



AREA RELAZIONI INTERNAZIONALI

## CALL FOR APPLICATIONS FOR UNIBO ACTION 1&2 - TOLC

FOR INTERNATIONAL STUDENTS ENROLLING IN  
FIRST AND SINGLE CYCLE DEGREE PROGRAMMES

AT THE ALMA MATER STUDIORUM - UNIVERSITY OF BOLOGNA, FOR A.Y. 2022-23

**DEADLINE: 31 MAY 2022**

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### **ART. 1 - Subject, amount and duration**

In order to encourage international students to enrol in its degree programmes, the University of Bologna has funded:

- 3 study grants worth € 11.059 each (Unibo Action 2)
- full tuition fee waivers for a total amount of € 20.000 (Unibo Action 1). Any remaining budget may be used for granting the tuition fee waivers “Unibo Action 1-SAT) offered by a dedicated call.

The benefits are intended for international students who matriculate in First and Single cycle degree programmes at University of Bologna for A.Y. 2022-23.

International students are all students whose qualifications for admission to the chosen First or Single cycle degree programme were obtained at an institution outside of the Italian education system or at an Italian institute outside Italy<sup>1</sup>, regardless of citizenship.

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<sup>1</sup> <https://italiana.esteri.it/italiana/en/chi-siamo/lista-sedi/?nome-sede=&tipologia-sede=scuole-en>



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Matriculation is understood to mean the first enrolment in the first year of the degree programme. Enrolling in years following the first year, changing from one degree programme to another or transferring from one university to another, is not considered 'matriculation' (art. 4, 13, 14 of the Student Regulations, D.R. 464/2013).

Each Unibo Action 2 study grant is awarded for one academic year only and amounts to a total of €11.059, gross of all charges for the beneficiary's account.

Each Unibo Action 1 waiver is awarded for one academic year only. Students who are awarded the waivers must pay €157,04 in regional taxes, the duty stamp and insurance premium (amount subject to change).

The benefits cannot be awarded to students enrolling in multiple or joint programmes for which tuition fees have to be paid to a partner university, other than the University of Bologna.

The potential renewal of the benefits may only be possible through a specific call for applications.

### **ART. 2 – Incompatibility**

The Unibo Action 2 study grant cannot be combined with:

1. study grants/prizes issued by the University of Bologna for the same purpose (including UNICORE study grants, Unibo for Refugees prizes);
2. study grants issued under Erasmus Mundus Action 1 (now EMJMD);
3. study grants issued by the Regional Authority for the Right to Higher Education (ER.GO), by the Ministry of Foreign Affairs and International Cooperation (MAECI), by the Italian Agency for Development Cooperation (AICS), by the Collegio Superiore in Bologna, by CRUI to beneficiaries of international protection;
4. study grants awarded under international cooperation projects in which the University of Bologna collaborates;
5. study grants issued by foreign governmental bodies or institutions, on the basis of agreements with the University of Bologna, aimed at assisting the enrolment of international students at the University of Bologna.

Unibo Action 2 study grants cannot be combined with Unibo Action 1 tuition fee waivers.

Study grants and tuition fee waivers are compatible with other forms of study support funded by ER.GO (housing services, etc.).



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### **ART. 3 – Admission requirements**

Application is open exclusively to candidates who:

1. possess qualifications valid for admission to the chosen First or Single Cycle degree programme issued by an institution outside of the Italian education system or in an Italian institute outside Italy, after at least two years of attendance. If the qualification for admission is a one-year diploma, the prior qualification will be considered too. Qualifications issued by institutions of the Republic of San Marino do not satisfy this condition. The applicant's citizenship is not considered;
2. meet the admission requirements for the chosen degree programme or will meet such requirements at the time of matriculation;
3. are not current students at the University of Bologna for First, Single or Second Cycle degree programmes. Important! It should be noted that those whose student career (First, Single or Second Cycle degree programme) ended after A.Y. 2020-21 for any reason are considered students. Withdrawals from studies must have been completed (with the duty stamp payment) before the publication of this call;
4. have not already benefited from the Unibo Action 2 study grant or from the Unibo Action 1 waiver;
5. are not 30 years or older as of the deadline of this call.

