



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA
CAMPUS DI FORLÌ

Admission procedure for the Master of Arts in
"INTERDISCIPLINARY RESEARCH AND STUDIES ON EASTERN EUROPE" (MIREES)

SECOND CYCLE DEGREE of the
School of Political Sciences – Forlì Campus, University of Bologna

in agreement with

Vytautas Magnus University at Kaunas

Corvinus University of Budapest

Saint Petersburg State University

Entry for the academic year 2014/2015

FIRST PART ADMISSION PROCESS

1. 1 – General description

The School of Political Sciences – Forlì Campus, University of Bologna, in conformity with the Italian Law D.M. 270/04, is launching, for the academic year 2014/2015, the Laurea magistrale in **"Interdisciplinary Research and Studies on Eastern Europe" (MIREES), class LM-52 – International relations**, in agreement with Vytautas Magnus University at Kaunas, Corvinus University of Budapest and Saint Petersburg State University ¹.

AT THE END OF THE DEGREE PROGRAMME, STUDENTS WILL OBTAIN A SECOND CYCLE JOINT DEGREE, NAMED, ON AN AGREEMENT BASIS, **MASTER OF ARTS IN "INTERDISCIPLINARY RESEARCH AND STUDIES ON EASTERN EUROPE"**, VALID AS LAUREA MAGISTRALE IN INTERDISCIPLINARY RESEARCH AND STUDIES ON EASTERN EUROPE, LM-52 IN ITALY, MASTER OF POLITICAL SCIENCE IN LITHUANIA, MASTER OF ARTS IN INTERNATIONAL STUDIES IN HUNGARY.

MIREES is an innovative graduate program, unique in Italy and Europe, devoted to students that have a BA background in Economics, Politics, International Relations, History, Agricultural or Cultural studies at large, and would like to acquire a specialized, in-depth knowledge of the Post-socialist Countries in transition, the new EU member States after the Enlargements from 2004 onwards, as well as the New East-European Neighbor Countries.

MIREES combines an academic approach with professional training, forging potential insightful consultants, analysts, managers and journalists as Area Experts for international agencies, public administrations, private and public companies, and NGOs, while also offering a solid basis for further academic studies at the PhD level.

MIREES lasts two years and will be divided in four semesters. The students will be given a total of 120 ECTS credits.

Lectures in the first and second semester are held entirely in English. Lectures in the third term may be delivered either in English or in the language of the partner University.

Attendance at lectures, seminars and conferences is compulsory.

Each student must spend the third semester at a Partner University of the Consortium and must obtain the foreseen credits. The student mobility can be carried out also at an associated partner University, on the basis of separate specific agreements, including the University of Ljubljana and the University of Zagreb.

The MIREES mobility is ensured by the programmes Erasmus +, Erasmus Mundus Action 2, MIREES Mobility Scheme and bilateral agreements of partnership signed by the University of Bologna.

All students obtain mobility contributions from Erasmus+, Erasmus Mundus Action 2 or MIREES that provide support for periods of study abroad.

The learning outcomes and professional profile are described in detail at www.mirees.unibo.it (see sections "Presentation" and "Prospects").

1.2 - Admission requirements

For admission to the Master of Arts in *"Interdisciplinary Research and Studies on Eastern Europe"* students must have:

1) an **admission qualification**, that is a First Cycle Degree (or a certificate of study obtained abroad and recognised as being suitable);

2) the following **curricular requirements**:

- a First Cycle Degree (or a certificate of study obtained abroad and recognised as being suitable), in one of the following disciplinary fields: Law, Economics, Social Sciences (Political science, Sociology, Political

¹ The call is conditional on the positive conclusion of the accreditation process at the Italian Ministry of Education, University and Research for the academic year 2014/2015. Please note that candidates will immediately be informed about any changes, due to the University of Bologna's on-going approval procedures.

