Prot. n. 0000816 del 05/03/2026 - Provvedimenti dirigenziali (AOO Periferiche) 11/2026

ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

Academic Year 2026/2027

Information note for the admission to the bachelor's degree programmes with limited number of positions in:

6609 - Business and Economics – CLABE (Bologna)

6614 - Management and Economics – CLAME (Forlì)

Reserved positions for displaced students and refugees and Iranian female students (special programmes).

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The information note connected with the personal data treatment is available at www.unibo.it/PrivacyBandiCds.

This University has long since initiated significant awareness-raising work to combat gender stereotypes. To this end, it was decided to give greater linguistic visibility to differences. Where the masculine form is used in this document solely for simplification, it is to be understood as inclusive of all persons operating within the community.

This is an adapted translation in English of the original information notice in Italian and it is made only for publicity purposes. To enforce the note, resolve any dispute and for all legal purposes only the Italian version will be valid, and will prevail in the exact interpretation of the rules contained within.

GENERAL CALENDAR AND AVAILABLE POSITIONS

For the academic year 2026/27 18 positions for special programmes are available (in a single intake) as below specified:

	6609 – BUSINESS AND ECONOMICS – CLABE (13 positions)	**6614 – MANAGEMENT AND ECONOMICS – CLAME** (5 positions)
Displaced students or refugees (or applicants) in Italy*	3	3
Female students with Iranian citizenship and residing in their home country	10	2

(*) see section 1.1.

In case of vacant positions in one of the three categories, they will be made available to the other two, to the candidate with the highest score.

The applications will be evaluated by the admission board according to the **GENERAL CALENDAR** reported below.

	DATES
1. Beginning of applications	March 9th 2026
2. Deadline to apply	13:00 CEST, March 31st 2026
3. Posting of the list of students admitted to the interview	April 20th 2025
4. Interviews	April 27th and 28th 2026
5. Posting of the ranking	May 11th 2026
6. Enrolment for admitted candidates	From May 11th 2025 to May 18th 2026
7. Declaration of interest in the first reallocation of vacant positions/transfer to the preferred programme	From May 11th 2025 to May 18th 2026
8. Posting of students admitted to the first reallocation/transfer	May 20th 2026
9. Period of enrolment for candidates admitted to first reallocation/ transfer/enrolment**:**	From May 20th 2026 to May 27th 2026
10. Declaration of interest in the second reallocation of vacant positions/transfer to the preferred programme	From May 22nd 2026 to May 27th 2026
11. Posting of students admitted to the second reallocation/transfer/enrolment	May 29th 2026
12. Period of enrolment for candidates admitted to first reallocation/ transfer	From May 29th 2026 to June 5th 2026

SECTION 1 – ADMISSION REQUIREMENTS

1.1 Admission requirements

You can be admitted to the selection procedure (and be able to enrol in the degree programme) if:

- You hold at least one of the following **qualifications:**
    - 5-year high-school diploma awarded by institutions of upper secondary education (including high-school diplomas awarded by educational institutions and artistic high-schools with an additional annual supplementary programme) or a pilot 4-year high-school diploma issued by an institute admitted to the 4-year secondary high school trial. You can apply for the degree programme even if you have not obtained your upper secondary school diploma yet, but you have to obtain it by the deadline of **31 December 2026**, otherwise your enrolment will be cancelled.
    - 4-year high-school diploma awarded by institutions of upper secondary education where the additional supplementary year is not active. In this case, you have to fulfil a specific additional learning activity at the University of Bologna by March 31st, 2028. If you fail, you will be enrolled in the 1st year again also for the following academic year as repeating student;
    - Qualifications obtained abroad, after twelve years of schooling at least, deemed eligible according to the Italian Law and according to the ministerial rules established by the Circular of the Ministry of University and Research for the a.y. 2026/2027 published at http://www.studiare-in-italia.it/studentistranieri. Detailed information at www.unibo.it/IscrizioniLaureaTitoloEstero.

