



UNIVERSITÀ
DEGLI STUDI
FIRENZE



AREA
SERVIZI ALLA DIDATTICA

CALL FOR APPLICATIONS for transfer admission to subsequent years of degree programmes

SCHOOL OF ENGINEERING

- Master's degree in **MANAGEMENT ENGINEERING [LM-31]**

Academic year 2026/2027



THE RECTOR

HAVING REGARD to Law No. 241 of 2 August 1990 on *Nuove norme in materia di procedimento amministrativo e di diritto di accesso ai documenti amministrativi*

HAVING REGARD to Law No. 341 of 19 November 1990 on *Riforma degli ordinamenti didattici universitari*

HAVING REGARD to Law No. 264 of 2 August 1999 on *Norme in materia di accessi ai corsi universitari*

HAVING REGARD to Decree No. 445 of the President of the Republic of 28 December 2000, on *Testo unico delle disposizioni legislative e regolamentari in materia di documentazione amministrativa*

HAVING REGARD to Regulation (EU) No 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of individuals with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation)

RECALLED

- the *Statuto* issued by Rector's Decree No. 414 (prot. 79722) of 27 March 2026
- the *Regolamento per lo studente impegnato a tempo parziale nelle attività didattiche*, issued by Rectoral Decree No. 1045 (prot. 177464) of 26 August 2022
- the *Regolamento Didattico di Ateneo*, issued by Rectoral Decree No. 541 (prot. 99642) of 20 April 2026

HAVING REGARD to *Procedure per l'ingresso, il soggiorno, l'immatricolazione degli studenti internazionali e il relativo riconoscimento dei titoli, per i corsi della formazione superiore in Italia*

HAVING REGARD TO her own decree No. 589/2025 (protocol No. 113585 dated 23 May 2025) issuing the new *Linee guida per la determinazione del numero dei posti e valutazione delle domande di trasferimento ad anni successivi al primo ai corsi di laurea a numero programmato*

HAVING REGARD TO the memorandum from the School Engineering (protocol No. prot. 93100 dated 13 April 2026)

HAVING REGARD TO the memorandum from the Head of Statistics and Analysis Office (protocol No. 128278 dated 20 May 2026) containing the table of available places for enrolment in years beyond the first for the 2026/27 academic year

DECREES

the issuance of call for applications for transfer admission to subsequent years of the master's degree in Management Engineering [LM-31] for the academic year 2026/2027

Procedure at a glance

 REGISTER FOR THE COMPETITION	by 24 August 2026
 RANKING PUBLICATION	8 October 2026
 ENROLMENT	from 8 October 2026

 ADMISSION REQUIREMENTS	See the information sheet
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 TUITION FEE	https://www.unifi.it/en/node/7174
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COMMON MISTAKES TO AVOID		
	PAYMENT NOT REGISTERED BY THE DEADLINE	APPLICATION WILL BE REJECTED
	LATE ASSISTANCE REQUESTS/ REQUESTS SENT TO THE WRONG OFFICE	NO ASSISTANCE PROVIDED
	FAILURE TO CHECK RANKING LIST AND SUBSEQUENT UPDATES	LOSS OF ASSIGNED PLACE
	FAILURE TO PAY ENROLMENT FEE BY THE DEADLINE	LOSS OF ASSIGNED PLACE



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Introduction

Please read this Call for applications carefully, as it contains all the relevant information. Kindly note that **no individual notifications will be sent** at any stage of the procedure.

Art. 1 – Available places

1. The available places are listed below:

Class	Name of the degree programme	2° YEAR
[LM-31]	Management Engineering	44

Art. 2 – Who can apply

1. May submit an application:

- candidates enrolled for the academic year 2025/2026 in the same or a different degree program at Italian or foreign Universities, whether public or legally recognized
- candidates who have obtained a degree from Italian or foreign universities, whether public or legally recognized
- candidates who have withdrawn from their studies or whose student status has lapsed (Italian or foreign Universities, whether public or legally recognized)

2. Non-EU candidates residing abroad who are enrolling at an Italian university for the first time must meet the requirements set out in the MUR circular for the academic year 2026/2027, published at the following webpage: <https://www.universitaly.it/studenti-stranieri>. The University will verify candidates' knowledge of the Italian language. For further information on the admission procedure, please consult: <https://www.unifi.it/en/study-us/your-learning-path/start-your-enrolment/international-students>

