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LAUREA (FIRST CYCLE DEGREE/
BACHELOR - 180 ECTS) IN BUSINESS
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Programme Director Prof. Maurizio Marano

REPORT

Study Programme Report
Business Administration
Programme ex D.M. 270/04 - Code 8405 - Class L-18
School of Economics, Management, and Statistics
Programme Director Prof. Maurizio Marano

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WHAT IS THE STUDY PROGRAMME REPORT?

What is the Study Programme Report?

The Study Programme Report provides updated information which is important for the purposes of Quality Assurance and is published annually by the University of Bologna.

The main aspects of the teaching programme are described in detail, with a view to assuring the principle of transparency and promoting self-assessment and continuous improvement processes.

The document provides a concrete overview of the features and results of the Study Programme for students, families, employers and so on.

For example, regarding the current issue of employment, it describes the learning outcomes and career opportunities; it also includes statistics on the percentage of employed graduates (D.4. Employment situation).

The document is organised into five sections and a glossary:

A. Presentation and prospects

Key information on the Study Programme, including the expected learning outcomes, career opportunities and further studies.

B. Teaching and Learning

The updated course structure diagram with the full titles and listings of the course units and the latest published lecture timetable.

C. Resources and services

The list of teaching staff and their relative curricula, the offices (secretariats), services (work placements) and infrastructures (libraries, laboratories) available to students.

D. The Study Programme in Figures

Key data shows how many students are enrolled, how many have been assigned additional learning requirements, how many drop out after the first year, how many graduate in line with the programme schedule, the opinions of attending and graduating students on the teaching programmes and information concerning graduate employment.

E. Find out more: the quality of your Study Programme

How the quality system applied to your Study Programme works. The quality system of your Study Programme is a set of processes and responsibilities adopted to guarantee the quality of all Study Programmes at the University of Bologna.

NOTES:

- Reports are available for all Study Programmes for which it is possible to enrol in the first year in academic year 2012/2013: the information and data provided is as updated as possible.
- Sections A, B and C provide data for the academic year 2012/2013.
- Section D presents data regarding the Study Programmes in the last three academic years.
- The information and data were taken from the University databases and the reports published by the [Statistical Observatory of the University of Bologna](#) and [AlmaLaurea](#), and are updated to **15 June 2012**.

A. PRESENTATION AND PROSPECTS

This section presents the key information concerning the Study Programme, including the expected learning outcomes, career opportunities and further studies, updated to the academic year 2013/2014.

A.1. PRESENTATION

This paragraph provides information on the specific learning outcomes of the Study Programme and the curriculum.

The degree programme in Business Administration aims to provide students with a range of skills suitable for a number of different economic and finance-based professions as well as the knowledge of corporate information systems. The ability of the programme to train different professional profiles lies in the combination of core course units and other learning activities which aim to develop specific professional skills. In this way, the programme structure allows students to study topics covering the analysis of the economic, financial and equity situations of businesses. In particular, having provided the basic economic, legal, mathematical, statistical and business knowledge, the study programme helps students to deal professionally with problems relating to the design and management of information systems for external communication and internal control, also considering the basic strategic direction of the company and the type of competitive advantage sought; to analytically study business problems with a view to the economic rationality of financial business decisions (investment and financing decisions), also in view of the knowledge of services and operative, evaluation processes that are typical of financial intermediaries.

The occupational opportunities lie in:

Figure 1 – Executive manager with administration, finance and control functions

Figure 2 - Auditor

Figure 3 – Chartered accountant.

A.2. ADMISSION REQUIREMENTS

This paragraph provides information on the knowledge required for admission to the Study Programme.

Applicants to the degree programme shall hold a five-year secondary school diploma or equivalent suitable qualification obtained abroad, or a four-year secondary school diploma and diploma for the relative supplementary year, or, where no longer active, will be assigned credits to be awarded. They shall also possess appropriate logic and mathematical skills.

The degree programme is open to a fixed number students in relation to the available resources. The number of admitted students and the selection methods are published annually in the relative call for applications.

All applicants are required to demonstrate the required knowledge and skills; testing will take place during the selection process.

Applicants obtaining a score of at least the minimum threshold indicated in the call for applications for the required knowledge and skills shall be deemed to have passed this test.

Applicants obtaining less than the minimum threshold shall be assigned additional learning requirements, and shall be required to attend supplementary courses in mathematics or any other learning activities running for such purpose.

The additional learning requirements will be deemed to have been completed for all students who pass the exam in General Mathematics by 20th September in the academic year of enrolment.

Students who do not complete their additional learning requirements within the above term shall be required to re-register in the following academic year to the first year of the programme, and shall again be required to complete their additional learning requirements.

All applicants who possess a four-year secondary school diploma, with no supplementary year, will be obliged to complete additional learning requirements laid down by the school; if they do not complete such learning requirements during the first year they will be required to re-register in year I the following academic year as repeating students. They are in any case required to pass the selection and testing in order to access this fixed-number programme.

A.3. LEARNING OUTCOMES

This paragraph provides information on the knowledge and skills students will have acquired by the end of the Programme.

KNOWLEDGE AND UNDERSTANDING

Graduates:

- will know and be able to use the basic concepts and scientific language of economic and business subjects;
- will know the basic mathematical and statistical tools to gather, measure and quantitatively analyse information concerning management situations;
- will know the bases of microeconomics and macroeconomics as a reference framework for financial decision-making, to design and understand economic policies and, more generally, to understand modern economic operations;

- will be familiar with public and private business legislation, in particular relative to the Civil Code and related laws; in particular they will know the various forms of companies, consortia and contracts;
- will know general accounting;
- will know financial statements, relative to business and economic aspects and the civil and tax requirements; they will therefore be able to understand the economic, financial and equity situation of a business at the end of the financial year;
- will know analytical accounting and be able to understand the results in terms of costs, income and margins in specific company segments;
- will know the budget system and be able to understand the interrelations between its objective values;
- will know the management reporting system and the indicators to measure company performance;
- will know the principles and techniques of corporate finance;
- will know tax law;
- will possess knowledge of the financial structure of businesses, capital markets and the methods used by companies to acquire and invest financial resources;
- will know the main concepts, analyses and techniques for defining and understanding corporate strategy and basic competitive strategies and business structures;
- will understand the aspects of the structure and operation of financial systems, brokers and financial markets;

The aforementioned knowledge and understanding are achieved through participation in lectures, practical exercises, seminars, guided self-study and individual study, in particular of legal, economic and business and statistical – mathematical subjects.

Learning outcomes are assessed mainly through written and oral exams.

Other specific skills may be acquired through the choice of supplementary course units, each of which covers a specific relative learning outcome.

APPLYING KNOWLEDGE AND UNDERSTANDING

Graduates:

- will possess a uniform vision of business phenomena and the knowledge required to analyse companies from both a strategic point of view and in economic, financial and equity terms;
- will be able to draw up general charts of accounts and be responsible for holding general accounts; they will be able to draft financial statements;
- will know how to monitor accounts and accounting documents and carry out the controls laid down in article 2409-ter of the Italian Civil Code;
- will be able to design management information systems, analytical accounting models and calculate product costs; they will be able to design and manage management reporting systems and the relative indicators for measuring company performance;
- will know how to plan, organise and manage internal auditing processes;
- will know how to analyse and assess investment projects and financing opportunities;
- will be able to apply statistical tools for accounting audits;
- will be able to manage tax requirements;
- will know how to use computer technologies;
- in the event of having carried out a period of internship, will be able to understand the features of the organisation they work in and be able to adapt to it;
- will be able to apply accounting methods and operative tools to rationalise corporate management processes;
- will have acquired the basic skills required to process data and work in groups, research set topics and have a sound working knowledge of the subjects studied;
- will be able to work in groups, research set topics and will have a sound working knowledge of the subjects studied;
- will be able to manage and coordinate analytical and industrial accounting procedures;
- will be able to identify risk areas and offer possible protocols to reduce potential and residual risks;
- will know the techniques required to draft general charts of accounts and will possess the knowledge required to measure and draft financial statements;
- will be able to draft corporate directives and codes of conduct, where required also in a group vision, in order to produce guidelines for the management and coordination of subsidiary companies;
- will know and apply the features of integrated computer packages to be adopted (with a view to ERP and CRM) according to the complexity and entity of corporate activities, for the establishment of management information systems;
- will be able to monitor the financial and equity balance and health of the company.

The above ability to apply knowledge and understanding will be achieved through the critical study of texts proposed for self-study, stimulated by classroom activities, research of case studies and applications presented by the professors, practical exercises set in the core and supplementary course units in mathematical, statistics, legal and business subjects, the internship (where chosen) and the preparation for the final examination.

Assessment is done through written and oral exams, practical work and problem solving activities which imply the execution of specific tasks which aim to demonstrate the student's command of tools, methods and critical autonomy.

The internship, where chosen, will be assessed through the presentation of a written report by the company tutor.

Other specific skills may be acquired through the choice of supplementary course units, each of which covers a specific relative learning outcome.

MAKING JUDGEMENTS

Graduates:

- will be able to interpret the information provided in financial statements and assess short and long term business progress;
- will be able to assess the congruity of the strategic profile with the features of the competitive arena;
- will be able to assess the correctness of accounting figures;
- will possess the knowledge required to assess and solve some of the main problems of business management through the use of appropriate statistical methods and cost analysis tools;
- will know how to analyse and assess investment projects and financing opportunities;
- will be able to study the relationship between the company and the financial markets, seen as a place in which the company sources the required investment resources and from which, at the same time, its performance is judged and assessed,
- will be able to understand how the different types of company and consortium can be profitably used in economic activities;
- will be able to understand the specificity of the entrepreneurial figure and the constraints and opportunities offered by legislation, identifying appropriate solutions to effectively and efficiently carry out company activities;
- will be able to carry out feasibility studies on the economic convenience of investments also in relation to the possible funding alternatives for the project;
- will be able to monitor and assess risk areas for company continuity and the evaluations made for such purposes in the financial statements and consolidated balance sheets.

Judgement skills will be developed in particular through practical exercises, seminars, case studies carried out in class or during individual or group work, the legal, statistical-mathematical and business course units, during the internship and the activities carried out in preparation for the final examination.

Judgement skills will be assessed through the students' participation in practical exercises and the analysis of case studies in class, individual or group case study assignments proposed by the professor, as well as the opinion of the company tutor during the internship and the assessment of the final examination.

Other specific skills may be acquired through the choice of supplementary course units, each of which covers a specific relative learning outcome.

