



ALMA MATER STUDIORUM UNIVERSITY OF BOLOGNA

Call for applications for admission to the Professional Master's Programme (1<sup>st</sup> level) in  
 “Marketing, Communication and New Media”

Bologna Campus

code: 8549

Academic Year 2018-2019

Pre-enrolment

WINDOW	PRE-ENROLMENT	SELECTIONS	REGISTRATION	PLACES AVAILABLE
<b>1</b> (for all)	within 03/07/2018	11/07/2018	19/07/2018 - 14/09/2018	40
<b>2</b> (for all)	04/07/2018 - 03/10/2018	11/10/2018	17/10/2018- 07/11/2018	<b>10 plus any remaining from the first window for a maximum total of 50</b>

Table of Contents

Article 1 (General Information) .....	2
Article 2 (Admission requirements) .....	3
Article 3 (Selection and available places) .....	4
Article 4 (Candidates possessing a DEGREE OBTAINED ABROAD: admission and delivery of documents) .....	4
Article 5 (Candidates possessing a DEGREE OBTAINED IN ITALY: admission and delivery of documents) .....	6
Article 6 (Other information concerning admission for selection and delivery of documents) .....	7
Article 7 (Selection procedures and entrance exam dates) .....	8
Article 8 (Production and approval of the list of qualified candidates) .....	8
Article 9 (Tuition fees) .....	9
Article 10 (Fee payment by third parties) .....	10
Article 11 (Incompatibility) .....	10
Article 12 (Registration: payment of the first instalment and delivery of documents) .....	10
Article 13 (Withdrawal from enrolment) .....	12
Article 15 (Withdrawal from the programme) .....	12
Article 16 (Payment of instalments after the first) .....	13
Article 17 (Information and contacts) .....	13
Article 18 (Processing of personal data) .....	14

**ATTENTION:**

New regulations concerning the validity and use of certificates in the Public Administration came into force on 1 January 2012. In compliance with the new regulation, 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" (declaration of value) for degrees obtained abroad).



ALMA MATER STUDIORUM UNIVERSITY OF BOLOGNA

## **Article 1 (General Information)**

Under the terms of Decree no. 270 of 22 October 2004 issued by the Italian Ministry of Education, University and Research, the Alma Mater Studiorum - University of Bologna, Bologna campus, will run a 1<sup>st</sup> level Professional Master's programme, in "Master in Marketing, Communication and New Media" for academic year 2018-2019. The programme lasts for one year (full time attendance) and is delivered in the English language. The programme awards 60 learning credits (CFU).

The programme is run in collaboration with Fondazione Bologna University Business School (hereinafter referred to as BBS).

Following the learning activities in the classroom, a training project in the field, either in Italy or abroad, is to be carried out in the form of an individual stage (internship) or in the form of a research project (project work). At the end of the internship or the project work, participants need to submit a written report on the activities they carried out and the results reached.

The Master offers participants the possibility to fill managerial positions in various areas of business and to occupy positions of management at the national and international level.

Further information on the objectives, professional context and teaching programme can be found in the Master's Programme presentation sheet published on the website <http://www.unibo.it/Portale/Master/Master+Universitari/default.htm>

Attendance is compulsory. 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 tuition fee instalments.
- b) achievement of the minimum attendance of 70% of the 400 hours of lessons in the presence of a professor;
- c) completion of the 500 hours of internship/*stage* (curricular internship) or delivery of the *project work*;
- d) the passing of the final examination, with a score of at least 18 out of 30;

**All exams and assessments taken during the course of the master, at the end of each module or lessons, will not be individually recorded and will therefore not grant any separate credits. Any such exams and assessments, however, will be taken into account by the Examination Committee when deciding the final grade of each student.**

At the end of the teaching activities, students will express their own opinions through the on-line completion of a 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 12 while the maximum is 50. Entrance is subject to the selection procedures indicated in art. 7.