Geography, Demography, Gender Studies, Psychology, Anthropology), Humanities (History, Philosophy, Literature, Language Studies, Cultural studies) and Agriculture;

- a knowledge of English language of at least B2 Level, according the Common European Framework of Reference for Languages (TOEFL computer-based of at least 213 points or TOEFL paper-based of at least 550 points or TOEFL Internet-based of at least 79 points; IELTS of at least 6.0 points; FCE – B; a B2 level certificate in English released by a University Language Centre);

- essential computer science skills.

If the aforementioned curricular requirements are missing, the admission to MIREES is subject to a preliminary assessment by a Commission, appointed by the Council of the School of Political Sciences, on the proposal of the International Academic Board. The Commission will ascertain these entry requirements, on the basis of the candidate's curriculum vitae ac studiorum and, if necessary, by means of interview, also by phone or via Skype.

The Secretariat of the School of Political Sciences of the Forlì Campus will contact the candidate by e-mail in order to arrange, if necessary, the interview date, which in any case will take place within the scheduled date for the candidates' selection.

3) the **assessment of a suitable personal preparation**, on the basis of the documents submitted by the candidates and listed below, at paragraph 1.3, to attend the Master of Arts in *Interdisciplinary research and studies on Eastern Europe* profitably it is necessary to have acquired a suitable personal preparation in either Law, Economics, Social Sciences (Political science, Sociology, Political Geography, Demography, Gender Studies, Psychology, Anthropology), Humanities (History, Philosophy, Literature, Language Studies, Cultural studies) and Agriculture, both European and international, and also in recent political and economic events in the European and international contexts, usually supplied by a First Cycle Degree (BA).

Two evaluation sessions are scheduled:

- the **first evaluation session**, with deadline **May 19th 2014** for applying and submitting documents, open to all candidates (EU students and non-EU students with equivalent status; non-EU students residing abroad);

-the **second evaluation session**, with deadline **September 19th 2014** for applying and submitting documents, normally for EU students and non-EU students with equivalent status.

EU students and non-EU students with equivalent status can participate in both sessions: however, candidates participating in the first evaluation session and getting a negative result will not be able to participate in the second one.

Besides, while **EU candidates and non-EU candidates with equivalent status**, provided they have the entry requirements and a satisfactory personal preparation, can be admitted to MIREES **without any numerical restriction, no more than 47 non-EU candidates residing abroad (2 of which are reserved for candidates from the People's Republic of China, belonging to the Marco Polo Project)**, who have the entry requirements and a satisfactory personal preparation, will be admitted to MIREES (for a possible **clearing procedure** for non-EU candidates residing abroad see further information below, at paragraphs 1.4 and 2.1).

For the purposes of the admission procedure to MIREES, **the following non-EU citizens have equivalent status to EU citizens:**

- citizens of Norway, Iceland, Liechtenstein, Switzerland and San Marino;
- non-EU citizens holding a “residence card” (“carta di soggiorno”) or an EC long-term residence permit or a permit to stay for reasons of work (either employed or self-employed), for family reasons, for political asylum, for humanitarian asylum or for religious reasons;
- non-EU citizens who have been legally residing for at least one year in possession of a degree obtained in Italy;
- non-EU citizens that are holders of diplomas from Italian schools abroad or foreign or international schools, working in Italy or abroad, subject to bilateral agreements or special regulations for the recognition of degrees and that satisfy the general conditions required for the entry for study;
- refugees and beneficiaries of subsidiary protection status;
- the staff of foreign diplomatic authorities and of international organisations located in Italy – accredited with the Italian Government or the Holy See – together with their dependant relatives, limited to spouses and children;

- candidates holding a valid permit of stay for study reasons who have already enrolled in a degree course of this or other universities, provided that they have been regularly residing in Italy for at least one year.