COMMUNICATION SKILLS

Graduates:

- will be able to clearly report on a topic of interest to the subjects covered by the study programme;
- will be able to communicate information, ideas, problems and solutions in writing and orally to both specialist and non-specialist interlocutors;
- will have a solid grounding in the English language and possibly in a second language, being able to communicate and interact with speakers of other languages;
- will have relational skills and be able to work in a team.

Communication skills are developed through the students' active participation in practical work and case studies, as well as the presentation of the results of individual or group work on subjects and cases presented by the professor.

Communication skills are also acquired during the internship when chosen and activities carried out in preparation for the final examination.

Communication skills will be assessed during the final examination.

English language skills will be developed/perfected during language laboratories and assessed in specific tests.

LEARNING SKILLS

Graduates will be able to apply the learning methods and tools developed for updating and further studying the programme contents, also in professional contexts, also in order to embark upon further studies.

Learning skills are acquired throughout the study period, particularly concerning self-study, the production of individual assignments and the activities carried out in preparation for the final examination.

Learning skills are assessed continuously during the learning activities which require the presentation of autonomously researched data, also assessing the self-learning skills developed during the activities in preparation for the final examination. Finally, any chosen internship activities will be assessed on the basis of the opinion given by the host company tutor.

A.4. CAREER OPPORTUNITIES

This paragraph provides information on the occupational profile, functions and fields of employment available to graduates of this Programme.

Graduates may fill the following professional roles and relative functions in the listed fields of employment:

Executive manager with administration, finance and control functions

(The position of executive manager is reached after several years' experience in the company)

Functions:

- designs and manages economic and financial measuring systems, with the aim of providing information to other functions and divisions (business units) for monitoring activities and to assure rational decision-making, and in order to fulfil statutory information requirements;
- manages the presentation of economic and financial information for effective reporting to corporate stakeholders;
- plans, organises and manages internal auditing processes: monitors internal administration procedures, identifying risk areas; draws up company directives and codes of conduct; monitors their correct application, providing advice on their implementation; monitors internal authorisation procedures; assesses the correctness of the procedures and draws up possible improvements;
- draws up financial plans, identifies the most appropriate financing services to cover production investments, assesses the convenience of recourse to brokers rather than financial markets, analyses absolute and compared economic convenience of investment projects.

Career opportunities:

- medium sized and large profit companies, non-profit organisations and public administrations with management career prospects within the department.

Auditor

(after three years of traineeship and having passed the state examination)

Functions:

- monitors the company accounts and the correct accounting of company activities during the financial year, at least quarterly;
- checks that the financial statement and, where produced, the consolidated balance sheets, correspond to the results of the accounts and the verifications made and comply with the statutory regulations;
- expresses his opinion on the financial statement and consolidated accounts in a specific report. For this purpose he carries out a number of preparatory activities, including: procedure analysis; financial statement analysis; study and assessment of internal control systems; evaluation of internal company responsibility.

Career opportunities:

- freelance or employed by an auditing firm (in this case, following a career path which may lead to a senior managerial or partner position).

Chartered accountant, registered in section B of the Accountants' Register

(after three years of traineeship and having passed the state examination)

Functions:

- activities listed in article 1 of Italian legislative decree 139/2005 (paras. 2 and 4), including: administration and liquidation of companies, production of evaluation reports and technical consulting, book-keeping, holding tax and employment registers, preparation of tax returns and fulfilment of tax requirements, monitoring the reliability of financial statements, accounts, entries of businesses and public and private organisations, administrative audits and reviews;
- auditor in commercial businesses, non-profit organisations and public authorities;
- auditor or member of boards of auditors pursuant to article 2409 of the Italian Civil Code.

Career opportunities:

- Freelance accountant

A.5. OPINION OF SOCIAL PARTNERS AND POTENTIAL EMPLOYERS

This paragraph describes the outcome of the consultation with the representative employment and trade organisations.

This information is not available in English at this time.

A.6. FURTHER STUDIES

It gives access to second cycle studies (laurea magistrale) and first cycle master degree.

B. TEACHING AND LEARNING

This section describes the updated course structure diagram (for academic year 2013/2014), with the full titles and listings of the course units and the latest published lecture timetable.

B.1. COURSE STRUCTURE DIAGRAM

The link takes you to the Study Programme course structure diagrams. You can also access to each course unit content.

- [Study plan: all course units in the programme](#)

B.2. CALENDAR AND LECTURE TIMETABLE

The links take you to the teaching calendar (exam session and final examination session) and the lecture timetable (in Italian).

- [Lecture timetable](#)
- [Exam sessions](#)
- [Final examination sessions](#)

C. RESOURCES AND SERVICES

This section provides a list of teaching staff and their relative curricula and and description of the services available to students for the academic year 2013/2014.

C.1. TEACHERS

The paragraph lists the lecturers who teach in the Study Programme: from here you can access the personal web pages of each one. Information updated to 28 May 2013 (in Italian).

Permanent teaching staff:

Barbi, Massimiliano	Lupparelli, Monia	Pacei, Silvia	Toso, Stefano
Bastia, Paolo	Marano, Maurizio	Pellicanò, Aldo Alessandro	Tundo, Francesco
Ceré, Mauro	Matacena, Antonio	Petrolati, Patrizia	Zamagni, Stefano
Focacci, Antonio	Minniti, Antonio	Pini, Rolando	
Gandini, Carla	Mulazzani, Michele	Pizzoferrato, Alberto	
Lambertini, Francesco	Odorici, Vincenza	Sandri, Sandro	

Contract teaching staff:

Bonora, Marco	Menzani, Tito
Carboni, Nadia	Musti, Silvana
Corigliano, Rocco	Rustichelli, Daniele
Cremonesi, Giuseppe	Sollevanti, Roberto
Grisi, Cesare	
Alessandro	
Lorenzini, Barbara	

C.2. STUDENT SERVICES: OFFICES

C.2.1. FUTURE STUDENTS

The link take you to the webpage which provides specific information about the offices and the services for the future students (in Italian).

- [Future students](#)

C.2.2. ENROLLED STUDENTS

The link take you to the webpage with the information on the offices and the services for the enrolled students (in Italian).

- [Enrolled students](#)

C.2.3. INTERNATIONAL STUDENTS

The link take you to the webpage with the information on the offices and the services for the international students (in Italian).

- [International students](#)

C.2.4. GRADUATES

The link take you to the webpage with the information on the offices and the services for the graduates (in Italian).

- [Graduates](#)

D. THE STUDY PROGRAMME IN FIGURES

Information on students' starting their university careers, how many students are in line with the regular programme, opinions of students and graduates on the teaching programmes and information concerning graduate employment.

This section provides the data of the last academic years for the Study Programme (SP) and a comparison with similar Study Programmes. The University of Bologna has divided its Study Programmes into four groups:

- **BIOMEDICAL** group: Study Programmes of the Schools of Pharmacy, Biotechnology and Sport Science; Medicine; Agriculture and Veterinary Medicine
- **SCIENTIFIC-TECHNOLOGICAL** group: Study Programmes of the Schools of Engineering and Architecture; Sciences
- **SOCIAL SCIENCES** group: Study Programmes of the Schools of Economics, Management, and Statistics; Law, Political Sciences
- **HUMANITIES** group: Study Programmes of the Schools of Arts, Humanities, and Cultural Heritage; Foreign Languages and Literatures, Interpreting and Translation; Psychology and Education

The section presents the results of the Study Programme for the last three academic years.

Main data shows how many students enrolled, the number of students assigned OEA, how many drop out after the first year, how many graduate in line with the programme schedule, the opinions of attending and graduating students on the teaching programmes and information concerning graduate employment.

The information and data presented in this section, updated to 28 May 2013, were taken from University databases and *AlmaLaurea*.

Study Programmes may be subject to degree programme system modifications from one academic year to the next, and the data provided in this section may refer to a programme with a slightly different system to the one currently running (such as programme title, course structure diagram and list of lecturers). However, indicatively the data presents the general trend of the Study Programme over the past three years.

Most of the Study Programmes running at the University of Bologna have been reformed in compliance with DM 270/04, most of them from the academic year 2008/2009. In the reports provided for these Programmes, paragraph D.5. refers to the Study Programmes as they were presented prior to the reform.

D.1. STUDENTS STARTING THEIR UNIVERSITY CAREERS

Characteristics of incoming students at the beginning of their university careers. Tables and graphs provide information on the number of *registered students*, focusing on the characteristics of the students, results of any entrance tests and the students assigned any *additional learning requirements*.

D.1.1. ENROLMENTS AND REGISTRATIONS

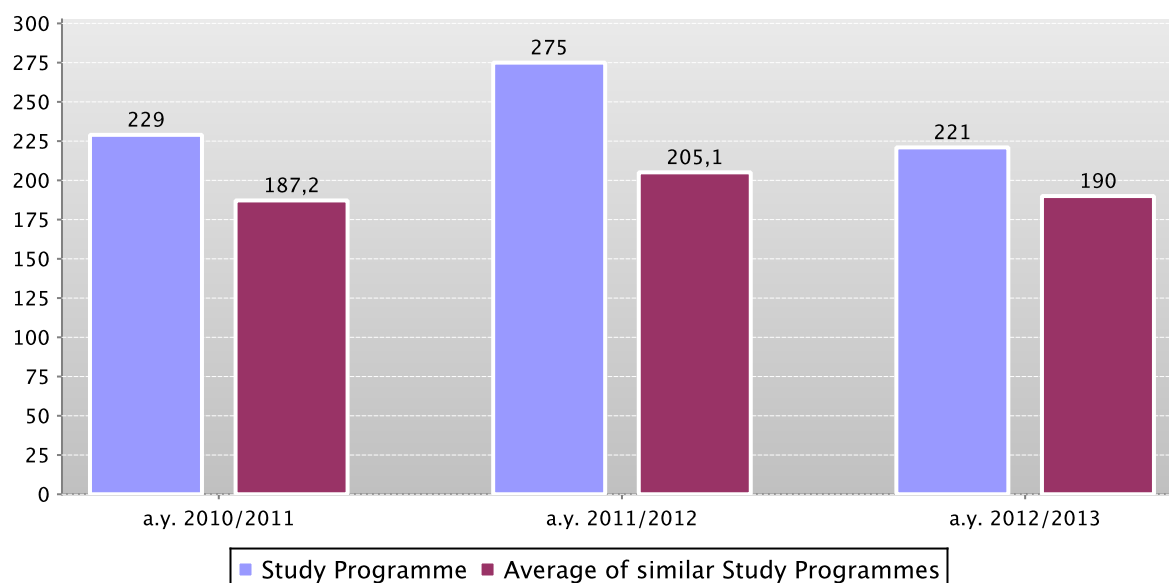
The **graph** shows the number of *students enrolled in the 1st year* compared with the *average of similar Study Programmes* (which belong to the same group).