  If you have not obtained the qualification required to access, you can apply and enrol in the programme (if you are admitted), but please note that the qualification and any additional integration required to access the Italian university (if necessary), must be obtained no later than **December 31st, 2025**, otherwise your enrolment will be cancelled.
  The activation of the career of students who have not obtained their high school diploma yet is suspended, therefore they will not be able to use Studenti Online (e.g. study plan, booking exams) until the data attesting the achievement of the qualification have been entered on Studenti Online.

- Meet one of the following conditions:
    - **Displaced students o refugees (or applicants) in Italy**
      You are eligible to apply for a reserved position if you hold an Italian residence permit for "asilo politico" (political asylum), "protezione sussidiaria" (subsidiary protection), "protezione speciale" (special protection), "protezione temporanea" (temporary protection) for Ukrainian displaced people. You can also apply if you currently hold a residence permit for "richiesta asilo" (asylum application) or if you requested the "temporary protection"; in case of admission, you will have to obtain one of the residence permits indicated above in order to complete your enrolment;

- **Iranian female students residing in Iran:**
  You are eligible to apply for a reserved position if you are a female student holding Iranian citizenship and residing in your home country.

1.2 English Language proficiency:

A good proficiency (B2 level at least) in English is required. The Board will evaluate the language proficiency during the interview.

1.3 Admission assessment procedure

In order to be admitted to the degree programmes in "Business and Economics" and "Management and Economics" you have to meet the admission and language requirements indicated in sections 1.1 and 1.2, and you have to pass the selection procedure as indicated below.

You are admitted to the programme only if you obtain the minimum score required in the admission assessment procedure and you are ranked among the admitted candidates.

The selection procedure is based on the evaluation of candidates' dossier (including a curriculum vitae and a presentation letter written by the candidate) and an interview, as described in section 3 "SELECTION PROCEDURES".

SECTION 2 – HOW TO APPLY

You have to apply on Studenti Online (www.studenti.unibo.it) within the mandatory deadlines established in the General Calendar and follow the steps reported below.

- **Connect to Studenti Online** (www.studenti.unibo.it) **using your SPID or CIE account**. The system collects automatically your data and creates your University of Bologna Username (name.surname@studio.unibo.it).
  If you are a minor or an international student without an identity document issued in Italy, you can obtain your username and password at www.studenti.unibo.it selecting "Register" then "Register with your fiscal code" if you are a minor or "International students' registration".

  Attention! The personal data entered on www.studenti.unibo.it must be the same as the ones reported on your passport or ID card. After the first access, you will have to change the PUK code with a personal password that will be useful to access your personal profile during your academic career.
- Click on "Admission Application – Take part in the selection";
- Select "First-cycle degree programme";
- Select "**CLABE Business and Economics - CLAME Management and Economics Special programmes**".

- Select your category:
    1. Displaced student or refugee (or applicant) In Italy
    2. Iranian female student residing in Iran
- Specify your preference (first choice and second choice programmes). The application is anyway valid for both programmes (CLABE e CLAME)
- Check the contact information and enter the required data;
- Upload the **compulsory** documents (without the required documents the application will be excluded):
    - copy of a valid passport;
    - High school diploma or enrolment certificate (if you have not completed your diploma);
    - curriculum vitae, if possible, in Europass format;
    - presentation letter written by the candidate;

    Only if you are residing in Italy, you also have to upload:
    - copy of your residence permit in Italy or the receipt of application if it has expired or you have not obtained it yet (please note that asylum-seeking, refugee- or displaced students, shall hold a residence permit for “asilo politico” (political asylum), “protezione sussidiaria”(subsidiary protection), “protezione speciale” (special protection) or “protezione temporanea” (temporary protection) for Ukrainian citizens. You can also apply if you currently hold a residence permit for “richiesta asilo” (asylum application) or if you requested the “temporary protection”; in case of admission, you will have to obtain one of the residence permits indicated above in order to complete your enrolment).