**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 5 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 from all enrolled 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/it/didattica/iscrizioni-trasferimenti-e-laurea/tasse-e-contributi/come-ottenere-il-rimborso-di-tasse-non-dovute>

## **Article 2 (Admission requirements)**

The programme is reserved for candidates whom, at the time of closure of applications for the window they have applied for: **14 September 2018** (Window 1) or **7 November 2018** (Window 2) are in possession of the following qualifications and access requirements:

- a) All types of three-year degrees, Master and Master's course obtained under D.M. 270/04 or degrees of the first cycle, second cycle or single cycle obtained under the laws previously in force (DM 509/99 and Old Regulations).
- b) Degrees obtained abroad deemed equivalent to those described in point a) by the admission committee, for the purposes of admission to the Master.
- c) Sound knowledge of the **English language**

The titles, requirements and conditions detailed above must be fulfilled before the closure of enrolments for the window applied for. Not abiding to this results in exclusion from the Master.

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

It is to be noted that a candidate may not for any reason be enrolled in two separate university courses simultaneously (art. 10 – incompatibility).

The participation of **auditors** is permitted; the admitted number shall not however exceed 20% of the enrolled students. Anyone interested may express their interest directly to the place of teaching (*BBS – detailed in Art. 16*) and will be notified directly of the acceptance of their request as well as the details for registration and payment of the Master participation fee, the amount of which is given in art. 9 below. Attendance is not compulsory for auditors. Moreover, Auditors are not permitted to perform exams or the final examinations, do not take part in the internship, are not required to produce project work, and are not awarded a 1<sup>st</sup> level Professional Master in “Marketing, Communication and New Media ” or any CFU. Auditors are given a certificate of participation by the place of teaching stating the amount of hours effectively attended.



### Article 3 (Selection and available places)

For the academic year 2018-2019, 50 places are available.

There are two windows for pre-enrolment, selection and registration, as described in the table below:

WINDOW	PRE-ENROLMENT	SELECTIONS	REGISTRATION	PLACES AVAILABLE
1 (for all)	within 03/07/2018	11/07/2018	19/07/2018 - 14/09/2018	40
2 (for alli)	04/07/2018 - 03/10/2018	11/10/2018	17/10/2018- 07/11/2018	10 plus any remaining from the first window for a maximum total of 50

**ATTENTION** - the two 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 closing of the first window is less than the number of available places (40), the difference will be carried over to increase the maximum number of available places in the second window.

### Article 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 the Master's degree programme

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

- i) an authenticated copy of the qualification;
- ii) the official translation of the qualification
- iii) the declaration of value

**ATTENTION** – for EU citizens, the *declaration of value* can be substituted by the **Diploma Supplement** (issued by the University from which the degree was obtained as according to



the model issued by the European Commission). The candidate is none the less 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.

## 2. second phase - online registration for selections

The candidate must:

- a) Go onto the website [www.unibo.it/Portale/Guida/StudentiOnline](http://www.unibo.it/Portale/Guida/StudentiOnline);
- b) Click on access Studenti Online – “Accedi a Studenti Online”;
- c) Log in with your log in details (if you have not yet registered, click on “Se non sei registrato vai qui”);
- d) click on **International Student Registration**;
- e) register by entering your personal details and details of your qualifications;

Upon successfully registering, the candidate will be shown (and must write down) the credentials enabling the first login, while also changing the password, and may then:

- f) pre-register (enrol in a “new admission test”);
- g) pay the fee of 60.00 Euro (**non-reimbursable** administrative fee) no later than **1:00 pm on 3 July 2018 (Window 1) or 3 October 2018 (Window 2), not doing so resulting in exclusion**, using one of the following methods:
  - i. online, by credit card Visa, MasterCard, Diners, American Express;
  - ii. at any UniCredit S.p.a branch in Italy (list of branches available from <https://locator.unicredit.it/it/?fromweb=www.unicreditbanca.it&select=AGENZIE>), using the form printed at the end of the online registration.
- h) **print the “eligibility summary sheet” and sign it.**

If you are not able to complete the online registration procedure, contact the **Helpdesk** by calling +390512099882 or by sending an e-mail to [help.studentionline@unibo.it](mailto:help.studentionline@unibo.it).

