In.Sel.Ma. – Master’s Selection Interview

This written selection interview is designed to assess a series of aspects that are considered relevant for candidates’ performance.

The assessment criteria are expressed in hundredths and refer to the following factors:

1. QUALIFICATION Up to 25 points
   Up to 25 points according to marks for second cycle / old system / specialist degree (25 for 110/110 summa cum laude; 20 for 105/110 to 110/110; 15 for 100/110 to 104/110; 10 for 90/110 99/110; 5 for under 90/110), if coherent with the Master’s. If the degree is not coherent, the Commission reserves the right to reduce the score by up to 50%. The Commission will attribute the minimum score for the degree if the marks are not specified in the self-certification of qualification valid for admission and curriculum vitae.

2. MOTIVATION Up to 10 points
   Up to 20 points for aspects associated with motivation, according to whether the candidate’s objectives are intrinsic and coherent with the Master’s programme: not at all (0 points); slightly (4 points); sufficiently (6 points); very (8 points); totally (10 points).

3. PERSONAL CHARACTERISTICS Up to 20 points
   Up to 15 points for the soft skills considered important for Master’s students. The scores attributed will be based on analysis of the answers to the items concerning certain hypothetical situations and will be as follows: not at all (0 points); slightly (10 points); sufficiently (15 points); very (20 points).

4. PROFESSIONAL EXPERIENCES Up to 20 points
   Up to 10 points for previous professional experiences in line with the Master’s themes, the score will be attributed as follows: (2 points); 1 - 2 years (4 points); 3 - 4 years (6 points); 5 years (8 points); more than 5 years (10 points). Experiences as a volunteer or intern may also be considered; their coherence and weight will be at the discretion of the appraiser.

5. KNOWLEDGE RELEVANT TO THE MASTER’S THEMES Up to 25 points
   Up to 5 points for further university or other qualifications. University qualifications already acquired, cumulative and relevant to the Master’s themes (PhD 4, Master’s 2, other three-year Bachelor’s degree 2, other second cycle degree 2, specialisation diplomas 3, specialist training courses 1). Non-university qualifications (training courses with other institutions with final verification of results, relevant to the Master’s themes and lasting 40 hours or more = 1 point).

TOTAL SCORE Up to 100 points

a. How did you hear about this Master?

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b. If by web, through which channel?

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__________________________________________________________________________________
__________________________________________________________________________________
1. QUALIFICATION (from 1 to 25 points)

1.1. What is your highest qualification?
☐ Specialist/second cycle/old system degree
☐ Research doctorate ☐ Other

1.2. Specify which type of qualification you possess (and/or are currently obtaining):
____________________________________________________________________________
____________________________________________________________________________

1.3. If you are currently obtaining your qualification and have not yet completed the course, when do you expect to graduate?
☐ 1 month ☐ Within 3 months ☐ By the end of this year ☐ Other

1.4. What marks did you obtain in your Bachelor's degree?
☐ < 90 ☐ 90 – 99 ☐ 100 – 104 ☐ 105 – 110 ☐ 110 summa cum laude

1.5. What marks did you obtain in your specialist/second cycle/old system degree?
☐ Not obtained yet ☐ < 90 ☐ 90 – 99 ☐ 100 – 104 ☐ 105 – 110
☐ 110 summa cum laude
2 MOTIVATION (from 1 to 10 points)

2.1 To what extent do you consider your personal interests and professional objectives to be in line with the Master programme?
☐ Not at all ☐ Slightly ☐ Sufficiently ☐ Very ☐ Totally

2.2 Why did you decide to apply for the Master? What objectives do you intend to achieve through the Master? Why would you like to enrol?

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2.3 What do you expect from taking part in the Master?
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2.4 What do you not expect from taking part in the Master? At the end of the Master, what would make you say you were not satisfied with the programme?
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2.5 What do you imagine you will do when you have been awarded the Master diploma?
2.6 At a professional level, how do you see yourself in five years' time?

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2.7 Which situation have you found most satisfying so far? In that situation, what gave you the most satisfaction?

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2.8 Describe a situation in which, on the other hand, you felt demotivated. What were its characteristics?

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2.9_How interesting do you find the themes covered by the Master?
☐ Not at all  ☐ Slightly  ☐ Sufficiently  ☐ Very  ☐ Totally

2.10_Which in particular and why?
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2.11_What, on the other hand, does not interest you about the Master programme?
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2.13_With respect to what you already know about the themes covered, from the Master's you would gain:
☐ Information you already know
☐ Some new information
☐ A great deal of new information
3 PERSONAL CHARACTERISTICS (from 1 to 20 points)

3.1 In terms of your personal characteristics, what do you consider to be your strong points?
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3.2 In terms of your personal characteristics, in which areas, on the other hand, do you think you could improve?
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The aim of the following questions is to assess how you would behave in a number of hypothetical situations. Please answer by indicating one choice only.