All documents must be in one of the following languages: Italian, English, French, Spanish.

All documents in any other language must be supported by a translation into English or Italian on non-letterhead paper. The translation may be done directly by the candidate.

It is possible to accept the translated documents only if they are submitted together with the original documents.

At this stage, you do not need to submit an official (sworn/certified) translation into Italian, or any document confirming the authenticity or concerning the value of the study qualification.

If you need assistance in order to fill in the online application, you can contact the Studenti Online Help Desk, phone n° +39 0512080301, from Monday to Friday from 09.00 am to 1.00 p.m. or from 2 to 5 p.m. or you can connect to the virtual help desk through studenti online

Important! Applications that are not properly filled in or completed with all the required documents and submitted within the deadlines will not be accepted. Applications on paper, fax or e-mail will not be accepted.

SECTION 3 – SELECTION PROCEDURES

An Admission Board will verify the candidates' admission requirements and guarantee that the selection procedures are correctly completed.
The Admission Board is made up of:

Prof.ssa Maria Giulia Roversi Monaco (Head),
Prof.ssa Chiara Orsingher (Member),
Prof. Franco Visani (Secretary),

Alternate members: all professors of the two degree programs, Business and Economics and Management and Economics.

To be admitted, the Admission Board will evaluate the curriculum vitae and the students' language, logical and mathematical skills will be assessed through an **analysis of the students' dossier** (made up of the curriculum vitae and the presentation letter written by the candidate) and an **interview**.
The overall score (max. 100 points) will be calculated as follows:

- Curriculum Vitae and presentation letter written by the candidate: 20 points
- Language skills: 40 points
- Logical and mathematical skills: 40 points

A maximum of 50 candidates per quota (Iranian students, and refugees/asylum seekers, displaced persons) are admitted to the interview. Specifically, the top 50 candidates are selected in **descending order based on their diploma grade**. If the diploma grade comes from different educational systems, the committee will **convert the grades** to ensure comparability within each quota.

The list of students admitted to the interview and the invitations will be published exclusively on Studenti Online on April 20, 2026.

The interview will take place on **April 27th and 28th 2026** online via Teams. The details of the interview will be notified to the applicants via e-mail (exclusively at their institutional e-mail name.surname@studio.unibo.it). Late or absent candidates will not be evaluated for admission to the programme.

In case of special interview adaptation needs for candidates with disabilities and candidates with Specific Learning Disorders (SpLD), please write to ases.adattamentiammissione@unibo.it.

Only candidates with a **minimum score of 50/100** are eligible for the admission to the programme.

In the event of a score lower than 20/40 in logical and mathematical skills, the relative OFA (Additional Learning Requirements) will be assigned. The deadline to complete the OFA is March 31st, 2028.
Students who do not complete the OFA within the deadline will be still enrolled in the 1st year (as repeating students) for the a.y. 2027/2028.

In case two candidates receive the same score, priority will be given to the youngest candidate.

A general ranking list for the admission to the degree programmes will be drawn up according to candidates' scores in decreasing order of points. Positions will be assigned on the basis of each candidate's category and with priority for the preferred degree programme indicated.
Therefore, if the candidate has indicated two choices and there are no more available spots in their preferred course (first choice), they will be admitted to the course indicated as their second choice, **provided they are ranked as a winner and within the available spots**.
Admitted students on either the programme of first choice or the programme of second choice must enrol in accordance with the mandatory procedures and deadlines. Failing to do so, they will be considered tacitly renouncing for all the options expressed at the time of registration for the selection (i.e. for both programmes, of first choice and second choice), regardless of any justifying reasons, and they will be excluded from any subsequent stage of the selection.

Results will be notified exclusively on Studenti Online (www.studenti.unibo.it) according to the General Calendar.

Admitted students will have to pay the first instalment of tuition fees and complete the enrolment in the programme following the instructions provided here.

