



**ALMA MATER STUDIORUM - UNIVERSITÀ DI BOLOGNA**  
**FACOLTÀ DI ECONOMIA (BOLOGNA)**

**Admission procedure for**

**Graduate degree in Innovation and  
Organization of Culture and the Arts**  
**(GIOCA)**

**CLASSE LM-76 (Economia dell'ambiente e della cultura)**

**2009/2010 Academic Year**

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## **PREFACE**

Two types of candidates can be admitted to the Graduate degree in Innovation and Organization of Arts and Culture - (here after GIOCA), who must respectively follow two different admission procedures described in the following application:

- Italian students and students who are citizens of the European Union, or from countries of comparable qualification (see part A of the application).<sup>1</sup>
- Students who are not citizens of the European Union (see part B of the application).

Candidates who pass the respective selection processes should then follow the enrolment process according to part C of the application.

Admission to GIOCA is regulated by an evaluation of the candidate's preparation and, in the case that more students pass the first selection, based on the number of available spaces, an eventual test to define the final ranking.

For the 2009/2010 academic year, the total number of students to be accepted is 30, among which 10 positions are reserved for students from outside the EU (5 of these reserved for Chinese students), 2 positions are reserved for Erasmus Mundus students and 1 position is reserved for students with disabilities or specific learning disorders.

If the positions reserved to students participating to the Erasmus Mundus project are not fully covered, they will be made available to non-EU candidates residents abroad.

If the positions reserved to non-EU citizens (included the position reserved for students with disabilities or specific learning disorders) are not fully covered, they will be made available to candidates who are citizens of the European Union, or from countries of comparable qualification.

The GIOCA courses will be taught in English, thus a high level of written/spoken English is required.

Students who have not completed their first level degree (bachelor) may participate in the selection process, but they must graduate before enrolling in GIOCA. More precisely, EU applicants and those applicants considered equivalent who have not yet finished the first degree must be sure to do so before August 4, 2009 (the final date for enrolment in GIOCA for EU applicants). Applicants who are citizens outside the EU must finish their degree and complete this enrolment process before August 25, 2009 (the deadline for enrolment for applicants from outside the EU). Only in the case of applicants who have not finished their bachelor degree and in the case that they participate in the second round of the application process in September may they complete the enrolment process within the deadline of October 30, 2009.

If the applicants do not enrol within the specified deadlines, they lose their right to enrol in GIOCA.

<b><u>PART A : ITALIAN STUDENTS, CITIZENS OF THE EUROPEAN UNION (AND COUNTRIES WITH COMPARABLE QUALIFICATION)</u></b>
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### **1. ADMISSION REQUIREMENTS**

For admission to GIOCA it is necessary to:

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<sup>1</sup> These include students from Norway, Iceland, Liechtenstein, Switzerland, and the Republic of San Marino.

- Have at least a bachelor degree or an equivalent degree from an Italian or foreign university
- Be fluent in English
- Have a good general knowledge and notions of culture and the arts
- Have a strong vocation for the relevant contents and topics of the Program.

Moreover, for admission to the GIOCA Program, the acquisition of at least 5 academic credits in one or more of the following scientific-disciplinary sectors is required:

- SECS-P
- L-ART
- IUS
- SPS
- M-STO

If no above-mentioned credits have been achieved, the admission to the GIOCA Program is subjected to a preliminary assessment by a Commission that ascertains the requirements by means of interview. The interview will be on June 04-05 2009 at the School of Economics, Piazza Scaravilli 2 – 40126, Bologna.

For those students holding a degree from a foreign university, there are the following admission requirements (as deliberated in the University Academic Board meeting on July 23, 2003):

- a post-secondary degree attained in a Superior Institute outside of the university that allows for the on-site completion of a successive degree, only in the case in which this degree has been attained after a period of 12 years of schooling;
- Compatibility of the degree, to be evaluated by the GIOCA Advisory Committee using the same criteria used for the Italian academic degrees.

## **2. ADMISSION PROCESS**

For EU citizens and those coming from countries considered equivalent, the selection process is scheduled for June 09-10, 2009. In the case in which slots remain following this first round, there will be a second selection on September 03-04, 2009.

