



Call for Applications for admission to the Summer School

in “ARCHLABS 4. Archaeological Heritage in Late Antique and Byzantine Sicily”

Academic Year 2025-2026

Code: 5938

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Overview

Application deadline (to register for selection):	05/05/2025 1 p.m.
Selection date:	selection only by titles
Ranking list publication date:	12/05/2025 Ranking lists are available by logging into the website www.unibo.it/Portale/Guida/StudentiOnline with your username and password
Enrolment period:	from 12/05/2025 to 22/05/2025
Available places:	minimum 5 maximum 25
Fees:	Selection procedure participation fee: 10,00 euro (non-refundable fee for administrative services) Tuition fees 17,04 euros (seventeen, zero four) to be paid in a single instalment at the time of registration
Administrative office:	Bologna
Place of teaching:	online and Piazza Armerina (EN)
For administrative information	Please contact the Ufficio Master at master@unibo.it
For scientific and teaching information	isabella.baldini@unibo.it ; Claudia.lamanna2@unibo.it ; giulia.marsili2@unibo.it
Annexes	Operational instructions available in the ANNEXES section of the Programme data sheet

As of 1 January 2012, the rules governing validity and use of certificates within the Italian Public Administration have changed. Public offices can no longer accept and request certificates containing information that the Public Administration already knows. Only self-certifications will be accepted. These provisions do not apply to certificates containing information that the Italian Public Administration has not acquired yet (e.g. Declaration of Value – certificate of equivalence – for foreign qualifications).



Article 1 – General information

1. Pursuant to Decree no. 270 of 22 October 2004 of the Italian Ministry of Education, University and Research, for academic year 2025-2026, Alma Mater Studiorum – Università di Bologna, Administrative office of Bologna, will run a Summer School in “ARCHLABS 4. Archaeological Heritage in Late Antique and Byzantine Sicily”.
2. The Summer School has been set up on the proposal of the DISCI, UNIBO.
3. The Summer School, which will last for two weeks, will be taught in English. It awards 4 University educational credits (CFU) and has as its learning outcome to provide a learning opportunity that combines theory with practice adopting the whole range of state-of-the-art methodologies suitable for archaeological practice and research.
4. The Summer School is a restricted-access postgraduate course.
The selection procedure will not take place unless a minimum number of applicants is reached.
The Programme will not run unless a minimum number of students is reached and the minimum budget requirements are met. If this is not the case, the Ufficio Master will refund enrolment fees (excluding stamp duty) in accordance with the methods prescribed by the University.
The selection procedure participation fee (€ 10.00) will not be refunded, not even in the case that the selection procedure cannot take place.
5. The certificate of successful completion of the Summer School and the awarding of 4 CFUs are conditional on:
 - paying the tuition fees in full;
 - reaching the minimum attendance percentage of 80 %;
 - passing the final examination.
6. Transfer from a Summer School to another or to any other programme offered by the University is not permitted.

Article 2 – Admission requirements

1. All applicants must hold the following qualifications and meet the following admission requirements by the enrolment end date **22-5-2025**:
 - Bachelor and/or two-year Master degrees awarded pursuant to Ministerial Decree 270/04 (or first-cycle and/or second-cycle degrees awarded under the degree programme systems in force prior to Ministerial Decree DM 509/99) in the following disciplinary areas/degree programme classes: Archaeology; History; Classics; Cultural Heritage;
 - Bachelor and/or two-year Master degrees awarded abroad in the above-said disciplinary areas and valid for admission to the Programme.
 - Additional requirements, if any: English proficiency
2. Applicants who, at the time of registering for selection, do not hold the necessary qualifications and meet the applicable requirements yet, can participate in the selection on a conditional basis. If they are selected, they will be able to enrol subject to sending proof of the relevant qualifications and requirements to the Ufficio Master (master@unibo.it). Successful applicants who fail to obtain the necessary qualifications and meet the applicable requirements before the enrolment end date will not be able to enrol.

Article 3 – Registering for selection and submitting the documentation



1. Applicants must register for selection before 1:00 p.m. on 05/05/2025 by logging into the website www.unibo.it/Portale/Guida/StudentiOnline.
2. To register for selection and pay the €10.00 fee, see the operational instructions available in the ANNEXES section of the Programme data sheet.
Failure to pay the selection procedure participation fee (€10.00) will result in the rejection of the application.
3. The documentation to be submitted for selection purposes is specified in the instructions. **The following documents must also be submitted:**
 - a) Curriculum Vitae;
 - b) English proficiency certification (also self-certification)

Only for candidates who have obtained their qualification abroad, any other documentation deemed useful for assessing the eligibility of the qualification possessed (Diploma Supplement, Declaration of Value, etc.), together with the translated and legalised qualification (the translation is not necessary for qualifications in English, French or Spanish);

Article 4 – Other information concerning admission and delivery of the documentation

1. The University of Bologna accepts no responsibility for the loss of misdirected communications as a result of the applicant providing a wrong address, or failing to notify or delaying notification of changes to the address given in their online application, or for any issues of the postal service or other issues however attributable to third parties, unexpected events or force majeure.
2. All applicants are admitted to the entrance exam on a conditional basis – the University of Bologna will subsequently proceed to reject any applicants who do not meet the admission requirements laid down in this Call for Applications.
3. In the event of false declarations in the documentation submitted by an applicant, which are relevant for enrolment purposes, without prejudice to the penalties laid down in Article 76 of Presidential Decree no. 445 of 28 December 2000, such applicant will no longer be able to enrol and will not be entitled to a refund of the fees paid. Those who make false declarations will be liable for damages.

