

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

in "International Management - MIEX"

Academic Year 2021-2022

code: 8367

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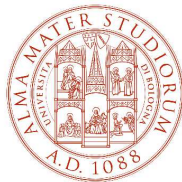
Useful Information

WINDOW	REGISTRATION TO THE SELECTION PROCESS	SELECTIONS	RANKING PUBLICATION**	REGISTRATION	PLACES AVAILABLE minimum 20 maximum 70
1 Reserved for candidates who are citizens of countries outside the European Union	from 16/03/2021 to 03/06/2021	07/06/2021	14/06/2021	from 14/06/2021 to 12/07/2021	35
2 Open to all candidates	from 04/06/2021 to 15/07/2021	19/07/2021	26/07/2021	from 26/07/2021 to 24/09/2021	35

** The official admissions results have also been published <https://studenti.unibo.it/sol/welcome.htm>, entering with your account and password

Tuition fees:	admission fee: 60,00 Euro (non-reimbursable administrative fee) total amount 8.600,00 (eight thousand six hundred/00) Euro: first instalment 3.000,00 (three thousand/00) Euro (to be paid by the deadline set for enrolment on 12/07/2021 for window 1, on 24/09/2021 for window 2); second instalment 3.000,00 (three thousand/00) Euro (to be paid by 20/12/2021); third instalment 2.600,00 (two thousand six hundred/00) Euro (to be paid by 31/03/2022)
Places available	Minimum 20 maximum 70
Administrative office:	Bologna
Teaching location:	Nancy (France), Forli and Bologna
For administrative information	Please contact Ufficio Master master@unibo.it
For scientific and teaching information	Cino Francioni - email unibo.miex@unibo.it ; mobile +393406502043; office phone by appointment only +390512098768
Attachments	Procedural instructions forming an integral part of this call for applications

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

1. 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 2021-2022.
2. The programme has been set up on the proposal of the Department of Management and the Department of Economics and is run in collaboration with ICN Business School (Nancy, France), with Fondazione Alma Mater, with the UNIBO Campus of Forlì and with the School of Economics and Management.
3. The programme lasts for one year, classroom training is delivered in English, and the programme awards 60 CFU credits. Classes are held full-time. The Master MIEX Head Office is at the School of Economics and Management in Piazza A. Scaravilli 2 - 40126 - Bologna. Lessons will take place in France in Nancy and in Italy in Forlì and Bologna.

In-class academic training is followed by on-field activities held in Italy or abroad and carried out as individual internships 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 theoretical teaching on core knowledge of business systems, on international management techniques and methodology of research, combined with the practical implementation 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 Campus, France and Berlin Campus, Germany
- 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 specialization areas and access the respective titles. Access to the specialization semesters is contingent upon 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.

4. The Master is a post-graduate course with a closed number of places. 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. In the case of non-activation the Ufficio Master will run the reimbursements of the first instalment (excluding the processing the fee) according the procedures issued by the University <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/how-to-obtain-a-refund-for-non-due-fees/how-to-obtain-a-refund-for-non-due-fees>
Please note that the pre-registration admission fee (60.00 Euro) will not be reimbursed, not even when the selection procedures are cancelled.



5. For the academic year 2021-2122, 70 places are available.
There are 2 windows for pre-enrolment, selection and registration, as described in the table below:

WINDOW	REGISTRATION TO THE SELECTION PROCESS	SELECTIONS	RANKING PUBLICATION**	REGISTRATION	PLACES AVAILABLE minimum 20 maximum 70
1 Reserved for candidates who are citizens of countries outside the European Union	from 16/03/2021 to 03/06/2021	07/06/2021	14/06/2021	from 14/06/2021 to 12/07/2021	35
2 Open to all candidates	from 04/06/2021 to 15/07/2021	19/07/2021	26/07/2021	from 26/07/2021 to 24/09/2021	35

ATTENTION - the 2 windows are independent paths and independently concluded IT IS NOT POSSIBLE, FOR EXAMPLE, TO PRE-REGISTER TO WINDOW 1 AND ATTEND THE SELECTIONS IN WINDOW 2.

