



Call for applications for admission to the Professional Master Programme I level

in “International Management - MIEX”

Campus Bologna - code: 8367

Academic Year 2019-2020

WINDOW	PRE-REGISTRATION	SELECTIONS	REGISTRATIONS	AVAILABLE SPOTS
1 Reserved for candidates who are citizens of countries outside the European Union	From January 24 th 2019 to June 3 rd 2019 at 1:00pm (CEST)	June 5 th , 2019	From June 14 th , 2019 to July 1 st , 2019 at 1:00pm (CEST)	35
2 Open to all candidates	From June 4 th 2019 to July 15 th , 2019 at 1:00pm (CEST)	July 17 th , 2019	From July 24 th , 2019 to August 8 th , 2019 at 1:00pm (CEST)	35

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ATTENTION:

Regulations concerning the validity and use of certificates in the Public Administration came into force on 1 January 2012. In compliance with these regulations, the Public Administration cannot accept or request certificates concerning information which is already in the possession of the Italian public administration; only self-certifications will be accepted.

This does not apply to certificates which contain information which is not in the possession of the Italian public administration (e.g. "dichiarazione di valore" for qualifications obtained abroad).



Article 1 (General Information)

Under the terms of Decree no. 270 of 22 October 2012 issued by the Italian Ministry of Education, University and Research, the Alma Mater Studiorum - University of Bologna, Bologna campus, will run a I level Professional Master Programme, in “**International Management - MIEX**” for academic year 2019-2020. The programme lasts for one year, classroom training is delivered in English and the programme awards 60 CFU credits.

The programme is run in collaboration with ICN Business School (Nancy, France), the Alma Mater Foundation, the Forlì Campus and the School of Economics, Management and Statistics.

Classes are held full-time and the course medium is English. The Master MIEX Head Office is at the School of Economics, Management and Statistics in Piazza A. Scaravilli 2 - 40126 - Bologna. Lessons will take place in France in Nancy and in Italy in Forlì and Bologna.

Training in the classroom is followed by the training activity on the field to be held, in Italy or abroad, in individual internships in the company (internship) or in research assignments (project work) commissioned by firms. At the end of the internship or project work, participants must deliver a written report on the activity performed and the results achieved. The Master offers a professional training path at the end of which the future managers are able to respond to the specific operational needs of companies in the field of internationalization of markets, with an excellent linguistic competence and an adequate preparation in sales and management fields. In particular, the course aims to develop the skills and abilities of the professional role through a theoretical teaching on core knowledge of business systems, on techniques of international management and methodology of research and consulting and through the practical realization of an international project.

Agreements are in place for the acknowledgement of training credits earned by obtaining the title of Master subject of this call for applications with the following partner Universities of the MIEX Network:

- 1) ICN Business School - Nancy, France
- 2) ECUST - Shanghai, China
- 3) UNIVERSIDAD LASALLE - Mexico City, Mexico
- 4) MGIMO - Moscow, Russia
- 5) UNIVERSIDADE FEDERAL DO RIO GRANDE DO SUL – Porto Alegre, Brazil

These agreements allow students to continue their studies with the partner hosting the market area specializations and access the respective titles. Access to the specialization semesters is conditional on the acquisition of 60 CFU and the approval of the MIEX Network International Board of Studies, which reserves the right to

- a) approve access to specific destinations chosen by the students in accordance with the Master's admission criteria;
- b) activate each specialization semester depending on the number of requests to join.

Further information is available in the Master presentation published on the website <http://www.unibo.it/en/teaching/professional-master/professional-master-programmes>.

Attendance is mandatory. The minimum percentage of attendance is 70%.



