



ALMA MATER STUDIORUM UNIVERSITY OF BOLOGNA

Call for applications for admission to the Professional Master's Programme (1<sup>st</sup> level) in

**“Business Administration”**

Bologna Campus

code: 0299

Academic year 2013-2014

Deadline for applications: July, 1<sup>st</sup> 2013

Pre-enrolment

Window 1: from 03/12/2012 to 30/04/2013

Window 2: from 02/05/2013 to 01/07/2013

Registration

Window 1: from 03/06/2013 to 01/07/2013

Window 2: from 24/07/2013 to 09/09/2013

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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).



## ***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 1<sup>st</sup> level Professional Master's degree programme, in "Business Administration" for academic year 2013-2014. The programme lasts for one year (full time attendance) and is delivered in the English language. The programme awards 66 learning credits (CFU).

The programme is run in collaboration with and with the organisational support of the Alma Consortium (hereinafter referred to as the Alma Graduate School).

The teaching programme, held at the Alma Graduate School (Via degli Scalini, 18 - 40136 Bologna), is full time; all courses are held in the English language.

In addition to the teaching activities, other learning activities will be carried out in the field, in Italy or abroad, through internships in businesses or operative research projects. At the end of the internship or project work, participants shall produce a written report on the activities carried out and the results achieved.

Occupational profile: the Professional Master's degree programme aims to train professionals able to fill managerial positions in companies and develop their skills over time, going on to fill national and international executive management positions.

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 80%.

The award of the Master's Degree is subordinate to:

- a) the acquisition of all 66 CFU;
- b) the passing of all set exams as well as the final examination, with a score of at least 18 out of 30;
- c) achievement of the minimum attendance of 80% of the 368 hours of lessons in the presence of a professor;
- d) completion of the 500 hours or internship or delivery of project work;
- e) payment of all fee instalments within the established deadlines.

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

The Master's programme is a post-graduate course with **restricted access**.

The Master's degree programme will run with a minimum of 20 and a maximum of 120 enrolled students, admitted following the selection procedure described in article 7 below.

The programme will not run in the event of less than 20 students being admitted.

The Master's degree programme is divided into 6 study areas:

- 1) Banking and Finance;
- 2) Design, Fashion and Luxury Goods;
- 3) Brazil – Europe Business Relations;



- 4) Food and Wine;
- 5) China/Far East and Europe Business Relations;
- 6) Green Energy and Sustainable Businesses.

The teaching programme covers some subjects which are common to all study areas; the remainder of the programme is specific to each study area.

The individual study areas will run only with a minimum of 8 enrolled students. The Master's Programme Director reserves the right not to run the study area if the minimum number is not reached.

Applicants must indicate their choice of study area in the Application Form sent directly by the candidate with the required documentation laid down in articles 4 and 5 below.

The choice of study area will be confirmed during selection.

If the chosen study area does not run due to an insufficient number of applicants, the admitted candidate who has already registered may transfer to another running study area, or may withdraw from the Master's Programme and request the reimbursement of the first instalment.

After selection, it is no longer possible to transfer from the chosen running study area to another.

Admission to the Master's Programme is open to:

- 1) candidates with a degree obtained abroad, whether EU or non-EU citizens (see article 4 below);
- 2) candidates with a degree obtained in Italy, whether EU or non-EU citizens (see article 5 below);

Candidates passing the selection procedures must follow the enrolment procedures laid down in this call for applications (see article 12 below).

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

The programme is reserved for candidates who, at the time of closure of applications for the window they have applied for April, 30<sup>th</sup> 2013 (window 1) or July, 1<sup>st</sup> 2013 (window 2), are in possession of the following qualifications and access requirements:

- a) 1<sup>st</sup> or 2<sup>nd</sup> level degree or degree under the previous system obtained in Italy;
- b) degree obtained abroad deemed appropriate by the Admissions Board, solely for the purposes of admission to the Master's Programme, equivalent to that listed in point a) of this article.

Further requirements:

- c) Sound knowledge of the English language;
- d) The following conditions must also be satisfied:
  1. three years have passed since the award of the degree;
  - or
  2. at least two years have passed since the date of graduation and the candidate must have worked for at least one year (12 months), certified by the employer;
  - or



3. at least two years must have passed since the date of graduation and the candidate must possess an excellent academic curriculum, graduating with top marks or being certified as being in the top 5% of graduate grades of his/her cohort.