SECTION 4 – ENROLMENT

If you have been admitted, within the mandatory deadlines indicated for each intake in the General calendar, you must:

- **Connect to Studenti Online** (www.studenti.unibo.it), with your **SPID** or **CIE** account or with the username (name.surname@studio.unibo.it) and password received when applying;

  Select "Enrolments", then "1st-**cycle degree programme/bachelor's degree" and the programme you have been admitted to,** enter the data required and upload your passport-sized photo. In the event of false declarations, in addition to incurring the penalties laid down in Article 496 of the Italian Penal Code, you will automatically lose your right to enrol and any related benefits, without being entitled to any reimbursement of the payments made;

- **Pay** the first instalment or the entire annual amount of the tuition fees according to the procedures indicated on **Studenti Online**. After having paid, check in the details of the enrolment file on Studenti OnLine (www.studenti.unibo.it) what you need to do to activate your career. **You have to activate your career within 26th February 2026**, otherwise your enrolment will be cancelled**.**

4.1 - Specific Cases

- **If you have not obtained your high-school diploma** yet, please check the specific additional procedures on **Studenti Online** (www.studenti.unibo.it).

- **If you are a non-EU citizen with equivalent status holding a qualification obtained in Italy**: you must send a copy of the valid residence permit that allows for equivalence to the relevant student office e-mail address (Student Office of Economics, Management and Statistics for CLABE and Student Office of Forlì Campus for CLAME);

- **If you hold a foreign degree**, after the steps defined above, check the documentation needed to matriculate at this link: www.unibo.it/IscrizioniLaureaTitoloEstero

  The documentation you used for admission to the course (e.g., degree, transcript...) must be translated and bear the verification of authenticity and value where applicable: https://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/traduzione-autenticita-e-valore-dei-titoli-di-studio-esteri

  If you do not have the required documents, contact the International Desk internationaldesk@unibo.it **for support.**

  You will have to upload the documents related to the foreign title on Studenti OnLine (www.studenti.unibo.it) in the "Announcements" section by choosing "Matriculation a.y. 24_25 - uploading documents of international students and with foreign title."

  When you arrive at the University of Bologna, you will need to make an appointment with the Bologna International Students Secretariat (for CLABE) or the Forlì Campus Students Secretariat (for CLAME) to show the original documents.

- **If you are a non-EU citizen residing abroad**, in addition to the steps defined above, you will need to pre-register on Universitaly and apply for a student visa.

  Check how to do this at www.unibo.it/IscrizioniStudentiNonUE

- **If you want to apply for a recognition of previous careers** check out how to do it and the deadlines for doing so https://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/abbreviazione-di-carriera

- **If you enrol and want to transfer** from another University, please see here: https://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/trasferirsi-alluniversita-di-bologna

- **If you want to change your career within the University of Bologna (Course Change),** check how to do it here: https://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/cambiare-corso-di-studio-interno-universita-di-bologna/cambiare-corso-di-studio-interno-universita-di-bologna

- **If you who want to apply for simultaneous enrolment in two degree programmes**, check the information https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/simultaneous-enrolment-in-different-courses to verify whether it is possible and the required procedure.

SECTION 5 - REALLOCATION OF VACANT POSITIONS AND TRANSFERS

The candidates admitted to the second-choice degree programme, must enrol according to the procedures and deadlines of the present call **otherwise they will be considered tacitly renouncing all the option**s indicated when applying, regardless of any justifying reasons, and they will be excluded from any subsequent phases of the selection process, including reallocation and transfer procedures.

With the **reallocation procedure**, after the enrolment of admitted candidates, possible vacant positions are assigned to eligible candidates according to their position in the ranking and to the preference expressed during the application procedure.

With the **transfer procedure**, candidates enrolled in their second-choice degree programme can be moved to their first-choice programme, in case of vacant positions.

The reallocation/transfer is not automatic. Candidates must always declare their interest in participating in the reallocation/transfer procedure.

There are two reallocation/transfers procedures at the end of the intake.