## 3. third phase - send documents

- a) The candidate must deliver or send, to the Master Office (in the manner and at the address specified in Art. 16) by no later than the deadline of the window chosen – **3 July 2018 (Window 1) or 3 October 2018 (Window 2)**, the following documents:
  - a) a certified copy of the qualification, legalized or, if not yet graduated, the list of exams with grades and the expected date of graduation.
  - b) the official translation of the qualifying degree (only for graduated candidates)
  - c) the declaration of value (only for graduated students)
  - d) the Diploma Supplement (substituting the Declaration of Value for EU citizens)
  - e) the signed “eligibility summary sheet”;
  - f) a photocopy, front and back, of a valid ID card or passport



ALMA MATER STUDIORUM UNIVERSITY OF BOLOGNA

- g) a copy of the payment receipt of the administrative fee of 60.00 Euro;
- h) Transcript detailing exams taken and their mark;
- i) the following qualifications and documents: Curriculum Vitae in English, motivation letter in English and passport photo.

The above documents must be **delivered** by **3 July 2018 (Window 1) or 3 October 2018 (Window 2)**.

Moreover, they shall be forwarded in advance by e-mail to both of the following addresses: [mastermarketing@bbs.unibo.it](mailto:mastermarketing@bbs.unibo.it) and [master@unibo.it](mailto:master@unibo.it)

Under no circumstances will the sending of the documentation by email be deemed to replace the presentation of documents in paper form.

For any doubts concerning the shipment of documents or the required qualifications, please consult the website [www.bbs.unibo.it](http://www.bbs.unibo.it) or contact the place of teaching (contact details are specified in art. 16).

**NB: Failing to make the €60 application fee will result in exclusion from the admission process.**

#### 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**

Candidates must:

- a) Go onto the website [www.unibo.it/Portale/Guida/StudentiOnline](http://www.unibo.it/Portale/Guida/StudentiOnline);
- b) Click on “Accedi a Studenti Online”
- c) register by entering your university credentials, (if you have not yet registered, click on “Se non sei registrato vai qui” and register by entering your details, fiscal code and your previous titles);
- d) click on “Prove di ammissione o verifica dei requisiti” pay the fee of 60.00 Euro (non-reimbursable administrative fee) **no later than 13:00 on 3 July 2018 (Window 1) or 3 October 2018 (Window 2), not doing so resulting in exclusion from the master**, using one of the following methods:
  - online, by credit card Visa, MasterCard, Diners, American Express;
  - at any UniCredit Spa branch in Italy (list of branches available from <https://locator.unicredit.it/?fromweb=www.unicreditbanca.it&select=AGENZIE>), using the form printed at the end of the online registration.
- f) **print** the “eligibility summary sheet” and sign it.



If you are not able to complete the online registration procedure, contact the **Helpdesk** by calling +39 051 2099882 or by sending an e-mail to [help.studentonline@unibo.it](mailto:help.studentonline@unibo.it).

## 2) phase two: delivery of documents

Candidates must deliver, or send - possible also with PEC - the following documents to the **place of teaching** (contact details are stated in art. 15) before the deadline at 13:00 on **3 July 2018 (Window 1) or 3 October 2018 (Window 2)**:

- a) the “eligibility summary sheet”, signed anywhere on sheet;
- b) 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.
- c) a copy of the payment receipt of the administrative fee of 60.00 Euro;
- d) the following qualifications and documents:
  - i. Curriculum Vitae in English;
  - ii. Motivation letter in English;
  - iii. A photocopy, front and back, of a valid ID card or passport;
  - iv. Passport photo

The aforementioned documents must be delivered by **3 July 2018 (Window 1) or 3 October 2018 (Window 2)**.

They shall also be sent in advance by e-mail to the following addresses: [mastermarketing@bbs.unibo.it](mailto:mastermarketing@bbs.unibo.it)

Under no circumstance does sending the documents via email substitute the hard copy paper version.

For any doubts concerning the shipment of documents or the required qualifications, please consult the [www.bbs.unibo.it](http://www.bbs.unibo.it) or contact the place of teaching (contact details are stated in art. 16).