For admission to MIREES **non-EU citizens residing abroad** will have to comply with the terms and procedures indicated here below at paragraph **1.3**; moreover, they will have to respect the **rules to enrol in Italian Universities**. Particularly, they are required to promptly contact the Italian Embassy-Consulate in the student's country of residence for information about the procedures and deadlines for submitting the compulsory **PRE-ENROLMENT APPLICATION** and, upon completion of the pre-enrolment process, for obtaining a valid Italian visa for study reasons. The regulations for admission are annually established by the Italian Ministry of Education, University and Research and can be found on the website of the Ministry <http://www.studiare-in-italia.it/studentistranieri/> . For more information in English please visit the following website: <http://www.eng.unibo.it/PortaleEn/Students/International+Students/default.htm>

1.3 – On-line application procedure and documents requested for the application

In order to participate in the procedure for the assessment of a suitable personal preparation, respectively

by the deadline of May 19th 2014 for the first evaluation session,

starting from May 20th 2014 and by the deadline of September 19th 2014 for the second evaluation session,

the candidates have to **apply for the assessment** in accordance with the following procedure consisting in two steps:

First step (only if the candidate does not hold the institutional user ID and password of the University of Bologna)

1. **Connect** to **Studenti Online** on the website www.studenti.unibo.it in order to receive the institutional user ID and password by clicking on “Se non sei ancora registrato vai qui”;
2. **Register** by providing all required information. Non-Italian students who do not hold an Italian Tax ID (codice fiscale) can click on “International students registration” and follow the instructions for the creation of institutional User ID and Password;
3. **After your first access** it is necessary to change the password. It is important to keep in mind one's User ID and Password as they will be always requested to access the personal profile.

Second step

- 1) connect to **Studenti Online** on the website www.studenti.unibo.it by inserting your User ID and Password (see First step);
- 2) click on “Entrance exams!” button;
- 3) select “Second cycle degree programme” and click “next”;
- 4) select “Interdisciplinary Research and Studies on Eastern Europe” and click “next”;
- 5) download/print the application form;
- 6) download/print the study programme proposal;
- 7) attach the following documents in pdf format to the on-line application:
 - a) **Completed application form, including a motivation letter.**
 - b) **Completed study programme proposal.**
 - c) **Graduation certificate and list of exams passed with respective results:**

in case of admission qualification / First Cycle Degree obtained from an Italian university, it is necessary to upload the **self-certificate of the Degree and of the list of the exams passed with results**; forms for self-certification are available on the website www.mirees.unibo.it; applicants holding a degree from the University of Bologna can upload either the request charging the Secretariat with providing the required information or the self-certificate available from the **Studenti Online** service;

in case of an admission qualification / First Cycle Degree obtained abroad, it is necessary to upload **the graduation certificate, with the full transcript of all exams passed with results, issued and certified by the University** where the degree was obtained (only EU citizens can upload a graduation self-certificate with the list of the exams passed).

In the event the required documents are not written in English or Italian, they shall be accompanied by a translation into English written on unstamped paper. The translation can be done by the applicants themselves.

STUDENTS WHO HAVE NOT COMPLETED THEIR FIRST CYCLE/BA/OR EQUIVALENT DEGREE, ARE ALSO ADMITTED FOR APPLICATION; IN CASE OF POSITIVE ASSESSMENT OF THE SUBMITTED DOCUMENTS, CANDIDATES WILL BE ABLE TO ENROL TO MIREES, IF THEY OBTAIN THE REQUESTED DEGREE WITHIN THE DEADLINE FOR ENROLMENT.

d) Detailed English-written curriculum vitae ac studiorum (CV).

The applicants' qualifications shall be specified in the CV. Recognized qualifications are: publications (e.g. articles, essays, books, etc.); academic honours, scholarships, fellowships, grants; references of professional experiences at institutions/organizations/offices and the like in the field of international relations. Please note: publications, if any, can be uploaded.

e) English language attestation of at least B2 level. Applicants must upload one of the following certificates:

- o TOEFL - computer-based – of at least 213 points
- o TOEFL - paper-based - of at least 550 points
- o TOEFL - Internet-based – of at least 79 points
- o IELTS - of at least 6.0 points
- o FCE – B
- o a B2 level certificate in English released by a University Language Centre (or the candidate's self-certification, in case of attestations obtained from Italian State Universities).