In addition, the **table** shows the total number of *registered students* and the total number of enrolled students.

Data of the Study Programme is compared with the average of the Study Programmes of *average of similar Study Programmes* (which belong to the same group) for the indicated academic years.

First year enrolments

Data of the Study Programme D.M. 270/04 Business Administration (code 8405)



Data of the Study Programme D.M. 270/04 Business Administration (code 8405)

	a.y. 2010/2011			a.y. 2011/2012			a.y. 2012/2013		
	Registered students	N. first year enrolments	Total N. enrolled students	Registered students	N. first year enrolments	Total N. enrolled students	Registered students	N. first year enrolments	Total N. enrolled students
Study Programme	176	229	502	181	275	592	175	221	647
Average of similar Study Programmes	157,2	187,2	205,6	173,4	205,1	196,9	163,6	190	188,7

D.1.2. ADDITIONAL DATA ON STUDENTS' STARTING THEIR UNIVERSITY CAREERS

D.1.2.1. CANDIDATES REGISTERED FOR THE ENTRANCE EXAM

The number of students sitting the [entrance exam](#) for the Study Programme. Concerns the programmes with restricted access. The methods of managing the call for applications and the list of candidates, including the methods for filling any unclaimed places, may vary from year to year.

The **table** shows the number of places available for the study programme, the number of candidates enrolling for the exam, the number sitting the exam and the percentage of students sitting the exam compared to the number of places available.

For all programmes with restricted access, candidates are required to sit an entrance exam and there are a limited number of places available. The entrance exam is a test which is used to draw up a graded list of candidates; students may enrol in the programme according to their place in the list. The methods of managing the call for applications and the list of candidates, including the methods for filling any unclaimed places, may vary from year to year. The test may be specific to a Degree Programme or may be part of a single exam covering several programmes from the same university or from other universities (during the registration the students should indicate their first choice).

The following definitions apply:

Available places = the number of places laid down in the call for applications to the Study Programme, or determined by subsequent legal provisions; these exclude any additional places reserved according to special provisions of the programme (e.g. for international study programmes, they do not include places for foreign students selected from other universities; for all programmes with restricted access regulated nationally, these do not include the places reserved for transferring students).

Number of candidates for the exam = number of students registered for the exam indicating the study programme as their first choice;

Number of participants in the exam = number of students participating in the exam indicating the study programme as their first choice;

Number of participants in the exam for every available place = number of students participating in the exam who indicated the study programme as their first choice as a ratio of the number of places available on the programme.

Data of the Study Programme D.M. 270/04 Business Administration (code 8405)

	Number of places available (a)	Candidates registered for the exam	Candidates sitting the exam (b)	Number of candidates sitting the exam per place available (b/a)
a.y. 2010/2011	230	371	358	1,6
a.y. 2011/2012	230	419	400	1,7
a.y. 2012/2013	230	425	395	1,7

D.1.2.2. INCOMING STUDENTS

Geographic origin, type of high school certificate, age and gender of students.

Data shows a homogeneous group of students (**cohort**) which started together their academic career. Students which have **passed** to an other Study Programme, **transferred** from an other university, or registered to a 2nd degree are not included.

The **tables** show the number, geographic origin, gender, age, type and grade of high school certificate of students enrolling in the degree programme.

Data of the Study Programme is compared with the average of the Study Programmes of **average of similar Study Programmes (which belong to the same group)** for the indicated academic years.

Data of the Study Programme D.M. 270/04 Business Administration (code 8405)

		Registered students	Geographic origin					Gender		Average age of registered students		
			Students coming from the province of the Study Programme site	Students coming from other provinces where Unibo has a site	Students coming from other provinces of Emilia Romagna region	Students coming from other Italian regions	Students coming from abroad	M	F	19 or less	20 - 24	25 or more
Students 2010/2011	Study Programme	176	51,7%	11,4%	4,0%	27,8%	5,1%	58,0%	42,0%	76,7%	21,0%	2,3%
	Average of similar Study Programmes	157,2	35,2%	18,0%	8,4%	34,8%	3,7%	43,6%	56,4%	66,6%	27,0%	6,3%
Students 2011/2012	Study Programme	181	57,5%	13,3%	6,1%	22,1%	1,1%	52,5%	47,5%	79,6%	18,8%	1,7%
	Average of similar Study Programmes	173,4	37,1%	17,9%	8,4%	33,2%	3,4%	44,2%	55,8%	66,9%	28,3%	4,7%
Students 2012/2013	Study Programme	175	48,6%	12,0%	3,4%	29,1%	6,9%	62,9%	37,1%	78,3%	18,9%	2,9%
	Average of similar Study Programmes	163,6	36,4%	17,1%	7,9%	33,4%	5,2%	45,1%	54,9%	68,3%	26,7%	5,0%

		High school certificate					Grade of High school			
		Vocational schools	Technical Colleges	High school specializing in education and in psycho-pedagogical science	High schools specializing in classical studies, modern languages, science education	Other Italian or foreign high schools	Grade ranging from 60 to 69	Grade ranging from 70 to 79	Grade ranging from 80 to 89	Grade ranging from 90 to 100
Students 2010/2011	Study Programme	4,5%	28,4%		56,8%	10,2%	21,6%	34,7%	21,6%	22,2%
	Average of similar Study Programmes	7,8%	29,2%	5,1%	49,1%	8,7%	25,3%	32,5%	23,4%	18,2%
Students 2011/2012	Study Programme	1,1%	22,1%	2,8%	64,6%	9,4%	24,3%	29,8%	27,1%	16,0%
	Average of similar Study Programmes	6,3%	28,9%	8,2%	47,1%	9,4%	23,8%	31,2%	23,4%	18,8%
Students 2012/2013	Study Programme	0,6%	19,4%	0,6%	70,3%	9,1%	14,9%	41,1%	22,9%	18,3%
	Average of similar Study Programmes	5,2%	29,5%	7,4%	49,9%	8,0%	22,3%	30,6%	24,9%	19,4%

D.1.2.3. ADDITIONAL LEARNING REQUIREMENTS

Students on the programme assigned **additional learning requirements** (OFA). OFA are learning requirements assigned to enrolled students who have not demonstrated the full possession of the entrance requirements. The assessment methods of students' initial preparation and the fulfilment of the OFA are described in the Study Programme Regulations, and may change each year. Students not completing the additional learning requirements are obliged to re-enrol in year 1 as repeating students.

The **table** shows the number of **registered students**, the number of students assigned OFA, the number who fulfilled them, the percentage of students assigned the OFA compared to the number of enrolled students and the percentage fulfilling the OFA compared to those assigned them.

Data of the Study Programme D.M. 270/04 Business Administration (code 8405)

	Registered students (a)	Students assigned OFA (b)	Students who fulfilled OFA (c)	% of students assigned OFA compared to the number of enrolled students (b/a)	% of students fulfilling the OFA compared to number of students assigned (c/b)
Students 2010/2011	176	157	97	89,2%	61,8%
Students 2011/2012	181	72	41	39,8%	56,9%
Students 2012/2013	175	17			

*Note: At the time of publication of this report the number of students fulfilling the OFA can be measured for a.y. 2009/2010 and a.y. 2010/2011 only.

D.2. REGULARITY OF STUDIES

Insight into the regularity with which the students pass their exams.

Graphs and tables provide information on the number of students who leave the programme after the first year and the number of regular graduates, focusing on the number of credits obtained at the end of the first year, on the exams passed and average grade achieved for each course unit.

D.2.1. STUDENTS LEAVING THE PROGRAMME BETWEEN YEARS 1 AND 2

Here the number of students leaving the Study Programme is shown.

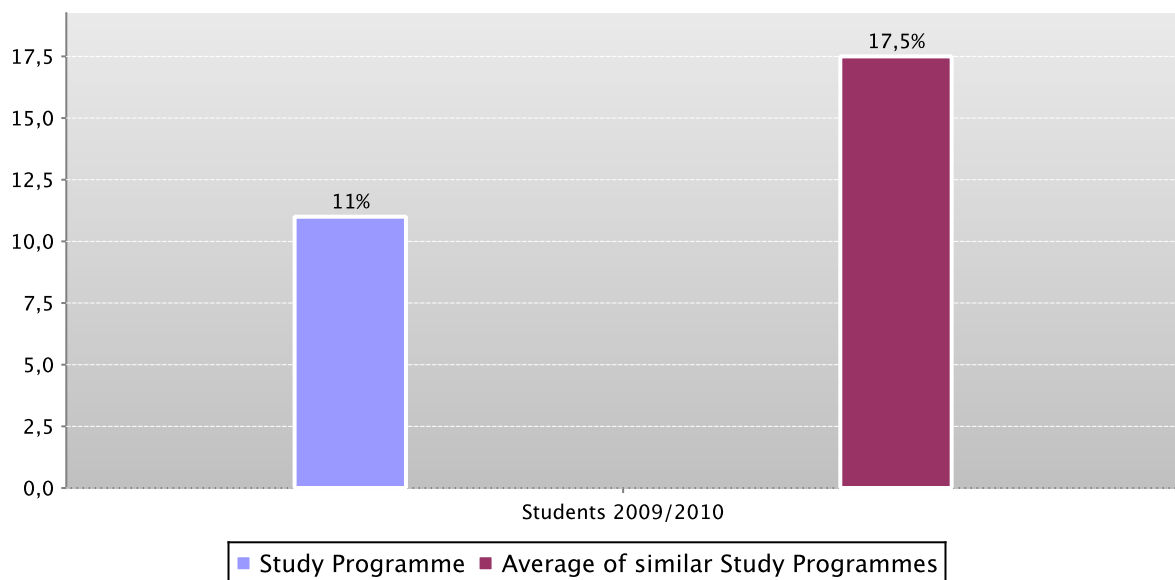
The **graph** shows the percentage of students who leave the programme after the first year compared to the average of similar Study Programmes (belonging to the same group).

The **table** shows the registered students, the percentage of students leaving the programme who pass to a different Study Programme in the same university, transfer to another university or withdraw from studies, as well as the enrolled repeating students and those enrolled in the second year.