Art. 3 – Admission requirements

1. To be eligible for this Call, candidates must meet the specific requirements set out in the information sheet.

Art. 4 – Application procedure

- Applications must be submitted exclusively through the **Student Career Management portal no later than 11:59 PM (CET) on 24 August 2026**.
- As part of the application procedure, a participation fee of € 100,00 is required.
- Users already registered for the University's online services access the Students' Online Services application using SPID/CIE or – in the case of foreign users – with the username and password

received during registration. New users must first register and then log in.

How to apply: Application procedure

[Students' Online Services](#) → menu → secretariat → admission test → registration
→ application submission and payment

4. Candidates who submit only the application for enrolment without paying the required fee will be excluded from the application procedure. Under no circumstances will late payments be accepted, not even with a surcharge. No refund of the fee paid may be requested for any reason.
5. Candidates must ensure that the payment has been successfully processed by the deadline in the section: menu → secretariat → payments. In case of an unsuccessful payment, it is possible to try again by clicking on the invoice number.
6. After clicking on *Complete the application* it is no longer possible to change or integrate the data and the attachments provided. However, candidates will be allowed to update or replace the attachments until the deadline for registration to the application procedure. Only the last correctly uploaded attachment will be taken into consideration. Applicants are responsible for verifying that all documents have been correctly uploaded to the online application system. An upload shall be deemed successful where the document is available and can be downloaded directly by the applicant from the personal area of the **Student Career Management** portal dedicated to the competition.
7. Once the application has been submitted and finalized, each applicant will receive a unique application ID. This identification code must be used to check the applicant's ranking status.
8. Applications received in a manner and timeframe other than those in this article will not be accepted.
9. All candidates currently enrolled in, graduated from, or who have withdrawn from an **Italian university must attach to their application, failing which they will be excluded from the procedure:**
 - a. A self-certification, downloadable from the online services of the application's home university, **listing all exams completed and officially recorded by the application deadline**, or a self-certification of graduation with a list of exams. In both cases, the certification must include for each exam: the Scientific-Disciplinary Sector (SSD), the number of university credits ECTS (CFU), and the grade obtained.
 - b. **The syllabus of the exams**, not required for studies carried out at this University.
10. All candidates currently enrolled in, graduated from, or who have withdrawn from a foreign **university must attach to their application, failing which they will be excluded from the application:**
 - a. **a transcript of records listing all exams completed, indicating ECTS or equivalent credits** in accordance with the education system of the country of origin, and the **grades obtained**

- b. the **detailed syllabus of each exam**, certified and validated by the competent academic office of the home university

All documentation must be translated into Italian, except for documents written in English, French, or Spanish, which are accepted without translation. Documents must be legalized according to current regulations and accompanied by a Dichiarazione di Valore (Statement of Value) issued locally. This declaration must confirm the number of years of university enrolment; the number of teaching hours for each course in which the applicant completed or validated an exam and the grade and the course content (in Italian). For degrees obtained in EU countries, a Diploma Supplement may be accepted as proof of academic qualifications. However, the submission of syllabi (if not included) and/or the Dichiarazione di Valore remains mandatory.

11. Candidates who intend to make use of the preference criteria applicable in the event of an equal number of recognised ECTS credits, as provided for in Article 6 of this Call, must declare that they meet the relevant condition in the application for admission to the selection procedure and must upload, by the deadline for submitting the application, the complete and appropriate documentation indicated in Article 6.

Art. 5 – Application evaluation criteria

1. Applications are evaluated by the Committee of the degree programme, taking into account the indications provided in the information sheet.
2. Only those course units (ECTS) that can be matched to the Italian curriculum of the degree programme for which the transfer is requested, and whose credits fall within the Scientific-Disciplinary Sectors (SSD) specified in the study plan of the destination programme, shall be eligible for evaluation.
3. Honours, pass/fail assessments, and qualitative judgments are not taken into consideration.
4. For exams completed at foreign universities that use a grading system different from the Italian one, grades are converted according to the criteria set out in the “Conversion Table for Foreign Qualifications” provided in Annex 2 of Decree No. 859 of 2 May 2019.
5. For ranking purposes, the total number of ECTS credits recognised for each candidate is taken into account on the basis of what is declared in the application.

