

CALL FOR APPLICATIONS¹

Professional Master's programmes, advanced and professional development courses

ACADEMIC YEAR 2020/2021

(Rector's decree no. 5446/2020 – protocol no. 250377 of 7 July 2020)

THE RECTOR

HAVING REGARD TO the Statute of the University of Verona, issued by Rector's Decree no. 1176 of 14 July 2017;

HAVING REGARD TO the Presidential decree no. 162 of 1982 and law no. 341 of 1990 that govern advanced and professional development courses (*Corsi di Perfezionamento e di aggiornamento professionale*);

HAVING REGARD TO the decree of the Ministry of University and Scientific and Technological Research no. 270 of 22 October 2004: "Amendments to the regulations concerning the teaching autonomy of universities, approved by decree of the Minister of University and Scientific and Technological Research no. 509 of 3 November 1999", published in the *Gazzetta Ufficiale* no. 266 of 12 November 2004;

HAVING REGARD TO the University's regulations on university Professional Master's programmes, issued by Rector's decree no. 1139, protocol no. 185619 of 10 July 2017 and subsequent amendments;

HAVING REGARD TO the MIUR regulations of 16 June 2020 on the procedures for entry, stay and enrolment of international students requiring visa, relating to higher education courses in Italy for the academic year 2020/2021;

HAVING REGARD TO the "Regulations on student fees", issued by Rector's decree no. 973, protocol no. 140819 of 6 June 2017, and subsequent amendments;

HAVING REGARD TO the decisions taken by the Academic Senate and the Board of Governors during the meetings held on 16 and 30 June 2020 respectively, which approved the establishment of university Professional Master's programmes, advanced and professional development courses for the 2020/2021 academic year proposed by the departments of: Cultures and Civilizations; Diagnostics and Public Health; Business Administration; Computer Science; Foreign Languages and Literatures; Medicine; Neuroscience, Biomedicine and Movement Sciences; Surgery, Dentistry, Paediatrics and Gynaecology; Economics; Law; Human Sciences;

HEREBY DECREES AS FOLLOWS:

ART. 1 – PROFESSIONAL MASTER'S PROGRAMMES, ADVANCED AND PROFESSIONAL DEVELOPMENT COURSES

For the academic year 2020/2021 the University of Verona shall establish the following 1st and 2nd level Professional Master's programmes, advanced and professional development courses²:

1st level Professional Master's programmes (*Master I livello*)

1. Computer game development
2. Crisi d'impresa
3. Cure palliative
4. Cure primarie e sanità pubblica. Specialista in Infermieristica di famiglia e di comunità
5. Didattica dell'italiano come lingua seconda
6. Diritto ed economia degli scambi internazionali: customs & excise, international tax law, international commercial law, international trade, operations & accounting extra UE, agribusiness
7. Editoria

¹ Please note: this is a translation of the original document "Bando di ammissione ai master universitari e ai corsi di perfezionamento anno accademico 2020/2021" in Italian. In case of any divergence of interpretation, the Italian text shall prevail.

² The advanced and professional development courses listed here are re-editions of courses established in previous academic years.

8. Educatore esperto per le disabilità sensoriali e multifunzionali
9. English for international business and global affairs
10. Fisioterapia neurologica
11. Gestione della qualità, del rischio clinico e della sicurezza del paziente
12. Infanzia e movimento: lo sviluppo da 0 a 6 anni
13. Infermiere specialista nella sorveglianza epidemiologica e controllo delle infezioni correlate all'assistenza sanitaria (ICAS)
14. Intercultural competence and management – mediazione interculturale, comunicazione, gestione dei conflitti (in ambito aziendale, educativo, sociosanitario, giuridico, dei mass media e per l'italiano L2 (online)
15. Internal auditing & compliance
16. La sperimentazione clinica in oncologia: aspetti clinici, gestionali ed operativi (*Interuniversity programme administratively based at the University of Padua*)
17. Logistica & Supply chain management
18. Management dello spettacolo
19. Management per funzioni di coordinamento delle professioni sanitarie (*based in Verona*)
20. Mediazione familiare
21. Osteopatia nelle disfunzioni neuromuscolo-scheletriche (*two-year programme based in Mozzecane (VR), Vado Ligure, Roma, Torino, Udine*)
22. Project Management
23. Saperi in transizione. Strumenti e pratiche per una cittadinanza ecologica e globale
24. Scienze medico forensi
25. Sovrappeso e obesità: fisiopatologia, clinica e trattamento multidisciplinare

2nd level Professional Master's programmes (*Master II livello*)

