



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

AREA
FORMAZIONE E DOTTORATO

Call for applications for admission to 1st level and 2nd level Professional Master's Programmes 2024/2025 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 sets out the rules for admission to **1st level and 2nd level Professional Master's Programmes** in the 2024/2025 academic year, as per Annex 1. The learning outcomes, course structure diagram, organisational structure and dates of enrolment specific to each Professional Master's Programme are detailed in the relevant **data sheets**, which form an essential part of this Call for Applications and are published on the [University website](#).

Professional Master's Programmes are postgraduate professional training programmes which generally award 60 University educational credits (CFUs), equal to 1500 hours of teaching activities overall, including lectures, seminars/workshops, internship or project work and individual study.

Professional Master's Programmes are restricted access programmes providing for a minimum and a maximum number of students, which are specified in the relevant data sheets.

With a view to reaching the maximum number of students, additional selection periods may be opened within the time limits provided for enrolment, as specified in the relevant data sheets.

Admission to Professional Master's Programmes is by selection – where the minimum number of prospective students cannot be reached, the selection procedure is not carried out.

Under no circumstances may the selection procedure participation fee of € 60.00 be refunded, not even in the event that the selection procedure does not take place.

If the minimum number of enrolled students is not reached in spite of a sufficient number of eligible applicants, the Professional Master's Programme is not run. In that case, any tuition fees already paid will be refunded by the Ufficio Master as prescribed by the University, with the exception of any stamp duty.

In order to pass a Professional Master's Programme and be awarded the corresponding 60 CFUs, the student must pay all tuition fees as indicated in the relevant data sheets (including any late fees), meet the minimum mandatory attendance percentage, complete the (curricular) internship or project work and pass the final examination with a grade of at least 18 out of 30. Any intermediate tests or exams taken during the course of a Professional Master's Programme, at the end of each module or course unit, will not be recorded as such, but the examination committee will take them into account when deciding the final grade.

At the end of the programme, the students may give their opinion by completing an online satisfaction questionnaire prepared by [Consorzio AlmaLaurea](#).



The University of Bologna provides all students enrolled in a Professional Master's Programme with online mandatory training on occupational health and safety – for further information, please see <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>.

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

Professional Master's Programmes do not entitle to exemption from tuition fees (Legislative Decree 68/2012, Article 9, paragraph 8). However, as per the applicable Guidelines and subject to passing the selection, the enrolment of one or two students with a certified legal disability of 66% or more or with a certification under Law 104/92 will be permitted in excess of the maximum number. Such student(s) will be exempted from paying tuition fees, net of any fixed costs and of the selection procedure participation fee. **This option, if available, is specified in the relevant data sheet for each Professional Master's Programme.**

In order to apply for a reserved place, an express request to that effect must be submitted by the closing date for applications, in the form of a self-certificate accompanied by the legal disability certificate issued by INPS, to be attached to the application.

The benefit will only be recognised to the student that submitted all the appropriate documentation and scored better than any other applicants requesting the same benefit.

On part-time Professional Master's Programmes, two places in excess of the maximum number will be reserved for professional staff and foreign language instructors of the University. Such students will be exempted from paying tuition fees, net of any fixed costs (regional tax, stamp duty and insurance). The exemption must be requested, preferably before registering for selection, by completing the form available on the intranet page [Measures for participation of professional staff and foreign language instructors in postgraduate programmes recognised by the University of Bologna](#). APOS will then inform the applicants directly of the outcome of their request.

Article 2 – General admission requirements

1st level Professional Master's Programmes are reserved for graduates who hold a first cycle or higher degree, a first-level or higher academic diploma, an equivalent qualification or a foreign qualification recognised as suitable under the applicable law.



2nd level Professional Master's Programmes are reserved for graduates who hold a second cycle degree, a single cycle degree, a degree under the Italian previous degree programme system, a second-level academic diploma, an equivalent qualification or a foreign qualification recognised as suitable under the applicable law.

Any special requirements for admission to a certain Professional Master's Programme are detailed in the relevant data sheet.

Applicants who hold a qualification obtained abroad must submit a *Dichiarazione di Valore* (declaration of value, i.e. a certificate of equivalence) together with their academic qualification and relevant transcript of records officially translated and legalised (translation is not required for qualifications in English, French or Spanish). No legalisation or apostille is required for qualifications issued by institutions based in Belgium, Denmark, France, Ireland, Latvia (Brussels Convention 1987), Germany (Rome Convention 1969) and Austria (Vienna Convention 1975).

For applicants who hold an academic qualification awarded by an institution of a country in the European Higher Education Area (Bologna Process), the declaration of value may be replaced by a Diploma Supplement issued by the relevant institution based on the European Commission form.

