

**Disclaimer: this is a translation of the Bando (call for application) for international applicants. It has merely informational purposes but no legal value". The only official source is the original Italian call available at the web page: <http://www.unive.it/pag/4781/>**

## **CALL FOR SELECTION TO BE ADMITTED ONTO MASTER'S PROGRAMMES AT CA' FOSCARI UNIVERSITY OF VENICE**

**A.Y. 2018/2019**

### **Art.1 - Public selection organisation**

1. Public selections are organised for admission onto 1st and 2nd Level Professional Master's Programmes run by Ca' Foscari University of Venice for 2018/2019. The main features of the courses are listed under the attached profiles, which form an integral part of this document.
2. The range of 1st and 2nd Level Master's Programmes is organised into two different types: Post Lauream Master's and Executive Master's.
3. "Post Lauream" Master's means any Master's which, by integrating academic training with vocational content, aims to help graduates take their first steps in the world of work.
4. "Executive" Master's means any Master's with typically more vocational content, aimed at graduates who have already entered the world of work and require more targeted, specialised training.
5. The Professional Master's Programmes for 2018/2019 are:

#### ***1st level - Post Lauream***

- 1) Digital Humanities;
- 2) Economics and languages of Eastern Europe;
- 3) Creative development and management of cultural activities;
- 4) Translation and interpreting theory and techniques / Italian sign language (ISL)

#### ***1st level - Executive***

- 5) Ageing – IM-AGE
- 6) Administration and management of wildlife;
- 7) Aviation management;
- 8) International business, arbitration and tax law;
- 9) Food and wine culture. Promoting Made in Italy excellence;
- 10) Corporate sustainable management;
- 11) Teaching foreign languages;
- 12) Didactics and promotion of Italian language and culture to foreigners (ITALS);
- 13) Labour and social security law;
- 14) Environmental and land law;
- 15) Tourism economics and management;
- 16) Fashion design and management;
- 17) Fine arts in filmmaking;
- 18) Global business Japan
- 19) Global economics and social affairs;
- 20) Immigration. Migratory phenomena and social change;
- 21) Internal audit;
- 22) Management of strategic social innovation;
- 23) Professional psychomotor therapist;



- 24) Luxury customer advisor (completion of administrative procedure pending)
- 25) Science and techniques of prevention and safety;
- 26) Sports business strategies (SBS);
- 27) Sustainable real estate;
- 28) Corporate and regional environmental and energy assessment and management;
- 29) Yoga studies. Body and meditation in Asian traditions

#### **2nd level - Post Lauream**

- 30) Economics and finance;
- 31) Climate change science and management

#### **2nd level - Executive**

- 32) Characterization and remediation of contaminated sites;
- 33) Health economics and management;
- 34) Gender studies and social change;
- 35) Management of cultural assets and activities;
- 36) Management for digital publishing;
- 37) Advanced planning for teaching Italian language and culture to foreigners;
- 38) Public administration;
- 39) Strategic studies and international security.

The Master's course will only be activated if the minimum number of students enrolled for each course is reached, in compliance with the provisions of the Master's and Lifelong Learning University Regulations. A Master's course will only begin, unless otherwise specifically indicated, when the minimum number of enrolled students is reached, as specified under the Master's and Lifelong Learning University Regulations. For these purposes, students are enrolled once they have fully paid their enrolment fees. In the event that a Master's course does not begin, any enrolment fees already paid will be fully reimbursed.