At the closure of enrolment of each window, candidates who have not yet enrolled, lose the right to enrol.

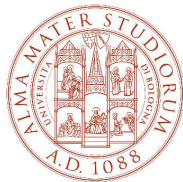
A candidate not passing the selections of the first window cannot participate in the selections of the second window.

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.

6. Since it is impossible to predict how the COVID-19 health emergency will evolve and in order to ensure continuity, teaching activities may be delivered in a mixed format, both in person and remotely according the measures adopted by the University of Bologna.
7. The awarding of the professional master programme and the related university educational credit is subordinate to: the payment of all the fee instalments within the established deadlines (included the fees for late payments), the achievement of a minimum mandatory attendance of 70% of classroom activities, the completion of the *internship/stage* (curricular internship) hours or completion of the on *field project work* based on the requirement of the Master's study plan, passing of all exams related to each core course and passing the final examination with a grade of at least 18 out of 30.
8. At the end of the teaching activities, students will express their own opinions through an on-line questionnaire.
9. For students enrolled in the Professional Master's Programme, the University of Bologna makes available an on-line module on Health and Safety at Work; for more details refer to <https://www.unibo.it/en/services-and-opportunities/health-and-assistance/health-and-safety/online-course-on-health-and-safety-in-study-and-internship-areas>
10. It is not possible to transfer your enrolment from one Master Programme to another, nor to any other course offered by the University.
11. The Programme is not subject to exemption from registration fees and university tuitions fees (D. Lgs 68/2012, art.9, comma 8).

Article 2 – Admission requirements

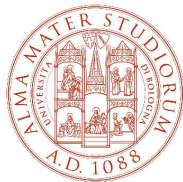
1. The programme is reserved for candidates who, by the time of enrolment 03/06/2021 (window 1) and 15/07/2021 (window 2), are in possession of the following qualifications and access requirements:



- first cycle degree and/or second / single cycle degree obtained under D.M. 270/04 or first cycle degree and/or second / single cycle degree obtained under the laws previously in force (DM 509/99 and Old Regulations) in all fields or classes;
 - first cycle degree and/or second / single cycle degree obtained abroad deemed equivalent to those described in point above by the admission committee, for the sole purposes of admission to the Master.
 - excellent knowledge of the English language.
2. Candidates who apply for the programme with **a degree obtained abroad** must produce the Declaration of Value with the academic qualification and the academic transcript officially translated and legalized (the translation is not necessary for qualifications and certificates in English, French or Spanish).
For academic qualifications awarded by institutions in countries in the European Higher Education Area (Bologna Process), only the declaration of value can be replaced by a Diploma Supplement, based on the European Commission form and issued by the relevant University.
For further information about “Declaration of value, translation, and legalization” check the Unibo website <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/declaration-of-value-translation-and-legalization>
3. Candidates who, at the registration to the selection process, do not have the required qualifications or meet the necessary requirements will be able to participate in the selection process on the understanding that, if they are successful, they will not be able to enrol until they have sent proof to the Masters Office (master@unibo.it) that they meet the requirements. Candidates who are successful in the selection process but who do not obtain the required qualifications and meet the admission criteria by the enrolment deadlines will not be able to enrol.
4. 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.

Article 3 – Applying for the selection process and delivery of documents

1. The application for the selection process must be made by 1:00pm CEST on 03/06/2021 (window 1) and 15/07/2021 (window 2) through the website www.unibo.it/Portale/Guida/StudentiOnline
2. Methods to apply for the selection process, payment methods for the €60.00 admission fee and delivery methods for the documents required for the selection process, are provided in the instructions attached to this call for applications.
Applications for the selection process will be deemed to be valid only where accompanied by the proof of payment of the 60.00 Euro administrative fee.
3. The required documents for the selection process are listed in the procedural instructions **and must be submitted with the specific documents listed below:**
 - a) Detailed Curriculum Vitae in English;
 - b) 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.



- c) 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 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.
- d) English language certificate. The candidate must hold one of the following certificates: TOEFL - internet-based at least 79 points; IELTS - at least 6.5 points; Cambridge Advanced / Proficiency - 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 and Management, Piazza Scaravilli 2 - 40126 Bologna, on June 7th, 2021 at 12 CEST (Window 1) or July 19th, 2021 at 12 CEST (Window 2).