For further information on the declaration of value, translation and legalisation, please see the University website at <https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/translation-authenticity-and-value-of-foreign-qualification>.

For Professional Master's Programmes for medical doctors and/or orthodontists and/or nurses and/or health professions, registration with the competent Italian Professional Board (or Register) is required in order to carry out practical work during the curricular internship. Failure to register will result in the student being unable to carry out practical work with patients during their curricular internship. In order to carry out their internship, applicants with a foreign qualification must obtain full recognition of their licences by the Italian Ministry of Health.

For further information:

<https://www.salute.gov.it/portale/riconoscimentoQualifiche/homeRiconoscimentoQualifiche.jsp?lingua=english>.

All students enrolled in Professional Master's Programmes for medical doctors and/or orthodontists need to complete the infectious disease screening form of the **University Centre for the protection and promotion of health and safety – Occupational health and safety service – Occupational**



medicine specialist unit, available as an annex to the data sheets of the Professional Master's Programmes published on the University website.

Applicants who, at the time of registering for selection, do not hold the necessary qualifications and meet the applicable requirements yet, may 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 qualifications and requirements to the Ufficio Master (master@unibo.it). **Successful applicants who fail to obtain the necessary qualifications and meet the applicable requirements before the enrolment end date will not be able to enrol.**

In order to enrol in a Professional Master's Programme, non-EU applicants who, at the time of registering for selection, hold a foreign qualification suitable for admission in a Professional Master's Programme and are enrolled on a degree programme in an Italian university, must obtain their qualification (relating to their ongoing academic career) by the enrolment end date.

Article 3 – Registering for selection and submitting the documentation

Applicants must register for selection by **1:00 p.m.** of the closing date for applications indicated in the data sheet of the relevant Professional Master's Programme. Registration must be completed online at <https://www.unibo.it/en/university/organisation-and-campuses/university-services/online-services/online-services-for-students/guide-to-online-student-services/studenti-online>.

The procedures for registering for selection, pay the € 60.00 fee and submit the documents required for selection are described in the **instructions** (Annex 2).

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

The following documents are required for selection:

1. front and back copy of a valid identity document;
2. certification of degree:
 - **for applicants who hold a qualification obtained in Italy**, a self-certification of degree detailing the exams taken with the corresponding grades or, for those who have not graduated yet, the exams taken with the corresponding grades and the expected graduation date;
 - **for applicants who hold a qualification obtained abroad**, a translated (if in a language other than English, French or Spanish) and legalised copy of their diploma with the corresponding



declaration of value, if already available, or a certificate of comparability issued by an ENIC-NARIC centre;

- **for applicants who hold an academic qualification awarded by an institution of a country in the European Higher Education Area (Bologna Process)**, a copy of their diploma with the Diploma Supplement, together with their degree certificate and transcript of records;
3. curriculum vitae and any other qualifications as specified in the data sheet of the Professional Master's Programme.

Alma Mater Studiorum – Università di Bologna accepts no responsibility for failure to deliver notices due to inaccurate telephone number, email or mailing address provided by the applicant.

All applicants are admitted to the entrance exam on a conditional basis – the University of Bologna will subsequently proceed to reject any applicants who fail to meet the applicable admission requirements.

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, such applicant will no longer be able to enrol and will not be entitled to a refund of the fees paid. Those who make false declarations will be liable for damages.

Article 4 – Selection procedure and ranking list

Admission to a Professional Master's Programme is subject to passing the selection procedure.

The examination committee will be appointed by the Professional Master's Programme scientific board.

The selection procedure supervisor is the Professional Master's Programme director.

Applicants with disabilities pursuant to Law no. 104 of 05/02/1992, applicants with legal disability, applicants with SLD and other applicants who need to use adaptations to overcome any difficulties in taking the entrance exam may request them by completing the document (**Request for adaptation form**) available in the pre-enrolment procedure.

Admission to the Professional Master's Programme is granted to eligible applicants, within the limits of available places, based on the ranking list prepared in accordance with the total score awarded, as specified in the relevant data sheet.



Article 5 – Enrolment

Applicants must enrol mandatorily by the date specified in the Professional Master's Programme data sheet by logging into the website <https://www.unibo.it/en/university/organisation-and-campuses/university-services/online-services/online-services-for-students/guide-to-online-student-services/studenti-online>.

The online enrolment procedure is explained in the **instructions** (Annex 2).

Enrolment is conditional upon paying the first instalment of fees and uploading a passport size photo to Studenti Online.

Any subsequent instalment that is paid after the prescribed time limit will be subject to late fees of € 60.00. Any instalment subject to late fees must strictly be paid within 30 days. Students who fail to pay all the amounts due may not attend lectures.

Payments must be made with the methods available on Studenti Online www.studenti.unibo.it.