1. Approcci chirurgici "hands-on" alla base cranica antero-laterale, ricostruzione e indicazioni
2. Approcci terapeutici evidence-based e metodi di valutazione per la prevenzione e gli interventi precoci nella salute mentale
3. Chirurgia corneale e refrattiva
4. Chirurgia della parete addominale
5. Chirurgia epato pancreatico biliare
6. Chirurgia robotica urologica
7. Esercizio-Terapia: Progettazione e conduzione dell'esercizio fisico nelle patologie esercizio-sensibili
8. Farmacoepidemiologia e valutazione delle cure integrate (*Interuniversity programme administratively based at the University of Padua*)
9. Farmacovigilanza e discipline regolatorie del farmaco
10. Imaging oncologico epatobiliopancreatico
11. Immunologic lung diseases: from mechanism to treatment
12. Manager dell'impresa sociale per l'innovazione e lo sviluppo locale
13. Medicina estetica e chirurgia rigenerativa e anti-aging
14. Neuropsicologia clinica e sperimentale
15. Research in Movement Sciences (MRMS)
16. Revisione e riconciliazione delle terapie farmacologiche
17. Urologia ginecologica (*Interuniversity programme administratively based at the University of Perugia*)

Advanced courses (*Corsi di Perfezionamento*)

1. Analisi posturale ed esercizio fisico posturale
2. "Attività fisica adatta in persone con patologie oncologiche". Intervento motorio nell'ambito di un intervento sanitario integrato di sostegno psicologico e nutrizionale
3. Attività motoria in gravidanza e post-parto
4. Clinica delle organizzazioni
5. Composizione della crisi di impresa e di sovraindebitamento e procedure di allerta

6. Corso di preparazione alla professione di Dottore commercialista e all'attività di Revisore legale
7. Diagnosi e gestione della farmacoallergia
8. Didattiche per lo sviluppo cognitivo e motorio con bambini da 0 a 6 anni
9. Dipendenze comportamentali e da sostanze legali
10. Disability navigator
11. Ecografia – Scuola SIUMB
12. Frodi aziendali: individuazione, contrasto e prevenzione
13. La valutazione ecologica delle attività motorie per la scuola dell'infanzia
14. Management dei sistemi per i servizi sociali e sociosanitari
15. Neurofisiopatologia clinica ed imaging del sistema nervoso periferico
16. Progettazione evidence-based di attività fisica nei parco-giochi scolastici
17. Programmi di esercizio fisico per il diabete
18. Programmi di esercizio fisico per la malattia di Alzheimer
19. Programmi di esercizio fisico per la malattia di Parkinson
20. Stato di insolvenza e gestione della procedura di liquidazione
21. Strength training per la terza età
22. Tecniche di base in neurofisiopatologia clinica
23. Tecnologie innovative nella identificazione rapida di microrganismi multiresistenti

Professional development courses (*Corsi di Perfezionamento e aggiornamento professionale*)

1. Concordato preventivo e soluzioni negoziali alla crisi d'impresa
2. Diritto bancario
3. English for the world of work: focus on professional speaking and writing skills
4. Esperto promotore della mobilità ciclistica
5. Risk management - Gestione del rischio, sicurezza e controllo

A minimum number of paying participants is required for each course to start: if by the enrolment deadline the minimum number of participants has not been reached yet, the deadline can be further extended for a maximum of 30 days (only once), provided this is compatible with the starting date of the lessons.

Further information and the minimum number of participants required for each course can be found in the **Annexes of this Call** and on the web page of each course at: <http://www.univr.it/it/post-laurea>.

ART. 2 – CFU CREDITS

On completion of the courses, those attending Professional Master's programmes are generally awarded at least 60 CFU credits, while those attending advanced and professional development courses are awarded at least 6 CFU credits.

In accordance with the regulations in force, the Scientific Committee may recognise previous learning experiences (provided these are duly proven) as credits useful to complete the course: in such a case, the student may be granted exemption from certain modules and the corresponding examinations. Previous learning experiences may be recognised if in line with the training objectives and the contents of the course, and if the relevant CFU credits were not already counted towards the qualification indicated by the applicant as one of the admission requirements.

ART.3 – ADMISSION REQUIREMENTS

For **1st level Professional Master's programmes, advanced and professional development courses**, this Call is open to applicants who hold, in addition to the specific requirements for each course as indicated in the corresponding Course Factsheet, one of the following qualifications:

- a) Bachelor's degree (*laurea*) awarded pursuant to Ministerial decree no. 270/2004 or Ministerial decree no. 509/1999;
- b) university degree with a minimum duration of three years, awarded pursuant to previous regulations;
- c) equivalent foreign degree, recognised as suitable under current legislation.

For **2nd level Professional Master's programmes**, applicants must hold, in addition to the specific requirements of each course as indicated in the corresponding Course Factsheet, one of the following qualifications:

- a) Master's Degree [*Laurea Magistrale* awarded pursuant to Ministerial decree no. 270/04] or previous Master's Degrees [*Diploma di Laurea* awarded pursuant to the teaching regulations prior to Ministerial decree 509/99, and *Laurea Specialistica* awarded pursuant to Ministerial decree no. 509/99];
- b) equivalent foreign degree, recognised as suitable under current legislation.