There are 17 places reserved for candidates from the EU or countries considered equivalent. If the places taken by citizens from outside the EU, by students of the Erasmus Mundus project and by students with disabilities or specific learning disorders is inferior to 13, following the selection processes on June 08, 2009 and September 02, 2008, those remaining places will become available to be filled by the EU applicants and those from equivalent countries.

The students that failed the selection process on June 09-10, 2009 will have the possibility to participate in the eventual selection process on September 03-04, 2009.

### **2.1 Applying For The Selection Process**

The application for the selection must be done exclusively through the online service<sup>2</sup>:

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

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<sup>2</sup> For assistance in the online application please turn to the Information Points in Bologna, Cesena, Forlì, Ravenna and Rimini (for addresses and office hours, please look at the web site: [http://www.unibo.it/Portale/Guida/Almawelcome/Punti\\_AlmaWelcome.htm](http://www.unibo.it/Portale/Guida/Almawelcome/Punti_AlmaWelcome.htm))

The candidate must:

- *Register*, by inserting his or her fiscal code (codice fiscale), personal data, and the data relative to the academic degrees. The candidate will then receive a username and password, that will allow him or her to pay the application fee of **60 €**;

- *Pay the application fee* within the deadline of June 01, 2009 for those students participating in the June selection, and August 27, 2009 for those participating in the September selection (which will take place only in the case that places remain from the previous selection).

Payment must be made with the following methods (payments are not accepted through other methods):

- 1) On-line by credit card (Visa, Mastercard, Diners, American Express, even if the holder of the card is not the candidate);
- 2) Payment through any UniCredit Bank agency (the list of agencies is available on the website [www.ricerca.unicreditbanca.it/agenzie](http://www.ricerca.unicreditbanca.it/agenzie) or [www.unibo.it](http://www.unibo.it) at the Registrar of the School of Economics), using the appropriate payment code printed during the online registration;

- *Fill out Form A*, attached to this application (file Excel) and send it to Dott.ssa Federica Onofri [federica.onofri@unibo.it](mailto:federica.onofri@unibo.it) within the specified deadline.

If any part of this process is not completed, the application will be void.

The candidates in possession of a foreign degree must also send a copy of the degree with the declaration of value (“*dichiarazione di valore*”) from the appropriate embassy to the Registrar (Segreteria Studenti Via Zamboni, 33 – 40126 Bologna) before the specified deadline (June 01, 2009 or August 27, 2009).

## **2.2. Selection**

Admission to the Graduate program GIOCA is subjected to the passing of a specific selection process that will verify the knowledge and competencies necessary for the course. This selection will consist of:

a) first selection phase (written test and interview); if the number of candidates that pass this first phase is equal or fewer than the established number of spaces available, the selection process will not continue to the second phase and the all of the passing candidates will be admitted. Eventual positions that are not taken in this first round will be available for the second round on September 03-04, 2009.

b) if the number of candidates who pass the first phase is higher than the allowed number, the process proceeds to another written test for the creation of the final ranking.

The candidates will be allowed to enrol according to the order of this final ranking (see part C.5 of this application). In this case, the process will not proceed to the second round on September 03-04, 2009, unless the students who are accepted renounce their position before the respective deadlines (August 4, 2009 for EU candidates and August 25, 2009 for candidates from outside the EU), thus creating free spaces.

It is to be noted that the first phase of the selection process will take place even if the number of candidates are fewer than that of the positions available; the selection will also take place if the number of candidates present for the first phase is inferior to that of the positions available.

## **a) First Admission Test**

### **a.1 ) First phase: Assessment of preparation**

This first phase will take place on June 09-10, 2009 at the School of Economics, Piazza Scaravilli, 2 – 40126 - Bologna.

A specific selection committee will be nominated by the School, approved by the Degree Course Council, and composed of at least three full members and additional members (chosen among Instructors and Researchers of the Degree Program) who will guarantee the correct development of the procedure.

The candidates must present themselves on June 09, 2009 at 11am for the beginning of the selection procedure. The candidates will be admitted to the test after showing a valid identification document. It is also requested that the candidate present the receipt of payment.