The awarding of the professional master programme and the 60 CFU is subordinate to:

- a) payment of all fee instalments within the established deadlines;
- b) achievement of a minimum attendance of 70% of classroom activities;
- c) completion of the internship/*stage* (curricular internship) hours or completion of the *project work* based on the requirement of the Master's study plan; for students enrolled in the Master's Programme, the University of Bologna makes available an on-line module on Health and Safety at Work; for more details refer to <http://www.unibo.it/it/servizi-e-opportunita/salute-e-assistenza/salute-e-sicurezza/sicurezza-e-salute-nei-luoghi-di-studio-e-tirocinio>
- d) passing of all exams related to each core course and passing the final exam. The final examination is deemed to be passed with a grade of at least 18 out of 30.

At the end of the teaching activities, students will express their own opinions through an on-line questionnaire.

The Master is a post-graduate course with a closed number of places. The minimum number of participants for the activation of the master is 20 while the maximum is 70. Entrance is subject to the selection procedures indicated in art. 6.

Failure to reach the minimum number of participants or the failure to reach the minimum budget requirements will result in the master not being activated.

Within five working days of the closure of enrolments, the university will communicate to the students, via email, the activation or non-activation of the master.

In the case of non-activation the university will request that all enrolled students provide an **IBAN code linked to a personal bank account, entitled or co-entitled to the enrolled person** in order to activate the process of reimbursement of the fees paid (excluding the processing the fee).

ATTENTION – It will not be possible to reimburse these funds to an IBAN not possessing the characteristics indicated above.

Please note that the refund is paid by the Accounting Department of the University within 60 days from the date of issuance of the decree by the Master Office.

For further details please see the following page:
<http://www.unibo.it/Portale/Master/Master+Universitari/default.htm>.

Article 2 (Admission requirements)

The programme is reserved for candidates who, by **the time of enrolment, July 1st, 2019 at 1:00pm CEST (Window 1) or August 8th 2019 at 1:00pm CEST (Window 2)**, are in possession of the following qualifications and access requirements:

- a) first or second cycle degree or old system degree obtained in Italy;
- b) a degree obtained abroad held by the Admissions Committee, for the sole purpose of admission to the Master, equivalent to that referred to in point a) of this article;
- c) excellent knowledge of the English language;



ATTENTION – Non-EU candidates who at the time of applying are in possession of a first cycle degree providing eligibility for the Master, and who are also registered for an education or course at an Italian university, need to have completed and obtained that title before the registration deadlines indicated above in order to register for the Master.

It is important to note that a candidate cannot be simultaneously enrolled, for any reason, in two separate university courses (art. 11 – Incompatibility).

Article 3 (Selections and available seats)

For the academic year 2019-2020, 70 places are available.

There are two application, selection and registration windows, as shown in the table below:

The first window is reserved for candidates who are citizens of countries not belonging to the European Union

WINDOW	PRE-REGISTRATION	SELECTIONS	REGISTRATIONS	AVAILABLE SPOTS
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ATTENTION - The two windows are considered to be independent and concluded pathways. IT IS THEREFORE NOT POSSIBLE, FOR EXAMPLE, TO APPLY FOR WINDOW 1 AND PARTICIPATE IN THE SELECTION IN WINDOW 2.

At the closure of the registrations of each window, those candidates who did not register will lose the right to enrol.

Those who do not pass the first window selection cannot participate in the selection of the second window.

If the number of enrolled students at the closure of the first window is less than the number of available seats (35), the scientific committee of the master reserves the right to add the unassigned seats to the maximum number of available places in the second window.

Articolo 4 (Candidates possessing a DEGREE OBTAINED ABROAD: admission and delivery of documents)

For candidates possessing a degree obtained abroad, the **registration** for the **selection process** takes place in **three separate phases**:



1. first phase - recognition of qualification for the purposes of admission to Master

Candidates should contact the Italian Diplomatic Representation in the country where the degree was obtained (or the competent Italian Diplomatic Representation for the territory in question) and request:

- i) an authenticated copy of the qualification and the academic transcript legalized;
- ii) the official translation of the qualification;
- iii) the declaration of value.