This questionnaire is designed to identify a number of your personal characteristics on the basis of the answers you give. There are no right or wrong answers, but only answers which are more in line with your experience and style of behaviour.

Indicating more than one answer to an individual question, or not answering at all, will negatively affect the final score.

3.1 If a workgroup is proving a problem and one person tends to emerge more than others in taking the floor and making decisions, how would you behave?
☐ would keep on doing things my way regardless
☐ it is something that should never happen and I would be the first to try and make sure everyone has their own space
☐ it is not a problem, maybe they are more valuable than the others
☐ would propose drawing up a method to make sure everyone has their say

3.2 At the end of the lesson, the class meets up for an aperitif.
☐ keep my options open to decide at the last moment whether I want to go with them
☐ if the class decides to go, I'll certainly go
3.3_ The date of a lesson is postponed with two days’ notice because the lecturer has a temperature, how you behave?
☐ I can't do anything about it and I'll do whatever I'm asked
☐ Together with the other Master's students, we'll try and ask for information on how to make up for the lost lesson and possible organisational procedures
☐ The teaching activities and any unexpected events must be organised in the same way as I organise myself, and if this does not happen I will make my point of view heard
☐ I make other arrangements and take advantage of the fact to do something else

3.4_ You are proposed free courses to develop your across-the-board skills on dates other than those of the Master's calendar.
☐ I'll decide whether to go or not depending on the time available and how tired I am
☐ Before deciding, I ask for more information and assess whether they are useful and how much time I have available
☐ I am not obliged to attend other courses outside the Master's timetable
☐ It is certainly an excellent opportunity

3.5_ If you are always punctual and other people always arrive late, what would you do?
☐ If this compromised the success of the lesson, I would make the class aware of it and try to find a solution
☐ It's not my problem
☐ It's wrong, I would immediately report it so it won't happen again
☐ It's not a problem, they will have a reason

3.6_ If a lecturer is 25 minutes late, what would you do?
☐ It's wrong, I report it, it's also a matter of respect
☐ They're sure to have a good reason, I wait
☐ I take advantage of the fact to do something else
☐ I ask the tutor what has happened and how we can organise ourselves

3.7_ Your workgroup has to make a presentation and the others decide who will talk without involving you.
☐ That's OK
☐ That mustn't happen and I'll make my opinion heard
☐ It's important for me to be considered and I ask for space
☐ It's right that people do what they want

3.8_ The Master's Course Director proposes a residential workshop in the mountains to study a particular theme in depth, what do you do?
☐ I'll assess the programme and my commitments and communicate my participation by the deadlines indicated
☐ If not already communicated during presentation of the Master's, participation is not obligatory
☐ If I'm free, I'll consider whether or not to go
I'm happy to welcome any proposal from the Course Director

3.9_ You write an email to the tutor asking for a situation to be resolved and after 5 days you have not yet received an answer, what do you do?
☐ it's not right and I involve the entire class in complaining to the competent bodies
☐ wait, probably they haven't read it yet
☐ phone them, send another email or try and contact them in another way (e.g. text message), asking if the mail has arrived
☐ decide to resolve the situation as best I can on my own

3.10_ If you arrive late and a classmate points this out to the tutor, saying that you should be marked down for an hour's absence, what do you do?
☐ deserve it, I could have arrived on time
☐ explain my reasons and ask for a collaborative and flexible spirit from everyone to help understand our mutual commitments and avoid pointless sanctions
☐ it is not admissible and I would tell them clearly that they are wrong as we are not in compulsory education.
☐ let them do whatever they want

3.11_ The marks received in the examination at the end of the module are lower than you expected, what do you do?
☐ ask to see it and for an explanation of how I could improve
☐ I've obviously done something wrong
☐ it doesn't matter, I passed the examination anyway
☐ I don't think it's possible and I ask for an explanation and a chance to change the mark

3.12_ You've been waiting for the results of a written test for two weeks, it should have been communicated two days ago and still you haven't heard, what do you do?
☐ wait, I think the lecturer needs more time and I must be patient
☐ it's not a problem. If I think it appropriate, I report the fact.
☐ it's not possible, I am punctual and others must be so as well
☐ find out if the test has been corrected and how many days we must wait

3.13_ Additional funding has been given to your Master's for a two day experience abroad not originally proposed.
☐ take a look at the programme and the trip organisation to see how and if I can organise myself
☐ do everything proposed as an activity to develop and improve my knowledge
☐ I'm not obliged to take part as it isn't included in the official programme
☐ I will decide whether or not to take part a few days beforehand