- e) Certificate or self-certification of knowledge of other languages (excluding mother tongue and English).
4. With regard to point 3 of this article, candidates with a degree obtained abroad must produce the documents listed in article 2.2 of this call. Candidates who pass the selection procedures must show the original hard copies of these documents to the Master's Office.

Article 4 – Other information concerning admission for selection and delivery of documents

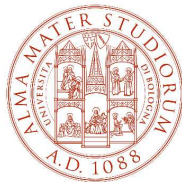
1. The University of Bologna will not be liable for lost or misdirected communications due to incorrect addresses given by candidates or the late or non-notification of changes to the address given in the on line registration, or for any difficulties in the postal or telegraphic services or any other difficulties which are caused by third parties, acts of providence or force majeure.
2. 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.
3. 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 5 – Selection procedures and admission ranking

1. Admission to the Master is subject to passing the selection process 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) Consistency of the candidate's academic and professional curriculum with respect to the master's cultural and educational path (25 points)
 - b) Motivation letter (25 points)
 - c) English Language proficiency (25 points)
 - d) Academic merit based on grades in previous studies (25 points)

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

2. The Admission Board is appointed by the Scientific Board of the Master. The person in charge of the selection procedure is the Programme Academic Director.



3. The evaluation process of titles (CV, motivation letter, etc.) and language skills of the candidates who applied in the first application window will take place at the School of Economics and Management of Bologna on June 7th, 2021 from 9am CEST to 6pm 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, 2021, 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 19th, 2021 at the School of Economics and Management 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. 3. Candidates attending the test must bring a valid identification document with them.
4. Candidates with disabilities (ex Italian Law no. 104) or with civil disability, candidates with DSA and other candidates who need to make use of adaptations, as well as of additional time, to support their own deficit, can request it according to the methods specified in the form attached to this announcement.
5. 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 Head Office (see *detailles Art.9*). 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.
6. Admission to the professional master programme is granted to eligible candidates, within the limits of available seats, based on the ranking drawn up 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.

Article 6 – Tuition fees and methods of payment

1. The fee required from students attending the Professional Master Programme is 8,600.00 (eight thousand six hundred) Euro: the first instalment amounts to 3,000.00 (three thousand) Euro, the second instalment amounts to 3,000.00 (three thousand) Euro, the third instalment amounts to 2,600.00 (two thousand six hundred) Euro.

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) Euro

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

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

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.

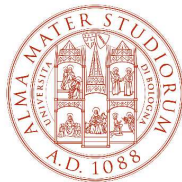
The first instalment must be paid on enrolment, according to the established calendar:

- Window 1: from 14/06/2021 to 12/07/2021

- Window 2: from 26/07/2021 to 24/09/2021

The second instalment must be paid within 20/12/2021. Third instalment must be paid within 31/03/2022.

Information on how to make payments related to the instalments after the first will be provided via email in due time before the respective deadline.



The late payment of the second and third instalment beyond the set date will lead to the payment of a fine of 60.00 Euro. Late instalments and relative fines must be paid within 30 days of the deadline. Students whom have not performed payments correctly will not be allowed to perform the final exam.

2. Payments must be made according the methods available on Studenti Online www.studenti.unibo.it
3. 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 place of teaching prior to the selection procedure in order to obtain the format of *nominal letter of intent* and send the letter - filled and signed from third parties – to the MIEX Head Office – detailed in Art. 9 (and to ufficio master master@unibo.it in copy) by the entrance exam date.
Following payment, the university issues an accounts receipt.

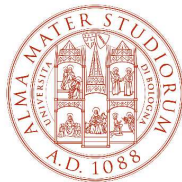
Article 7 – Registration and incompatibility

1. Registration must be made by the deadline of 12/07/2021 (window 1) e 24/09/2021 (window 2) through to the website www.unibo.it/Portale/Guida/StudentiOnline
2. Online registration methods are explained in the instructions attached to this call for applications.
3. Registration is deemed to be completed with the payment and uploading one passport photo.
4. With regard to the point 3 of this article, non-EU citizens must produce:
 - a Study Visa (post-graduate studies) and a copy of the receipt confirming the application for the residence permit
or
 - a copy of the resident permit, as according to art. 39 comma 4 TU Immigration (registering in a university Master is allowed for non-EU citizens whom are in possession of an EU long-term permit - e.g. a residence card - or a residence permit for: employment, self-employment or for investor; family reasons; political or humanitarian asylum - political asylum, subsidiary 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.

