**PROFESSIONAL MASTER’S PROGRAMME DATA SHEET**

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| **Title** | Insert Professional Master’s Programme title |  |
| **BIC/SWIFT** |  |  |
| **Level** | 1st or 2nd level |  |
| **Director** |  |  |
| **Disciplinary area** | Medicine / Social, Economics, Law / Humanities / Science and Technology |  |
| **Professional Master’s Programme description:**  **outcomes/targets** | Pursuant to Decree no. 270 of 22 October 2004 of the Ministry of Education, University and Research, for academic year 2024/2025, Alma Mater Studiorum – Università di Bologna, Administrative office of Bologna, will run a …-level Professional Master’s Programme in “………………………”.  The Professional Master’s Programme has been set up on the proposal of the Department of ……………………… and in cooperation with ……………………….  The Professional Master’s Programme aims to: |  |
| **Qualifications required for admission** | Indicate the first cycle and second cycle/single cycle degree programme classes |  |
| **Other admission requirements (registration with a professional register, specialisation school, other qualifications, English proficiency, work experience, etc.)** |  |  |
| **Course structure diagram** | Course units, subject groups and CFUs, at least professors in charge  *(to be completed according to the following example: Nutritional anthropology – Subject group: BIO/08 – Professor in charge: Name and Surname)* |  |
| **Closing date for applications (to register for selection)** | Insert closing date for applications |  |
| **Selection method** | Selection based on qualifications / Selection based on qualifications and interview / Selection based on qualifications, written test and interview.  Minimum and maximum score  Criteria in the event of a tie (e.g. in the event of a tie, preference will be given to the youngest candidate, etc.) |  |
| **Selection date** | Insert selection date (if applicable) |  |
| **Ranking list publication date** | Insert enrolment start date  The ranking lists may be viewed on [Studenti Online](https://studenti.unibo.it/sol/welcome.htm) using your username and password |  |
| **Enrolment period** | From the enrolment start date to the enrolment end date |  |
| **Available places** | Insert minimum and maximum number |  |
| **Fees** | Selection procedure participation fee: € 60,00 (non-refundable fee for administrative services, Art. 1 of the Call for Applications)  Total fee in figures (in words): first instalment in figures (in words) (to be paid by the enrolment end date); second instalment in figures (in words) (to be paid by the date prescribed by the Ufficio Master) |  |
| **Places in excess of the maximum number reserved for students with a certified legal disability of 66% or more or with a certification under Law 104/92 (optional, at the director’s discretion)** | Professional Master’s Programmes do not entitle to exemption from tuition fees (Legislative Decree 68/2012, Article 9, paragraph 8). However, as per the applicable Guidelines and in accordance with the Professional Master’s Programme director, subject to passing the selection, the enrolment of one or two students with a certified legal disability of 66% or more or with a certification under Law 104/92 will be permitted in excess of the maximum number. Such student(s) will be exempted from paying tuition fees, net of any fixed costs and of the selection procedure participation fee. **.**  In order to apply for a reserved place, an express request to that effect must be submitted by the closing date for applications, in the form of a self-certificate accompanied by the legal disability certificate issued by INPS, to be attached to the application.  The benefit will only be recognised to the student that submitted all the appropriate documentation and scored better than any other applicants requesting the same benefit.  No. 0/1/2 places for students in excess of the maximum number are provided, subject to passing the selection. Such students will be exempted from paying tuition fees, net of any fixed costs and of the selection procedure participation fee. |  |
| **Places reserved for professional staff and foreign language instructors of the University of Bologna (part-time Professional Master’s Programmes only)** | On part-time Professional Master’s Programmes only, two places in excess of the maximum number are reserved for professional staff and foreign language instructors of the University of Bologna. Such students will be exempted from paying tuition fees, net of any fixed costs. Preferably before registering for selection, please complete the form available on the intranet page [Measures for participation of professional staff and foreign language instructors in postgraduate programmes recognised by the University of Bologna](https://intranet.unibo.it/risorseumane/web4/Pagine/TACELPartecipazioneIniziativeAltaFormazione.aspx?menu=2076). APOS will inform the applicants directly of the outcome of their request.  For further information, please contact [apos.master-ta@unibo.it](mailto:apos.master-ta@unibo.it) |  |
| **Reserved seats for the Almae Matris Alumni Association** | There will be 1 or 2 excess places, with reduced fees (20% less than the registration fee) for Alumni (i.e. former students of the Alma Mater Studiorum) registered with the Almae Matris Alumni Association |  |
| **Auditors (if applicable)** | Participation is open to auditors, up to 20% of enrolled students, in accordance with Art. 8 of the Call for Applications.  Interested persons must indicate their willingness directly to the Professional Master's Programme secretariat by the registration deadline. Acceptance of the request will be notified by... **(indicate date**)  The attendance fee for auditors is € … (to be paid in a single instalment upon registration). Auditors do not sit the final exam, have no attendance obligation, are not required to do an internship or prepare project work, do not earn CFUs and are not awarded the Professional Master’s qualification in ………………. The Secretariat will issue a certificate of attendance stating the number of hours completed by each auditor. |  |
| **Administrative office** | Bologna |  |
| **Place of teaching** | Indicate the place of teaching (Bologna, Cesena, Forlì, Ravenna, Rimini, Buenos Aires) |  |
| **Language** | Italian/English/Spanish |  |
| **Duration** | One year or two years if part time |  |
| **University educational credits (CFUs)** | 60 |  |
| **Mandatory attendance** | Indicate the required attendance percentage |  |
| **Teaching mode** | Indicate the teaching mode: in person, blended (both in person and remote) or e-learning (asynchronous mode), preferably with the corresponding percentage or number of hours |  |
| **Internship or project work and final examination** | Indicate the number of hours and CFUs reserved for internship (project work and brief description of the activities to be carried out) |  |
| **Class start date and teaching calendar information** | Class start date, time commitment  (*e.g.: 1 week-end per month from January to April; 5 days per week for 6 weeks from January to May; etc.)*  - link to the website, if any |  |
| **Other information** |  |  |
| **For administrative information** | Please contact the Ufficio Master at master@unibo.it |  |
| **For scientific and teaching information** | Insert contact details of the Secretariat, contact person, email, telephone number |  |