



ALMA MATER STUDIORUM
UNIVERSITA' DI BOLOGNA

This translation into English is only disclosed *for* information purpose. In the event of doubt, please refer to the official Italian “Bando di concorso” available on the UNIBO website

Master in International Politics

Academic year 2013-2014

Application deadline: November 26, 2013

Enrolment from December 16, 2013 to January 10, 2014

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NOTE:

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).



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Article 1 **(General Information)**

The Alma Mater Studiorum University of Bologna promotes (Ministerial Decree n.270 dated 22 October 2004 of the Minister of Education and Research) for the academic year 2013-2014, the “Master Program in International Politics” (MIP). The MIP is one-year program (60 ECTS) taught in English.

The MIP is organized in cooperation with Fondazione Alma Mater

Professional Profile: The Master will provide the students with the theoretical and practical tools to understand the most relevant issues in international politics. The purpose is to train those who are interested in working in international organizations, government agencies, non-governmental organizations and private companies with an international focus. The MIP also prepares for the competition in the Ministry of Foreign Affairs.

Further information on <http://www.unibo.it/Portale/Master/Master+Universitari/default.htm>.

The Master’s degree is awarded at the end of one-year period.

Students must:

- a) pay the tuition
- b) attend at least a minimum of 80% of the classes
- c) pass the final examination with at least 18/30 marks

Students will obtain ECTS only by passing the final examination.

If intermediate examinations are held, their result will be taken into account and become part of the final grade of the student.

At the end of the classes, students will be asked to complete an online evaluation questionnaire.

The Master’s program is a post-graduate course. The maximum number of available places is 30. The Master will be activated with 15 enrolments. The candidates will be chosen following the procedure described in Article 6.

The MA will be set up provided that the minimum number of students and the required minimum budget are achieved.

The University will notify the students by email whether the MA will be activated three days after the enrolment deadline.

If the MA cannot be activated due to the lack of the minimum number of registered students, those who already paid the fee will be refund by giving their bank account details to the *Ufficio Master*.



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Article 2 (Admissions Criteria)

The program is open to candidates holding, at the time of enrolment (10/01/2014) the following Degrees:

- a) Political Science;
- b) Law;
- c) Economics;
- d) Foreign Languages;
- e) History;
- f) Communication
- The Evaluate Committee may admit candidates with other degrees if it saw fit.
- b) equivalent qualification obtained abroad.

Article 3 (Candidates holding a foreign degree: admission to the test and required documents)

Candidates holding a foreign degree are expected to follow a three-step process in order to be admitted to the selection examination:

1. First step: Validation of academic qualifications

- a) The candidate should go to the Italian diplomatic mission in the country where he or she obtained the degree (or to the competent Italian diplomatic mission) and ask for:
 - i) a certified copy of the degree certificate
 - ii) a *Dichiarazione di valore*
 - iii) a certified translation of the degree certificate

2. Second step: Online registration for the selection

The candidate must:

- a) Access the website www.unibo.it/Portale/Guida/StudentiOnline;
- b) Click “registration to admission examination” and fill in the access credentials. If the student does not have access credentials click on “if you are not registered click here”
- c) Click “registration of international students”
- d) Fill in the form with your personal data and the degree certificate details

The student then receives a username and a password that will allow him/her to:

- e) Pre-enrol (registration to a “new admission examination”)
- f) Pay a 60 euros contribution fee (non-refundable contribution for administrative services). The fee must necessarily be paid **before the deadline: 1 p.m., November the 26th**, by using one of the following means:
 - i) online, by credit card: Visa, Mastercard, Diners, American Express;
 - ii) in any UniCredit Spa agencies in Italy (list available on <https://locator.unicredit.it/it/?fromweb=www.unicredit.it&select=AGENZIE>) by presenting the printed “final form”;
- g) Print the “final form” and sign it.



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If the applicant is unable to carry out the online registration procedure, he or she can call the **Helpdesk Service** +3905120998882 from 9 a.m. to 1 p.m., from Monday to Friday, or can send an email at help.studentionline@unibo.it.

3. Third step: Documents submission

- a) The candidate must hand in or mail to the *Ufficio Master* all the required documents following the procedure explained in Article 14.
 - i) a certified copy of the degree certificate. If the student has not graduated yet, he or she should enclose an academic record and specify the presumed date of graduation;
 - ii) a *Dichiarazione di valore* (required only for graduated students);
 - iii) a certified translation of the degree certificate (required only for graduated students);
 - iv) the printed "final form";
 - v) a copy of a valid ID;
 - vi) a copy of the payment of 60 euros
 - vii) the following certificates and documents: curriculum vitae and a passport-size picture

Applicants must hand in or send all the above-mentioned documents **no later than : 1 p.m., November the 26th**.

Candidates that do not comply with the provision f) indicated above (payment of the 60 euros fee) by the deadline, shall not be admitted to participate to the selection examination.

