



Call for applications for admission to the Professional Master Programme (1st level)
in "Global Master in Business Administration"
Bologna Campus
code: 8881
Academic Year 2019-2020

WINDOW	PRE-ENROLMENT	SELECTIONS	REGISTRATION	PLACES AVAILABLE
1 (for all)	*** - 15/02/2019	26-27/02/2019	12/03/2019 - 12/04/2019	80
2 (for all)	16/02/2019 - 29/04/2019	08-09/05/2019	21/05/2019 - 11/07/2019	20 plus any remaining from the first window for a maximum total of 120
3 (for all)	30/04/2019 - 15/07/2019	25-26/07/2019	06/08/2019 - 25/09/2019	20 plus any remaining from the first and second window for a maximum total of 120

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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" 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 “Global Master in Business Administration” for academic year 2019-2020. The programme lasts for one year (full time attendance), classroom training is delivered in English and the programme awards 72 CFU credits.

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 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 80%.

The awarding of the professional master programme and the 72 CFU is subordinate to:

- a) payment of all fee instalments within the established deadlines;
- b) achievement of a minimum attendance of 80% 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 the final examination. The final examination is deemed to be passed with a grade 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 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 120. 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 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/it/didattica/iscrizioni-trasferimenti-e-laurea/tasse-e-contributi/come-ottenere-il-rimborso-di-tasse-non-dovute>

The master is divided into 8 concentrations:

1. Corporate Finance;
2. Design, Fashion and Luxury Goods;
3. Food and Wine;
4. Green Energy and Sustainable Businesses;
5. Super Cars, Super Bikes and Motor Sports;
6. Innovation Management;
7. Italian Sailing and Motor Yachts
8. Luxury Hospitality Management

The programme includes a part common to all eight concentrations and a part specific to each one.

At least 8 students must enrol in a concentration for it to be activated. In case of less than 8 enrolled students the management of the master reserves the right to not activate it.

The choice of concentration must be made in the Application Form that is sent by the candidate together with all the required documentation (see art. 4 & 5).

The choice must be confirmed during the selection process.

If the chosen concentration is not activate due to the insufficient number of enrolled students, the admitted candidate that has already completed the enrolment process can transfer to another concentration or can **withdraw from the master with a reimbursement of the fees paid (except the administration fee).**

In the moment that the selections are concluded, it will not be possible to change to another track, unless an exception is granted by the Director of studies.

Admittable to the master are:

- 1) candidates in possession of a degree obtained abroad, both EU citizens and Non EU citizens (see art. 4)
- 2) candidates in possession of a degree obtained in Italy, both EU citizens and Non EU citizens (see art. 5)

The candidates who pass the selection procedures must follow the matriculation procedures laid down in art. 12 of this 'call for applications'.



ATTENTION – It is not possible to transfer your enrolment from one Master Programme to another, nor to any other course offered by the University.

Article 2
(Admission requirements)

The programme is reserved for candidates who, by **the time of enrolment, 12 April 2019 (Window 1), 11 July 2019 (Window 2), 25 September 2019 (Window 3)**, 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;
- d) The degree must have been obtained at least two years before the enrolment deadline.

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).

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 (attn: Barbara Biondi, globalmba@bbs.unibo.it, 0039 051 2090178) 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 1st level Professional Master in “Global Master in Business Administration ” 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 2019-2020, 120 places are available.

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

WINDOW	PRE-ENROLMENT	SELECTIONS	REGISTRATION	PLACES AVAILABLE
1 (for all)	*** - 15/02/2019	26-27/02/2019	12/03/2019 - 12/04/2019	80
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3 (for all)	30/04/2019 - 15/07/2019	25-26/07/2019	06/08/2019 - 25/09/2019	20 plus any remaining from the first and second window for a maximum total of 120

ATTENTION - the three 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 in one of the windows cannot participate in the selections of other windows.

If the number of enrolled students at the closing of the first window is less than the number of available places (80), the difference will be carried over to increase the maximum number of available places in the following windows.