**NB: Pre-registration applications are not valid unless accompanied by 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 aids 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 online 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 any candidates who do not possess the admission requirements laid down in this call for applications.



In the event of any 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 28.12.00, 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)**

For candidates whom do NOT possess English as their first language, Admission to the Master's degree programme is subject to the positive written assessment of the candidates' level of English and individual interview.

The maximum score awarded by the Admission Board is 100 points, 30 of which are allocated to the written assessment of the candidates' level of English and the remaining 70 are allocated to the individual interview.

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

The Admission Board is appointed by the Board of Studies.

The person in charge of the selection procedure is the Director of the Professional Master programme.

The selection processes will take place:

- for those enrolled to window 1: on 11 July 2018
- for those enrolled to window 2: on 11 October 2018

at BBS (contact details in art. 16), at the time notified and in any case between 8.00 am and 8.00 pm (Italian time).

Candidates attending the test must bring a valid identification document with them.

Any **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 place of teaching (BBS – listed in Art. 16), The Director may decide to carry out the selection using alternative methods to those described above (such as by videoconference) within the rules imposed by the University.

### **Article 8 (Production and approval of the list of qualified candidates)**

In line with the number of available places, admission to the professional master programme is granted according to the applicants' position in the list of qualified candidates, drawn up on the basis of the total score awarded.

In the event of two candidates with the same score, the candidate with the highest score in the individual interview will have priority, and in the event of the same score in the interview, the younger candidate will have priority.





The lists of qualifying candidates can be consulted on the portal from **19 July 2018 (Window 1) or 17 October 2018 (Window 2)** at [www.unibo.it/Portale/Guida/StudentiOnline](http://www.unibo.it/Portale/Guida/StudentiOnline) by entering your username and password.

Once the qualifying list is public, student can ask for information at the place of teaching (BBS – listed in Art. 16)

### **Article 9 (Tuition fees)**

The total tuition fee for students of the Master is of 14,800.00 (fourteen thousand eight hundred/00) Euro.

The first instalment 1,850.00 Euro (one thousand eight hundred and fifty/00). The second instalment is 7,000.00 (seven thousand/00) Euro. The third instalment is 5,950.00 (five thousand nine hundred and fifty/00) Euro.

The fee for **auditors** is 11,800.00 (eleven thousand eight hundred/00) Euro. The first instalment is 1,520.00 (one thousand five hundred and twenty/00) Euro. The second instalment is 10,280.00 (ten thousand two hundred and eighty/00) Euro.

Reduced fees according to the bands listed below are available for students awarded positions of merit in the qualifying lists for the two selections – where available – including during the selections and as according to the position obtained within the specific specialisation.

1. Band 1: Fees reduced to 10,800.00 (ten thousand eight hundred/00) Euro. The first instalment is 1,850.00 (one thousand eight hundred and fifty/00) Euro. The second instalment is 7,000.00 (seven thousand/00) Euro. The third instalment is 1,950.00 (one thousand nine hundred and fifty/00) Euro;
2. Band 2: Fee reduced to 9,280.00 (nine thousand two hundred and eighty/00) Euro. The first instalment is 1,850.00 (one thousand eight hundred and fifty/00) Euro; the second instalment is 7,430.00 (seven thousand four hundred and thirty/00) Euro.
3. Band 3: Fees reduced to 8,800.00 (eight thousand eight hundred/00) Euro. The first instalment is 1,850.00 (one thousand eight hundred and fifty/00) Euro. The second instalment is 6,950.00 (six thousand nine hundred and fifty/00) Euro.
4. Band 4: total tuition waiver, in the case of all tuition fees being waived, the student must none the less pay a fixed fee of 181,41 (one hundred and eighty one/41) Euro (required for the regional tax, stamps, insurance and professional master programme certificate).

The first instalment must be paid on enrolment, in the manner laid down in article 12 below; the second instalment must be paid according to the established calendar:

- **Window 1: from 19 July 2018 to 14 September 2018**
- **Window 2: from 17 October 2018 to 7 November 2018**

The late payment of the second instalment beyond the set date will lead to the payment of a fine of 60.00 Euro.