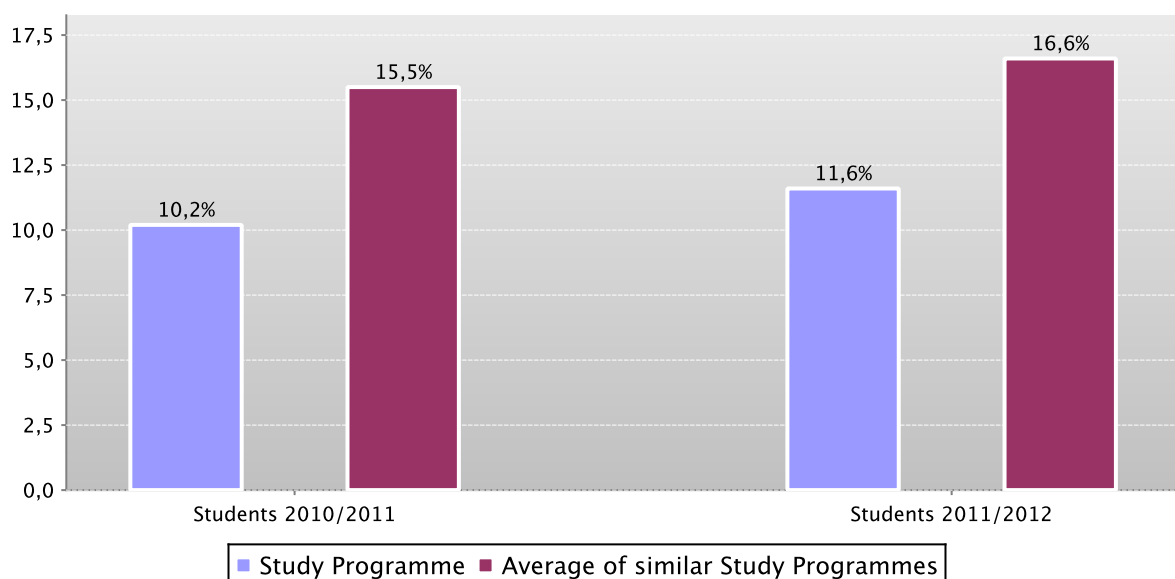
The Study Programme data is compared with the average of similar Study Programmes of (which belong to the same group), for students registered in the indicated academic years.

Percentage of withdrawals between years 1 and 2

Data of the Study Programme D.M. 270/04 Business Economics (code 0891)



Data of the Study Programme D.M. 270/04 Business Administration (code 8405)



Data of the Study Programme D.M. 270/04 Business Economics (code 0891)

		Registered students	% withdrawals	% passages and transfers	% repeating students	Students enrolled in the second year
Students 2009/2010	Study Programme	154	11,0%	5,2%	6,5%	119
	Average of similar Study Programmes	142,1	17,5%	7,2%	3,4%	102,2

Data of the Study Programme D.M. 270/04 Business Administration (code 8405)

		Registered students	% withdrawals	% passages and transfers	% repeating students	Students enrolled in the second year
Students 2010/2011	Study Programme	176	10,2%	20,5%	26,1%	76
	Average of similar Study Programmes	157,2	15,5%	7,7%	3,1%	115,9
Students 2011/2012	Study Programme	181	11,6%	6,6%	5,0%	139
	Average of similar Study Programmes	173,4	16,6%	5,8%	1,4%	132,2

D.2.2. REGULAR GRADUATES

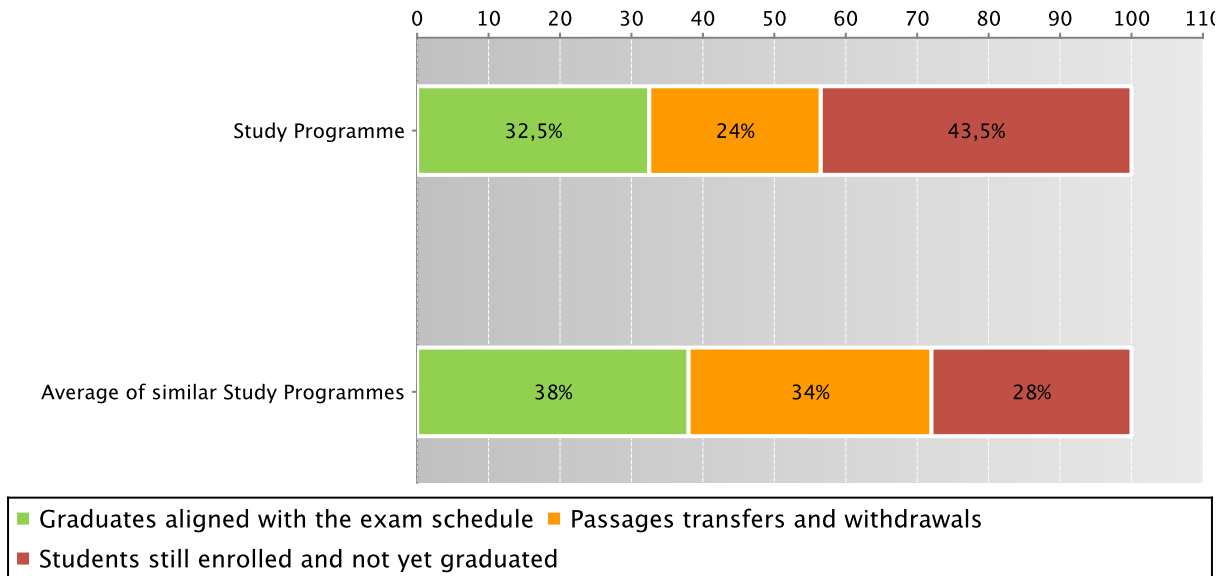
Here you will find information on regular graduates, on how many students, at the end of the regular programme duration, left the programme and how many are still enrolled but **not aligned to the exam schedule**.

The **graph** and the **table** show the situation concerning **registered students** for the indicated academic year, at the end of the regular duration of the Study Programme, highlighting the percentage of regular graduates, the number of students still enrolled (**not aligned to the exam schedule** and **repeating students**), students who have left the programme (including **passages**, **transfers** and **withdrawals**).

The Study Programme data is compared with the average of **similar Study Programmes** (which belong to the same group) for students registered in the indicated academic years.

Situation of students 2009/2010 at the end of regular duration of the study programme

Data of the Study Programme D.M. 270/04 Business Economics (code 0891)



Data of the Study Programme D.M. 270/04 Business Economics (code 0891)

	Registered students	Regular graduates		Passages transfers and withdrawals		Students still enrolled and not yet graduated		
		N.	%	N.	%	N.	%	
Students 2008/2009	Study Programme	123	38	30,9%	27	22,0%	58	47,2%
	Average of similar Study Programmes	120,7	43,1	35,7%	40,2	33,3%	37,3	30,9%
Students 2009/2010	Study Programme	154	50	32,5%	37	24,0%	67	43,5%
	Average of similar Study Programmes	142,1	54	38,0%	48,4	34,0%	39,8	28,0%

See data of previous academic years – Study Programme D.M. 509/99 Business Economics (code 0022) paragraph D.5.2.2.

D.2.3. ADDITIONAL DATA ON REGULARITY OF STUDIES

D.2.3.1. CREDITS OBTAINED BY STUDENTS IN THE 1ST YEAR

This offers an insight into how regularly students pass their exams.

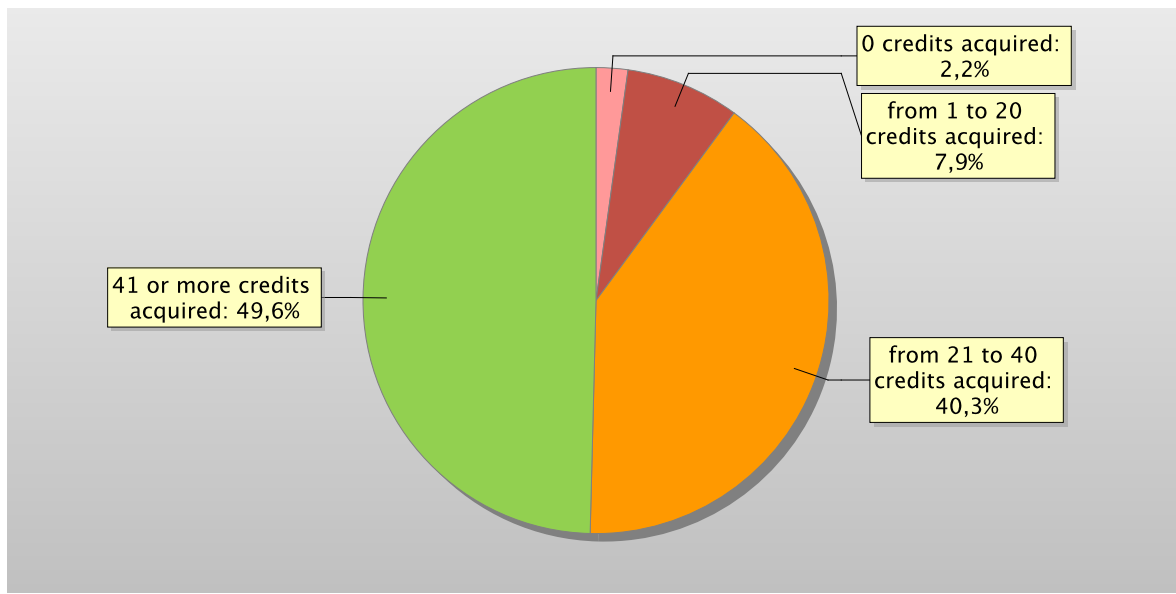
The **graph** shows the distribution of the students according to the number of **credits** obtained at the end of the first year.

In addition, the **table** shows the number of students registered at the second year and average **credits** obtained during the first year.

The Study Programme data is compared with the average of **similar Study Programmes** (which belong to the same group) for the indicated academic years.

Distribution of the students in 2011/2012 according to the number of credits obtained at the end of the first year*

Data of the Study Programme D.M. 270/04 Business Administration (code 8405)



Data of the Study Programme D.M. 270/04 Business Economics (code 0891)

	Study Programme	Students enrolled in the 2nd year	% students with *				Average credits per student
			0 credits acquired	from 1 to 20 credits acquired	from 21 to 40 credits acquired	41 or more credits acquired	
Students 2009/2010	Study Programme	119		16,0%	46,2%	37,8%	35,8
	Average of similar Study Programmes	102,2	2,3%	12,4%	33,2%	52,2%	40,4

Data of the Study Programme D.M. 270/04 Business Administration (code 8405)

		Students enrolled in the 2nd year	% students with *				Average credits per student
			0 credits acquired	from 1 to 20 credits acquired	from 21 to 40 credits acquired	41 or more credits acquired	
Students 2010/2011	Study Programme	76		6,6%	25,0%	68,4%	44,2
	Average of similar Study Programmes	115,9	2,7%	10,1%	32,9%	54,3%	41,3
Students 2011/2012	Study Programme	139	2,2%	7,9%	40,3%	49,6%	38,9
	Average of similar Study Programmes	132,2	1,8%	9,9%	28,2%	60,0%	43,1

*Note: by convention, credits are considered to be obtained by students by 31st October of the year following the year of enrolment.