The exam committee will verify the identity of each candidate and register the data from the identification documents in a roster. The candidate must sign the roster at the time he or she receives the test.

The scope of the exam is to identify the level of the necessary knowledge for the course. This consists of a written test plus an interview which will evaluate the curriculum and individual preparation of the candidate, as well as the level of English.

#### *Written test*

The first part of the selection consists of a 40-question multiple choice test in English to complete in 60 minutes. The test will take place on June 09, 2009 at 11am at the School of Economics, Piazza Scaravilli 2 – 40126 - Bologna.

The questions will pertain to the following areas: general knowledge/trivia, economics/law, arts and culture.

Each candidate will receive a copy of the exam. The candidate has the opportunity to correct just one (and only one) question which they already answered, which can be done by completely blacking out the previously marked box and choosing another; it must be completely clear that the candidate has intentionally selected the chosen box or else the question will be counted as unanswered.

At the end of the test, the following scoring system will be used, based on a maximum of 40 points:

- 1 point for each correct answer
- minus 0.3 points for each wrong answer
- 0 points for each question not answered

Students who receive a score of less than 20 on the written exam will not be admitted to the next part (interview) of the selection process.

#### *Interview*

The second part of the selection process will consist of an interview to ascertain the level of English, as well as the evaluation of the curriculum and individual preparation of the candidate.

This interview will take place on June 09, 2009 starting at 3 pm and according to the number of candidates, can continue on June 10, 2009 at 9 am.

The candidates can be awarded a maximum of 60 points for the interview portion of the selection process.

### *Overall evaluation*

Only students who reach a minimum of 60 points based on both the written and oral portions of the selection process will be allowed to enrol.

If the number of candidates that pass the written and oral portion of the verification are equal or lesser than the number allowed, the successive phase of the selection process will not be necessary and these candidates will be allowed to enrol, according to part C of this document.

If the number of candidates who pass the written and oral portion of the verification is greater than the number allowed, they will then proceed to the successive test for the creation of a final ranking (see the second phase a2). The enrolment will then take place according to the order of this final ranking.

#### **a.2) Second phase (if necessary): test for the creation of the final ranking**

The eventual test for the final ranking will take place within June 11, 2009 at the School of Economics, Piazza Scaravilli 2 - 40126 – Bologna.

This test will consist of a 40-question multiple choice test in English to complete in 60 minutes.

The questions will pertain to the following areas: general knowledge/trivia, economics/law, arts and culture.

Each candidate will receive a copy of the exam. The candidate has the opportunity to correct only one (and only one) question which they already answered, which can be done by completely blacking out the previously marked box and choosing another; it must be completely clear that the candidate has intentionally selected the chosen box or else the question will be counted as unanswered.

At the end of the test the following scoring system will be used, based on a maximum of 40 points:

- 1 point for each correct answer
- minus 0.3 points for each wrong answer
- 0 points for each question not answered

In the case of a tie in the points for the final ranking, the higher placing will be awarded to the younger candidate.

#### **a.3) Posting of the final ranking**

The ranking will be posted on the Bulletin of the Registrar of the Faculty of Economics within June 11, 2009. This posting will be the only legal representation of the final ranking. It is also possible to consult the unofficial ranking online, posted on the website [www.almawelcome.unibo.it](http://www.almawelcome.unibo.it) ; it is necessary to sign in using the candidates username and password provided during the enrolment process for the application.

Students that pass the selection can enrol according to the methods described in Part C of this document.

#### **b) Second round of the selection process**

This round of the selection will take place only if the number of candidates enrolled following the first round is fewer than the established number (or in the case that those who pass the first selection is fewer than the established number, or if the number of those who enrol by the established deadlines is fewer than the established number).

The confirmation that this round will take place will be communicated in advance (on August, 5 it will be evident if places are available and on August, 25 it will be confirmed).

Those students interested in participating in the second round must apply before the deadline of August 27, 2009.

### **b.1) Assessment of the preparation**

The selection process will take place on September 03-04, 2009 at the School of Economics, Piazza Scaravilli, 2 – 40126 - Bologna.

A specific selection committee will be nominated by the School, approved by the Degree Course Council and composed of at least three full members and additional members (chosen among Instructors and Researchers of the Degree Program) who will guarantee the correct development of the procedure.