The qualifications, requirements and above conditions must be satisfied by the date of closure for applications for the window for which candidates are applying. Admissions will not be accepted for candidates who do not satisfy these criteria.

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 (indicated in art. 15 below) 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 sit exams or the final examination, 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 “Business Administration” or any CFU. Auditors are given a certificate of participation.

### **Article 3** **(Selection and available places)**

For the academic year 2013-2014, 120 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	03/12/2012 – 30/04/2013	13/05/2013 – 14/05/2013	03/06/2013 – 01/07/2013	60
2	02/05/2013 – 01/07/2013	08/07/2013 – 09/07/2013	24/07/2013 – 09/09/2013	60

The two windows constitute independent and separate paths: it is therefore not possible, for example, to pre-enrol in window 1 and pass the selection procedures in window 2.

Upon closure of the registrations for each window, candidates who are not registered will lose the right to register.

Anyone not passing the selection for the first window will not be allowed to participate in the selection for the second window.

If on closure of the first window the number of registered students is less than the available number of places (60), the difference will be carried over and increase the number of places available 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**



Candidates should obtain the following from the Italian Diplomatic Representation in the country the degree was obtained from:

- a) an authenticated copy of their qualification;
- b) the legalisation of the translated degree certificate;
- c) the "dichiarazione di valore" (declaration of value).

## 2) second phase - online registration for selection

To participate in the selection process, candidates must use the Studenti Online service. In particular they shall:

- a) Go onto the website [www.unibo.it/Portale/Guida/StudentiOnline](http://www.unibo.it/Portale/Guida/StudentiOnline);
- b) if you do not possess an Italian tax ID, click on the "temporary ID" section to create one;
- c) register by entering your personal details and details of your qualifications;

You will then receive a username and password, which you will need to:

- d) pre-register (enrol in a "new admission test");
- e) **pay the fee of 60.00 Euro** (non-reimbursable administrative fee) **no later than 1:00 p.m. on 30/04/2013 (window 1) or 01/07/2013 (window 2)**, 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/it/?fromweb=www.unicreditbanca.it&select=AGENZIE>), using the form printed at the end of the online registration.
- f) **print the "summary sheet" and sign it.**

If you are not able to complete the online registration procedure, contact the **Helpdesk** by calling +390512099882, from 9.00 a.m. to 1.00 p.m., Monday to Friday, or by sending an e-mail to [help.studentionline@unibo.it](mailto:help.studentionline@unibo.it).

You can also contact the **AlmaWelcome Points**, the list of which is available on the portal at <http://www.unibo.it/Portale/Servizi+online/AlmaWelcome/default.htm> or the **Master's Office** (address given in art. 15).

## 3) third phase - send documents

Candidates must send the following documents to the **Master's Office** (address given in art. 15) **by the deadline laid down for the chosen window**:

- a) an authenticated copy of their qualification;
- b) the legalisation of the translated degree certificate;
- c) the "dichiarazione di valore" (declaration of value);
- d) a copy of the payment receipt of the administrative fee of 60.00 Euros;
- e) the signed "summary sheet";
- f) detailed list of exams passed and relative grades;
- g) the following qualifications and documents:
  - i. Application Form indicating the chosen study area;



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- ii. Curriculum Vitae in English;
- iii. Suitable documentation proving any other requirements (see art. 2, numbers 2 and 3)
- iv. Letter of motivation in English;
- v. Certificate demonstrating knowledge of the English language (TOEFL, IELTS or other). Applicants who are English mother-tongue speakers or are able to certify their attendance at an English language university or work experience in the English language for a period of at least one year are exempt from presenting the above certificate. Any applicants who do not fall into one of the above categories will have their language competence assessed during the individual interview (see article 7 below);
- vi. GMAT or GRE certificate and relative grade. Alternatively, those who do not possess such certificate will be permitted to sit a written exam during the selection process (see article 7 below);
- vii. Two letters of reference in English (optional);
- viii. Copy of ID card or passport;
- ix. Passport photo.

The above documents must be **delivered** by **date 30/04/2013 (window 1) or 01/07/2013 (window 2); applications received after such date will not be considered.** Moreover, they shall be forwarded in advance by e-mail to both of the following addresses: [internationalmba@almaweb.unibo.it](mailto:internationalmba@almaweb.unibo.it); [master@unibo.it](mailto: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.almaweb.unibo.it](http://www.almaweb.unibo.it) or contact the place of teaching (address given in art. 15).