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 on the Declaration of value, translation, and legalization please see the following page: <http://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/Certificate-of-equivalence-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 1:00pm (CEST) on 15 February 2019 (Window 1), 29 April 2019 (Window 2), 15 July 2019 (Window 3)**, 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 **Master's Office (address given in art. 17)** the following documents:

- 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) Application Form – completed with choice of concentration;
- 2) Curriculum Vitae in English;
- 3) Documents asserting eligibility (see art. 2, numbers 2 and 3);
- 4) Motivation Letter (in English);
- 5) Certified level of English (TOEFL/IELTS/others). English native speakers are excused from this requirement, as are those who have undertaken at least one year of university study in English language. If the candidate does not fit into any of these categories then the level of English will be evaluated during the individual interview (see art. 7);
- 6) Certificate of GMAT or GRE with score. Those not in possession of this certificate can sit a written test on the day of the selections (see art. 7);
- 7) Two reference letters in English (optional);
- 8) A photocopy, front and back, of a valid ID card or passport;
- 9) Passport photo.

The above documents **must be delivered by 1:00pm CEST on 15 February 2019 (Window 1), 29 April 2019 (Window 2), 15 July 2019 (Window 3)**.

Moreover, they shall be forwarded in advance by e-mail to both of the following addresses: globalmba@bbs.unibo.it and master@unibo.it.

Under no circumstances will be 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 or contact the place of teaching (globalmba@bbs.unibo.it, 0039 051 2090178).

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 15 February 2019 (Window 1), 29 April 2019 (Window 2), 15 July 2019 (Window 3)**, 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 deliver, or send - possible also with PEC - the following documents to the **place of teaching** (contact details are stated in art. 17)

- 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) Application Form – completed with choice of concentration;
 - 2) Curriculum Vitae in English;
 - 3) Documents asserting eligibility (see art. 2, numbers 2 and 3);
 - 4) Motivation Letter (in English);
 - 5) Certified level of English (TOEFL/IELTS/others). English native speakers are excused from this requirement, as are those who have undertaken at least one year of university study in English language. If the candidate does not fit into any of these categories then the level of English will be evaluated during the individual interview (see art. 7);
 - 6) Certificate of GMAT or GRE with score. Those not in possession of this certificate can sit a written test on the day of the selections (see art. 7);
 - 7) Two reference letters in English (optional);
 - 8) A photocopy, front and back, of a valid ID card or passport;
 - 9) Passport photo.

The above documents **must be delivered by 1:00pm CEST on 15 February 2019 (Window 1), 29 April 2019 (Window 2), 15 July 2019 (Window 3)**.

They shall also be sent in advance by e-mail to the following addresses: globalmba@bbs.unibo.it and master@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 or contact the place of teaching (contact details are stated in art. 17).

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 of the candidates' qualifications, written test and individual interview.

The maximum score given by the Admission Board is 100 points, of which the breakdown is as follows: 35 points allocated for the assessment of the candidates' qualifications, 35 points allocated to the written test and the remaining 30 points 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 Programme Director.

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

The evaluation process will take place at BBS (contact details are stated in art. 17) **on 26 and 27 February 2019 (Window 1), 8 and 9 May 2019 (Window 2), 25 and 26 July 2019 (Window 3).**

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

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 (contact details are stated in 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 individual interview will rank higher. In the event of the same score also in the individual interview, the younger candidate will rank higher.

The lists of qualified candidates will be published from 12 March 2019 (Window 1), 21 May 2019 (Window 2), 6 August 2019 (Window 3) on the website <http://www.eng.unibo.it/PortaleEn/Online+Services/StudentiOnline.htm> by entering username and password.

Article 9 (Tuition fees)

The total tuition fee for students of the Master is of 35,000.00 (thirty five thousand/00) Euros.

The first instalment is of 4,000.00 (four thousand/00) Euros, the second instalment is of 20,000.00 (twenty thousand/00) Euros and the third instalment is of 11,000.00 (eleven thousand/00) Euros.

The fee for **auditors** is 20,000.00 (twenty thousand) Euros. The first instalment is of 2,340.00 (two thousand three hundred and forty/00) Euros. The second instalment is 17,660.00 (seventeen thousand six hundred and sixty/00) Euros.

Reduced fees according to the three bands listed below are available for students awarded positions of merit in the qualifying lists for the three selections.