The candidates must present themselves on September 03, 2009 at 9 am for the beginning of the selection procedure. The candidates will be admitted to the test after showing a valid identification document. It is also requested that the candidate present the receipt of payment.

The exam committee will verify the identity of each candidate and register the data from the identification documents in a roster. The candidate must sign the roster at the time he or she receives the test.

The scope of the exam is to identify the level of the necessary knowledge for the course. This consists of a written test plus an interview which will evaluate the curriculum and individual preparation of the candidate, as well as the level of English.

#### *Written test*

The first part of the selection consists of a 40-question multiple choice test in English to complete in 60 minutes. The test will take place on September 03, 2009 at 9 am at the School of Economics, Piazza Scaravilli 2 – 40126 – Bologna.

The questions will pertain to the following areas: general knowledge/trivia, economics/law, arts and culture.

Each candidate will receive a copy of the exam. The candidate has the opportunity to correct one (and only one) question which they already answered, which can be done by completely blacking out the previously marked box and choosing another; it must be completely clear that the candidate has intentionally selected the chosen box or else the question will be counted as unanswered.

At the end of the test the following scoring system will be used, based on a maximum of 40 points:

- 1 point for each correct answer
- minus 0.3 points for each wrong answer
- 0 points for each question not answered

Students who receive a score of less than 20 on the written exam will not be admitted to the next part (interview) of the selection process.

#### *Interview*

The second part of the selection process will consist of an interview to ascertain the level of English, as well as the evaluation of the curriculum and individual preparation of the candidate.

This interview will take place on September 03, 2009 starting at 3 pm and according to the number of candidates, can continue on September 4, 2009 at 9 am.

The candidates can be awarded a maximum of 60 points for the interview portion of the selection process.

### *Overall evaluation*

Only students who reach a minimum of 60 points based on both the written and oral portions of the selection process will be allowed to enrol.

If the number of candidates that pass the written and oral portion of the verification are equal or lesser than the number allowed, the successive phase of the selection process will not be necessary and these candidates will be allowed to enrol, according to part C of this document.

If the number of candidates who pass the written and oral portion of the verification is greater than the number allowed, they will then proceed to the successive test for the creation of a final ranking (see the second phase). The enrolment will then take place according to the order of this final ranking.

### **b.2) Second phase (if necessary): test for the creation of the final ranking**

The eventual test for the final ranking will take place on September 04, 2009 at the School of Economics, Piazza Scaravilli 2 – 40126 – Bologna.

This test will consist of a 40-question multiple choice test in English to complete in 60 minutes. The questions will pertain to the following areas: general knowledge/trivia, economics/law, arts and culture. Each candidate will receive a copy of the exam. The candidate has the opportunity to correct just one (and only one) question which they already answered, which can be done by completely blacking out the previously marked box and choosing another; it must be completely clear that the candidate has intentionally selected the chosen box or else the question will be counted as unanswered.

At the end of the test the following scoring system will be used, based on a maximum of 40 points:

- 1 point for each correct answer
- minus 0.3 points for each wrong answer
- 0 points for each question not answered

In the case of a tie in the points for the final ranking, the higher placing will be awarded to the younger candidate.

### **b.3) Posting of the final ranking**

The ranking will be posted on the Bulletin of the Registrar of the School of Economics within September 07, 2009. This posting will be the only legal representation of the final ranking. It is also possible to consult the unofficial ranking online, posted on the website [www.almawelcome.unibo.it](http://www.almawelcome.unibo.it) ; it is necessary to sign in using the candidates username and password provided during the enrolment process for the application.

Students that pass the selection can enrol according to the methods described in Part C of this document.

## **PART B –NON-EU STUDENTS WHO ARE RESIDENTS ABROAD**

### **Reserved number of positions for non-EU students who are resident abroad (included Chinese citizens of the Marco Polo project) and for the Erasmus Mundus students**

The regulations for admission (terms and application forms required to apply to Italian universities, etc.) are defined annually by the Ministry of Education, University, and Research with a specific

Circular letter (for the 2009/2010 Academic year, see the Circular letter of the M.I.U.R., which can be found on the website of the ministry [www.miur.it](http://www.miur.it)).