English mother-tongue applicants or those who have obtained a degree from an English language university are not required to submit the above-mentioned certificates: in these cases the applicant will upload the relevant statement.

f) Attestation of essential computer science skills.

g) and h) Two letters of introduction written in English by academics or, if the applicant belongs to an institution, by the institution's managers.

i) Copy of a valid ID or passport, printed on both sides.

j) Copy of a valid permit of stay, in case the candidate already has it (for NON-EU citizens).

For assistance with the completion of the on-line application procedure, candidates can seek help at the contact points indicated on the [Studenti Online](#) service.

Applications that are not accompanied by all the compulsory documents or received after the closing date will not be considered under any circumstances.

1.4 – Assessment results

The assessment of a suitable personal preparation, on the basis of the documents submitted by the candidates, will be carried out by a joint international Examining Board, appointed by the School of Political Sciences, on the proposal of the partner Universities.

Admission to MIREES will depend on the positive assessment of the documents sent by all EU and non-EU candidates.

Candidates who do not fulfil the admission requirements, indicated at paragraph 1.2, will not be admitted to MIREES.

Assessment results will be expressed as a sum of the points obtained. The maximum score is 100 points and the minimum score to be accepted to MIREES is 60 out of 100.

Applications will be evaluated as follows:

- 1) academic curriculum (the marks/grades obtained for the Degree, together with the length of the degree, the number and relevance of obtained degrees, reference letters): up to 60 points;
- 2) relationship of the Degree to MIREES learning objectives and professional profile: up to 20 points;
- 3) the motivation letter included in the application form (quality of its content): up to 20 points.

In the case of the reserved number of positions for non-EU candidates residing abroad, the Examining Board will draw a final ranking and candidates with positive evaluation will be allowed to enrol, according to the final ranking, within the available positions.

In the case of candidates with equivalent score, the priority will be given to the candidate who obtained the highest score for the assessment of the academic curriculum. If, after this assessment, candidates will still have an equivalent score, the priority will be given to the youngest.

The President of the Examining Board will supervise and monitor the assessment process and will communicate to the applicants the results of the assessment of their personal preparation by e-mail:

by, and no later than June, 6th 2014, for the first evaluation session,

by, and no later than September 27th 2014, for the second evaluation session.

The **assessment results** will be posted, as the only legal representation, on the website www.studenti.unibo.it (accessible by using User ID and Password).

Results can be also viewed at the Student Registry Office / *Segreteria Studenti* of Forlì Campus, Padiglione Melandri, Piazzale Solieri 1, Forlì.

For non EU candidates residing abroad, if there are more than 47 candidates who are evaluated positively for the 47 places available (2 of which are reserved for students from the People's Republic of China, belonging to the Marco Polo Project), and if these 47 places are not all covered by the deadline of September 1st 2014, there will follow **a clearing procedure** which will end **no later than October 17th 2014**. The president of the Examining Board will then proceed to admit the next candidates on the waiting list and inform them by e-mail of the deadlines for payment of the first enrolment fee, according the same procedure mentioned at par. **2.1**.

SECOND PART ENROLMENT PROCEDURE

2.1 - First payment of the annual tuition fee and submitting of the enrolment form

By September 1st 2014, for the first evaluation session,

By October 17th 2014, for the second evaluation session,

in order to complete the enrolment process, the admitted candidates should:

- **Connect to Studenti Online** on the website www.studenti.unibo.it, by using the User ID and password received for the on-line application procedure.
- **Fill out on-line, print and sign the enrolment form**, containing personal data, degree self-certification and declaration that the applicant is aware of the penalties established in art. 496 of the Italian penal code regarding false declarations and as a consequence will automatically lose the right to enrol and the right to transfer and the benefits eventually obtained, without the right to any reimbursement of the payments made.