D.2.3.2. EXAMS PASSED AND AVERAGE GRADE

The **table** shows number of exams passed and average grade achieved for each course unit in the calendar year 2011. Marks for the exams passed are expressed out of thirty.

The data refers to the course unit code and therefore includes the various branches of the programme divided into channels or sub-groups, divided by letter.

It considers all subjects for which a grade is assigned, and therefore excludes all those to which a pass/fail score is allocated.

Data of the Study Programmes D.M. 270/04 *Economia aziendale* (code 0891), *Economia aziendale* (code 8405)

	N. of exams passed	Average grade *
00221 DIRITTO COMMERCIALE	60	21,2
00224 DIRITTO DEL LAVORO	88	22,4
00239 DIRITTO TRIBUTARIO	19	23,8
00674 MATEMATICA	10	22,5
00675 MATEMATICA FINANZIARIA	93	23,8
00679 MATEMATICA GENERALE	91	24,8
00745 ORGANIZZAZIONE AZIENDALE	100	27
00914 STATISTICA	59	21
00995 STORIA ECONOMICA	93	27,6
01645 ECONOMIA DEGLI INTERMEDIARI FINANZIARI	236	22,8
02529 ECONOMIA AZIENDALE	141	23,6
02533 RELAZIONI INDUSTRIALI	73	26,8
04521 FINANZA AZIENDALE	104	23
04722 ECONOMIA PUBBLICA	114	22,5
06445 STATISTICA AZIENDALE	56	21,4
07309 DIRITTO PUBBLICO	23	26,9
08795 MACROECONOMIA	100	24,4

	N. of exams passed	Average grade *
09446 MICROECONOMIA	165	24,4
09511 MARKETING	22	24,2
09512 REVISIONE AZIENDALE	1	
11316 DIRITTO PRIVATO	184	23
11404 MATEMATICA ATTUARIALE	2	
12527 STRATEGIE DI IMPRESA	128	24,4
14090 ECONOMIA DELL'INNOVAZIONE	1	
17269 SISTEMI DI PIANIFICAZIONE E CONTROLLO	28	23,9
18056 BILANCI AZIENDALI	158	24,1
27358 DIRITTO PRIVATO E DIRITTO PUBBLICO (C.I.)	9	21,9
29251 DIRITTO DEI CONTRATTI INTERNAZIONALI	5	
32253 BILANCI AZIENDALI 1	22	21,3
32254 BILANCI AZIENDALI 2	48	25,3
37870 STATISTICA AZIENDALE 2	1	
37993 STATISTICA AZIENDALE	7	26,9
46276 PIANIFICAZIONE E CONTROLLO	87	24,5
46626 STRUMENTI E SERVIZI FINANZIARI	63	22
55804 STRATEGIA D'IMPRESA	2	
66735 ANALISI DI BILANCIO DELLE AZIENDE DI CREDITO	18	27,2
66748 FINALITÀ, GOVERNO E RENDICONTAZIONE DELLE IMPRESE COOPERATIVE E SOCIALI (C.I.)	3	

* Note: no average grade is given if the number of exams passed is less than or equal to 5.

D.3. OPINIONS OF GRADUATES AND ATTENDING STUDENTS

Opinions of graduates on the Study Programme.

Tables and graphs provide information on the number of graduates who expressed positive opinions on the Study Programme, focusing on opinions expressed by attending students on course units.

D.3.1. OPINION OF GRADUATES

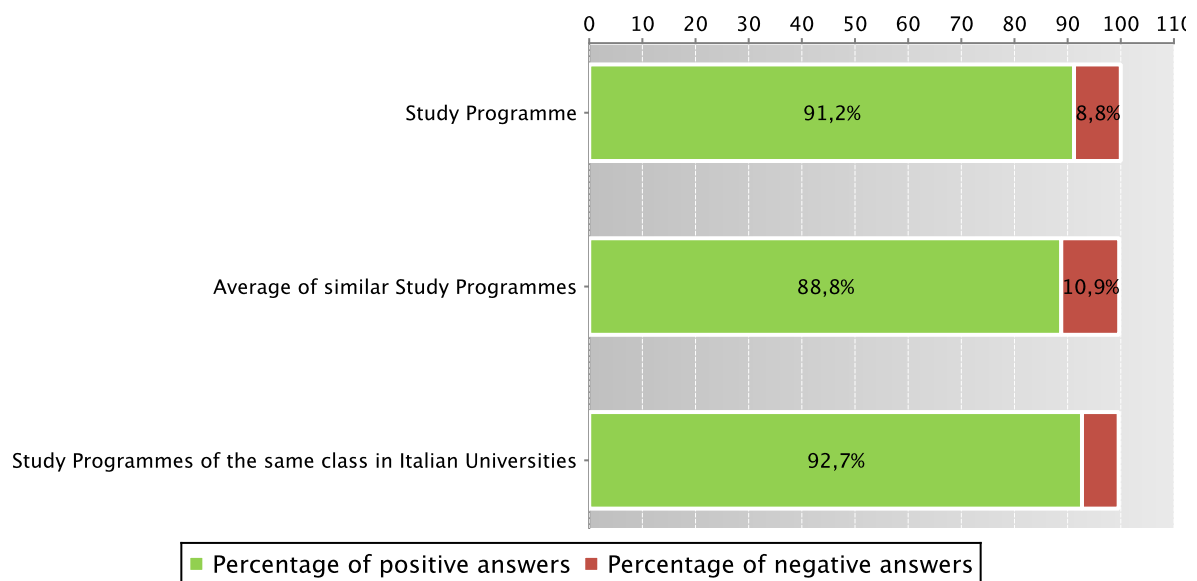
The **graph** shows the percentage of graduates (*AlmaLaurea* survey) who responded positively to the question: “**Are you generally satisfied with the Study Programme?**”.

In addition, the **table** shows the percentage of students who answered “Yes, to the same programme at the university” to the question “Would you register again to the university?”.

The Study Programme data is compared with the average of similar Study Programmes (which belong to the same group), and the average of Study Programmes of the same class of other Italian universities for the graduates of the indicated years.

Graduates in 2012 who responded positively to the question: “Are you generally satisfied with this Study Programme?”

Data of the Study Programme D.M. 270/04 Economia aziendale (code 0891)



Data of the Study Programme D.M. 270/04 Economia aziendale (code 0891)

		N. graduates	Completed Questionnaires	% of positive answers to the question: “Are you generally satisfied with this Study Programme?”	% of answers “yes to the same Programme in the same University” to the question “Would you register again to the University?”
2011	Study Programme	28	28	96,4%	78,6%
	Average of similar Study Programmes	36,9	34,8	88,4%	66,6%
	Study Programmes of the same class in Italian Universities	2534	2448	93,2%	80,4%
2012	Study Programme	69	68	91,2%	69,1%
	Average of similar Study Programmes	40,3	38,5	88,8%	67,3%
	Study Programmes of the same class in Italian Universities	6865	6623	92,7%	76,9%

Symbols:

(*) The opinions of the Study Programmes with less than 5 graduates are not shown.

Further information on [Graduates' Profile Report](#).

See data of previous academic years – Study Programme D.M. 509/99 Business Economics (code 0022) [paragraph D.5.3.1](#).

D.3.2 ADDITIONAL DATA ON OPINIONS OF STUDENTS

D.3.2.1. OPINION OF ATTENDING STUDENTS

The **graph** shows the percentage of attending students who responded positively to the question in the questionnaire: “Are you generally satisfied with this course unit?” in academic year 2011/2012.

The **table** also shows the number of completed questionnaires.

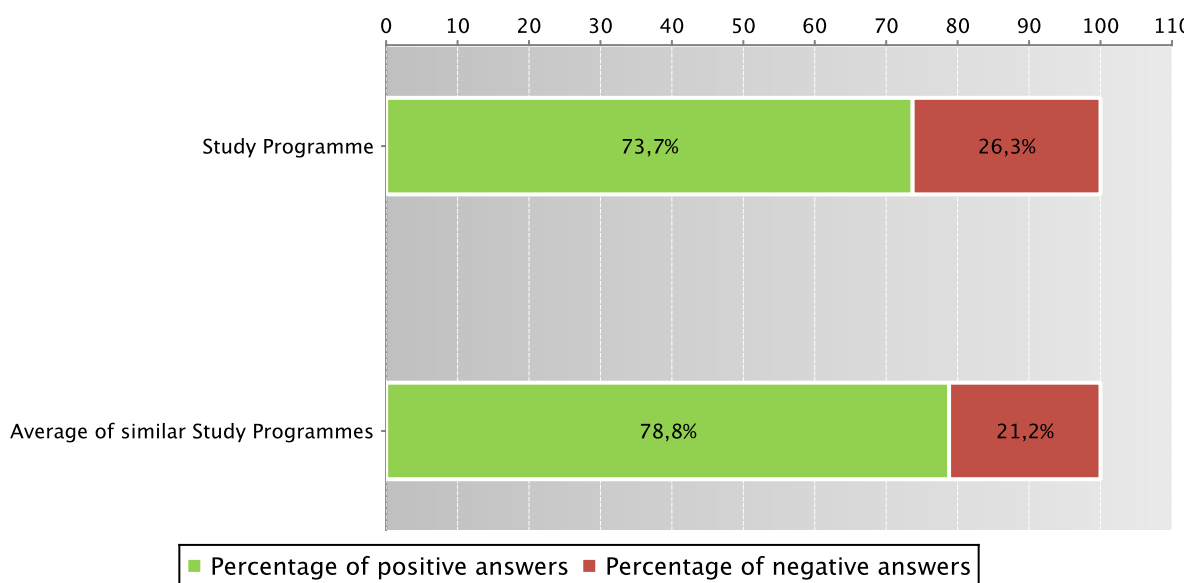
The Study Programme data is compared with the [average of similar Study Programmes \(which belong to the same group\)](#), for the indicated academic years.

The data concerning the students' opinion refers to the opinions of those attending lessons, whether they are enrolled in the current programme or a Study Programme running under pre-reform regulations (under D.M. 509).

For the University of Bologna the survey and subsequently analysis of the opinions of students attending the course is cared by Academic Affairs Division - Quality Assurance Department and Control and Finance Division - Support Planning and Evaluation Department. The overall results and the methods of collection and analysis are described in the document published online on the [Statistical Observatory of the University of Bologna](#) (see the note in the glossary).