ATTENTION – in place of the *declaration of value* the candidate may provide the **Diploma Supplement** (issued by the University from which the degree was obtained in compliance with the model issued by the European Commission). The candidate is nonetheless obliged to produce a **certified and legalized copy** and the **official translation** of the diploma. The translation is not necessary for titles in English, French, German or Spanish.

For further details please see the following page <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/declaration-of-value-translation-and-legalization>

2. second phase - online registration for selection

To participate in the selection process, candidates must use the Studenti Online service. The candidate shall:

- a) Go onto the website <http://www.unibo.it/en/services-and-opportunities/online-services/online-services-for-students-1/guide-to-online-student-services/studenti-online>;
- b) Click on access Studenti Online Services;
- c) Log in with credentials (if not yet registered, click on “REGISTER >>”);
- d) click on International Student Registration;
- e) register by entering personal details and details of qualifications.

Upon successful registration, the candidate will be shown (and must write down) the credentials enabling the first login, will be prompted to change the password, and may then:

- f) pre-register (click on “Entrance exams or requirements check”);
- g) pay the 60.00 Euro admission fee (**non-reimbursable administrative fee**) **no later than 1:00 pm CEST on June 3rd 2019 (Window 1) or July 15th 2019 (Window 2)**, using one of the following methods:
 - i) online, by credit card Visa, MasterCard, Diners, American Express;
 - ii) at any UniCredit Spa branch in Italy (list of branches available from <https://www.unicredit.it/it/contatti-e-agenzie/locator.html?intscid=ucints-2001#>), using the form printed at the end of the online registration.
- h) **print** the “summary sheet” and sign it.

In case of difficulties in completing the online registration procedure, please contact the **Helpdesk** by calling +390512099882 or by sending an e-mail to help.studentionline@unibo.it.

3. third phase: send documents

Candidates must turn in or send the following documents to the MIEX Master’s head office at the School of Economics, Management and Statistics, Piazza Scaravilli 2 - 40126 Bologna (Tel.



+390512098768) open by appointment only Monday through Friday from 9am to 1pm and from 2pm to 6pm:

- i) a certified copy of the qualification and the academic transcript, legalized or, if not yet graduated, the list of exams with grades and the expected date of graduation;
- ii) the official translation of the qualifying degree (only for graduated candidates);
- iii) the declaration of value (only for graduated students);
- iv) the Diploma Supplement (substituting the Declaration of Value);
- v) the signed "eligibility summary sheet";
- vi) a photocopy, front and back, of a valid ID card or passport;
- vii) a copy of the payment receipt of the 60.00 Euro administrative fee;
- viii) the following qualifications and documents:

1. Detailed Curriculum Vitae in English.
2. List of titles, if relevant. The following items are considered titles: publications (such as articles, essays, books, etc.), academic honors, scholarships, grants, certificates of professional experience in companies/institutions/offices/other organizations, letters of recommendation. N.B. In the case of publications it is necessary to send a copy.
3. Letter of motivation in English (maximum two pages). The letter must specify the candidate's intentions of choice between the one year Fast Track program and the MSc Track biennial course. In the latter case, the candidate must indicate two desired options, in order of priority, among the destinations offered by the MIEX university network.
4. Certificate of knowledge of the English language. The candidate must hold one of the following certificates: TOEFL - internet-based at least 79 points; IELTS - at least 6.5 points; CPE / CAE - any result; TOEIC - at least 750 points; BULATS - at least 75.
NB: This certificate is not necessary for those who are native English speakers or have obtained a Degree from a course of study (1st or 2nd cycle) taught entirely in English. Candidates who are not able to demonstrate their English Language knowledge with one of the certificates listed above, can participate in the language test held at the School of Economics, Management and Statistics, Piazza Scaravilli 2 - 40126 Bologna, on **June 5th, 2019 at 1:00pm CEST (Window 1)** or **July 17th, 2019 at 1:00pm CEST (Window 2)**.
5. Certificate or self-certification of knowledge of other languages (excluding mother tongue and English).