**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**

Candidates must:

- a) Go onto the website [www.unibo.it/Portale/Guida/StudentiOnline](http://www.unibo.it/Portale/Guida/StudentiOnline);
- b) register by entering your tax ID, personal details and details of your qualifications (those already in possession of a username "[name.surname@studio.unibo.it](mailto:name.surname@studio.unibo.it)" and password must use these for pre-registration).

You will then receive a username and password, which you will need to:

- c) pre-register (enrol in a "new admission test");
- d) **pay the fee of 60.00 Euro** (non-reimbursable administrative fee) **no later than 13:00 hrs on 30/04/2013 (window 1) or 01/07/2013 (window 2),** , using one of the following methods:
  - online, by credit card Visa, MasterCard, Diners, American Express;



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- 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 at the end of the online registration.

e) **print the “summary sheet” and sign it.**

If you are not able to complete the online registration procedure, contact the **Helpdesk** by calling +39 051 2099882 from 9.00 a.m. to 1.00 p.m., Monday to Friday, or by sending an e-mail to [help.studentonline@unibo.it](mailto:help.studentonline@unibo.it).

You can also contact the **AlmaWelcome Points**, the list of which is available on the portal at <http://www.unibo.it/Portale/Servizi+online/AlmaWelcome/default.htm> or the **Master's Office**, (address given in art. 15).

**2) phase two: delivery of documents**

Candidates must deliver, or send, the following documents to the **place of teaching** (Alma Graduate School – Via degli Scalini 18 – 40136 Bologna – [internationalmba@almaweb.unibo.it](mailto:internationalmba@almaweb.unibo.it)), **by the deadline specified for the chosen window** :

- a) a copy of the payment receipt of the administrative fee of 60.00 Euros;
- b) the signed “summary sheet”;
- c) the declaration of the degree certificate giving the final degree score, details of the exams passed and relative grades;
- d) the following qualifications and documents:
  - i. Application Form indicating the chosen study area;
  - ii. Curriculum Vitae in English;
  - iii. Suitable documentation proving any other requirements (see art. 2, numbers 2 and 3)
  - iv. Letter of motivation in English;
  - v. Certificate demonstrating knowledge of the English language (TOEFL, IELTS or other). Applicants who are English mother-tongue speakers or are able to certify their attendance at an English language university or work experience in the English language for a period of at least one year are exempt from presenting the above certificate. Any applicants who do not fall into one of the above categories will have their language competence assessed during the individual interview (see article 7 below);
  - vi. GMAT or GRE certificate and relative grade. Alternatively, those who do not possess such certificate will be permitted to sit a written exam during the selection process (see article 7 below);
  - vii. Two letters of reference in English (optional);
  - viii. Copy of ID card or passport;
  - ix. Passport photo.

The aforementioned documents must be **delivered by date 30/04/2013 (window 1) or 01/07/2013 (window 2); applications received after such date will not be considered.** Moreover, they shall be sent in advance by e-mail to the place of teaching ([internationalmba@almaweb.unibo.it](mailto:internationalmba@almaweb.unibo.it)).

For any doubts concerning the shipment of documents or the required qualifications, please consult the website [www.almaweb.unibo.it](http://www.almaweb.unibo.it) or contact the place of teaching (address given in art. 15).



**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 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 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 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)***

Admission to the Master's degree programme is subject to the positive assessment of the candidates' qualifications and individual interview.

The maximum score awarded by the Admission Board is 100 points, 30 of which are allocated to the assessment of the candidates' qualifications 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 Scientific Board.

The person in charge of the selection procedure is the Director of the Master's degree programme;.

The selection processes will take place:

- for those enrolled to the first window: May 13<sup>th</sup> and 14<sup>th</sup>, 2013
- for those enrolled to the second window: July 8<sup>th</sup> and 9<sup>th</sup>, 2013

at the **Alma Graduate School** (Alma Graduate School – Via degli Scalini 18 – 40136 Bologna – [internationalmba@almaweb.unibo.it](mailto:internationalmba@almaweb.unibo.it)), 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 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 (Alma Graduate School Via degli Scalini 18 – 40136 Bologna – [internationalmba@almaweb.unibo.it](mailto:internationalmba@almaweb.unibo.it)), who may decide to carry





out the selection using alternative methods to those described above (such as by videoconference or contacts at the diplomatic representation office).