### **Art. 2 - Admission requirements**

1. To enrol onto a 1st Level Professional Master's Programme candidates must hold at least one of the following university qualifications: university diploma, old system undergraduate degree (pre-Ministerial Degree 509/99), 1st level university diploma.
2. To enrol onto a 2nd Level Professional Master's Programme candidates must hold at least one of the following university qualifications: old system undergraduate degree (pre-Ministerial Degree 509/99), specialist degree, 2nd level university diploma.
3. Students who are about to graduate may also be admitted on Master's courses. The application will generally be accepted provided they gain their qualification within one month before the start of the course. In this case, enrolment on the Master's may be finalised only after the valid qualification for admission has been awarded.
4. Students may not enrol onto the Master's and other university courses at the same time. If students are already enrolled onto a university course, they may suspend their studies, if permitted by the applicable regulations, for the entire duration of the Master's, pursuant to the "pre-enrolment" procedures laid down by the University.
5. Only if the students, in possession of a qualification valid for admission to the chosen Master's, are enrolled on, and about to conclude, a course of higher level university study, may they enrol for the Master's, providing their previous university career is concluded during the first session. Once again, enrolment on the Master's will only be finalised after the qualification has been awarded.

### **Art. 3 - Admission Application**

1. The admission application must be filled in and submitted online, failure to do so may result in the candidate's exclusion, **starting from April 2017 up to the deadline indicated on the attached individual profile.**

The online procedure for admittance to the selection is divided in two

stages:

- a) **registration** on the university website ([www.unive.it/registration](http://www.unive.it/registration)), by providing your personal data as well as details on your residence and/or domicile. Once you have registered you will be temporarily assigned a Username and a Password you will use to log in the Personal Area to complete the next stage of the enrolment; if you already have the login credentials for the Personal Area (for example as a former student of the University), you can go directly to point b);
- b) **filling in the admission application**, by accessing the personal area and clicking on "Admission Test" (former students: follow the path: Admission and enrolment > Enrolment for admission tests - S3, choosing the type of course (1st or 2nd Level Professional Master's Programme) and finally the course for which you wish to apply for selection. During the online procedure, the candidate must attach the following documents in electronic format:
  - self-certification (in accordance with Italian D.P.R. no. 445 of 28/12/2000 and subsequent amendments) of the valid qualification for admission;
  - curriculum vitae;
  - photocopy of a valid ID;
  - any other requested documents for admission to your chosen Master's (see attached profiles).

During this stage candidates will be asked to enter the valid qualification for admission to the chosen Master's (do not enter any higher qualification which you may have). The information required will include: type of qualification, the University which awarded the qualification, name of the course, date of award, registered grade obtained, the date you enrolled on the University System (SU) (meaning the date when you first enrolled with an Italian University; if you do not remember the exact day, you only need to write the 1st of October of that year).

The candidate may modify the inserted information and/or attach/remove the attached documents even after having filled in the online application, provided that the deadline has not expired as referred to the individual attached profiles. Files must be in JPEG or PDF format and must not exceed 5 MB.

2. At the end of this procedure the candidate will receive an email confirming the submission of your application for admission to the Master's Programme.
3. The version in English can be found on the <https://esse3.unive.it> website. Click on "eng" and access the Reserved Area.
4. In the case of Master's requiring payment of a contribution for the selection, unless otherwise indicated, this must be paid through the PagoPA system, by clicking on the "Payments" button at the end of the procedure.
5. **Candidates will be excluded from selection if they fail to meet the deadline indicated for submitting the admission application.**

#### **Art. 4 - Selection Procedure**

1. The selection procedure for each Master's Programme is based on what is indicated in the attached profiles.
2. The results of the selection will be published on the University website by the date indicated under each Master's profile.
3. The publication of the results of the selection is valid for all legal purposes notification.

#### **Art. 5 - Enrolment fees, subsidies and loans**

1. Enrolment fees may be divided into a maximum of two instalments. The amounts and related deadlines for the payment of the instalments can be found in the attached individual profiles of the Master's courses.
2. Unless otherwise indicated, enrolment fees must be paid through the PagoPA System.
3. See the individual attached profiles for Master's courses, which may provide companies or institutions funding to partially or totally cover the enrolment fees.
4. Arrangements with a number of leading banks enable Ca' Foscari University of Venice to offer a further opportunity to help students with the costs of university education through special financial facilities. For further information <http://www.unive.it/pag/8560/>.