The second instalment must be paid before **28 December 2018**. Third instalment must be paid before **30 April 2019**.

**The first installment cannot be paid beyond the deadline for the registration under penalty of exclusion from the Master.**



**ATTENTION – information on how to make payments related to the installments after the first will be provided in due time before the respective deadline**

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.**

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

### **Article 10 (Fee payment by third parties)**

The cost of the student's enrolment to the Professional Master's Programme may be borne by third parties (public authorities, foundations, businesses, etc.). In this case it is necessary to contact the place of teaching prior to the selection procedure (BBS – contact details in Art. 16) 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) **prior to the date set for the selection process:**

Following payment, the university or **BBS** issue an accounts receipt.

### **Article 11 (Incompatibility)**

Under the terms of article 142 T.U. 1592/1933 of the Italian law, it is not permitted to register to more than one university degree programme at the same time: therefore, **students registering to this professional master programme will not be able to register** to 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 (eg. Research grants, TFA, PAS).

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

The first instalment is 1,850.00 (one thousand eight hundred fifty /00) Euro. Candidates admitted according to the list of qualifying students shall, **no later than 14 September 2018 (window 1) or 7 November 2018 (window 2):**

- a) Go onto the website [www.unibo.it/Portale/Guida/StudentiOnline](http://www.unibo.it/Portale/Guida/StudentiOnline);
- b) sign in using the username and password obtained during pre-registration;
- c) click on registration to complete the **registration procedure**.

If you are not able to complete the online procedure, contact the **Helpdesk** by calling +39 0512099882 or by sending an e-mail to [help.studentionline@unibo.it](mailto:help.studentionline@unibo.it);

- d) pay the **first instalment** in one of the following ways:



ALMA MATER STUDIORUM UNIVERSITY OF BOLOGNA

- online, by credit card Visa, MasterCard, Diners, American Express;
- at any UniCredit Spa branch in Italy (list of branches available from <https://locator.unicredit.it/it/?fromweb=www.unicreditbanca.it&select=AGENZIE>) using the form printed from the StudentiOnline system. The bank accepts cash only (within legal limits) or non-transferable circular cheques made out to **Unicredit Spa Cassiere Tesoriere 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. It should be noted that in the event of registration fees being paid by third parties (public bodies, foundations, businesses, etc.) the application for registration (M1 or M2) is available immediately on the Studenti Online website ([www.unibo.it/Portale/Guida/StudentiOnline](http://www.unibo.it/Portale/Guida/StudentiOnline)), by clicking on “See details/Vedi dettaglio”, next to where it says “REGISTRATION” following authentication using your username and password.

- e) **deliver** to the Master's Office (as according to the methods and address given in art. 16):
  - i. the registration form (M1 or M2), printed from the Studenti Online system and duly completed and signed;
  - ii. a photocopy, front and back, of a valid ID or passport;
  - iii. one copy of the payment receipt for the first instalment;
  - iv. one passport-sized photo;
- v. **For non-EU citizens, a copy of the resident permit, as according to art. 39 comma 4 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 whom are already in possession of a residence permit for studies since 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 whom have concluded their qualifying degree after the deadline of the Call must send to the Master Office (as according to the methods and addresses in art. 16):

- 1) If they have carried out their degree abroad then as according to article 3, point 3., letter a), points i), ii) e iii);
- 2) If they have obtained the degree in Italy then as according to article 4, point 2., letter a), point ii).

**Applications made with incomplete documentation will not be accepted.**



ALMA MATER STUDIORUM UNIVERSITY OF BOLOGNA

**The payment of the first instalment does not constitute effective enrolment.** Enrolment is completed by the delivery to the Master's Office of the application and required documents (see point "5" of this article) before **14 September 2018 (window 1) or 7 November 2018 (window 2)**. In the case that this is sent by post, the **Residence Permit (or the receipt of the request)** can be presented by the student as soon as he/she arrives in Italy.