The above documents **must be delivered by 1:00pm CEST on June 3rd, 2019 (Window 1) or 1:00pm CEST on July 15th, 2019 (Window 2)**.

If there are any questions regarding the shipment and the required qualifications, please consult the website www.mastermiex.com or contact:

Dott. Cino Francioni Tel. +39 051 2098768; Cell. +39 340 6502043; email: unibo.miex@unibo.it

NB: Pre-registration applications will be deemed to be valid only where accompanied by the proof of payment of the 60.00 Euro administrative fee.



Article 5

(Candidates possessing a DEGREE OBTAINED IN ITALY: admission and delivery of documents)

For candidates possessing a degree obtained in Italy, the **registration** for the **selection process** takes place in **two separate phases**:

1. phase one: online registration for selection

To participate in the selection process, candidates must use the Studenti Online service. The candidate shall:

- a) Go onto the website <http://www.unibo.it/en/services-and-opportunities/online-services/online-services-for-students-1/guide-to-online-student-services/studenti-online>;
- b) Click on access Studenti Online Services;
- c) Log in with credentials (if not yet registered, click on “REGISTER >>”);
- d) click on “Prove di ammissione o verifica dei requisiti”
- e) **pay the 60.00 Euro admission fee (non-reimbursable administrative fee) no later than 1:00pm (CEST) on June 3rd, 2019 (Window 1) or July 15th, 2019 (Window 2)**, using one of the following methods:
 - i) online, by credit card Visa, MasterCard, Diners, American Express;
 - ii) at any UniCredit Spa branch in Italy (list of branches available from <https://www.unicredit.it/it/contatti-e-agenzie/locator.html?intscid=ucints-2001#>), using the form printed at the end of the online registration.
- f) **print** the “summary sheet” and sign it.

In case of difficulties in completing the online registration procedure, please contact the **Helpdesk** by calling +39 0512099882 or by sending an e-mail to help.studentionline@unibo.it.

2. phase two: delivery of documents

Candidates must turn in or send the following documents to the MIEX Master’s head office at the School of Economics, Management and Statistics, Piazza Scaravilli 2 - 40126 Bologna (Tel. +390512098768) open by appointment only Monday through Friday from 9am to 1pm and from 2pm to 6pm:

- i) the “eligibility summary sheet”, signed anywhere on sheet;
- ii) the self-certified declaration of the degree certificate giving the final degree score, details of the exams passed and relative grades; If not yet graduated, the presumed date of graduation along with details of exams passed and their marks;
- iii) a copy of the payment receipt of the 60.00 Euro administrative fee;
- iv) a photocopy, front and back, of a valid ID card or passport
- v) the following qualifications and documents:
 1. Detailed Curriculum Vitae in English.
 2. List of titles, if relevant. The following items are considered titles: publications (such as articles, essays, essays, books, etc.), academic honors, scholarships, grants, certificates of professional experience in companies/institutions/offices/other organizations, letters of recommendation. N.B. In the case of publications it is necessary to send a copy.



3. Letter of motivation in English (maximum two pages). The letter must specify the candidate's intentions of choice between the one year Fast Track programme and the MSc Level biennial course. In the latter case, the candidate must indicate two desired options, in order of priority, among the destinations offered by the MIEX university network.
4. Certificate of knowledge of the English language. The candidate must hold one of the following certificates: TOEFL - internet-based at least 79 points; IELTS - at least 6.5 points; CPE / CAE - any result; TOEIC - at least 750 points; BULATS - at least 75.
NB: This certificate is not necessary for those who are native English speakers or have obtained a Degree from a course of study (1st or 2nd cycle) provided entirely in English. Candidates who are not able to demonstrate their English Language knowledge with one of the certificates listed above, can participate in the language test to be held at the School of Economics, Management and Statistics, Piazza Scaravilli 2 - 40126 Bologna, on **June 5th, 2019 at 1:00pm CEST (Window 1) or July 17th, 2019 at 1:00pm CEST (Window 2)**.
5. Certificate or self-certification of knowledge of other languages (excluding mother tongue and English).