#### **Art. 6 - Enrolment**

1. Under penalty of exclusion, successful Master's applicants must pre-enrol following the specific online procedure by and not later than the deadlines indicated in the individual Master's Profiles, by logging into the Personal Area using the same credentials as used when filling in the application for admission to the selection procedure and choosing Enrolment > Enrolment to access courses with admission test. During this stage, candidates will be asked to upload a passport-sized photograph (front-on, clear and legible) in .jpg format. They must then attach the following:



- valid identity document (front and back);
  - tax identification number;
  - self-certification (in accordance with Italian D.P.R. no. 445 of 28/12/2000 and subsequent amendments) of the valid qualification for admission;
2. At the end of the enrolment procedure, the "Payments" button providing information on how to pay the first instalment and the €16.00 revenue stamp will be displayed.
  3. The version in English can be found on the <https://esse3.unive.it> website. Click on "eng" and access the Reserved Area.
  4. Students receiving any form of study grant must, at risk of exclusion, proceed with payment of stamp duty and any percentage of the costs for which they are responsible within the established times.
  5. **Candidates who have not completed the enrolment by the deadline will not be considered.**
  6. The enrolment will be completed by the designated office within 10 working days from the final enrolment day. Each student will receive via email the confirmation of the successful enrolment together with the access credentials (matriculation number and password) to the University telematics and IT services.

#### **Art. 7 - Reopening of the Selection Procedure**

1. If at the end of registration, the minimum number of students required for activation of the Master's as specified in the Call for Applications has not been reached, the selection procedure may be reopened once only, without prejudicing the start of the course.
2. If at the end of registration, the minimum number of students required for activation of the Master's has been reached, but a number of places are still available, the selection and enrolment procedure may be reopened once only, without prejudicing the start of the course.
3. If the Call for Applications is reopened, at each due date, there will be a selection and a public classification will be compiled. Those admitted must respect the terms specified in the Call for Application in which they have participated, at risk of exclusion.

#### **Art. 8 - Qualifications obtained abroad and rules for foreign citizens**

1. Italian and foreign citizens holding qualifications obtained abroad may also apply for admission to the Master's selection procedure, providing the qualification is equivalent in level, duration and content to the Italian academic qualification required for admission to the course. Enrolment is nonetheless conditional upon evaluation of said qualification by the Welcome Unit of the International Relations Office, on the indications of the teaching body, solely for the purpose of enrolment on the Master's.
2. In order to submit the application, as specified in article 3 above, citizens in possession of a qualification obtained abroad must attach:
  - a diploma supplement, or alternatively, if the qualification was obtained outside the European Union, an authenticated copy of the diploma translated into Italian or English, accompanied by a "declaration of equivalence of the diploma" issued by the locally competent Italian diplomatic-consular delegation in the country in which the qualification was obtained, a certificate issued by an official foreign institution, or a certificate issued by a ENIC-NARIC centre;
  - curriculum vitae;
  - photocopy of a valid ID;
  - any other requested documents for admission to your chosen Master's.
3. Non EU citizens residing abroad must submit the admission application for the Master's Programmes directly to the University following the procedure and within the deadline indicated in the attached individual profiles, and providing the above mentioned documents.
4. The Welcome Unit of the International Relations Office will notify the result of the selection to the locally competent delegation for subsequent completion of the documentation required for enrolment on the Master's Programme and issue of the necessary entry visa.
5. To complete enrolment on the Master's Programme, non-Italian citizens and those in possession of a non-Italian qualification will be contacted by the Welcome Unit of the Ca' Foscari University of Venice International Relations Office.
6. In the case of citizens referred to in the previous subparagraph, registration will be completed in the back office once the following documents have been uploaded:
  - a diploma supplement, or alternatively, if the qualification was obtained outside the European Union, an authenticated copy of the diploma translated into Italian or English, accompanied by a "declaration of equivalence of the diploma" issued by the locally competent Italian diplomatic-consular delegation in the country in which the qualification was obtained;
  - photocopy of an identity document, or a passport in the case of citizens from non-European countries;

- study visa (if in possession);
  - curriculum vitae;
  - tax ID number (if in possession);
  - copy of residence permit (if in possession).
7. The Welcome Unit reserves the right to contact candidates to verify the original documents. The Welcome Unit will also provide support for visa, residence permit, tax ID number and national security (INPS) registration procedures and University orientation in general.
8. Candidates may be asked at any time to supplement their submitted documentation in order to verify their eligibility.