Students who responded positively to the question: “Are you generally satisfied with this course unit?” in academic year 2011/2012

Data of the Study Programmes D.M. 270/04 Economia aziendale (code 0891), Economia aziendale (code 8405) and of the Study Programme D.M. 509/99 Economia aziendale (code 0022)



Data of the Study Programmes D.M. 270/04 *Economia aziendale* (code 0891), *Economia aziendale* (code 8405) and of the Study Programme D.M. 509/99 *Economia aziendale* (code 0022)

		Number of completed questionnaires	% of positive answers concerning the general satisfaction with the course unit – Question 19
a.y. 2009/2010	Study Programme	1919	77,0%
	Average of similar Study Programmes	1318,7	78,9%
a.y. 2010/2011	Study Programme	1452	76,3%
	Average of similar Study Programmes	1307,3	78,4%
a.y. 2011/2012	Study Programme	1639	73,7%
	Average of similar Study Programmes	1533,4	78,8%

Symbols:

(*) When there is a small number of questionnaires, the percentage of positive opinions on overall satisfaction is not presented.

Further information on [Rapporto Opinione degli studenti frequentanti sulle attività didattiche](#) (the content is in Italian).

D.4. ENTRY INTO THE WORLD OF WORK

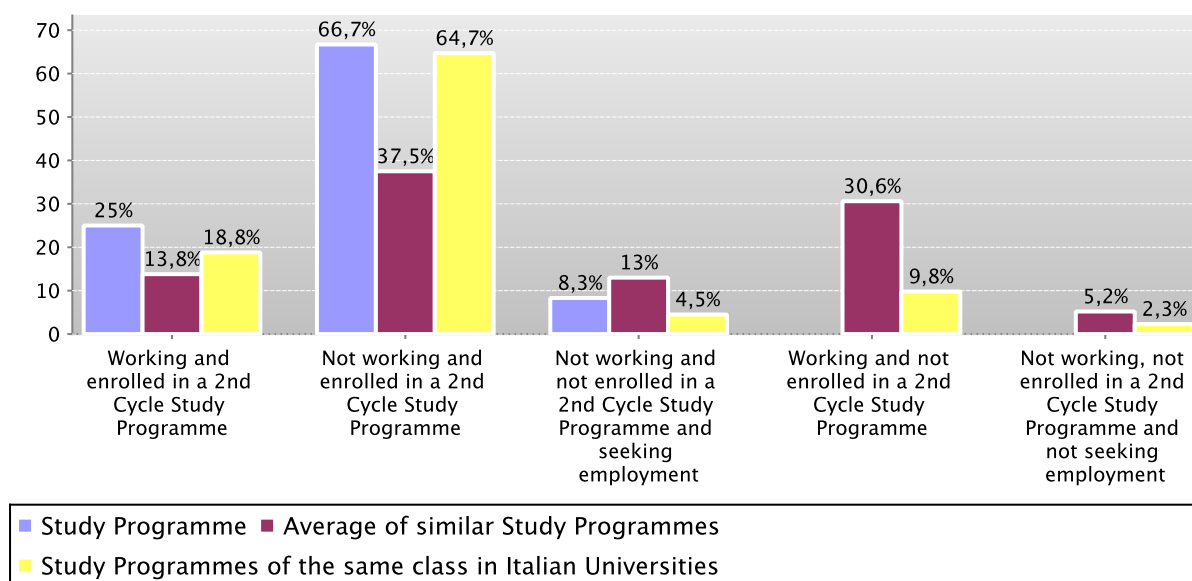
Employment situation of graduates of the Study Programme.

Tables and graphs provide information on the employment situation of graduates one year after graduating.

D.4.1. EMPLOYMENT SITUATION

Employment situation of graduates in 2011 one year after graduating

Data of the Study Programme D.M. 270/04 *Business Economics* (code 0891)



Data of the Study Programme D.M. 270/04 Business Economics (code 0891)

		N. graduates interviewed	Employment and education situation (1)					Not working, not seeking employment, but following a university programme/traineeship (2)	Degree's appropriateness for the job (referred to the graduates who just work) (3)	
			Working and not enrolled in a 2nd Cycle Study Programme	Working and enrolled in a 2nd Cycle Study Programme	Not working and enrolled in a 2nd Cycle Study Programme	Not working, not enrolled in a 2nd Cycle Study Programme and not seeking employment	Not working and not enrolled in a 2nd Cycle Study Programme and seeking employment		Effective / very effective	Quite effective
Graduation Year 2011	Study Programme	24		25,0%	66,7%		8,3%	45,8%	16,7%	33,3%
	Average of similar Study Programmes	31,6	30,6%	13,8%	37,5%	5,2%	13,0%	31,1%	21,9%	36,9%
	Study Programmes of the same class in Italian Universities	2252	9,8%	18,8%	64,7%	2,3%	4,5%	46,4%	22,6%	35,4%

See data of previous academic years – Study Programme D.M. 509/99 Business Economics (code 0022) [paragraph D.5.4.1.](#)

D.5. INFORMATION ON PRE-REFORM PROGRAMMES (DM 509/99)

D.5.1. STUDENTS STARTING THEIR UNIVERSITY CAREERS

Characteristics of incoming students at the beginning of their university careers. Tables and graphs provide information on the number of registered students, focusing on the characteristics of the students, results of any entrance tests and students assigned additional learning requirements.

D.5.1.1. ENROLMENTS AND REGISTRATIONS

Data of enrolments and registrations of the last three academic years are shown in [paragraph D.1.1.](#)

D.5.1.2. ADDITIONAL DATA ON STUDENTS' STARTING THEIR UNIVERSITY CAREERS

D.5.1.2.1. CANDIDATES REGISTERED FOR THE ENTRANCE EXAM

Data of candidates registered for the entrance exam are shown in [paragraph D.1.2.1.](#)

D.5.1.2.2. INCOMING STUDENTS

Data of incoming students of the last three academic years are shown in [paragraph D.1.2.2.](#)

D.5.2. REGULARITY OF STUDIES

Insight into the regularity with which the students pass their exams.

Graphs and tables provide information on the number of students who leave the programme after the first year and the number of regular graduates, focusing on the number of credits obtained at the end of the first year, the number of exams passed and the average grade achieved for each course unit.

D.5.2.1. STUDENTS LEAVING THE PROGRAMME BETWEEN YEARS 1 AND 2

Data of students leaving the Study Programme of the last three academic years are shown in [paragraph D.2.1.](#)

D.5.2.2. REGULAR GRADUATES

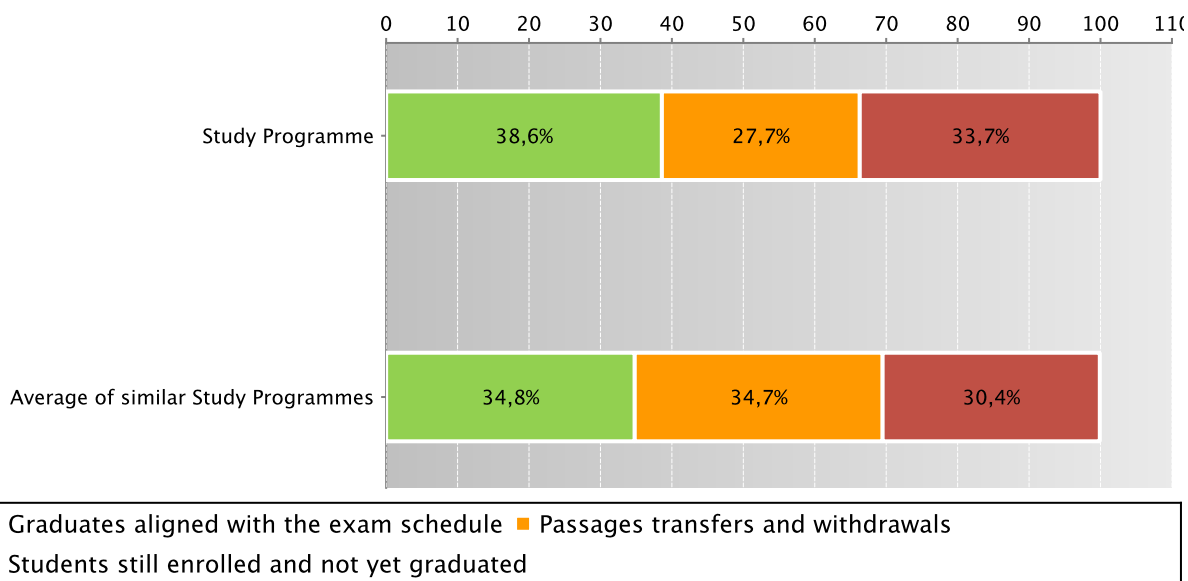
Here you will find information on regular graduates, on how many students, at the end of the regular programme duration, left the programme and how many are still enrolled but not aligned to the exam schedule.

The **graph** and the **table** show the situation concerning **registered students** for the indicated academic year, at the end of the regular duration of the Study Programme, highlighting the percentage of regular graduates, the number of students still enrolled (**not aligned to the exam schedule** and **repeating** students), students who have left the programme (including **passages**, **transfers** and **withdrawals**).

The Study Programme data is compared with the average of **similar Study Programmes** (which belong to the same group) for students registered in the indicated academic years.

Situation of students 2007/2008 at the end of regular duration of the study programme

Data of the Study Programme D.M. 509/99 Business Economics (code 0022)



Data of the Study Programme D.M. 509/99 Business Economics (code 0022)

	Registered students	Regular graduates		Passages transfers and withdrawals		Students still enrolled and not yet graduated		
		N.	%	N.	%	N.	%	
Students 2007/2008	Study Programme	264	102	38,6%	73	27,7%	89	33,7%
	Average of similar Study Programmes	98,7	34,4	34,8%	34,3	34,7%	30	30,4%

Go back to [D.2.2. Regular graduates](#)

D.5.2.3. ADDITIONAL DATA ON REGULARITY OF STUDIES

D.5.2.3.1. CREDITS OBTAINED BY STUDENTS IN THE 1ST YEAR

Data of credits obtained by students in the 1st year of the last three academic years are shown in paragraph [D.2.3.1.](#)

D.5.2.3.2. EXAMS PASSED AND AVERAGE GRADE

Data of exams passed and average grade are shown in paragraph [D.2.3.2.](#)

D.5.3. OPINIONS OF ATTENDING STUDENTS AND GRADUATES

Opinions of graduates on the Study Programme.