Article 4

(Candidates holding an italian degree: admission to the test and required documents)

For candidates owning an italian degree, the procedure of registration to test is divided into two distinct phases:

1. First step: Online registration for the selection

The candidate must:

- a) Access the website www.unibo.it/Portale/Guida/StudentiOnline ;
- b) Click "registration to admission examination" and fill in the access credentials. If the student does not have access credentials click on "if you are not registered click here"
- c) Register by entering the social security number, personal details and the details of the degree
- d) pay the fee of 60.00 Euro (a non-refundable contribution to administrative services) within the deadline fixed on 26/11/2013 at 1 pm, under penalty of exclusion, with one of the following :
 - i) online by credit card belonging to circuits: Visa, Mastercard, Diners, American Express;
 - ii) in any UniCredit Spa agencies in Italy (list available on <https://locator.unicredit.it/it/?fromweb=www.unicredit.it&select=AGENZIE>) by presenting the printed "final form";
- e) print "final form" and sign it.

If the applicant is unable to carry out the online registration process, you can contact the Helpdesk Service by calling +390512099882, from 09.00 to 13.00 from Monday to Friday, or by sending an email to help.studentionline@unibo.it.

2. Second step: Documents submission



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The candidate must deliver or mail to Sede Didattica (Department of Political and Social Sciences, Strada Maggiore 45, 40125 Bologna, Italy. Tel 051 2092519. E-mail: dsps.mip@unibo.it):

- i) the printed "final form";
- ii) the statement of degree with exams and grades or, if not yet graduated, the list of exams with grades and the expected date of graduation;
- iii) a copy of the receipt of the payment Euro 60,00;
- iv) a copy of a valid ID;
- v) the following certificates and documents: curriculum vitae and a passport-size picture.

3. These documents must be received by 26/11/2013.

Missing the payment of 60,00 € implies the exclusion from the test.

Article 5 **(Additional information)**

Applicants with disabilities (Law 104 of February 5, 1992) must explicitly request help in order to support the tests. The University of Bologna is not responsible for the loss of communications due to incorrect address, mistakes, or delays. The University of Bologna will exclude candidates who do not possess the necessary qualifications for admission as required by the announcement.

In the case of false declarations, candidates lose the right to attend our Master Program and are not entitled to any refund for fees paid. Any false statements involves possible legal actions for damages.

Article 6 **(Selection Procedure and admission test dates)**

Admission to the Master program is conditional upon a detailed evaluation of the qualifications and the curriculum vitae, the test and the interview. The maximum score is 100/100 points, including 30 points assigned to the qualifications and the curriculum and the remaining 70 points awarded in the test (50 points) and the interview (20 points). The minimum score for admission is 60/100. The selection will take place in the "Arturo Carlo Jemolo" classroom in Strada Maggiore 45, Bologna on 10/12/2013 from 10.30 to 18.00.

Candidates must present a valid ID. Applicants residing or staying abroad, unable to make the tests, must give a reasoned and timely notification to the Director of the Master, by contacting the Sede Didattica (whose contact details are specified in Art. 14), which may decide to make the selection with alternative methods (eg videoconferencing or contacts at the diplomatic mission).

Article 7 **(Final Ranking of candidates)**

The Master program will admit candidates according to final results. In case of ex-aequo, precedes those who got the highest score in the written test, in case of a further tie, the younger candidate will pass. The list will be available from 16/12/2013 on www.unibo.it/Portal/Help/StudentiOnline using your username and password.



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Article 8 (Tuition)

The full tuition is 3000 (three thousand) euros. Each instalment will be of 1500 (one thousand five hundred) euros. In the event of a total exemption student will pay only 158.46 euros (one hundred and fiftyeight/ fortysix cent) for regional taxes and insurance. The first instalment must be paid upon the enrolment how explained in art. 11, the second instalment shall be paid within 30/04/2014. Late payments will be surcharged of 60,00 Euro (to be paid within 30 days beyond the deadline). The first instalment cannot be paid beyond the deadline for the registration under penalty of exclusion from the Master program.

Article 9 (Payment of the fees by a third party other than the candidate)

The cost of Master may be covered by government, foundations, companies. In this case, prior to the selection, please contact the Sede Didattica (Department of Political and Social Sciences, Strada Maggiore 45, Tel: 051 2092519 - e-mail: dsps.mip@unibo.it) to receive the necessary instructions for the payment. The payment of the fees by a third parties must be formalized (letter of commitment or agreement) no later than the date scheduled for the selection, otherwise you will not be able to use alternative payment methods (sistemaStudentiOnline) as indicated in the next art. 11. After the payment the University shall issue an exemption VAT invoice. (Articles 1 and 4 of Presidential Decree 633/1972 and subsequent amendments)

Article 10 (Incompatibility causes)