For more details refer to <https://www.unibo.it/en/teaching/professional-master/information-on-professional-master/information-for-international-students>

5. 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.
Free places will be filled only for ranking lists including more eligible candidates than the maximum number of available seats and 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.



6. 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.

Article 8 – Withdrawal from the programme

1. The withdrawal from studies is a formal act through which you decide to end your university career. It is especially important to understand that this is an irrevocable act and does not imply the right to reimbursement of any fees paid.
For the withdrawal form please contact the Master Office (master@unibo.it). The filled in, signed original hard copy of the form must be returned to the Master's Office complete with the duty stamp, along with a copy of a valid identity document and your personal student card.
2. For non-EU students the withdrawal from the program will result in the loss of necessary requisites for a legal stay in Italy.

Article 9 – Information and contacts

1. For *scientific and teaching information* (teaching programme, lesson timetable, exams, internships or project works etc.) contact the place of teaching at:

Cino Francioni - email unibo.miex@unibo.it; mobile +393406502043; office phone by appointment only +390512098768

2. Any *administrative information* can be obtained from the Master's Office.

The Master's Office is located at 45 Strada Maggiore - Bologna 40125, and it is open to public during the following hours:

Monday, Wednesday, Friday from 9:00 to 11:15

Tuesday and Thursday from 14:30 to 15:30

Telephone +39 0512092798

Email master@unibo.it

Pec scriviunibo@pec.unibo.it

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*

3. The University of Bologna will not be liable for any delays in delivery, lost post or incomplete documentation.
4. The only method of advertisement of this call for applications are the notices published on the University of Bologna portal www.unibo.it
5. The person in charge of the administrative procedure is the Head of Settore Formazione Insegnanti and Post Lauream of the Area Formazione and Dottorato, Dott.ssa Cinzia Castelluccio.



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/2020-2021#>!

Article 10 – Processing of personal data

1. Personal data provided by the applicants will be processed by the University of Bologna in accordance with Regulation (EU) 2016/679.

Provision of the personal data indicated in this call for applications and in the attached forms is mandatory for the purposes of participating in the procedure and for every consequent operation.

The University may also process the personal data of applicants for the purposes of compiling statistics and sending them to MUR to facilitate analysis and improvement of teaching activities and services, research activities and activities related to the right to study. Personal data provided through the Studenti Online platform may also be processed by the University for the institutional purposes indicated, for example, in art. 4 of Rector's Decree 271/2009. In accordance with art. 13 of Regulation (EU) 2016/679:

1. the data controller is the Alma Mater Studiorum - University of Bologna located in via Zamboni, 33 – 40126 – Bologna;
2. the data processor is the head of the Education and Doctoral Training Department (Area Formazione e Dottorato) (Dott.ssa Daniela Taccone – Via Zamboni, 33 – 40126 – Bologna).

The complete and up-to-date list of persons in charge of data processing can be obtained by sending an email to privacy@unibo.it or contacting the Data Processor. The data processing procedures are set out in the privacy policy provided to students who intend to enrol on the master's programmes published on the University website (<https://www.unibo.it/it/ateneo/privacy-e-note-legali/privacy/privacy-master>).

Firmato Digitalmente

Bologna, 16/03/2021

La Dirigente
(Dott.ssa Daniela Taccone)



ATTACHMENT TO THE CALL FOR APPLICATIONS FOR FIRST OR SECOND LEVEL PROFESSIONAL MASTER PROGRAMMES

This attachment provides instructions on how to access Studenti Online, a space reserved for students of the Alma Mater Studiorum - University of Bologna, which allows you to conveniently carry out online procedures, from registration to graduation. The names of the "buttons" as indicated below are in line with the online environment at the time of drafting this document and may be subject to change based on any updates.