### **ART. 4 - Award criteria**

These study grants and waivers are awarded on the basis of TOLC test results.

Total scores will be considered; for TOLC tests taken in Italian, the scores of the "English" section are not considered in the total.

The following TOLC tests are accepted: TOLC-I, TOLC-F, TOLC-S, TOLC-B, TOLC-SU, TOLC-AV, TOLC-E, English TOLC-I, English TOLC-F, English TOLC-E.

The TOLC-E and English TOLC-E consist of 36 questions (maximum score is 36), while the other TOLC tests consist of 50 questions (maximum score is 50). The total scores of the TOLC-E and English TOLC-E tests will be made comparable with the total scores of the other TOLC tests by mathematical proportion [total score for rankings = (TOLC-E total score\*50)/36].

The tests must be taken after 31 May 2017, otherwise they won't be considered.

The minimum score required is 10/50 or, only for test TOLC-E and English TOLC-E, 7,2/36.

Candidates holding a score lower than the minimum required will not be admitted to the selection.



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**PLEASE NOTE: for all awardees, payment of the Unibo Action 2 study grant is dependent upon effective admission and matriculation in the chosen degree programme or in another First/Single Cycle degree programme (i.e., candidates must pay the first instalment of the tuition fees before they receive the first instalment of the grant), and the possession of the maintenance requirements established in art. 8.**

### **ART. 5 – Application submission: terms and methods**

Applications must be submitted from **24 February 2022 at 12.00 CET to 31 May 2022 at 12.00 CEST**, exclusively through Studenti Online ([www.studenti.unibo.it](http://www.studenti.unibo.it)).

Anyone wishing to submit an application must:

1. register on [studenti.unibo.it](http://studenti.unibo.it) if not already in possession of a Unibo username and password (institutional credentials). To do so:
  - a. connect to [studenti.unibo.it](http://studenti.unibo.it), access the “Register” section, and register;
  - b. fill in all the mandatory fields (foreign students not in possession of an Italian tax code number should go to the “International students registration” section) and follow the instructions to create a Unibo username and password. Important! The personal details of individuals registering on the site must correspond exactly to those indicated on their passport or identity card;
  - c. following the first access, the PUK code must be replaced with a personal password. It is important to remember and keep your Unibo username and password for the entire duration of your career, as they will be required every time you access your personal profile on [studenti.unibo.it](http://studenti.unibo.it);
2. log in to [studenti.unibo.it](http://studenti.unibo.it), entering your Unibo username and password, and click “Calls”;
3. select “Bando Unibo Azione 1&2 – TOLC/Unibo Action 1&2 - TOLC Call”; only students in possession of the requirements specified in article 3, points 3 and 5 of this call will be able to fill in the application online;
4. check their contact information;
5. enter all required details;
6. upload all required documents in pdf format.

For assistance or guidance when filling in the online application, students can contact the Studenti Online Help Desk, telephone n° +39 0512080301, from Monday to Friday from 09.00 to 13.00 and from 14.00 to 17.00 (CET), or send an e-mail to [help.studentionline@unibo.it](mailto:help.studentionline@unibo.it).



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Important! The application will be deemed valid only if the student completes the above procedure correctly. Applications cannot be submitted on paper, by fax or by e-mail.

**Applicants must attach the following documents to their application, under penalty of nullity:**

1. a copy of their currently valid passport. EU citizens can attach copy of their identity document;
2. TOLC scores ("Tolc Results Certificate"), available in the personal area on the website [tolc.cisiaonline.it](http://tolc.cisiaonline.it). The Result Certificate must include the applicant's personal data, the type of TOLC taken, the score obtained, the identification number and the date of the TOLC;
3. a certificate confirming the qualifications required for admission to the chosen degree programme, and the school report cards of the last two years.