Art. 6 – Preference criteria in the event of an equal recognized number of ECTS credits

1. In the event of an equal recognized number of ECTS credits between two or more candidates, preference shall be given to the candidate who has declared and documented, in accordance with the procedures and deadlines set out in Articles 4 and 5 of this Call, one of the following conditions:
 - a. Severe disability as defined in Article 3, paragraph 3 of Italian Law No. 104/1992 of 5 February 1992

- b. Disability over 66%, pursuant to Law No. 118/1971 of 30 March 1971
 - c. A first-degree relative or spouse/partner (including those in de facto unions and civil partnerships as per Law No. 76/2016 of 20 May 2016) permanently living with the applicant, affected by a serious illness certified by a hospital, and either residing in the Tuscany region or requiring care in a facility located there
2. For the purposes of applying the preference criteria, any candidate who meets one of the conditions set out in paragraph 1 of this Article must upload, together with the application for admission to the selection procedure and by the deadline established in Article 4, appropriate and complete documentation proving the declared condition.
 3. Applicants under categories (a) and (b) must complete the *Disability/Specific Learning Disorder (DSA) Declaration* page during the application process and upload the documentation issued by a competent medical commission.
 4. For category (c), the applicant must upload appropriate documentation certifying the relative's medical condition, as well as proof of family relationship or partnership and evidence of cohabitation, as recorded in the municipal civil registry, all combined into a single file.
 5. Documentation submitted in a manner or within a timeframe different from that established in this Call shall not be taken into consideration for the purposes of applying the preference criterion.
 6. Failure to provide documentation, or the submission of incomplete or unsuitable documentation, prevents the application of the relevant preference criterion in the event of a tie in the score.
 7. In the event of false or misleading statements, and without prejudice to the penalties provided under the Italian Penal Code and relevant special laws (Articles 75 and 76 of Presidential Decree No. 445/2000), the applicant will automatically lose any benefits obtained.

Art. 7 – Formation of rankings

1. For ranking purposes, the total number of ECTS credits recognized for each candidate is taken into account.
2. In the event of an equal recognized number of ECTS credits between two or more candidates, the preference criteria set out in Article 6 shall be applied, provided that the candidate has declared the relevant condition in the application and has uploaded appropriate and complete documentation by the deadline established in Article 4.
3. In the event of a further tie, or in the absence of preference conditions validly declared and documented, preference shall be given to the youngest candidate (Law No. 191 of 16 June 1998, Article 2, paragraph 9).
4. In the event of a further tie, the candidate with the highest weighted average calculated on the recognised ECTS credits shall prevail.

Art. 8 - Publication of the ranking list and subsequent updates

1. Deadlines calendar

PHASE	START	END
Application	Notice publication date	24 August 2026
Publication of the ranking list	8 October 2026	
Enrolment	8 October	13 October
First ranking list update	15 October	20 October
Second ranking list update	22 October	27 October
Third ranking list update	29 October	3 November
Fourth ranking list update	5 November	10 November
Fifth ranking list update	12 November	17 November
Sixth ranking list update	19 November	24 November
Seventh ranking list update	26 November	1 December
Eighth ranking list update	3 December	8 December
Ninth ranking list update	10 December	15 December
Tenth ranking list update	17 December	22 December
Closing of the ranking list	22 December	

2. The ranking list will be published on 8 October 2026 on the [Restricted-access programmes webpage](#). Candidates are required to check their status by accessing their personal page in Student Career Management.

How to: CHECK THE STATUS

[Student Career Management](#) → menu → secretariat → admission competition

3. Candidates may be in one of the following states:

- . **ADMITTED:** offered a place
- . **ELIGIBLE:** in ranking waiting for possible ranking list updates
- . **CANCELLED:** those who have lost the right to matriculation

4. ADMITTED candidates must:

- submit an application for a change of degree programme or for a transfer exclusively through the online procedure
- pay the relevant fees within the deadline indicated in the schedule of deadlines

Submitting the application without paying the participation fee results in the loss of the place. Under no circumstances will late payments be accepted, not even with a penalty.