The above documents **must be delivered by 1:00pm CEST on June 3rd, 2019 (Window 1) or 1:00pm CEST on July 15th, 2019 (Window 2)**.

If there are any questions regarding the shipment and the required qualifications, please consult the website www.mastermiex.com or contact:

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NB: Pre-registration applications will be deemed to be valid only where accompanied by the proof of payment of the 60.00 Euro administrative fee.

Article 6

(Other information concerning admission for selection and delivery of documents)

Candidates with disabilities - pursuant to Italian Law no. 104 of 5 February 1992 - must explicitly apply for any specific aid required to support their own deficit, as well as any additional time required in order to take part in the selection process.

The University of Bologna will not be liable for lost or misdirected communications due to incorrect addresses given by candidates or the late or non-notification of changes to the address given in the on line registration, or for any difficulties in the postal or telegraphic services or any other difficulties which are caused by third parties, acts of providence or force majeure.

All candidates are **admitted** to the tests **with reserve**: the University of Bologna will thereafter exclude candidates who do not possess the admission requirements laid down in this call for applications.

In the event of false declarations made in the documentation presented by the candidates, relevant for the purposes of registration, without prejudice to the penalties laid down in art. 76 of Presidential Decree no. 445 of 28 December 2000, such candidates will not be permitted to register and will not have any right to reimbursement of the fees paid. Any false declarations will be subject to claims for damages by the affected parties.



Article 7 **(Selection procedures and entrance exam dates)**

Admission to the Master is subject to a positive opinion based on the evaluation of qualifications.

The maximum score given by the Admission Board is 100 points, of which the breakdown is as follows:

- a) A coherent background of the candidate's academic and professional curriculum with respect to the master's cultural path (25 points)
- b) Motivation letter (25 points)
- c) English Language proficiency (25 points)
- d) Academic merit based on previous studies (25 points)

The minimum score of 60/100 must be achieved to pass the selection.

The Admission Board is appointed by the Programme Director.

The person in charge of the selection procedure is the Programme Academic Director.

The evaluation process of titles (CV, motivation letter, etc.) and language competences of the candidates who applied in the first application window will take place at the School of Economics, Management and Statistics of Bologna on June 5th, 2019 from 9:00am CEST to 6:00pm CEST.

Candidates who are unable to demonstrate with one of the listed certificates their knowledge of the English language must attend the language test and bring a valid identification document with them.

After the deadline of the call scheduled for July 15th, 2019, the assessment of the qualifications and language skills will be carried out for candidates who applied during the second application window. The selection process will take place on July 17th, 2019 at the School of Economics, Management and Statistics of Bologna, from 9am to 6pm CEST.

The presence of candidates is not required with the exception of those who must carry out the language test, as per art. 5. Candidates attending the test must bring a valid identification document with them.

The MIEX Master's head office will communicate the eligibility result to the interested parties and proceed in sending out the invitation letters to admitted applicants.

Candidates residing or staying abroad, who are for exceptional reasons unable to attend the admission exam at the times and in the methods indicated above, shall provide prompt written motivation to the Director of the Master, contacting the MIEX Master's head office at the contacts specified in the following art. 17. The Director may decide to carry out the selection using alternative methods to those described above (such as videoconference) within the rules imposed by the University.

Article 8 **(Production and approval of the admission ranking)**

Admission to the professional master programme is granted to eligible candidates, within the limits of available seats, based on the ranking drawn up on in accordance with the total score awarded.



In the event of two candidates with the same score, the candidate with the highest score in the English language proficiency will rank higher. In the event of the same score also in the English language proficiency, the younger candidate will rank higher.

The lists of qualified candidates will be published from **June 14th 2019 for Window 1 and from July 24th 2019 for Window 2** on the website

<http://www.eng.unibo.it/PortaleEn/Online+Services/StudentiOnline.htm> by entering username and password.