Students who have not completed their qualifications by the application submission deadline may present a certificate of registration to the current school year and the school report cards of the previous school year. The benefits will only be awarded upon completion of the qualification prior to matriculation in A.Y. 2022-23.

All documents presented by applicants must be in Italian, English, French or Spanish.

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

The submission of the translated documents only is not enough; they must always be accompanied by the original documents.

Applications that are not properly filled in or complete with all the required documents will not be accepted.

In this phase, it is not necessary to submit an official (sworn/certified) translation into Italian, or documents confirming the authenticity or concerning the value of the study qualification.

### **ART. 6 – Establishment and approval of the list of applicants, application of preferences in the event of equal evaluations**

Candidate rankings are drawn up by a special board and are approved by decree from the Director. The rankings are organised in decreasing order of points. For equal points, preference will be given to the younger candidate.

According to the order of the ranking, winners will be assigned Unibo Action 2 study grants until all the grants are used up. Next, winners in the subsequent positions will be assigned Unibo Action 1



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tuition fee waivers, until the entire budget established by art. 1 is used up. It is not possible to receive both benefits.

Waivers are awarded for the degree programme chosen by the student on the basis of the maximum tuition fee amounts (“contribuiti omnicomprendivi annuali”).

The rankings will be published on [www.studenti.unibo.it](http://www.studenti.unibo.it)

### **ART. 7 – Acceptance**

Winners will be notified of the awarding of the Unibo Action 2 study grant or the Unibo Action 1 waiver by e-mail.

In order to confirm acceptance of the Unibo Action 2 study grant or the Unibo Action 1 waiver, assignees must send an e-mail to [internationaldesk@unibo.it](mailto:internationaldesk@unibo.it) no later than 10 days from the award notification sending date, under penalty of loss of the grant or waiver.

Awardees must state their full acceptance without reserve of the Unibo Action 2 study grant or the Unibo Action 1 waiver, according to the conditions established in the call for applications. In this statement, they must expressly confirm, under their own full responsibility, that they do not fall within any of the conditions of incompatibility established in article 2 of this call for applications. They shall also notify the university of any changes to the declared information which may arise during the year.

### **ART. 8 – Unibo Action 2 study grants: payment methods and maintenance requirements**

Study grants will be paid in 3 instalments. Payment procedures will start in October\* (or upon completion of the student’s matriculation, whichever is later), March and July and they will last 60 days.

**The payment of the first instalment**, of €3.500 (gross of all charges for the beneficiary's account), is dependent on the student’s effective admission and matriculation in the chosen degree programme, or in another First/Single Cycle degree programme. It is also subject to the delivery of the specific forms, duly filled in, provided to the student by the International Desk. In order to be admitted and to matriculate, the student must comply with applicable provisions and deadlines, including the enrolment regulations established by the Memorandum issued by the Ministry for Universities and Research concerning foreign students’ access to university degree programmes.

**The payment of the second instalment** of €3.500 (gross of all fees to be paid by the beneficiary), is subject to the acquisition of the credits listed in the following table, by **20 February 2023**:



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First enrolment A.Y.	CFU (ECTS) number for 1 <sup>st</sup> Cycle D.P.	CFU (ECTS) number for Single Cycle D.P.
2022-23	10	10
2021-22*	60	60
2020-21*	110	110

(\*) reference A.Y. in case of a shortened programme (abbreviazione di corso).

**The payment of the third instalment** of €4.059 (gross of all fees to be paid by the beneficiary), is subject to the acquisition of the credits listed in the following table, by **15 July 2023**:

First enrolment A.Y.	CFU (ECTS) number for 1 <sup>st</sup> Cycle D.P.	CFU (ECTS) number for Single Cycle D.P.
2022-23	40	40
2021-22*	90	90
2020-21*	140 or graduation within the A.Y.	140

(\*) reference A.Y. in case of shortened programme (abbreviazione di corso)

Students who have not met the requirements to obtain the payment of the second instalment by 20 February 2023, but who meet the requirements for the payment of the third instalment, shall also receive the second instalment. The payment procedure will start in July.