In the event of third-party funding (fundraising activities), the Professional Master's Programme director may reduce the fees due based on the ranking list.

Tuition fees may be borne by third parties (public bodies, foundations, organisations, etc.). In that case, the applicant must timely ask the secretariat for the personal letter of intent template. The third party will be required to fill out and sign the template and send it to the secretariat and to the Ufficio Master by email (master@unibo.it) and certified email (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.

Upon enrolling, non-EU nationals must also submit:

- a (postgraduate) study visa and the receipt confirming that they have applied for a student residence permit;
- an equivalent residence permit pursuant to Article 39, paragraph 5 of the Consolidated Law on Immigration (non-EU citizens with a EU long-term residence permit – former *Carta di Soggiorno* – or an employee, self-employed or investor residence permit, or a residence permit as a family member, as an asylum seeker, for subsidiary protection or for religious reasons are allowed to enrol in Professional Master's Programmes).

Those who have held a student residence permit for at least one year may enrol if their residence permit is renewable (please note that a student residence permit issued for an Italian language



course is not renewable). To be renewed, the residence permit must be held alongside the Italian qualification for which it was issued.

After passing the pre-selection procedure, enrolling and paying the first instalment of tuition fees, non-EU nationals who are not resident in Italy are required to access the University website:

<https://www.universitaly.it/first-steps>

For further information, see the University website at

<https://www.unibo.it/en/teaching/professional-master/information-on-professional-master/information-for-international-students>.

Successful applicants who decide not to enrol must immediately inform the Ufficio Master by email to master@unibo.it, in order to allow their places to be filled by other applicants.

On the first working day 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.

Since a.y. 2022/23, enrolment in two separate higher education programmes is permitted pursuant to [Law no. 33 of 12 April 2022](#), in accordance with the provisions of [Ministerial Decree no. 930 of 29-07-2022](#).

Article 6 – Withdrawal from Professional Master’s Programmes

Students who, after paying tuition fees, in whole or in part, decide to withdraw from a Professional Master’s Programme are not entitled to a refund of the fees paid.

The notification of withdrawal must be sent to the Ufficio Master (master@unibo.it) from the student’s University email address. 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.

Suspending attendance in a Professional Master’s Programme is usually only permitted in the event of a severe illness or documented pregnancy. Please note that, if the Professional Master’s Programme in question is not run in the year after that in which suspension is granted, no tuition fees already paid will be refunded.



Article 7 – Auditors

Participation is open to “auditors”, up to 20% of enrolled students. **Please check whether this option is available in the Professional Master’s Programme data sheet.** Those who wish to attend as auditors must inform directly the Professional Master’s Programme secretariat and will be notified of the acceptance of their request, as well as of the deadline and methods for registration and payment of the attendance fee. The attendance fee for auditors is specified in the relevant data sheet. Auditors do not sit the final exam, have no attendance obligation, are not required to do an internship or prepare project work, do not earn CFUs and are not awarded the Professional Master’s qualification. The secretariat may issue a certificate of attendance stating the number of hours completed by each auditor.

Article 8 – Contact details for information

For scientific and teaching information (teaching programme, calendar, exams, information on curricular internship or project work, etc.), please contact the Professional Master’s Programme secretariat using the contact details indicated in the relevant data sheet.

For administrative information, please contact the Ufficio Master (master@unibo.it).

The Ufficio Master is located at Viale Quirico Filopanti 7, 40126 Bologna.

The office is open to the public on:

- Monday, Wednesday and Friday, from 9:00 to 11:15 a.m.;
- Tuesday and Thursday, from 2:30 to 3:30 p.m.

Email: master@unibo.it

Certified email (PEC): scriviunibo@pec.unibo.it

Telephone: 051 2092798

Virtual Helpdesk: <https://sportelli.unibo.it/>

The procedure supervisor is Cinzia Castelluccio, Manager of the Professional Master’s Programmes, Non-Medical Specialisation Schools and State Exams Unit of the Education and PhD Programme Division; email: cinzia.castelluccio@unibo.it.

Article 9 – 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 statement 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 MUR or to facilitate analysis and improvement of teaching activities and services, and for research activities.

The provision of any sensitive data concerning the health of the applicant is solely aimed at implementing the appropriate measures and aids to ensure equal opportunities in taking exams, pursuant to the applicable law (Law 104/1992 and Law 170/2010).

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

- The Controller is Alma Mater Studiorum – Università di Bologna, with registered office 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 or contacting the above-said processor. Personal data processing procedures are detailed in the privacy policy published on the University website (<https://www.unibo.it/en/university/privacy-policy-and-legal-notes/privacy-policy/personal-data-processing>).

The Head of Division
Alice Trentini
(Digitally signed)