Once the official ranking is published applicants may enquire about the selection outcome by contacting the MIEX Master's head office at the contacts specified in the following art. 17.

Article 9 (Tuition fees)

The fee required from **students attending the Professional Master Programme** is 8,600 (eight thousand six hundred) Euros

The first instalment amounts to 3,000 (three thousand) Euros, the second instalment 3,000 (three thousand) Euros, the third instalment 2,600 (two thousand six hundred) Euros.

The programme offers a select number of discounted tuition fees awarded to the top three students of **each selection** window:

1st place: 3,000.00 (three thousand) Euros

2nd place: 5,600.00 (five thousand six hundred) Euros

3rd place: 7,600.00 (seven thousand six hundred) Euros

Beneficiaries will be exempted from the total payment of the second and third instalments (1st place), partial of the second instalment and total of the third instalment (2nd place) and partial of the third instalment (3rd place). In the event that one or more beneficiaries of the reduced quota do not complete their matriculation within the established deadlines, the benefit is transferred to those who follow in the ranking and complete their matriculation.

The Programme is not subject to exemption from registration fees and university tuitions fees (as per DPCM 9 April 2001, art. 8, para. 1).

The first instalment must be paid upon enrolment with the methods illustrated in the following art. 12; the second instalment must be paid by December 20th, 2019, the third instalment must be paid by March 31st, 2020.

The first instalment cannot be paid after the deadline set for enrolment; students not paying the first instalment will be excluded from the Master.

Payments of the second and third instalments made after the set dates will be charged with a 60.00 Euro late fee.

ATTENTION - Late instalments and relative fines must be paid within 30 days after the deadline. Any student with unsettled payments will not be admitted to the Master's final examination.



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Article 10 (Fee payment by third parties)

The cost of the student's enrolment to the Programme may be borne by third parties (public authorities, foundations, businesses, etc.).

In this case, please contact the MIEX Master's head office at the contacts specified in the following art. 17 for information on how to pay the fees.

ATTENTION - payment of fees by third parties must be formally recorded (in a letter of commitment or contract) **by the date set for the selection process.**

Following payment, the university issues an accounts receipt excluding VAT pursuant to articles 1 and 4 of Italian Presidential Decree no. 633/1972 and amendments.

Article 11 (Incompatibility)

Under the terms of article 142 of the Italian Law T. U.1592/1933, it is forbidden to register with more than one university degree programme at any one time. Therefore, **students registering with this professional master programme will not be able to register** with any other *Master, specialisation school, PhD, first or second cycle degree programme* at the same time. This clause does not apply to post-graduate ("alta formazione"), Lifelong Learning programme or Summer/Winter schools.

For conditions other than those mentioned above, please refer to the respective regulations and the competent offices (e.g. Research grants, TFA, PAS).

Article 12 (Registration: payment of the first instalment and delivery of documents)

The first instalment is 3,000 (three thousand) Euros.

Candidates admitted according to the list of qualifying students shall, **no later than July 1st 2019 at 1:00 pm CEST (Window 1) and August 8th 2019 at 1:00 pm CEST (Window 2):**

1. Go onto the website www.unibo.it/Portale/Guida/StudentiOnline;
2. sign in using username and password obtained during pre-registration;
3. follow the **registration procedure**.

In case of difficulties in completing the online procedure, please contact the **Helpdesk** by calling +39 0512099882 or by sending an e-mail to help.studentionline@unibo.it;

4. pay the **first instalment** with one of the following payment options:
 - a) online, by credit card Visa, MasterCard, Diners, American Express;
 - b) at any UniCredit Spa branch in Italy using the form printed from the StudentiOnline system. The bank accepts only cash (within legal limits) or non-transferable circular cheques made out to **Unicredit spa cassiere Alma Mater Studiorum Università di Bologna**; payments are not accepted by postal order or if made to any other credit institute other than the one stated here.



