

### **Almae Matris Alumni association**

In accordance with the 2026-2027 guidelines, there will be a reserve of 1 or 2 places with a reduced fee (20% less than the enrolment fee) for members of the Almae Matris Alumni Association. The number of places is indicated in the individual master's programme sheets.

### **Article 10 - Auditors**

Participation may be open to "auditors", up to 20% of enrolled students. This possibility is to be checked in the sheet of each degree programme. Interested persons must notify their intention directly to the administration office of the Master's Programme by the enrolment deadline indicated in the information sheet for each Master's programme. The administration office will notify applicants of the outcome of their request. If not all places for auditors are filled by the enrolment end date, the management reserves the right to consider also applications received after this date until all available places are filled, but no later than the start of lectures.

The contribution required from auditors is indicated in the sheet of each master's programme. Auditors do not take the final exam, are not required to attend classes, do not participate in the





internship, are not required to prepare project work, do not obtain a master's programme and are not awarded any university educational credits. The administration office may issue the auditor with a certificate of attendance indicating the hours actually attended.

### **Article 11 – Processing of personal data**

The personal data provided by the applicants will be processed by the University of Bologna in accordance with regulation (EU) 2016/679.

In this regard, reference is made to the Privacy policy for participants in the University's competitive selection procedures available at the following [link](#).

Provision of the personal data indicated in this Call for Applications and in the attached forms is mandatory for the purpose of participating in the procedure and to carry out related operations.

The University may also process the personal data of the applicants for the purpose of compiling statistics or sending them to the Italian Ministry of University and Research or to facilitate analysis and improvement of teaching activities and services for research activities.

Any provision by the candidate of sensitive data relating to his/her state of health is intended solely for the adoption of the measures and aids necessary to ensure equal opportunities in the conduct of the tests in accordance with the relevant provisions in force (Law no. 104/1992 and Law no. 170/2010).

Pursuant to Article 13 of Regulation (EU) 2016/679:

- with regard to the data provided, the Controller is Alma Mater Studiorum - Università di Bologna, with headquarters at Via Zamboni no. 33 – 40126 Bologna;
- the Processor is the Head of the Education and PhD Programme Division (Alice Trentini, Via Zamboni no. 33, 40126 Bologna).

A complete and up-to-date list of the persons in charge of data processing can be obtained by sending an email to [privacy@unibo.it](mailto:privacy@unibo.it) or contacting the above-said processor. Data processing procedures are set out in the privacy policy published on the University website (<https://www.unibo.it/it/ateneo/privacy-e-note-legali/privacy/>).

### **Article 12 - Contact for enquiries**

For scientific and teaching information (teaching programme, calendar, exams, information on internship or project work, etc.), please contact the administration office of the Master's Programme, the contacts for which are indicated in the sheet of each course.

Administrative information can be requested from the Ufficio Master by writing to [master@unibo.it](mailto:master@unibo.it) or via the Virtual Help Desk: <https://sportelli.unibo.it/>

The person in charge of the procedure is the head of the Master's programmes, non-medical specialisation schools and state exams sector of the Education and PhD Programme Division, Cinzia Castelluccio [cinzia.castelluccio@unibo.it](mailto:cinzia.castelluccio@unibo.it).



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

AREA  
FORMAZIONE E DOTTORATO

The Head of Administrative Division  
Alice Trentini  
*(digitally signed)*