In the event of funding for specific study areas, reduced fees are available for the students who have selected these areas and who obtain the top positions of merit in the qualifying lists for the three selections.

1. Band 1: reduced fees of 25,000.00 (twenty five thousand/00) Euros, first instalment 4,000.00 (four thousand/00) Euros, second instalment 12,000.00 (twelve thousand/00) Euros and third instalment 9,000.00 (nine thousand/00) Euros.
2. Band 2: reduced fees of 20,000.00 (twenty thousand/00), first instalment 4,000.00 (four thousand/00) Euros, second instalment 9,000.00 (nine thousand/00) Euros and third instalment 7,000.00 (seven thousand/00) Euros.
3. Band 3: reduced fees of 15,000.00 (fifteen thousand/00), first instalment 4,000.00 (four thousand/00) Euros, second instalment 7,000.00 (nine thousand/00) Euros and third instalment 4,000.00 (four thousand/00) Euros.
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 according to the established calendar:

- **Window 1: from 12 March 2019 to 12 April 2019**
- **Window 2: from 21 May 2019 to 11 July 2019**



- **Window 3: from 6 August 2019 to 25 September 2019**

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

The second instalment must be paid within 31 October 2019. Third instalment must be paid within 29 May 2020.

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

ATTENTION – information on how to make payments related to the instalments 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 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 (contact details are stated in 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 or **BBS** issue an accounts receipt.

**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 4,000.00 (four thousand/00) Euros. Candidates admitted according to the list of qualifying students shall, **no later than 12 April 2019 (Window 1), 11 July 2019 (Window 2), 25 September 2019 (Window 3):**

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 tesoriere Unibo**; 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 application for enrolment form is available immediately on the Studenti Online website (<http://www.unibo.it/en/services-and-opportunities/online-services/online-services-for-students-1/guide-to-online-student-services/studenti-online>) 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 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 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 3, point 3., letter a), points i), ii) e iii) if they have carried out their degree abroad;
- 2) the documents listed under article 4, point 2., letter a), point ii) if they have obtained the degree in Italy.

Applications made with incomplete documentation will not be accepted.

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 **12 April 2019 (Window 1), 11 July 2019 (Window 2), 25 September 2019 (Window 3)**. 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.

The documents can be delivered also via Certified e-mail – PEC (alternatively to the postal service) to the address scriviunibo@pec.unibo.it

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 free places)

Free places 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)

The second instalment is 20,000.00 (twenty thousand/00) Euro and must be paid by 31 October 2019 and the third instalment is 11,000.00 (eleven thousand/00) Euro and must be paid by 29 May 2020.

In the case of reduced fees by merit in band 1, the second instalment of 12,000.00 (twelve thousand/00) Euro must be paid by 31 October 2019 and the third instalment of 9,000.00 (nine thousand/00) Euro must be paid by 29 May 2020.

In the case of reduced fees by merit in band 2, the second instalment of 9,000.00 (nine thousand/00) Euro must be paid by 31 October 2019 and the third instalment of 7,000.00 (seven thousand/00) Euro must be paid by 29 May 2020.

In the case of reduced fees by merit in band 3, the second instalment of 7,000.00 (seven thousand/00) Euro must be paid by 31 October 2019 and the third instalment of 4,000.00 (four thousand/00) must be paid by 29 May 2020.

In the case of auditors, the second instalment is 17.660,00 (seventeen thousand six hundred and sixty/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.



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

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

Bologna Business School – Villa Guastavillani
Via degli Scalini, 18 - 40136 Bologna (BO) - Italia
Tel. +39 0512090111
Fax +39 0512090112

Opening times to the public:

Mon. - Fri. from 09,00 am to 6,00 pm.

Barbara Biondi - tel. +39 0512090178

Matteo Garnero – tel. +39 0512090140

Email: globalmba@bbs.unibo.it

Certified email address (PEC): fondazionebbs@pec.it

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.

The person in charge of the administrative procedure is the Head of Aform - Area della 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 (<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 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/2018-2019#!>



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(Date) _____

La Dirigente
(*Dott.ssa Angela Negrini*)