N.B. In the event of registration fees being paid by third parties (public bodies, foundations, businesses, etc.) the enrolment form (M1 or M2) is available on the StudentiOnline website (<https://studenti.unibo.it/sol/welcome.htm?siteLanguage=en>) by clicking on “Application form”, on the bottom of the website home page, following authentication using username and password.

5. **deliver** to the Master's Office (address given in art. 17):

- a) the registration form, printed from the Studenti Online system and duly completed and signed;
- b) a photocopy of the payment receipt for the first instalment;
- c) one passport-sized photo;
- d) **For non-EU citizens, a copy of the resident permit, as according to art. 39 comma 5 TU Immigration (*), or a Study Visa (for university or post-graduate studies) and a copy of the receipt confirming the application for the residence permit.**

(*) **ATTENTION** – Registering in a university Master is allowed for non-EU citizens whom are already in possession of an EU long-term permit (e.g. a residence card) or a residence permit for:

- employment or self-employment;
- family reasons;
- political or humanitarian asylum (political asylum, subsidiary protection, humanitarian protection);
- religious reasons.

For candidates who are already in possession of a residence permit for studies for at least one year, it is specified that this permit must be of a renewable type (e.g. a residence permit issued for an Italian language course is not renewable) and, in order to be renewed, said permit must be held alongside the Italian degree for which it was initially released.

Eligible candidates that have concluded their qualifying degree after the deadline of the Call must send to the Master Office (according to the methods and addresses listed in art. 17):

- 1) the documents listed under article 4, point 3, points i), ii) e iii) if they have carried out their degree abroad;
- 2) the documents listed under article 5, point 2, point ii) if they have obtained the degree in Italy.

Applications made with incomplete documentation will not be accepted.

Payment alone does not constitute matriculation. Registration is deemed to be completed with the payment, delivery to the Master's Office of the application and required documents (see point “5” of this article) within and no later than the deadline of **July 1st 2019 at 1:00 pm CEST (Window 1) and August 8th 2019 at 1:00 pm CEST (Window 2)**. Failure to do so, resulting in exclusion from the course. In case of shipping the documents via post mail, **the residence permit (or copy of the receipt confirming the application for the permit)** can be presented by the student in person upon arrival in Italy.

SENDING DOCUMENTS TO THE MASTERS OFFICE VIA POSTAL SERVICE

Documents may be sent by registered mail service (we suggest to obtain a receipt) to the Masters Office: *Alma Mater Studiorum – Università di Bologna, Settore Post Lauream, Ufficio Master, via Zamboni, 33 – 40126 Bologna* (in this case, the postmark shall constitute proof of shipment).



The University of Bologna will not be liable for any delays in delivery, lost post or incomplete documentation.

Article 13 (Withdrawal from enrolment)

Any candidate wishing to withdraw from enrolment or decide not to pay the tuition fee after having successfully passed selections must immediately notify the Master's office. Withdrawals must be sent in written form either by e-mail at master@unibo.it or by fax at +39 051-2086222, **attaching a front and back copy of their ID document, in order to allow the seats to be filled by other candidates.**

Article 14 (Filling of empty seats)

Empty seats will be filled only:

- for ranking lists including more eligible candidates than the maximum number of available seats;
- if there are seats available after the deadline for registrations of admitted candidates.

The first working day following the deadline for registration, the Master's office will check the number of available seats and will contact, by telephone or e-mail, the eligible candidates, following the order of their position in the admission ranking. If they are still interested in registering for the programme, they must proceed to do so by the deadline indicated by the office and in the methods described in the call for applications.

Article 15 (Withdrawal from the programme)

Students undergoing the master, after having paid one or more instalments of enrolment in the master, who then decide to withdraw from participation in the Master, **are not entitled, for any reason, to a refund of the fees paid.**

For information on withdrawing, please consult <http://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/ripresa-e-interruzione-degli-studi/rinunciare-studi/>; for the withdrawal form please contact the Master Office (according to the methods and addresses listed in art. 17).