As it is not possible to register simultaneously to different university courses, participants in this Master program can not enrol in other Masters, graduate schools, and PhD degree programs, with the exception of Summer and Winter School. (art. 142 T.U. 1592/1933)

Article 11 (Registration, payment of the first instalment and documents delivery)

The first instalment is 1500 (one thousand five hundred) Euros. Candidates, admitted according to the final ranking, shall, within the deadline of registration:

1. connect to the website www.unibo.it/Portal/Help/StudentiOnline;
2. login by using the username and password obtained at the time of pre-registration;
3. carry out the procedure of registration. If you are unable to make the online process you can contact the Helpdesk Service by calling +390512099882 from 09.00 to 13.00 from Monday to Friday, or by writing to help.studentionline@unibo.it;
4. pay the first instalment following one of the ways below:
 - a) online, by credit card belonging to circuits: Visa, Mastercard, Diners, American Express;
 - b) by going to any branch of UniCredit SpA in Italy with the payment code issued by the system StudentiOnline. The bank accepts only cash (as required by law) or cashier's check payable to Unicredit Spa - CASHIER UNIVERSITY OF BOLOGNA;we do not accept any payments made by postal order or by credit institutions different from those mentioned above.



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It should be noted that in the case the fee is paid by third parties (public bodies, foundations, companies, etc.), the registration form is immediately available on the website StudentiOnline (www.unibo.it/Portal/Help/StudentiOnline) by clicking on "Registration Form" at the bottom of the opening page, after logging in with your username and password.

5. deliver or send to the Office Master (in the manner and at the address specified in art. 14):

- a) the registration form issued by the system StudentiOnline, fully completed and signed;
- b) a photocopy of the payment receipt of the first instalment;
- c) a passport-size photograph;
- d) for non-EU citizens, the residence permit (or copy of the receipt attesting to the request for the permit). Qualified candidates admitted who have earned the title after the expiry of the notice must deliver or send to the Ufficio Master (in the manner and at the address specified in art. 14):
 - 1) if they took their degree abroad the documents referred to in Article 3, paragraph 3, Letter a), i), ii) and iii);

We do not accept applications with incomplete documentation. The registration is confirmed by delivery to the Ufficio Master application and documents required (see paragraph 5 of this article) within the deadline. In case of Mail shipping to the Ufficio Master, all the documents must be sent by registered mail to Alma Mater Studiorum - University of Bologna, Settore Post Lauream, Ufficio Master, via Zamboni, 33 - 40126 Bologna (in this case will be considered the posting date). The University of Bologna is not liable for any delay in delivery, loss of envelopes or incomplete documentation.

Article 12 (Withdrawal)

Successful candidates who waiver their place must immediately inform the *Ufficio Master* with a written statement by fax (+390512098039), including a copy of a valid form of identification, in order to fill in the vacant places.

The first instalment may not be refunded under any circumstances.

Article 13 (Payment of the second instalment)

The amount of the second instalment is equal to **1500 euros** and must be paid by 30/04/2014.

Students may pay the second instalment of the university fees by any of the following means:

1. Access the website www.unibo.it/Portale/Guida/StudentiOnline, and log in using username and password and pay:
 - a) online, by credit card: Visa, Mastercard, Diners, American Express;
 - b) using the MAV (notice of bank payment) in any UniCredit Spa agency in Italy (the list of all subsidiaries in Italy is available at <https://locator.unicredit.it/it/?fromweb=www.unicredit.it&select=AGENZIE>) by presenting the printed notice. If the student cannot print the notice, he or she shall go to the *Ufficio Master* in order to receive a duplicate.

All University tuition fees that are not paid by the deadlines above-mentioned are subject to a penalty surcharge of 60 euros.



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The penalty surcharge of 60 euros must be paid no later than 30 days after the deadline otherwise the student will be excluded from the Master's program and will not obtain any ECTS.

Article 14 (Contacts)

Information concerning the didactic (teaching plan, courses schedule, exams, etc.) can be asked to the **Sede Didattica**: Department of Political and Social Sciences, Strada Maggiore 45, Tel: 051 2092519 - e-mail: dsps.mip@unibo.it.

Any **administrative information** can be asked to the **Ufficio Master**, Via San Giacomo 7 – 40126 Bologna – tel.no. +390512098140 – Fax +390512098039 – email: master@unibo.it

Ufficio Master Office hours: Monday, Tuesday, Wednesday, Friday from 9 a.m. to 11.15 a.m.
Tuesday and Thursday: from 2.30 p.m. to 3.30 p.m.

The only official sources of information, besides those contained in this completion announcement, are those available on the website of the University of Bologna www.unibo.it.

Article 15 (Privacy Policy)

The University shall use the personal data provided by the candidate to complete the selection procedure and for institutional purposes. (DL n. 196 dated 30 June 2003)