Tables and graphs provide information on the number of graduates who expressed positive opinions on the Study Programme, focusing on opinions expressed by attending students on course units.

D.5.3.1. OPINION OF GRADUATES

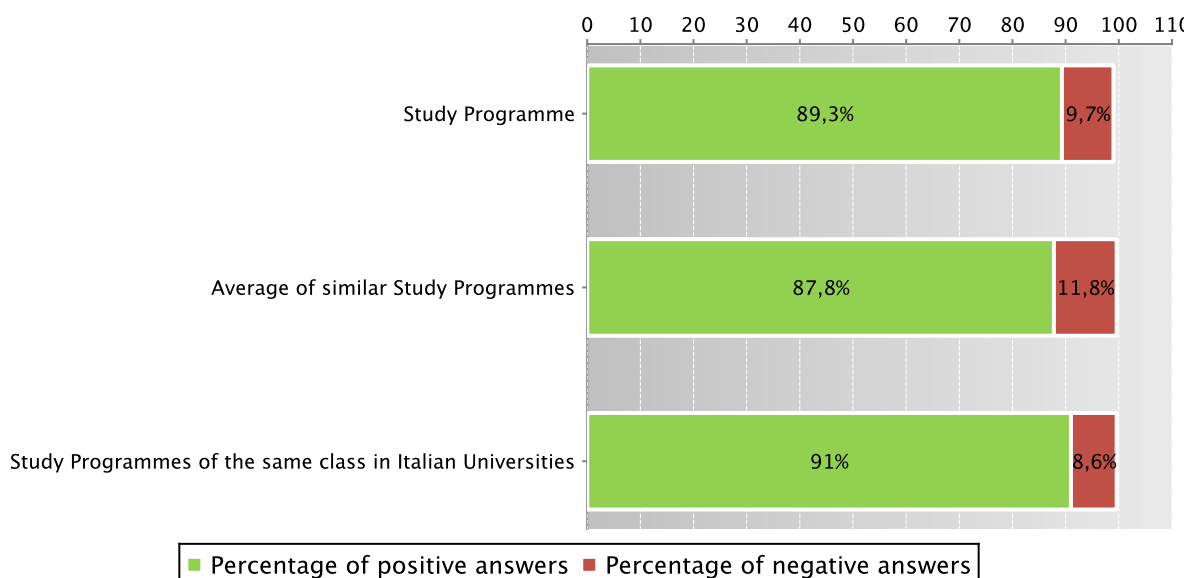
The **graph** shows the percentage of graduates (AlmaLaurea survey) who responded positively to the question: “**Are you generally satisfied with the Study Programme**”.

In addition, the **table** shows the percentage of students who answered “Yes, to the same programme at the university” to the question “Would you register again to the university?”.

The Study Programme data is compared with the average of **similar Study Programmes (which belong to the same group)**, for the indicated years.

Graduates in 2010 who responded positively to the question: “Are you generally satisfied with this Study Programme?”

Data of the Study Programme D.M. 509/99 Economia aziendale (code 0022)



Data of the Study Programme D.M. 509/99 Economia aziendale (code 0022)

		N. graduates	Completed Questionnaires	% of positive answers to the question: “Are you generally satisfied with this Study Programme?”	% of answers “yes to the same Programme in the same University” to the question “Would you register again to the University”
2010	Study Programme	214	205	89,3%	71,2%
	Average of similar Study Programmes	61,8	57,2	87,8%	65,9%
	Study Programmes of the same class in Italian Universities	11336	10620	91,0%	73,1%

Symbols:

(*) The opinions of the Study Programmes with less than 5 graduates are not shown.

Further information on [Graduates’ Profile Report](#).

Go back to [D.3.1. Opinion of graduates](#)

D.5.3.2 ADDITIONAL DATA ON OPINIONS OF STUDENTS

D.5.3.2.1. OPINION OF ATTENDING STUDENTS

Data of opinion of attending students of the last three academic years are shown in paragraph D.3.2.1.

D.5.4. ENTRY INTO THE WORLD OF WORK

Employment situation of graduates of the Study Programme.

Tables and graphs provide information on the employment situation of graduates one year after graduating.

D.5.4.1. EMPLOYMENT SITUATION

The paragraph shows the employment situation of graduates one year after graduating.

The data is taken from the [AlmaLaurea](#) reports on the employment situation of graduates.

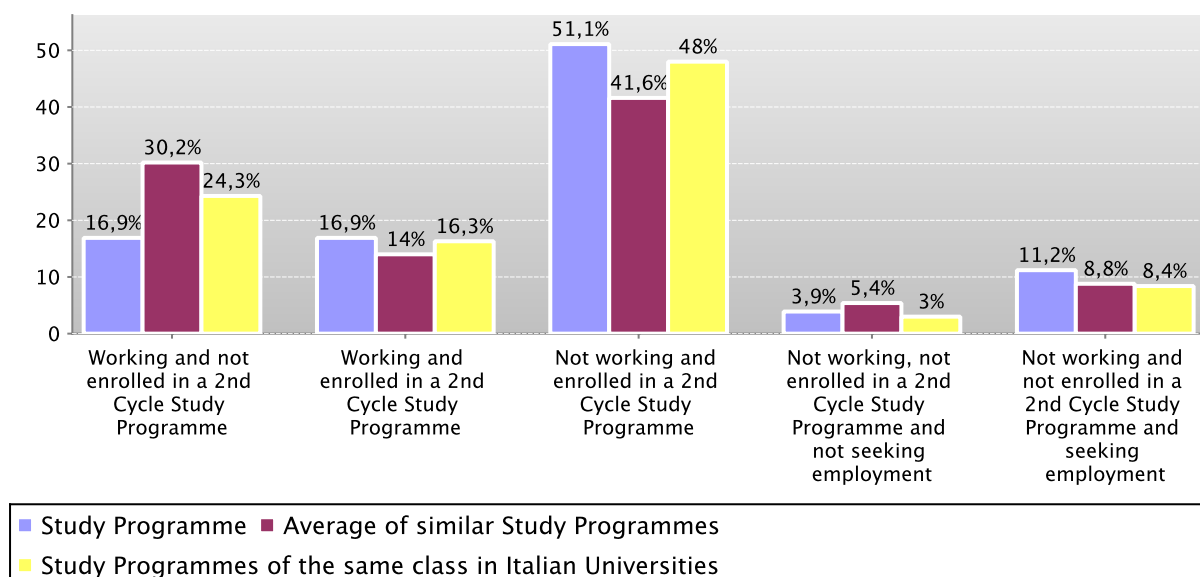
The **graph** shows who is working, who is not working but has enrolled in a Second Cycle study programme, who is not working and is not seeking employment, who is not working but is seeking employment.

In addition, the **table** shows the number of graduates interviewed, the number involved in internships and traineeships and the appropriateness of their degree to the job.

The Study Programme data is compared with the average of similar Study Programmes (which belong to the same group) and the average of Study Programmes of the same faculty of other Italian universities for the graduates of the indicated years.

Employment situation of graduates in 2010 one year after graduating

Data of the Study Programme D.M. 509/99 Business Economics (code 0022)



Data of the Study Programme D.M. 509/99 Business Economics (code 0022)

		N. graduates interviewed	Employment and education situation (1)					Not working, not seeking employment, but following a university programme/traineeship (2)	Degree's appropriateness for the job (referred to the graduates who just work) (3)	
			Working and not enrolled in a 2nd Cycle Study Programme	Working and enrolled in a 2nd Cycle Study Programme	Not working and enrolled in a 2nd Cycle Study Programme	Not working, not enrolled in a 2nd Cycle Study Programme and not seeking employment	Not working and not enrolled in a 2nd Cycle Study Programme and seeking employment		Effective / very effective	Quite effective
Graduation Year 2009	Study Programme	173	24,9%	11,0%	43,9%	8,1%	12,1%	37,6%	21,0%	38,7%
	Average of similar Study Programmes	57,5	30,1%	13,3%	41,2%	5,5%	10,0%	34,0%	22,3%	38,9%
	Study Programmes of the same class in Italian Universities	10390	24,1%	17,1%	47,2%	3,4%	8,1%	32,6%	31,3%	38,1%
Graduation Year 2010	Study Programme	178	16,9%	16,9%	51,1%	3,9%	11,2%	47,8%	22,0%	37,3%
	Average of similar Study Programmes	52,5	30,2%	14,0%	41,6%	5,4%	8,8%	34,3%	21,6%	38,5%
	Study Programmes of the same class in Italian Universities	10301	24,3%	16,3%	48,0%	3,0%	8,4%	32,2%	28,4%	40,9%

Symbols:

(*) The opinions of the Study Programmes with less than 5 graduates are not shown.

Notes on the AlmaLaurea report on the employment situation of graduates

(1) "Employment and education situation": the number of employed graduates is the sum of those working and those working who are also enrolled in a 2nd cycle degree programme. The number of those enrolled in a 2nd cycle degree programme is the sum of those who are working and studying and those who are only studying.

(2) "Number of those who do not work, who are not seeking employment but who are following a university programme/traineeship": the definition includes those who are enrolled in traineeships, PhD degrees, specialisation schools, Italian "master universitari" (first and second level). The presentation of this data complies with article 2 of D.M. 544 of 31st October 2007, as later provided for in Management Decree no. 61 of 10th June 2008 (transparency requirements).

(3) The evaluation of the appropriateness of the degree is obtained by a combination of the requirement of the relative qualification for the job held and the level of usage of the skills learned at university.

Further information on [Graduates' Employment report](#).

Go back to [D.4.1. Employment situation](#)

E. FIND OUT MORE: THE QUALITY OF YOUR STUDY PROGRAMME

The University of Bologna has identified its objectives as the *personal, cultural and professional growth of students and the improvement of the quality of learning, also in relation to the needs of society* (Strategic Plan 2010-2013).

Students, employers and society as a whole, have the right to effective learning for individual and intellectual growth, to develop critical sense and to prepare for the world of work.