For the 2009/2010 Academic year, 10 positions are reserved for Non-EU students, of which 5 are reserved for Chinese citizens, and 2 positions are reserved for students of the Erasmus Mundus project . Non-EU students residing abroad who intend to enrol in GIOCA for the 2009/2010 Academic year will compete for these positions which are reserved for them.

For those in possession of a foreign academic degree, there are the following admission requirements (as deliberated in the Academic Senate of July 23, 2003):

- a post-secondary degree attained in a Superior Institute outside of the university that allows for the on-site completion of a successive degree, only in the case in which this degree has been attained after a period of 12 years of schooling;
- compatibility of the degree, to be evaluated by the GIOCA Advisory Committee using the same criteria used for the Italian academic degrees.

## 1. ADMISSION REQUIREMENTS

For non-EU students residing abroad, the first round of the Selection Process will take place June 08, 2009. In the case that places remain after this round, a second round will take place September , 2009. In the case that that a tele-conference selection process is to take place (see point 2.2), it is possible to participate in this process anytime between June 01, 2009 (date of the deadline for the registration) and June 08, 2009 (date of the first round of selection), through an eventual phone/teleconference selection.

The students that are not admitted to the round on June 08, 2009, they will have the possibility to reapply and participate September 02, 2009, under the condition that the process continues to the second round.

## 2. ADMISSION PROCESS

### 2.1 Applying For The Selection Process

The application for the selection must be done exclusively through the online service [www.almawelcome.unibo.it](http://www.almawelcome.unibo.it)

The candidate must:

- *Register*, by inserting his or her fiscal code (*codice fiscale*)<sup>3</sup>, personal data and the data relative to the academic degrees. The candidate will then receive a username and password, that will allow him or her to pay the application fee of **60 €**;

- *Pay the application fee* within the deadline of June 01, 2009 for those who intend to participate in the first round, and August 27, 2009 for those who intend to participate in the second round (only in the case that spaces remain after the first rounds). Payment can be made exclusively through the following methods (payments are not accepted through other methods):

- 1) On-line by credit card (Visa, MasterCard, Diners, American Express, even if the holder of the card is not the candidate);
- 2) Payment through any Unicredit Bank agency (the list of agencies is available on the website [www.ricerca.unicreditbanca.it/agenzie](http://www.ricerca.unicreditbanca.it/agenzie) or [www.unibo.it](http://www.unibo.it) or at the Registrar (Segreteria) of the Faculty of Economics, using the appropriate payment code printed during the online registration;

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<sup>3</sup> Foreign students can get their fiscal code using Alma Welcome

Fill out Form B, attached to this application (File Excel) and send it to Dott.ssa Federica Onofri [federica.onofri@unibo.it](mailto:federica.onofri@unibo.it) within the specified deadline.

If any part of this process is not completed, the application will be void.

## 2.2. Selection

For students from outside the EU, the application will consist of two distinct evaluations (aside from the testing of the Italian language, as required by law, see below):

- a) The *evaluation of the academic degrees* (form B attached to the application), to which will be attributed a maximum of 40 points;
- b) An *interview* to evaluate the level of English, as well as the evaluation of the curriculum and the individual preparation of each candidate in relation to the objectives of the course. The interview will be weighed with a maximum of 60 points.

Students who reach a minimum of 60 points will be accepted. In the case in which the admitted students are more than the positions allowed (10 non EU students, of which 5 positions reserved for Chinese students; 2 Erasmus Mundus students), a final ranking will be published for each group. On the contrary, if the positions available to the non-EU students are not completely filled, these positions will be made available to the EU students.

To facilitate the participation of students from outside the EU, an alternative date is possible for the interview (only in the case that the documents are received):

- A first date is established for June 08, 2009 at 9 am at the School of Economics, Piazza Scaravilli 2, 40126 - Bologna; the Commission will communicate the results of the winners (and the eventual ranking) within June 10, 2009.
  - If positions are still available after this first date (among the positions reserved for non-EU students and/or for Erasmus Mundus students), it will be possible for non-EU students to participate in the interviews that will be held on September 02, 2009 at 3 pm at the School of Economics, Piazza Scaravilli 2, Bologna.
- The results will be communicated on September 3, 2009.