### **Article 8**

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

In line with the number of available places, admission to the Master's degree 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 go first, and in the event of the same score in the interview, the younger candidate will go first.

The lists of qualifying candidates can be consulted on the portal [www.unibo.it/Portale/Guida/StudentiOnline](http://www.unibo.it/Portale/Guida/StudentiOnline) by entering your username and password.

After publication of the lists of qualifying candidates, information may be requested on the outcome of the selection process by contacting the place of teaching Alma Graduate School – Villa Guastavillani Via degli Scalini, 18 - 40136 Bologna (BO) – Italy Tel. +39 0512090111.

### **Article 9**

#### ***(Tuition fees)***

The fee for **students enrolling in the Professional Master's Programme** is 27,000.00 (twenty seven thousand/00) Euros (first instalment 3,100.00 Euros, second instalment 8,900.00 Euros, third instalment 9,500.00 Euros, fourth instalment 5,500.00 Euros).

The fee for **auditors** is 17,000.00 (seventeen thousand/00) Euros (first instalment 9,000.00 Euros, second instalment 8,000.00 Euros).

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

1. Band 1: full exemption (in the case of full exemption students are in any case required to pay the fee of 157.08 Euros to cover regional taxes, stamp duty, insurance and degree certificate costs);
2. Band 2: reduced fees of 12,000.00 (twelve thousand/00) Euros (first instalment 3,100.00 Euros, second instalment 8,900.00 Euros);
3. Band 3: reduced fees of 17,000.00 (seventeen thousand/00) Euros (first instalment 3,100.00 Euros, second instalment 8,900.00 Euros; third instalment 5,000.00 Euros).

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 03/06/2013 to 01/07/2013

Window 2: from 24/07/2013 to 09/09/2013

The second instalment must be paid by October 14<sup>th</sup>, 2013, the third instalment by January 31<sup>st</sup>, 2014, the fourth instalment by April 1<sup>st</sup>, 2014.

The late payment of the second instalment beyond the set date will lead to a the payment of a fine of 60.00 Euros. The first instalment may not be paid after the deadline set for registration; students not paying the first instalment will be excluded from the Master.



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Late instalments and relative fines must be paid within 30 days of the deadline. Following such 30 day period, if no payment is received students will be excluded from the Master and will not be awarded any CFU, and will not be reimbursed any amounts already paid.

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, contact the place of teaching prior to the selection procedure (Alma Graduate School – Via degli Scalini 18 – 40136 Bologna – [internationalmba@almaweb.unibo.it](mailto:internationalmba@almaweb.unibo.it)), for information on how to pay the fees.

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: otherwise it will not be possible to use alternative methods of payment other than those indicated in the procedures (Studenti Online system) given in art. 12 below.

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

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

Under the terms of article 142 of the Italian Amalgamated Law 1592/1933, it is not permitted to register with more than one university degree programme at any one time: therefore, students registering with this Master's degree 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") or Lifelong Learning programmes.

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

The first instalment is 3,100.00 Euros.

Candidates admitted according to the list of qualifying students shall, **no later than 01/07/2013 (window 1) or 09/09/2013 (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) follow the **registration procedure**.

If you are not able to complete the online procedure, contact the Helpdesk by calling +39 0512099882, from 9.00 a.m. to 1.00 p.m., Monday to Friday, or by sending an e-mail to [help.studentonline@unibo.it](mailto:help.studentonline@unibo.it);

- d) pay the **first instalment** in one of the following ways:
  - 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 AlmaWelcome system. The bank accepts only



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cash (within legal limits) or non-transferable circular cheques made out to UNICREDIT Spa - CASSIERE UNIVERSITA' DI BOLOGNA; payments are not accepted by postal order or if made to any other credit institute other than the one stated here. If you have trouble printing the form, contact the Master's Office for a duplicate before the deadline for payment.

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 is available immediately on the Studenti Online website by clicking on "Application form", on the bottom of the website home page, following authentication using your username and password.

e) **deliver** to the Master's Office (address given in art. 15):

- i. the registration form, printed from the Studenti Online system and duly completed and signed;
- ii. a photocopy of the payment receipt for the first instalment;
- iii. one passport photo;
- iv. front and rear photocopy of a valid identification document.

Additionally, for non-EU citizens

- v. the resident permit (or copy of the receipt confirming the application for the permit).