5. The application to be submitted varies according to the type of candidate:

- enrolled in a degree program at the University of Florence → course transition
- enrolled at another Italian university → enrolment via incoming transfer
- enrolled at a foreign university → enrolment with career shortening
- graduated from an Italian or foreign university → enrolment with career shortening
- lapsed/withdrawn student → enrolment with career shortening

How to: INCOMING TRANSFER/CAREER SHORTENING

[Student Career Management](#) → menu → secretariat → enrolment → type (proceed up to and including payment)

How to: COURSE TRANSITION

[Student Career Management](#) → menu → secretariat → course transition application (proceed up to and including payment)

6. ELIGIBLE candidates must wait for the rankings to run by checking – according to the schedule of deadlines – if their status changes as a result of the running.

How to: CONSULT THE RANKING LIST UPDATES

[Student Career Management](#) → menu → secretariat → admission competition

Art. 9 - Enrol in two programmes simultaneously

1. Enrol in two programmes simultaneously is permitted in accordance with the applicable legislation

Art. 10 – Part time students

1. Regulations for students engaged in part-time teaching activities can be found [online](#) and governs the requirements necessary to obtain part-time student status, the resulting academic

commitments, the modification, withdrawal and revocation of such status, as well as the contribution regime and the related benefits.

2. Those interested in enrolment as part-time students must compulsorily apply during matriculation; submission does not bind the administration to grant such status. Applications submitted in a manner and timeframe other than those set out in this Article will not be accepted.
3. The assignment of part-time status is made in order of ranking.
4. Part-time enrolment is automatically maintained in subsequent years, unless the student requests withdrawal (return to full-time status) or the status is revoked (return to full-time status due to failure to meet the requirements or the acquisition of a number of ECTS exceeding the limits set out in the Regulation).

Art. 11 – APM and contacts

1. The Administrative Proceedings Manager is D.ssa Tina Fasulo.
2. The [Selective Procedures office](#) should be contacted for information on the application procedure for individual competitions and for those related to matriculation/incoming transfer/course transfer.
3. For information related to the evaluation of academic records, candidates must contact the School to which the degree programme belongs (consult the [dedicated page](#) on the University website).
4. The administration shall not be held responsible for candidates who contact offices or structures other than those indicated in this Call.
5. For information regarding University facility closures, please consult the website <https://www.unifi.it/it>.

Art. 12– Processing of personal data

1. The data controller is the University of Florence, represented by the Rector pro tempore, who will process personal data within the scope of the University's institutional purposes for the assessment of participation requirements, the formation of the ranking list, and the subsequent enrolment of candidates in the procedure set out in this Call.
2. The contact details of the owner and the Data Protection Officer (DPO), the information on the processing of personal data and the exercise of rights is published on the [Data Protection](#) webpage of the University website in the Information - Selections section.

Art. 13 – Final Provisions

1. This Decree is published on the University's notice board and is available [online](#). Publication shall serve as notification to interested parties for all legal purposes and consequences.



2. Participation in the competition implies full acceptance of the provisions of this Call. For anything not expressly stated, reference is made to the relevant regulations in force.
3. This administration reserves the right to exclude applicants at any time for failure to comply with the provisions and deadlines stipulated in the notice.
4. With the closing of the ranking lists, the selection procedure is concluded and no further requests or applications for admission will be taken into consideration.

THE RECTOR

Prof.ssa Alessandra Petrucci

VISTO
La Dirigente

Sheet [MANAGEMENT ENGINEERING](#) [LM-31]

2° YEAR

- **Available places: 44**

Admission requirements:

Recognition of at least 36 ECTS credits in the following academic disciplinary sectors:

- IIND-05/A: 12 CFU
- IEGE-01/A IINF/04A: 6 CFU
- IIND-04/A: 9 CFU

Recognition of at least 9 ECTS credits from educational activities in interdisciplinary or related and supplementary subjects in one or more of the following academic disciplinary sectors:

- MATH-06/A
- IMIS-01/B
- STAT-02/A

Possession of an English language certificate at B2 level (obtained at the University Language Center or from one of the English language certification bodies recognized by the Italian Ministry of University and Research – MUR).

NOTES

- Candidates who have been enrolled for a period equal to or longer than the normal duration of their degree programme may apply.