To receive support in using Studenti Online or to report a malfunction contact Studenti Online Help Desk to the email address help.studentionline@unibo.it

PLEASE NOTE: THE DEADLINES ARE PROVIDED IN THE CALL TO WHICH YOU ARE APPLYING

1. Registration

Link to the website www.studenti.unibo.it

- a. if you already have a Unibo username e password click on LOGIN
- b. if you already have a Unibo username e password but you missed or lost them, click on RETRIEVE or contact Studenti Online (SOL) Help Desk
- c. if you do not have a Unibo username e password click on REGISTER and follow the instructions provided by the system

After logging in, or after having registered, you will be on the 'Welcome' page containing information and a menu.

2. Admission application and payment of the admission fee

From the 'Welcome' page:

- a. click on <<**Admission application** (Take part in the selection)>>
- b. select the type of programme you are going to apply for the selection process, choosing between
 - First level professional master's degree
 - Second level professional master's degreeand click on <<**Next**>>
- c. select the title of the programme and click <<**Next**>>
- d. follow the instructions provided by the system (input/update/confirmation of your data)
- e. pay the admission fee by the relevant call deadline, using methods available on Studenti Online
- f. upload the following documents, required for the selection procedure, to your Studenti Online page:
 1. a valid identity document (front and back);
 2. academic qualification and transcript
 - i. **for students possessing a degree obtained in an Italian University**, the **self-certified declaration** of the academic qualification giving the final degree score, details of the exams passed and relative grades or, if not yet graduated, the presumed date of graduation along with details of exams passed and their marks;
 - ii. **for students possessing a degree obtained abroad**, the **Declaration of Value** (or Diploma Supplement for academic qualifications awarded by institutions in countries in the European Higher Education Area -Bologna Process) and the **Official Academic Qualification and Accademic Transcript officially translated** (if different from English, French or Spanish language) and **legalized** (you can send in advance your degree qualification and the relative academic transcript - provided that it is in one of the following languages: English, French, Spanish - together with proof that the request for the Declaration of Value has been submitted to the Italian Consulate in the country where you obtained the degree qualification - or the Diploma Supplement from the relevant University; in this case, you will be conditionally



admitted to the selection procedure and will have to produce the relative documentation upon enrolment);

3. your CV (Resume) and the specific documents asked for the selection procedures in the call for applications regarding the programme you are applying for.

3. Registration and payment of the first instalment

If you use a SPID username e password to access studentonline at the registration stage, your student career will be activated faster because it will not be necessary to check your identity.

From the 'Welcome' page:

- a. click on <<**Registration** (Enrol in a degree programme)>>
- b. select the type of programme you are going to register for, choosing between
 - First level professional master's degree
 - Second level professional master's degreeand click on <<**Next**>>
- c. select the title of the programme you are going to register for and click <<**Next**>>
- d. follow the instructions provided by the system (input/update/confirmation of your data)
- e. upload one passport photo following the instructions provided by the system
- f. pay the first instalment (by the deadline set for enrolment provided in the call) using methods available on Studenti Online

IMPORTANT - if you are a student from a non-EU country remember to send to Master Office (master@unibo.it)

- copy of a Study Visa (post-graduate studies) and copy of the receipt confirming the application for the residence permit
or
- if you reside in Italy and if you have a EU long-term residence permit (formerly the Residence Card) or a residence permit for: employment, self-employment or for investor; family reasons; political asylum, subsidiary protection; religious reasons, a copy of the valid resident permit you are already in possess.

IMPORTANT: only in the event of registration fees being paid by third parties (public bodies, foundations, businesses, etc.) the registration form "Immatricolazione - Dati inseriti" – available immediately on the Studenti Online website (www.studenti.unibo.it) following authentication using username and password – must be signed and sent to master@unibo.it with one passport photo.

4. Payment of further instalments and of late payment interest

From the "Welcome" page:

- a. click on <<**Fee situation - Enrolment** (Check your fee situation and make payments)>>
- b. make the payments by the deadlines provided in the call you registered for and according the methods available on Studenti Online.