Article 5 – Selection procedure and ranking list

1. Admission to the Summer School is subject to passing the selection procedure via qualifications.
The maximum score awarded by the Examination Committee is 30 points.
The minimum score of 20 must be achieved to pass the selection.
2. The Examination Committee will be appointed by the Summer School Director.
The selection procedure supervisor is the Summer School Director.
3. In the event of two applicants with the same score, the younger applicant will rank higher.

Article 6 – Enrolment fee and methods of payment

1. Students attending the Programme are required to pay a fee of € 17.04 in a single instalment upon enrolment.
2. Payments must be made with the methods available on Studenti Online www.studenti.unibo.it.



Article 7 – Enrolment

1. Applicants must enrol mandatorily before 22/05/2025 by logging into the website www.unibo.it/Portale/Guida/StudentiOnline.
2. Online enrolment methods are explained in the operational instructions available in the ANNEXES section of the Programme data sheet.
3. Enrolment is conditional upon paying the first instalment of enrolment fees and uploading a passport size photo.
4. With regard to paragraph 3 of this Article, non-EU citizens must submit **proof of legal residence in Italy**.
5. Applicants who no longer wish to enrol after passing the selection procedure must immediately inform the Ufficio Master (via email to master@unibo.it or fax to +39 051-2086222) attaching a front and back copy of their identity document, in order to allow their places to be filled by other applicants.

Article 8 – Withdrawal from studies

1. Students who, after paying the enrolment fee, decide to withdraw from the Summer/Winter School are not entitled to a refund of the fees paid.
The withdrawal from studies is a formal and irreversible act through which you decide to end your university career. The notification of withdrawal must be sent to the Ufficio Master (master@unibo.it) from the student's University email address.

Article 9 – Information and contacts

1. For *scientific and teaching information* (teaching programme, calendar, exams, information on internship or project work, etc.), please contact the Programme Secretariat (giulia.marsili2@unibo.it; Claudia.lamanna2@unibo.it).
2. For *administrative information*, please contact the Ufficio Master.

The Ufficio Master is located at Viale Quirico Filopanti, 7 - 40126 Bologna and is open on appointment on:

Virtual Help Desk: (<https://sportelli.unibo.it/>) Monday and Friday from 9.00 to 11.30

Desk for: Submission of the originals of the requested qualifications (Students who are enrolled in a Professional Master' programme); - Collection of parchments (students who have obtained the title of Professional Master) - (by appointment only through booking on [Studenti online](#)) Tuesdays from 9.00 a.m. to 11.45 a.m. and Thursdays from 2.30 p.m. to 3.45 p.m.

Email master@unibo.it

Pec scriviunibo@pec.unibo.it

3. The procedure supervisor is the Head of the Unit "Higher Education, Permanent Training and Training Co-Designed with External Bodies" of the Innovation Division, Ms Alessandra Marchi.

Article 10 – Processing of personal data

1. The personal data provided by the applicants will be processed by the University of Bologna in accordance with Regulation (EU) 2016/679.



Provision of the personal data indicated in this Call for Applications and in the attached forms is mandatory for the purpose of participating in the procedure and to carry out related operations.

The University may also process the personal data of the applicants for the purpose of compiling statistics or sending them to the MUR or to facilitate analysis and improvement of teaching activities and services, research activities and activities related to the right to higher education. The personal data provided through Studenti Online may also be processed by the University for its own institutional purposes, as indicated for example in Article 4 of Rector's Decree 271/2009. Pursuant to Article 13 of Regulation (EU) 2016/679:

1. The Controller is Alma Mater Studiorum – Università di Bologna, with registered office at Via Zamboni no. 33, 40126 Bologna;
2. The Processor is the Head of the Innovation Division (Alice Corradi, Via Zamboni no. 33, 40126 Bologna).

A complete and up-to-date list of the persons in charge of data processing can be obtained by sending an email to privacy@unibo.it or contacting the above-said Processor. Personal data processing procedures are detailed in the privacy policy published on the University website (<https://www.unibo.it/it/ateneo/privacy-e-note-legali/privacy/>).

Bologna, 03-04-2025

Digitally signed

The Head
(*Alice Corradi*)