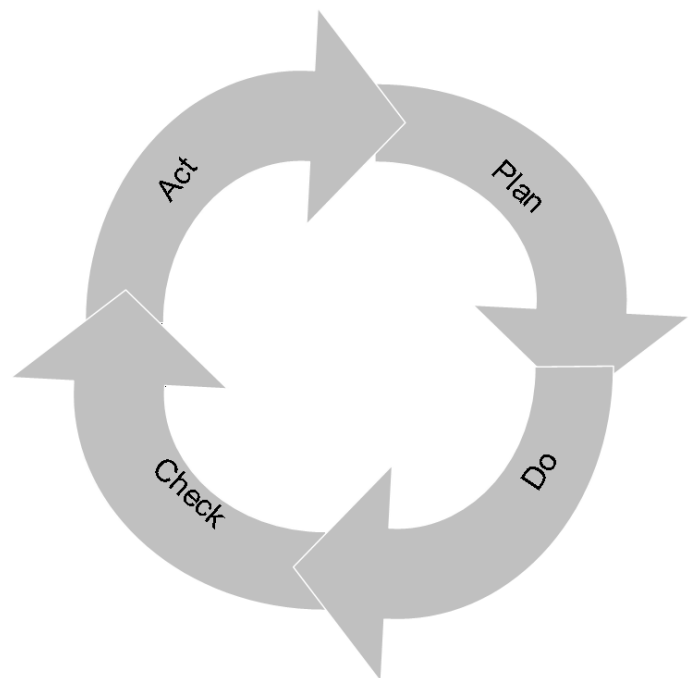
In the Statute and the Strategic Plan 2010-2013 the University of Bologna acknowledges its responsibility in guaranteeing the quality of its study programmes, and for this purpose adopts an "internal quality assurance system".

The Internal Quality Assurance system

The internal quality assurance system is a set of processes and responsibilities adopted to guarantee the quality of Study Programmes at the University of Bologna.

The guarantee of the quality of a Study Programme is the correspondence of the results achieved with the set objectives, in the following phases:

- Plan: defining the objectives
- Do: implementing the planned actions
- Check: checking that the objectives have been achieved
- Act: planning improvement action



This path responds to the expectations of students, guides teaching behaviour and provides indicators for the assessment of results. Self-assessment is based on the analysis of significant data (for example, the number of students graduating in line with the exam schedule, students' opinions and the employment rates of graduates) and highlights strengths and weaknesses in order to reflect on the achieved results, critically consider one's own working methods and take steps for the continual improvement of the Programme. This path involves all educational stakeholders, including students, in order to make use of the contributions of everyone with first-hand knowledge of the Study Programme. Improvement is therefore a day to day development, concerning all aspects of teaching: from the lesson timetable to the publication of on-line programmes, from classroom management to exam methods, and the actual design of the Programme.

This is what happens in each phase:

- **Planning:** the Study Programme is the result of a proposal from the teaching structures and approved by the Academic Bodies.
- **Management:** Schools, Departments and Study Programmes manage the activities required to ensure teaching. The activities are organised as follows:

What we do	Who does what				
	Professors	Study Programme	Schools	Departments	General Administration
Teaching calendar, lessons programme and exam schedules			x		
Management of financial resources			x	x	
Classroom teaching	x				
Management of classrooms and laboratories			x	x	
Libraries and study rooms			x	x	
Approval of individual study plans		x			
Communication and information		x	x		Academic Affairs Division
Guidance service		x	x		Academic Affairs Division
Internships		x	x		Academic Affairs Division
Administrative services: Student Administration Office					Academic Affairs Division
Administration services: Degree programme office			x		Academic Affairs Division
Study grants and loans ad honorem					Academic Affairs Division
Student mobility: university subsidies and programmes					International Relations Division
Mobility: study grants for dissertations abroad			x		
Mobility: authorisations and recognitions		x			
Other students support services		x	x		x

- **Internal assessment:** every Study Programme periodically assesses its own results, evaluating, for example, the number of enrolled students, the number of withdrawing students, student opinions etc.; in this way, the strengths and weaknesses, as well as any implemented improvement actions, are highlighted. This phase is organised as follows:

What we do	Who does what
<p>Definition, gathering and publication of evaluation data According to the general guidelines of the University and national and international standards, are defined the tools through which should be evaluated the results (indicators). The survey data to be evaluate are published every year on the Report of the Study Program.</p>	Academic Bodies
<p>Self-Assessment The Schools and Study Programmes assess the effectiveness of the previously adopted solutions, analyse the progress of their learning activities and draw up proposals for improvement.</p>	Schools and Study Programmes
<p>Internal audit</p> <p>The results of the self-assessment process are reviewed in the following phases:</p> <ul style="list-style-type: none"> • Analysis: the University Quality Manager analyses the review documents, considering the ability to identify problems, propose solutions and the overall development of the internal quality assurance system. • Review: The observations on the results obtained and the good practices adopted are examined together with the persons in charge of the Schools and Study Programmes in meetings organised by scientific-disciplinary field. The persons in charge receive the observations and inputs on the areas for development and the actions to be adopted in future to improve results. • Sharing: the conclusions of the review activities are submitted to the Academic Bodies and the University Evaluation Board. 	<p>Quality Manager</p> <p>Vice Rector for Teaching and Education</p> <p>Academic Bodies</p>
<ul style="list-style-type: none"> • Improvement: on the basis of the results of the internal audit, the Schools and Study Programmes plan improvement activities, to ensure that the Study Programmes increasingly respond to the needs of society. The cycle then starts over again, with the definition of actions to be implemented, the results of which are in turn verified, in a continuous path that guarantees the quality of education. 	

F. GLOSSARY TERMS

Additional Learning Requirements

Students enrolling in the first year of a first cycle or single cycle degree and who, following the results of the entrance exams established for each study programme, do not possess the knowledge required for access to the programme, are assigned additional learning requirements (OFA).

The OFA are fulfilled by passing an assessment test defined by the programme.

The non-fulfilment of the requirements by the date set by the Academic Bodies and published on the University Portal will lead to the re-enrolment in the first year of the programme.

AlmaLaurea

AlmaLaurea is an innovative in-line database service of graduates' curriculum vitae (1,620,000 CVs, from 53 Italian universities as of 05/07/2012), which offers a link between graduates, universities and businesses.

Created in 1994 on the initiative of the Statistical Observatory of the University of Bologna, managed by a consortium of Italian universities with the support of the Ministry of Education, University and Research, the purpose AlmaLaurea is to act as a point of contact between businesses and graduates, a reference within universities for anyone (students, businesses, etc...) working in the field of university studies, employment and the condition of young people at different levels.

Average of similar study programmes (belonging to the same group)

Average of the Study Programmes (which belong to the subject group)

Calculated average which refers to all study programmes of the same cycle which belong to the subject group.

There are four groups, composed as follows:

- **BIOMEDICAL** group: Study Programmes of the Schools of Pharmacy, Biotechnology and Sport Science; Medicine; Agriculture and Veterinary Medicine
- **SCIENTIFIC-TECHNOLOGICAL** group: Study Programmes of the Schools of Engineering and Architecture; Sciences
- **SOCIAL SCIENCES** group: Study Programmes of the Schools of Economics, Management, and Statistics; Law, Political Sciences
- **HUMANITIES** group: Study Programmes of the Schools of Arts, Humanities, and Cultural Heritage; Foreign Languages and Literatures, Interpreting and Translation; Psychology and Education

CFU University Learning Credits

University Learning Credits (CFU) were introduced under Italian Ministerial Decree no. 509/99 to comply with European legislation, and are a measurement of the volume of learning, including individual study, required of students; generally 1 CFU corresponds to 25 hours of a student's "overall learning effort".

Class

Degree classes group together study programmes of the same level and with the same key learning outcomes and available learning activities for a given number of credits and in sectors which are identified as indispensable. The features of the classes are set nationally, by Ministerial Decree, and are therefore common to all universities.

Cohort

Cohort refers to a group of students enrolled in the same academic year.

Enrolment status

In terms of enrolment, students may be:

- **Regularly enrolled:** students enrolled for as many or fewer years than the legal duration of the study programme, who do not fall into any of the following categories;
- **Not aligned with the exam schedule:** students who, without having graduated, have enrolled in all the years of the study programme and which, for programmes with compulsory attendance, have obtained all attendance certificates;
- **Repeating:** students re-enrolling in the same year of a programme again. Starting from academic year 2009-2010, students who have not fulfilled the assigned additional learning requirements within the deadline have to enrol in the 1st year as repeating students.

Entrance exam

Enrolment in a study programme may be free access or restricted access.

For all programmes with restricted access, candidates are required to sit an entrance exam and there are a limited number of places available. The entrance exam is a test which is used to draw up a graded list of candidates; students may enrol in the programme according to their place in the list. The methods of managing the call for applications and the list of candidates, including the methods for filling any unclaimed places, may vary from year to year. The test may be specific to a Degree Programme or may be part of a single exam covering several programmes from the same university or from other universities (during the registration the students should indicate their first choice).

The following definitions apply:

Available places = the number of places laid down in the call for applications to the Study Programme, or determined by subsequent legal provisions; these exclude any additional places reserved according to special provisions of the programme (e.g. for international study programmes, they do not include places for foreign students selected from other universities; for all programmes with restricted access regulated nationally, these do not include the places reserved for transferring students).

Number of candidates for the exam = number of students registered for the exam indicating the study programme as their first choice;

Number of participants in the exam = number of students participating in the exam indicating the study programme as their first choice;

Number of participants in the exam for every available place = number of students participating in the exam who indicated the study programme as their first choice as a ratio of the number of places available on the programme.

First year enrolments

This includes all students enrolled in the first year, including those joining the study programme in its first year through transferrals, as well as those enrolled in the first year but not for the first time (e.g. repeating students).

New Careers

Students who start a new university career (excluding transfers) from year one in a second cycle programme.

Passages and transfers

Passage: when a student applies to move to a different study programme from the one enrolled in the previous year, within the same university.

Transfer: when a student transfers from a study programme in one university to any programme in another university.

Registered students

Students who begin a career in the Italian University System for the first time and who enrol in the first year (i.e. for whom no previous university careers are recorded) of a First Cycle (L509, L) or Single Cycle programme (LSCU, LMCU)

Statistical Observatory of the University of Bologna

The Statistical Observatory was founded in 1997 in order to “provide the university governing bodies with a reliable and timely documentary and monitoring database aiming to promote decision-making processes and planning, particularly of learning activities and other services targeting the student population” (art.1 of the Founding and Operational Regulation). Following the disabling of the Statistical Observatory, as resolved by the Board of Governors on 14 December 2010, from the second semester of academic year 2010-11 the survey and subsequently analysis of the attending students opinion is cared for the University of Bologna by Academic Affairs Division - Quality Assurance Department and Control and Finance Division - Support Planning and Evaluation Department. The overall results and the methods of collection and analysis are described in the document published online on the [Statistical Observatory of the University of Bologna](#).

University DataWarehouse

In information service for the managers of the University of Bologna organisational departments which gathers, integrates and reorganises data from various sources and makes it available for analysis and evaluation for the purposes of planning and decision-making.

Withdrawal

Suspension of studies by students who do not register in the next academic year, or who drop out from the degree programme.