In order to apply for **advanced and professional development courses**, applicants must have an Italian high school diploma, or a foreign qualification recognised as suitable according to the regulations in force. Additional requirements or qualifications are indicated in the Course Factsheet of each course.

Students who are about to graduate (i.e. only needing to take the final examination to graduate) may conditionally enrol in a Professional Master's programme, as long as they graduate before the start of the lessons. If they fail to graduate, their enrolment in the Professional Master's programme will be cancelled, and no certificates will be issued. Moreover, any fees already paid by the student will not be refunded.

ART. 4 – ENROL IN INDIVIDUAL MODULES, OR ATTEND/AUDIT A COURSE

Those wishing to take individual modules that are part of a Professional Master's programme may do so, as long as they meet the relevant entry requirements. In any case, each student can take individual modules for a maximum of 20 CFU credits.

The list of available modules, the maximum number of participants, and the required fees are indicated in the Course Factsheet of each course. If the Professional Master's programme in question does not start, no individual modules will be available.

Those interested in simply attending Professional Master's programmes and advanced and professional development courses as "uditori" or attendees/auditors (i.e. without obtaining the relevant qualification), may do so even if they do not meet the entry requirements, provided this option is available for the course in question (see the Course Factsheet, which shows the amount of tuition fees for "uditori").

Please note that the number of "uditori" and those who take individual modules will not be taken into account when calculating the minimum number of participants to start the course.

ART. 5 – HOW TO APPLY

Please note: the procedure indicated below must not be followed by those applying for individual modules or for attending as “uditori”, who will have to follow the instructions set out in Art. 7 of this Call.

Applicants must apply online as indicated below.

Opening and closing deadlines for applying are indicated in **Annex 1**.

Application procedure

1. Log into the ESSE3 online platform available at: <https://univr.esse3.cineca.it/Start.do>

If you are applying **for the first time**, you must first register in the system. If you already have a **student profile**, you must use your username and password. If these have expired and/or forgotten you should request the **recovery of your login details** following the instructions at: www.univr.it/recuperocredenziali.

If you already have a profile in the system as a **teaching staff/external user (company)**, you will need to create a **student profile**. Please note that you'll have to re-register in the system if your tax ID number (*codice fiscale*) is not associated with your existing profile. If your tax ID no. has already been associated with your existing profile, please contact the **Ufficio Master**.

2. Once logged in, select “Segreteria > Concorso di ammissione” from the menu, then the course of your interest to complete the procedure.

Once the application procedure is complete, the system will issue a registration receipt with a summary of your details, and you will receive an email confirming that your application has been submitted.

Students with disabilities or Specific Learning Disorder (SLD)/learning disabilities may request auxiliary aids and services if the course they are applying for requires them to pass an admissions test³.

For further information and support for completing the online application procedure please contact the “U.O. Master e Corsi di Perfezionamento e aggiornamento professionale” located in Via San Francesco, 22 – 37129 Verona (Phone: +39 045 8028767 – email segreteria.master@ateneo.univr.it).

ART. 6 – FOREIGN QUALIFICATIONS AND NON-EU STUDENTS

Non-EU students may apply if they have obtained a foreign qualification that is equivalent in terms of level of studies and content to the Italian qualification required for access to the chosen course.

Applicants who apply online will need to upload the *Declaration of Value* issued by the Italian Embassy or Consulate based in the country where the degree was awarded, and a copy of the degree certificate. All documents must be certified and officially translated into Italian.

Non-EU citizens residing in Italy must also upload a valid residence permit.

Non-EU citizens residing abroad will have to submit a valid residence permit once enrolled.

The Scientific Committee of each course shall evaluate the suitability of any foreign qualifications submitted.

³ Pursuant to Art. 16 and 20 of Law no. 104 of 5 February 1992 (amended by Law no. 17 of 28 January 1999), and Law no. 170/2010.

ART. 7 – HOW TO APPLY FOR INDIVIDUAL MODULES, OR TO ATTEND/AUDIT A COURSE

It is possible to enrol in individual modules, or attend/audit a course as “uditore” only for the courses that have reached the minimum number of participants required to start, provided this is allowed by the regulations of the course in question.

Those wishing to enrol in individual modules will need to apply by filling out the relevant form published on the web page of the course and send it to: segreteria.master@ateneo.univr.it by the applicable deadlines.

Those wishing to enrol as “uditori” will need to write to segreteria.master@ateneo.univr.it by the relevant deadlines.

ART.8 – ENROLMENT AND AVAILABLE PLACES

The list of admitted students will be published online on the web page of each course.