3.14_ In a workgroup, your classmates do not respect the assignment deadlines and you are all having difficulties respecting the schedule, what do you do?
☐ it's OK, I can't do anything about it
☐ ask what the problems are and how we can resolve them, so we can draw up a strategy to achieve the objective
☐ do my part and others are free to do as they want
☐ it mustn't happen and I might get angry with someone who doesn't respect the rules to my detriment
4. PROFESSIONAL EXPERIENCES (from 1 to 20 points)

4.1. Have you already had experiences in line with the themes covered by the Master?
☐ YES  ☐ NO  ☐ YES, BUT AS A VOLUNTEER OR INTERN
☐ OTHER ______

4.2. If yes, for a total of how many years? Also include activities as a volunteer or intern.
☐ less than a year  ☐ 1 - 2 years  ☐ 3 – 4 years  ☐ 5 years  ☐ more than 5 years
☐ Other __________

4.3. If yes, which? Indicate role/s, company/ies, city/ies and activity/ies.

1. Role __________________________ Company __________________________
   From __/__/____ to __/__/____ City __________________________
   Type:  ☐ As intern/volunteer  ☐ Work experience
   Description of activities ______________________________________________________________
   ______________________________________________________________________________________
   ______________________________________________________________________________________
   ______________________________________________________________________________________

2. Role __________________________ Company __________________________
   From __/__/____ to __/__/____ City __________________________
   Type:  ☐ As intern/volunteer  ☐ Work experience
   Description of activities ______________________________________________________________
   ______________________________________________________________________________________
   ______________________________________________________________________________________
   ______________________________________________________________________________________

3. Role __________________________ Company __________________________
   From __/__/____ to __/__/____ City __________________________
   Type:  ☐ As intern/volunteer  ☐ Work experience
   Description of activities ______________________________________________________________
   ______________________________________________________________________________________
   ______________________________________________________________________________________
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5 KNOWLEDGE (from 1 to 25 points)

<table>
<thead>
<tr>
<th>Have you attended other training courses, apart from the main qualification indicated in item 1?</th>
<th>Yes</th>
<th>How many?</th>
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<tr>
<td>Indicate any other qualifications with a cross (also indicated in your CV)</td>
<td>For each row, indicate how many courses you have attended and concluded.</td>
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5.5.1 Ph.D.
5.5.2 Master's
5.5.3 Other three-year Bachelor's degree (second or other Bachelor's qualification)
5.5.4 Second cycle/specialist/old system degree*
5.5.5 Postgraduate specialisation diploma
5.5.6 Specialist training course with a minimum of 40 hours attendance and relative certificate of attendance
5.5.7 Non-university course with a minimum of 40 hours attendance and relative certificate of attendance

* - in the case of first level Master's candidates, this means a further second cycle/specialist/old system degree in addition to the Bachelor's degree required for admission
- in the case of second level Master's candidates, this means a further second cycle/specialist/old system degree in addition to the second cycle/specialist/old system degree required for admission to the Master's

5.6 Please indicate the titles of the training courses below

<table>
<thead>
<tr>
<th>Type of course</th>
<th>Title/Specific name of course and provider</th>
<th>Duration (hours – years)</th>
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6 OTHER

With respect to the commitment and characteristics of the Master's, to what extent do you consider it feasible and realisable?
What is your availability with regard to the following aspects?

6.1 Distance and travelling from your customary place of residence
☐ yes ☐ no

6.2 Enrolment cost and payment terms
☐ yes ☐ no

6.3 Attendance with respect to the proposed calendar
☐ yes ☐ no

6.4 Time available for study and activities outside lessons (e.g. project work, research, internship, etc.) – the internship is not obligatory for those working in activities coherent with the Master's themes
☐ yes ☐ no

6.5 Percentage of obligatory attendance
☐ yes ☐ no

6.6 Have you also applied for other Master's/training courses?
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__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

6.7 Is there any reason why you might not complete enrolment if you are selected?
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__________________________________________________________________________________
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__________________________________________________________________________________
6.8 Are there any other aspects you would like to mention, not considered in the written interview?
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Pursuant to the provisions of articles 46 and 47 of Presidential Decree no. 445 of 28 December 2000 and aware of the consequences of false declarations in accordance with art. 76 of the above-mentioned Presidential Decree no. 445/2000, the undersigned declares on his/her own responsibility that the information contained in this document corresponds to the truth.

SIGNATURE ____________________________________________________________

Thank you for your collaboration.

The final assessment is expressed in hundredths and is given by the scores assigned by the Commission to the candidate’s answers to the written interview, according to the declared selection criteria. The Commission reserves the right to control the truthfulness of the declarations made in the interview and/or Curriculum Vitae.

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- ☐ I declare that I have read and accept the information provided on this Registration Form.

2. For my data to be processed in order for Fondazione Università Ca' Foscari and Ca' Foscari Challenge School to send communications and promotions regarding their activities (point 4):
- ☐ I consent
- ☐ I do not consent

SIGNATURE ____________________________________________________________