ATTENTION - For non-EU students the withdrawal from the program will result in the loss of necessary requisites for a legal stay in Italy.

Article 16 (Payment of further instalments)

In the case of full fees, the second instalment is 3,000 (three thousand) Euros and must be paid by December 20th 2019. The student ranking first in each admission window is awarded a total waiver of the second instalment. The student ranking second of each admission window pays a reduced second instalment amounting to 2.600 (two thousand six hundred) Euros.

The third instalment is 2.600 (two thousand six hundred) Euros and must be paid by March 31st 2020. The students ranking first and second in each admission window are awarded a total waiver of the



third instalment. The student ranking third in each admission windows pays a reduced third instalment amounting to 1.600 (one thousand six hundred) Euros.

Payments are available in one of the following options:

1. Go onto the website www.unibo.it/Portale/Guida/StudentiOnline and sign in with username and password
 - a) pay the instalment due using one of the following methods of payment online, by credit card Visa, MasterCard, Diners, American Express;
 - b) Visit any UniCredit Spa branch in Italy (list of branches available from <https://www.unicredit.it/it/contatti-e-agenzie/locator.html?intscid=ucints-2001#>) using the form printed from the StudentiOnline system. In case of difficulties in printing the form, before the deadline the interested party should contact the Masters Office to receive a duplicate.

Late payments beyond the set date will be surcharged with a 60.00 Euro late fee.

ATTENTION – Late instalments and relative fines must be paid within 30 days after the deadline.
Any student with unsettled payments will not be admitted to the Master's final examination.

Article 17 **(Information, contacts and delivery methods)**

For **scientific and teaching information** (teaching programme, lesson timetable, exams, internships or project works etc.) contact the **MIEX Head Office** at:

MASTER MIEX

School of Economics, Management and Statistics – Piazza A. Scaravilli, 2 – 40126 - Bologna

Tel. +39 0512098768

Days open to the public and hours of operation:

By appointment only from Monday to Friday from 09:00 to 13:00 – 14:00 to 18:00

Email: unibo.miex@unibo.it

Web: www.mastermiex.com

Any **administrative information** can be obtained from the Master's Office, Via San Giacomo 7 - 40126 Bologna - Tel +39 - Fax +Tel +39 0512098140 - Fax +39 0512098039 - Email master@unibo.it

Master's Office opening hours:

Monday, Tuesday, Wednesday and Friday: 9.00 to 11.15 a.m.

Tuesday and Thursday 2.30 to 3.30 p.m.

Documents may be sent by registered mail with return receipt to the Masters Office: *Alma Mater Studiorum – Università di Bologna, Settore Post Lauream, Ufficio Master, via Zamboni, 33 – 40126 Bologna*. The University of Bologna will not be liable for any delays in delivery, lost post or incomplete documentation.

The only method of advertisement of this call for applications are the notices published on the University of Bologna portal www.unibo.it.



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The person in charge of the administrative procedure is the Head of Area didattica, dott.ssa Daniela Taccone.

Article 18
(Processing of personal data)

The candidates' personal data will be processed by the University of Bologna, the Data Controller, for the purpose of managing the call for applications and within the field of the activities described in the privacy policy for students intending to register for a professional master's degree programme, published on the University Portal (<https://www.unibo.it/it/ateneo/privacy-e-note-legali/privacy/privacy-master>) in compliance with the principles and provisions on the protection of personal data and confidentiality laid down in Italian Legislative Decree no. 196 of 30 June 2003 and in Regulation (EU) 2016/679.

Disclaimer: The official and legally binding announcement is in Italian only. This document cannot be used for legal purposes and is only meant to provide information in English on the admission process. Please refer to the Official Call for Applications published on <http://www.unibo.it/it/didattica/master/2019-2020>

(Date) January 24th 2019

La Dirigente
(Dott.ssa Daniela Taccone)