To further facilitate the participation of non-EU students and particularly not to force these candidates to face extraordinary expenses for an on-site interview, in special cases upon request by the candidate (to be indicated explicitly in Module B attached), the Commission *reserves the possibility* to hold alternative interview methods which can be determined, such as telephone interviews (given that the identity of the candidate can be verified), videoconference, or even on-site interviews at other collaborating universities and other methods to be verified. In this case, these interviews can take place between June 01, 2009 (date of the deadline for the registration) and June 08, 2009 (date of the first round of selection).

The results from these interviews will be published June 10, 2009, and in the case of places which are still left available, it will be possible to schedule further telephone interviews until September 2, 2009.

<p><b><u>PART C – ENROLLMENT OF STUDENTS WHO FALL WITHIN THE FINAL RANKING AND FOR THE EVENTUAL ROLLING ADMISSION</u></b></p>
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The candidates that fall within the final ranking (both for the reserved number of the non-EU Candidates, Erasmus Mundus students and from the EU and Italy), must complete the enrolment process within August 4, 2009 (for EU candidates and those from equivalent countries) and August 25, 2009 (for those candidates residing outside the EU), according to the following process. For the students not yet in possession of the first level degree and those that participate in the eventual selection process on September 2009, they must enrol within the final date of October 30, 2009.

## 1) STUDENTS ENROLLING FOR THE FIRST TIME

The candidates must:

- *Make the payment of the first tuition fee* through the following online service: [www.almawelcome.unibo.it](http://www.almawelcome.unibo.it).

The student must insert the username that he/she received through the application process.

Within the deadline specified above, the candidate must make the tuition payment through the following methods (payments are not accepted through other methods):

- On-line by credit card (Visa, MasterCard, Diners, American Express, even if the holder of the card is not the candidate);
- Payment through any Unicredit Bank agency (the list of agencies is available on the website [www.ricerca.unicreditbanca.it/agenzie](http://www.ricerca.unicreditbanca.it/agenzie) or [www.unibo.it](http://www.unibo.it) or at the Registrar (Segreteria) of the Faculty of Economics), using the appropriate payment code printed during the online registration;
- *Fill out the enrolment form online and print it.*

For assistance with the completion of the online enrolment form, students can seek help from the Registrar (Segreteria Studenti) of the School of Economics (tel. +39 051 2099270). The candidate must declare to be aware of the penalties established in art. 496 of the penal code regarding false declarations, and as a consequence will automatically lose the right to enrol and the right to transfer and the benefits eventually obtained, without the right to any reimbursement of the payments made;

- *Deliver or send the following documents to the Registrar (Segreteria Studenti) of the School of Economics, Via Zamboni 33- 40126 - Bologna:*
  - Paper copy of the completed online enrolment document containing the personal data and self-certified degrees;
  - Two passport size photos and a photocopy (front and back) of your identity card or other valid identification document;
  - Valid permit to stay (*permesso di soggiorno*), for foreign candidates only;
  - Substitute declaration of the degree certificate or diploma with the list of exams and grades, (graduates of the University of Bologna are exonerate of this if they note this condition);
  - Documents regarding the first-level degree must be officially translated into Italian and be accompanied by the “declaration of value” of the appropriate diplomatic/consulate representative of the territory.

## 2) STUDENTS FROM OTHER DEGREE PROGRAMS FROM THE UNIVERSITY OF BOLOGNA

Students who fall within the final ranking and are enrolled in other degree plans in the University of Bologna, must present or sent to the Registrar (Segreteria Studenti) of the School of Economics the transfer request according to the procedure. The request must be presented before August 4, 2009. Students who are still not in possession of their bachelor degree and will participate in the selection on September 03-04, 2009 must present this request by the final deadline of October 30, 2009.