For assistance with the on-line procedure, candidates can seek help at the contact points indicated on the website Studenti Online service.

- **Pay the first instalment or the whole amount of the annual tuition fee** (at present, the estimated amount of the annual tuition fee is € 4.366, which can be paid in three instalments, or in one single

payment of € 4.279²), through the payments methods indicated at www.studenti.unibo.it (please note that other methods are not accepted).

- **Submit or send (by mail) to the Student Registry Office / *Segreteria studenti* of Forlì Campus - Padiglione Melandri, Piazzale Solieri 1, 47121 Forlì, the following documents:**

- paper copy of the completed on-line enrolment form;
- one passport-format photo; the photocopy (front-back) and exhibition of an identity document or other valid identification document; in alternative, n. 1 passport-format photo authenticated by the relevant Italian Diplomatic Authority for non Italian candidates;

- **only for non-EU citizens:** a photocopy (front-back) of a valid Permit of Stay ('permesso di soggiorno', that is a temporary residence permit) / Residence Card ('carta di soggiorno') or the receipt issued by the Post Office confirming that a permit of stay has been applied for; the completion of the enrolment procedure is conditional on the submission of the permit of stay;

- **only for students with foreign degrees:** the original degree certificate (or an authenticated copy), specifying all the exams passed and the respective results, issued by the foreign University that awarded the degree, accompanied by an official translation into Italian, legalization and the statement of validity ('dichiarazione di valore') of the degree, provided by the Italian diplomatic/consulate representative having territorial jurisdiction.

Students that live in Italy can have recourse to the *Tribunale di zona* (the local court of law) for the official translation of their degree into Italian, or to authorized tribunal translators, or to the diplomatic authority in Italy of the foreign country where the degree was awarded. Translations into Italian made abroad by local translator have to be certified by the Italian representative having jurisdiction.

Italian and EU candidates can present the signed statement substituting the degree certificate, but they cannot self-certify the validity of degrees obtained abroad, which must be certified by the Italian diplomatic authorities of the country where the degree was issued. That document ('dichiarazione di valore') must be enclosed when applying for enrolment.

Instead of the above mentioned official translation, legalization and statement of validity of foreign degrees and the full transcript of all exams passed, candidates can submit to the Student Registry Office the original Diploma Supplement issued by the University where the degree was obtained.

Enrolment documents can also be sent by fax (n. +39 0543 374888) to the Student Registry Office / *Segreteria Studenti* of Forlì Campus, except for passport-format photo and the statement of validity or the Diploma Supplement, if due, to be submitted in original.

Only for the first evaluation session, after the deadline of **September 1st 2014** and by, and **no later than October 17th 2014**, admitted candidates can still enrol with the payment of an extra charge (except for non EU candidates residing abroad, in case the clearing procedure is necessary: if the number of non EU students residing abroad is higher than the number of places available, the admitted candidates can only enrol by September 1st 2014).

GENERAL PRECAUTIONS

- Admitted candidates, if Erasmus Mundus Action 2 or Collegio Superiore or Mae scholars or the Fee waivers (UNIBO action 1) beneficiaries, have to contact directly the Student Registry Office of Forlì Campus, in order to complete the enrolment process, as they have to pay a reduced tuition fee or no fee at all.
- Admitted candidates that do not pay the first instalment or the whole amount of the annual tuition fee by their deadline for the payment, **waive their right to enrolment, regardless of the circumstances that caused the delay.**

² The sums indicated are mere estimates and the e-mail confirming students' admission and the website www.unibo.it will indicate the final amounts.