### **POSTING TO THE MASTERS OFFICE**

Documents may be sent by registered post with receipt on arrival 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 dispatch).

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

#### **Article 13 (Withdrawal from enrolment)**

Any candidates wishing to withdraw from registration or whom decide not to pay the tuition fee after having successfully passed the selections must immediately notify the Master's office in writing by mail at [master@unibo.it](mailto: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 places to be filled by other candidates.**

#### **Article 14 (Filling of free places)**

Free places will be filled only:

- for ranking lists including more suitable candidates than the maximum number of places available;
- if there are places available after all candidates awarded a place have registered.

The first working day following the deadline for registration, the Masters office will check the number of available places and will contact, by telephone or e-mail, the suitable candidates in order of their position in the ranking list; 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 installments of enrollment in the master, who then decide to withdraw from participation in the Master, **are not entitled to a refund of the fees paid for any reason.**

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 (as according to the methods and addresses in art. 16).

**ATTENTION - For non-UE the withdrawal from the program will end in the loss of necessary criteria for a legal stay in Italy.**



ALMA MATER STUDIORUM UNIVERSITY OF BOLOGNA

### **Article 16 (Payment of instalments after the first)**

The second instalment is 7,000.00 (seven thousand/00) Euro and must be paid by **28 December 2018** and the third Instalment is 5,950.00 (five thousand nine hundred and fifty/00) Euro and must be paid by **30 April 2019**.

In the case of reduced fees by merit in band 1, the second instalment of 7,000.00 (seven thousand/00) Euro must be paid by **28 December 2018** and the third instalment of 1,950.00 (one thousand nine hundred /00) Euro must be paid by **30 April 2019**.

In the case of reduced fees by merit in band 2, the second instalment of 7.430,00 (seven thousand four hundred and thirty/00) Euro must be paid by **28 December 2018**.

In the case of reduced fees by merit in band 3, the second instalment is 6,950.00 (six thousand nine hundred and fifty/00) Euro and it must be paid by **28 December 2018**.

In the case of auditors, the second instalment is 10.280,00 (ten thousand two hundred and eighty/00) Euro and must be paid before 30 days have passed since the payment of the first instalment.

The payment methods for the second and third instalments, prior to their respective deadlines will be sent to participants via email.

Late payments beyond the set date will lead to the payment of a fine of 60.00 Euro.

**ATTENTION** – Late instalments and relative fines must be paid within 30 days of the deadline. **A student who has not followed through on the payments will not be allowed to perform the final exam.**

### **Article 17 (Information and contacts)**

For **academic or teaching information** (teaching programme, lesson timetable, exams, internship information, project work etc.) may contact the **place of teaching**:

**Bologna Business School** – Villa Guastavillani  
Via degli Scalini, 18 - 40136 Bologna (BO) - Italy  
Tel. +39 0512090111  
Fax +39 0512090112  
Opening times to the public:  
Mon.- Fri. from 9.00 am to 6.00 pm  
Angela Adamo - tel. +39 0512090122  
Elena De Monti - tel. +39 0512090146  
Email: [mastermarketing@bbs.unibo.it](mailto:mastermarketing@bbs.unibo.it)  
Certified email address (PEC): [master.bbs@pec.it](mailto:master.bbs@pec.it).

For **administrative information** contact the **Master's Office**  
Via San Giacomo, 7 - 40126 Bologna (BO) - Italia  
Tel. +39 0512098140  
Fax +39 0512086222  
Email: [master@unibo.it](mailto:master@unibo.it)  
Opening times to the public:



ALMA MATER STUDIORUM UNIVERSITY OF BOLOGNA

Mon, Tues, Wed, Fri from 9.00 to 11.15 am

Tuesday and Thursday 2.30 to 3.30 p.m.

Documents may be send by registered letter with advice of 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](http://www.unibo.it).

The person in charge of the administrative procedure is the Head of Aform - Area della Didattica: dott.ssa Angela Negrini.

### **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 (<http://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.

Bologna, \_\_\_\_\_

La Dirigente  
(Dott.ssa Angela Negrini)