### **3) STUDENTS FROM OTHER DEGREE PROGRAMS FROM OTHER UNIVERSITIES**

Before enrolling, the students listed in the final ranking who are enrolled in other degree programs from other universities must:

- Present or send the transfer request to the Registrar of the University they are transferring from;
- Pay the holding fee (to reserve the space while the documents arrive from the transfer university), and the first payment of the tuition at the Registrar (Segreteria Studenti) of the School of Economics, Via Zamboni 33, 40126 Bologna;
- the candidate must present or send to the Registrar of the Faculty of Economics the following documentation:
  - o receipt of payment of the enrolment taxes;
  - o receipt of payment of the holding fee.

Please note that to complete the transfer, the student must pay, aside from the first tuition payment for the new academic year, the holding fee established by the Administration.

### **4) GENERAL PRECAUTIONS**

- The candidates that intend to renounce their enrolment must immediately give written notice to the Registrar.
- It is to be noted that the payment of the tuition fee alone does not constitute the completion of the enrolment process.
- The receipt of payment or the enrolment documents can also be forwarded by mail or fax to the following number: +39 051 2099273. If the candidate sends the documents by fax or mail, he must also attach copy of the identification document (passport or other valid document according to D.P.R. 445/2000).
- The date in which the Registrar receives the documents will be registered as the official date of arrival (not the postmarked date).
- Interested candidates (not those who are transferring) can present or send (within the same deadline for the enrolment) the declaration renouncing the completed studies (paying careful attention to the regulations that apply to this renunciation). In this case they should enrol within the deadline described in point 1. (regarding “Students enrolling for the first time”).
- In all cases, the candidates placed in the final ranking that do not fulfil the enrolment process within the deadline will automatically denounce their eligibility, regardless of their reasons or motivations for the delay, and the places will be made available for the other eligible candidates (based on the method described in point 5).

### **5) ENROLMENT FOR OPEN POSITIONS**

Upon conclusion of the first enrolment process, before November 3, 2009 the number of available places will be published by the Registrar, which can then be filled through the established process for the rolling enrolment. This official posting by the Registrar will be the only legal publication. It is also foreseen, however without any legal or official standing, the publication of this number on the website of the Faculty of Economics.

After this date the students in the final places of the ranking can apply for the spaces left open (in the order which they fall on this ranking), by connecting to the online service:

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

The student must insert his or her username and password obtained through the pre-application process and fill out the specific module for the rolling admission before the November 9, 2009 deadline. The students that do not complete the online module are excluded from the rolling admission process and cannot enrol.

The Registrar of the Faculty of Economics, from November 11, 2009 until November 16, 2009 will proceed to process the rolling admission applications received, following the order of the final ranking. The student can monitor the status of his or her application on the website [www.almawelcome.it](http://www.almawelcome.it), or also in person through the list posted at the Registrar's office.

## 6) TABLE OF DEADLINES

Type of candidate	Type of selection	Deadline for application to the selection process	Date of selection	Date for final enrolment in GIOCA
Candidates from outside the EU/Erasmus Mundus	1st round of selection	June 01 2009	June 08 2009	August 25 2009
	2nd round of selection (a)	August 27 2009	September 02 2009	October 30 2009
Italian candidates or those from countries which are equivalent	1st round of selection	June 01 2009	June 09-10 2009	August 4 2009 (b)
	Eventual test for the creation of a final ranking (c):		June 11 2009	
	2nd round of selection (d)	August 27 2009	September 03-04 2009	October 30 2009
	Eventual test for the creation of a final ranking (e)		September 4 2009	

Note:

- a) this will take place only in the case that there are free spaces available after the selection in June;
- b) exclusively for the candidates accepted that have not yet received the graduate degree before August 4, 2009, there is a successive deadline on October 30, 2009;
- c) this will take place only if the number of candidates accepted is more than the allowed number;
- d) this will take place only if there are free places following the selection process in June;
- e) this will take place only in the case that the number of accepted candidates is more than the established number.

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Administrator of the procedure on behalf of the Registrar of the Faculty of Economics – Bologna: Dott. Stefano Santarsiere, tel. 051/2099270

Bologna, 8th April 2009

**Note: This data, according to the legislative decree of June 30 2003, n. 196 (code for the privacy of personal information), will be used exclusively for purposes of the administrative procedure of the University of Bologna.**

IL DIRIGENTE  
Dott.ssa Morena Gervasi