#### **Art.9 - Attendance and withdrawal from studies**

1. Attendance by enrolled students at the various educational activities of the Professional Master's Programmes is compulsory; justified absences are only permitted within the limits of each course (see attached individual profiles). The non-fulfilment of attendance obligations will result in the exclusion from the final test and preclude the issuing of the qualification.
2. Students may request to withdraw from studies at any time. The request is irrevocable and must be submitted to the Post Lauream Career Department (Università Ca' Foscari Venezia - Dorsoduro, 3246 - 30123 Venezia) using the specific form, which is available on the University website.
3. Withdrawal, or exclusion, from the course does not exempt students from the obligation to pay any outstanding instalments, unless the place has already been re-assigned.
4. Any enrolment fees already paid will not be reimbursed under any circumstances.

#### **Art. 10 - Issue of qualification**

1. Students who have attended the didactic activities, completed the training activities and passed the mid-term and final tests will be awarded with the qualification of Professional Master's Programme (1st or 2nd level) and the related diploma will be issued.

#### **Art.11 - Credits recognition**

1. Students who enrol on Degree or Second Cycle Degree Programmes after having obtained the 1st or 2<sup>nd</sup> level Professional Master's Programme qualification can be awarded with educational credits, after verifying the eligibility of the contents, which can substitute part of the courses included in the degree programme.
2. The maximum number of credits (CFU) accepted is regulated by each course and in any case cannot be higher than 60 credits both for Degrees and Second Cycle Degrees. However, the competent didactic body may evaluate the contents of the educational activity completed during the Master's on a case-by-case basis and its consistency with those taught in the Degree Programme in question.

#### **Art. 12 - Enrolment on individual modules**

1. Certain Master's Programmes offer a limited number of places for students who want to enrol on individual modules.
2. To enrol on individual modules students must meet the same requirements as those needed to access the relevant Master's Programme.
3. Enrolment can be completed by filling in the form which can be found on the University website and following the instructions. The form and the relating documentation can be sent to: Università Ca' Foscari Venezia - Post Lauream Career Department - Dorsoduro, 3246 - 30123 Venezia or handed in person at the desk office after booking an appointment writing to [postlauream@unive.it](mailto:postlauream@unive.it).
4. Attendance is compulsory. Only students who have attended at least 70% of the training activities of the individual module will be admitted to the final test, unless otherwise indicated.
5. Students enrolled in the module who pass the final test will be awarded the certification stating the number of acquired credits and the relating SSD.
6. Enrolment on individual modules will remain open until the maximum number of participants is reached.
7. In the event that candidates enrolled on individual modules wish to complete the course and obtain the diploma by attending future editions of the Master's Programme, the Professors Board of the course will evaluate whether they are exempt from attending the modules already successfully completed.

#### **Art. 13 - Privacy**

1. Pursuant to art. 13 of Italian Legislative Decree no. 196/2003 on provisions for the protection of personal data, you are informed that personal data voluntarily provided to Ca' Foscari University of Venice will be



treated by said University adopting appropriate measures to guarantee its safety and confidentiality, in respect of the above regulation.

#### **Art. 14 - Final Provisions**

1. For all matters not expressly covered by this Call for Applications, reference should be made to the rules contained in the "Master's and Lifelong Learning University Regulations" as per Rector's Decree no. 893 of 19/10/2011 and subsequent amendments, available for consultation at: <http://www.unive.it/pag/8253/>.