- Amounts and due dates for the second and third instalments of the annual tuition fee (unless the candidate chooses to pay through one instalment) together with the payments methods will be published on the website of the University of Bologna at: www.unibo.it
- Admitted candidates who are enrolled in another *Laurea* or *Laurea Magistrale* at another Italian University or enrolled in another *Laurea* or *Laurea magistrale* in the University of Bologna may find general instructions about transfer procedure at the following links:
<http://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/trasferirsi-alluniversita-di-bologna>
<http://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/cambiare-corso-di-studio-interno-universita-di-bologna> .

For further information and problems, please contact the Student Registry Office / *Segreteria Studenti* of Forlì Campus.

2.2 - Permit of stay

As already specified in paragraph 1.2, non-EU admitted candidates residing abroad, within the deadlines established every year, have to apply to the Italian diplomatic representative in their country for a pre-enrolment request and to obtain the entry visa to study in Italy and to enrol in MIREES programme.

Within 8 days from their arrival in Italy, those students have to request the permit of stay for study reasons at the Questura (Police Headquarters) of the town where they decide to live. The application for requesting a permit of stay can be submitted at the Post Office, by using the relevant forms.

For assistance in preparing the application for residence permit, candidates may contact **Centro Servizi per l'integrazione nel Comprensorio Forlivese**, Piazzetta San Crispino 1, Forlì; tel. 0543.712818; fax 0543.712817; e-mail centrostranieri.fo@comune.forli.fc.it

Students are requested to submit a copy of the receipt of this application and later, once the document has been obtained, a copy of the permit itself to the Student Registry Office / *Segreteria Studenti* of Forlì Campus during all the registration period to MIREES. In fact, if the student career database system isn't continuously updated with the record of a valid permit of stay (until its expiry date) or receipt of the renewal application (covering the enrolment for 5 months), it is not possible for students to complete enrolment to the first and second year of course, to print study certificates and to register examinations.

2.3 – Scholarships; Fee waivers; Collegio Superiore

Available scholarship might be offered by University of Bologna for study grant, full exemption from fees or fee reduction, considering academic merit and personal income; for annual terms and conditions for grant applications students may link to the ER-GO website: www.er-go.it (with available information also in English).

Information on available scholarships, loans and other forms of financial aid for students can be consulted at:

<http://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/studenti-internazionali-ammissioni-e-borse-di-studio>

<http://www.eng.unibo.it/PortaleEn/vademecum/InternationalStudentsAdmissionsStudyGrants2014.htm>

<http://www.unibo.it/it/servizi-e-opportunita/borse-di-studio-e-agevolazioni/borse-di-studio-esoneri-premi-e-incentivi?target=futuri-studenti>

The University of Bologna offers study grants for international students enrolling to a master programme (UNIBO Action 2) according to the score of the GRE test (presentation of applications: by 31st March 2014).

The University of Bologna will assign **some Fee Waivers** to students who enrol in the 1st year of the Master of Arts in Interdisciplinary Research and Studies on Eastern Europe (MIREES), academic year 2014/2015 (UNIBO action 1). The number and the amount of exemptions as well as the requirements and procedures for the assignment of fee waivers will be published on the degree programme website www.mirees.unibo.it.

The Collegio Superiore of the University of Bologna (website: www.collegio.unibo.it) will publish in the next months a call, with an on-line admission test, reserved to students admitted to international Degree courses of the University of Bologna, such as the MIREES programme.

2.4 - Entry Test

All admitted applicants are required to sit the scheduled entry test at the beginning of October 2014, in a place yet to be decided. The entry test is aimed at evaluating the students' knowledge in the single disciplines. The students will be informed of the precise date, place, and other details by the MIREES Secretariat by e-mail.

Note

According to the Italian Law D. Lgs. N. 196/2003 (Personal data protection code), applicants are informed that the Data controller is Alma Mater Studiorum – Università di Bologna, Via Zamboni 33, 40126, Bologna.

The personal data produced by the applicants will only be processed for the institutional purposes of the University of Bologna, in compliance with the relevant legislation and regulations.