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

**The payment of the first instalment does not constitute registration.** Registration is deemed to be completed with the payment, delivery to the Master's Office of the application and required documents (see point "e" of this article) within and no later than the deadline laid down for enrolment; applications received after such date will not be accepted. When sending the documents by post, the resident permit must be presented by the student as soon as they arrive in Italy.

Applications may be send by registered letter with advice of receipt to the Master's Office provided the required documentation is complete (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 the programme)***

Any candidates wishing to withdraw from registration must immediately notify the Master's office in writing by fax at +39 0512098039, attaching a front and back copy of their ID document, in order to allow the places to be filled by other candidates.

Any fees paid will under no circumstances be reimbursed.

**Article 14**

***(Payment of further instalments)***

In the case of full fees, the second instalment is 8,900.00 Euros and must be paid by October 14<sup>th</sup>, 2013, the third instalment of 9,500.00 Euros must be paid by January 31<sup>st</sup>, 2014 and the fourth instalment of 5,500.00 Euros must be paid by April 1<sup>st</sup>, 2014.



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In the case of reduced fees by merit in band 2, the second instalment of 8,900.00 Euros must be paid by October 14<sup>th</sup>, 2013.

In the case of reduced fees by merit in band 3, the second instalment of 8,900.00 Euros must be paid by October 14<sup>th</sup>, 2013, the third instalment of 5,000.00 Euros must be paid by January 31<sup>st</sup>, 2014.

Candidates must, before the respective deadlines:

- a) Go onto the website [www.unibo.it/Portale/Guida/StudentiOnline](http://www.unibo.it/Portale/Guida/StudentiOnline)
- b) sign on using their username and password
- c) pay the next instalments 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/it/?fromweb=www.unicreditbanca.it&select=AGENZIE>), using the form printed from the AlmaWelcome system. The bank accepts only cash (within legal limits) or non-transferable circular cheques made out to UNICREDIT Spa - CASSIERE UNIVERSITA' DI BOLOGNA; payments are not accepted by postal order or if made to any other credit institute other than the one stated here. If you have trouble printing the form, contact the Master's Office for a duplicate before the deadline for payment.

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

Late instalments and relative fines must be paid within 30 days of the deadline. Following such 30 day period, if no payment is received students will be excluded from the Master and will not be awarded any CFU, and will not be reimbursed any amounts already paid.

Should the deadline coincide with a public holiday or the day prior to a public holiday, it will be automatically postponed to the first working day following the holiday.

For any matters not directly dealt with in this call for applications, please refer to the provisions available from the Master's Office and the web page <http://www.unibo.it/Portale/Master/default.htm>.

**Article 15**  
**(Information and contacts)**

For **scientific or teaching information** (teaching programme, lesson timetable, exams etc.) contact the place of teaching:

Alma Graduate 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  
Dott.ssa Monica Monti - tel. +39 0512090103  
Dott.ssa Gabriella Agatiello - tel. +39 0512090108  
Dott. Brendan McKeown - tel. +39 0512090178  
Dott.ssa Angela Adamo - tel. +39 0512090122  
Email: [internationalmba@almaweb.unibo.it](mailto:internationalmba@almaweb.unibo.it)

For **administrative information** contact the Master's Office  
Via San Giacomo, 7 - 40126 Bologna (BO) - Italia



ALMA MATER STUDIORUM UNIVERSITY OF BOLOGNA

Tel. +39 0512098140

Fax +39 0512098039

Email: [master@unibo.it](mailto:master@unibo.it)

Opening times to the public:

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

Tuesday and Thursday 2.30 to 3.30 p.m.

For general information on line: [www.unibo.it](http://www.unibo.it) and [www.almaweb.unibo.it](http://www.almaweb.unibo.it).

Documents sent to the Master's Office must be sent by registered letter with advice of receipt to (in this case the postmark date shall constitute proof of dispatch):

Alma Mater Studiorum – Università di Bologna

Settore Post Lauream – Ufficio Master

Via Zamboni, 33 – 40126 Bologna (BO) – Italia

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. Any updates or modifications to the deadline for presentation of applications, registration terms, etc. will be published on the page <http://www.unibo.it/Portale/Master/default.htm>.

#### ***Article 16*** ***(Processing of personal data)***

The candidates' personal data will be processed by the University of Bologna for the purpose of managing the selection procedure and, where admitted, the enrolment procedure, in compliance with the principles and provisions concerning the protection of personal data and privacy as laid down in Italian Legislative Decree no. 196 of 30 June 2003.