Credits accrued during A.Y. 2022-23 must be earned at the University of Bologna (art. 16 University teaching regulations) or at other universities, within University of Bologna mobility programmes, and must be recognized. Payment procedures will start only after the completion of credit recognition processes.

In case of matriculation in a shortened programme (abbreviazione di corso), credits accrued previously are taken into account only if recognized under the present call for application; the A.Y. of first enrolment will be calculated according to the year of enrolment during A.Y. 2022-23.

Unrecognized credits accrued in single course units, credits related to additional learning requirements (OFA), credits accrued attending Italian Language Courses at the University Language Centre (CLA) or any other credits which cannot be applied to the qualification will not be taken into account.

Study grants are paid via bank transfer to an Italian bank account or prepaid credit card with an IBAN registered or co-registered to the student-beneficiary.



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### **ART. 9 - Unibo Action 1 tuition fee waivers: allocation methods**

Waivers are awarded for the degree programme selected by the student and specified in the application.

If the candidate changes his/her degree programme upon matriculation, the waiver will remain unchanged (i.e., the same as the tuition established for the degree programme specified in the application). The candidate will be bound to pay the difference if tuition fees for the degree programme chosen upon matriculation are higher. Candidates may be awarded the full tuition waiver if the budget is available. Budget availability will be checked after 30 November 2022.

The International Desk must be notified of any degree programme changes via e-mail ([internationaldesk@unibo.it](mailto:internationaldesk@unibo.it)) by 30 November 2022.

Tuition fee amounts can be found on the website: [www.unibo.it/tuitionfees](http://www.unibo.it/tuitionfees)

### **ART. 10 – Withdrawal**

Applicants may withdraw by sending an e-mail to [internationaldesk@unibo.it](mailto:internationaldesk@unibo.it).

In case of withdrawals received by 15 July 2022, newly-available grants and waivers will be allocated to the next suitable candidates in the ranking. The acceptance of a Unibo Action 2 study grant by winners who were already awarded a Unibo Action 1 tuition fee waiver shall imply automatic withdrawal of the waiver.

### **ART. 11 – Information notice concerning data processing**

Personal data collected are processed as described in the “Informativa per i partecipanti a concorsi e selezioni banditi dall’Ateneo” available (in Italian) at: [www.unibo.it/privacy](http://www.unibo.it/privacy)

The information is published in compliance with artt. 13 and 14 of Regulation (EU) 2016/679 (GDPR).

The Administration reserves the right to verify the truth of the information provided. Without prejudice to the penal sanctions of article 76 of Italian Presidential Decree no. 445/2000, in the event of fraudulent information being discovered as a result of such verification the applicant will forfeit the right to the benefit.

### **International Desk**

For information please contact the International Desk of the Alma Mater Studiorum – University of Bologna, Via Filippo Re 4, 40126 Bologna





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Tel. +39 051 2082550

E-mail: [internationaldesk@unibo.it](mailto:internationaldesk@unibo.it)

Times and methods of opening to the public: [www.unibo.it/ContactsForInternationalStudents](http://www.unibo.it/ContactsForInternationalStudents)

The procedure manager is Paola Candotti – Settore Sportello Utenti Internazionali, Via Filippo Re 4, 40126 Bologna.

### **Language**

The English version of the call has been drafted exclusively for publicity purposes. For call implementation, dispute resolution and for all legal purposes, only the Italian version is valid.

For reasons related to the Covid-19 health emergency or for consequent new provisions on enrolment procedures in the A.Y. 2022-23, this call may be subject to changes, which will be approved by decree from the Director.

Bologna, 22 February 2022

Digitally signed by the  
HEAD OF THE INTERNATIONAL RELATIONS DIVISION  
Giovanna Filippini