You have to declare your interest in participating in the reallocation of vacant positions/transfer within the **mandatory deadlines** indicated in the General Calendar, otherwise you cannot participate in this procedure.

Once you declare your interest in participating in the reallocation of vacant positions/transfer, you will not be able to change it anymore.

The list of candidates who have been assigned possible vacant positions/transferred to the preferred degree programme will be published on Studenti Online (www.studenti.unibo.it) in the details of your application, on the dates established in the General Calendar.

5.1. Declaration of interest on the reallocation of vacant positions

I**f you are eligible in the ranking (ranked after the last admitted candidate) and you are interested in the reallocation of possible vacant positions, you have to declare your interest by clicking on the button "I wish to be reassigned"** in the details of your application ("ongoing requests") available in the application detail section after the posting of the ranking, according to the deadlines established in the General Calendar.

If you do not declare your interest, you automatically withdraw from the enrolment procedure for all the choices expressed when applying, regardless of your motivations and you will be excluded from all the following phases of the selection procedure.

5.2. Declaration of interest in transferring to the first-choice degree programme

I**f you are enrolled in your second-choice degree programme** and you are interested in being transferred to your first-choice programme, you must declare your interest in being transferred within

the mandatory deadline indicated in the General Calendar. Otherwise, you will remain permanently assigned to the degree programme in which you are enrolled.
With the **transfer**, students enrolled in their second-choice degree programme ask to be transferred to their first-choice programme. The transfer will take place only if there are positions available in the preferred degree programme.
Please note: if you do not participate in the first one, you will not be able to participate in the second one.

The reallocation of vacant positions/transferring procedure includes two phases:
PHASE 1 - DECLARATION OF INTEREST IN THE REALLOCATION OF VACANT POSITIONS/TRANSFER REALLOCATION OF VACANT POSITIONS
If you are "Eligible" in the ranking (ranked after the last admitted candidate) and you are interested in the reallocation of possible vacant positions, you have to follow the steps below within the mandatory deadlines at point 6 and 9 of the General Calendar:

1. **access Studenti Online** (www.studenti.unibo.it), using your **SPID** or **CIE** account or by entering your username (nome.cognome@studio.unibo.it) and password;
2. d**eclare your interest in the reallocation** of vacant positions, by clicking on the "I wish to be reassigned" button in the details of the application, after the posting of the ranking.

Possible vacant positions are **reallocated exclusively according to ranking list order.**
If you **do no**t request to participate in the reallocation of vacant positions according to the above-mentioned procedure, you will be excluded from all the following procedures.
'Not-eligible', 'Absent' or 'Excluded' candidates cannot participate in the reallocation of vacant positions.
The list of candidates admitted to the reallocation of vacant positions will be published on www.studenti.unibo.it by the deadlines established at point 7 and 10 of the General Calendar.
The list is exclusively published on Studenti Online as is considered the only legal way to communicate the outcomes of the reallocation procedure.

TRANSFER

If you are enrolled in your second-choice degree programme and you are interested in being transferred to your first choice, you must:

1. **be enrolled in the second-choice programme** according to the procedures indicated in the section 2 and to the deadlines indicated in the General Calendar.
2. **access Studenti Online** (www.studenti.unibo.it), using your SPID or CIE account or by entering your username (nome.cognome@studio.unibo.it) and password;
3. **declare your interest in the transfer procedure**, by clicking on the "I wish to be transferred" push button in the details of the application, after the posting of the ranking.

Please remember that in order to be transferred, you must be enrolled in the second-choice degree programme according to the procedure and deadlines established in the call for applications.

Candidates are admitted to transferring exclusively according to ranking list order.

Candidates enrolled in the second-choice degree programme who do not request to participate in the transfer procedure according to the indications above, will remain permanently enrolled in the second-choice degree programme.

The list of candidates admitted to transferring to the first-choice degree programme will be published on www.studenti.unibo.it by the deadlines at point 7 and 10 of the General Calendar.