The admitted applicants will need to enrol and pay their registration fee by the methods and deadlines indicated in the document (normally within 5 working days of the publication of the list).

Those who do not follow the instructions and fail to meet the deadlines will be considered as having withdrawn, and any vacant positions will be allocated to the next eligible applicant in the list. If that's the case, the applicant/s in question will be contacted by the Ufficio Master.

ART. 9 – WITHDRAWAL

Those who have enrolled and intend to withdraw from the course will need to submit a formal request of withdrawal from studies. Any fees already paid by the student will not be refunded.

ART. 10 – BENEFITS FOR GRADUATES

A contribution of €500 towards registration fees is available to:

- 1) graduates enrolling in a 1st level Professional Master's programme in the 2020/2021 academic year, who gained their Bachelor's degree at any university within the normal duration of their programme in the 2019/2020 academic year;
- 2) graduates enrolling in a 2nd level Professional Master's programme in the 2020/2021 academic year, who gained their Master's degree or Single cycle/Combined Bachelor+Master's degree at any university within the normal duration of their programme in the 2019/2020 academic year.

How to apply for the €500 benefit:

- 1) if the degree was gained at the University of Verona before applying for the Professional Master's programme, the bonus will be applied automatically;
- 2) if the degree was gained at the University of Verona after applying for the Professional Master's programme, you will need to apply for the benefit by contacting the Ufficio Master via email: segreteria.master@ateneo.univr.it;
- 3) if you gained your degree at another university, you will need to submit by email (to: segreteria.master@ateneo.univr.it) a *Substitutive declaration and/or affidavit* pursuant to Presidential decree no. 445/2000 about your graduation degree, in which you will have to declare:

1. the name of the University where you graduated;
2. that you graduated within the normal duration of the programme;
3. the academic year of enrolment;
4. the academic year of graduation.

Please attach a scanned copy of a valid ID document.

For points 2 and 3 above, the applicants concerned should apply for such benefit at the time of enrolling, or before the payment of the second instalment is due, if applicable.

ART. 11 – REDUCED FEES FOR STUDENTS WITH DISABILITIES

Students with a certified disability according to Art. 3(1) of Law no. 104/1992 or with at least 66% invalidity, are completely exempt from paying course fees for Professional Master's programmes, advanced and professional development courses. These students will be enrolled as 'extra students', i.e. they will not be taken into account when calculating the minimum number of participants to start the course.

Students with certified disability of 50-65% are awarded a €250 reduction towards their course fees for Professional Master's programmes, and a 5% reduction towards their course fees for advanced and professional development courses.

Those interested may, by appointment, get in touch with the Inclusion and Accessibility Unit, Via San Francesco, 22 - 37129 Verona – phone: +39 045 8028786-8593 email: centro.disabili@ateneo.univr.it, within the deadline set for enrolment.

ART.12 – FINAL CERTIFICATE

At the end of the Professional Master's programme, students who have completed their compulsory attendance, passed any intermediate tests and the final test, will be awarded the academic qualification of "Master universitario di I livello" or "Master universitario di II livello" depending on the level of the course attended. If the programme has been established in collaboration with other institutions of higher education, the qualification may be a joint, double, or multiple degree.

At the end of an advanced and professional development course, students who have duly attended the course, passed any intermediate tests and the final test will receive a certificate of attendance.

ART.13 – INCOMPATIBILITY AND FORFEITURE

It is not possible to be enrolled in a Professional Master's programme and in any other university degree programme awarding academic qualifications at the same time.

In the event of any false or misleading statements resulting from the documents submitted by the applicant, the sanctions of the Italian criminal code and the relevant special regulations⁴ shall apply. In such a case, the enrolment of the applicant concerned will be automatically cancelled, while the University will recover any benefits granted, and will be entitled to retain any fees already paid by the applicant. Finally, the false declaration will result in the person concerned being liable for compensation.

For anything not specified in this notice please refer to the applicable legislation.

⁴ Presidential decree no. 445/2000, Art. 75 and 76.

ART. 14 – PROCEDURE OFFICER

The Procedure Officer is Ms Paola Tognolo, Head of the Office responsible for Professional Master's programmes, advanced and professional development courses and teacher training courses ("U.O. Master e Corsi di Perfezionamento e aggiornamento professionale e servizio formazione insegnanti"), Direzione Didattica e Servizi agli Studenti, Chiostrò S. Francesco, Via S. Francesco, 22 – 37129 Verona.

ART. 15 – PROCESSING OF PERSONAL DATA

The University of Verona is the Data Controller of personal data of those who apply for Professional Master's programmes, and advanced and professional development courses under this Call, in accordance with EU Regulation 2016/679; an information notice for students on the purposes of the processing, data recipients and the rights of Data Subjects is available on the University's website, at the following link: www.univr.it/it/privacy

The Rector
Pier Francesco Nocini