In relation to the aforementioned data processing, applicants may exercise the rights stipulated in article 7 of the Italian Law D. Lgs. N. 196/2003.

TABLE OF DEADLINES

FIRST EVALUATION SESSION	
Application on-line and submission of documents for the assessment of preparation	May 19 th 2014
Assessment results	June 6 th 2014
First instalment of tuition fee and delivery of enrolment form	September 1 st 2014
Deadline for delayed enrolment (with extra charge) / transfer from another first o second cycle Degree course of an Italian University or of the University of Bologna / clearing procedure for non EU students residing abroad	October 17 th 2014
SECOND EVALUATION SESSION	
Application on-line and submission of documents for the assessment of preparation	September 19 th 2014
Assessment results	September 27 th 2014
First instalment of tuition fee and delivery of enrolment form / transfer from another first o second cycle Degree course of an Italian University or of the University of Bologna	October 17 th 2014

Administrator of the enrolment procedure on behalf of the Registrar of Forlì Campus is the Person in Charge of the Student Registry Office, dott.ssa Patrizia Ussani, tel. +39 0543 374815.

Forlì, January 31st 2014

THE MANAGING DIRECTOR

Dott.ssa Elisabetta De Toma

School of Political Sciences – Forlì Campus and Mirees Secretariat (Segreteria didattica MIREES): Via G. Della Torre 1, 47121 Forlì – tel. +39 0543 374149 (dott.ssa Elisa Landi) – fax +39 0543 374119 - e-mail elisa.landi3@unibo.it ; MIREES website www.mirees.unibo.it ;

Mirees Secretariat Opening Hours: Tue Thu Fri 9.00-12.00; Mon Wed 9.00-12.00 and 14.00-16.00

International relations office (URI - Ufficio Relazioni Internazionali): Forlì Campus – Padiglione Melandri, Piazzale Solieri 1, 47121 Forlì; tel. +39 0543 374847; fax +39 0543 374801; e-mail campusforli.uri@unibo.it; website <http://www.unibo.it/it/campus-forli/servizi-di-campus/ufficio-relazioni-internazionali-uri>

Opening Hours: Mon Fri 9.00-11.15; Tue 9.00-11.15 and 14.30-15.30; Wed 9.00-12.00; Thu 14.30-15.30

Student Registry Office (Segreteria studenti): Forlì Campus – Padiglione Melandri, Piazzale Solieri 1, 47121 Forlì; tel. +39 0543 374809; fax +39 0543 374888; e-mail segforli@unibo.it ;

website <http://www.unibo.it/it/campus-forli/servizi-di-campus/segreteria-studenti>

Opening Hours: Mon Fri 9.00-11.15; Tue 9.00-11.15 and 14.30-15.30; Wed 9.00-12.00; Thu 14.30-15.30

Public Relations Office (URP - Ufficio relazioni con il pubblico): Forlì Campus – Padiglione Melandri, Piazzale Solieri 1, 47121 Forlì; tel. +39 0543 374800; fax +39 0543 374801; e-mail urp.forli@unibo.it;

website <http://www.unibo.it/it/campus-forli/servizi-di-campus/ufficio-relazioni-con-il-pubblico-urp>

Opening Hours: Mon Wed Fri 9.00-12.00; Tue 9.00-12.00 and 14.30-17.00; Thu 14.30-17.00

CLA - Language Centre of the University of Bologna, Forlì Campus (Centro Linguistico di Ateneo, Sede di Forlì): Viale Marconi 7, 47122 Forlì; tel. +39 0543 374350; fax +39 0543 374352; e-mail cla.fo-segreteria@unibo.it; website www.cliro.unibo.it

Opening Hours: Mon Wed Fri 9.00-13.00; Tue Thu 9.00-13.00 and 14.00-15.00 **(CLA organises Italian language courses for international students enrolled at the University of Bologna; they can usually attend one free course in the first semester of their first year)**