FASE 2 – ENROLMENT PROCEDURE FOR REALLOCATED CANDIDATES:

Reallocated candidates must enrol according to the procedures indicated in the section 4 "ENROLMENT" within the deadlines at point 8 and 11 of the General Calendar.

SECTION 6 – TUITION FEES AND STUDY GRANTS

6.1- Tuition fees

The amount of the tuition fees and information about grants and exemptions are available at: https://www.unibo.it/en/study/enrolment-fees-and-other-procedures/degree-programmes/tuition-fees-and-exemptions/fees-and-exemptions-amounts-deadlines .

The fee to enrol in a degree programme consists of a fixed part of €157.04 and a variable part calculated according to the economic situation of the household (ISEE) up to a maximum that changes according to the programme.

Tuition fees are calculated proportionally to the currently valid ISEE (personal income) value, if submitted according to the procedures and deadlines indicated at the above webpage.

If you do not submit the ISEE, you will have to pay for the maximum amount of the tuition fees for your degree programme.

You can find more information about other subsidies at Services and opportunities — University of Bologna (unibo.it)

6.2- ER.GO Benefits

If you are interested in the right to higher education benefits, please see the call for applications published by the **Regional Agency for the Right to Higher Education** at www.er-go.it.

The procedures for applying for ER.GO financial aid are also separate from those for applying for and enrolling in courses.

6.3- Other benefits

Further information on additional benefits can be found on the University website: www.unibo.it/AgevolazioniEconomiche.

If you hold a civil disability certification of 66% or more or a certification under Law 104/92, in order to be eligible for the exemption you must submit the certificate proving your condition to the Student Office of Economics, Management and Statistics for CLABE and to the Student Office of Forlì Campus for CLAME: https://www.unibo.it/en/services-and-opportunities/study-grants-and-subsidies/exemptions-and-incentives/exemptions-for-disabled-students).

6.4- Important information for students who are already enrolled in a different degree.

If you are enrolled in a different degree programme before requesting to transfer or change your degree programme, please carefully check the requirements of merit to access the benefits described in the **ER.GO Call for Applications** published at www.er-go.it, as students' careers will be assessed starting from their first enrolment in the University, regardless of the recognition obtained or the course year assigned to students by the Degree-Programme Board. This could be a possible reason for a loss of benefits.

SECTION 7 – CONTACTS:

International desk (Bologna)
mail internationaldesk@unibo.it
To contact the International Desk please see the link
www.unibo.it/ContattiStudentiInternazionali

Programme coordinator Angela Adamo for CLABE
mail didatticasociale.clabe@unibo.it
Programme coordinator Mara Donati for CLAME
mail didatticaforli.em.info@unibo.it

Tutor CLABE
mail didatticasociale.tutorclabe@unibo.it
Tutor CLAME

mail didatticaforli.em.tutorclame@unibo.it

Information about enrolment for international students or students with a qualification obtained abroad:

International student office Bologna
e-mail: segstudintbo@unibo.it
Forlì campus Student office (for the CLAME programme)
e-mail: segforli@unibo.it
If you wish to get in contact with the student offices, please see:
https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/student-administration-offices

Information about fees and grants

ABIS – Settore Diritto allo Studio – Ufficio contribuzioni studentesche

mail abis.contribuzionistudentesche@unibo.it

Information for technical problems (for ex. Username, data input, applications not properly working….)

Help desk di Studenti Online
For support in using Studenti Online, you can submit a request by visiting https://sportelli.unibo.it/hd-studenti or call +39 051 20 80 301, available Monday to Friday from 9:00 a.m. to 1:00 p.m. and from 2:00 p.m. to 5:00 p.m.
For assistance in creating your @studio.unibo.it institutional credentials or if you encounter difficulties in using them, you can write to credenziali.studio@unibo.it or you can

Digitally signed
by: ANGELO PALETTA,
on: 5 marzo 2026