



CALL FOR APPLICATIONS¹

Professional Master's programmes

Advanced and professional development courses

Continuing Education courses

ACADEMIC YEAR 2021/2022

THE RECTOR

HAVING REGARD TO the Statute of the University of Verona, issued by Rector's Decree no. 4965 of 24 June 2020;

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 and guidelines on university Professional Master's programmes, advanced and professional development courses, and Continuing Education courses, issued by Rector's decree no. 751 of 2 February 2021;

HAVING REGARD TO the MIUR regulations on the procedures for entry, stay and enrolment of international students requiring visa, relating to higher education courses in Italy for the academic year 2021/2022;

HAVING REGARD TO the "Regulations on student fees", issued by Rector's decree no. 4203 of 10 May 2021 and subsequent amendments;

HAVING REGARD TO the decisions taken by the Academic Senate and the Board of Governors during the meetings held on 25 May and 29 June 2021 respectively, which approved the establishment of university Professional Master's programmes, advanced and professional development courses for the 2021/2022 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 – POSTGRADUATE STUDY COURSES

For the academic year 2021/2022 the University of Verona shall establish the following 1st and 2nd level Professional Master's programmes, advanced and professional development courses, and Continuing Education courses.

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

1. Computer game development
2. Cure palliative

¹ Please note: this is a translation of the original document "Bando di ammissione ai master universitari, ai corsi di perfezionamento e corsi di formazione continua anno accademico 2021/2022" in Italian. In case of any divergence of interpretation, the Italian text shall prevail.

3. Didattica dell'italiano come lingua seconda
4. Diritto ed economia degli scambi internazionali: customs & excise, international tax law, international commercial law, international trade, operations & accounting extra ue, agri business
5. Editoria
6. Educatore esperto per le disabilità sensoriali e multifunzionali
7. English for international business and global affairs
8. Fisioterapia neurologica
9. Gestione della qualità, del rischio clinico e della sicurezza del paziente
10. Infanzia e movimento: lo sviluppo da 0 a 6 anni
11. Intercultural competence and management – mediazione interculturale, comunicazione, gestione dei conflitti (in ambito aziendale, educativo, sociosanitario, giuridico, dei mass media e per l'italiano L2 – primo livello - online).
12. Internal auditing & compliance
13. La sperimentazione clinica in oncologia: aspetti clinici, gestionali ed operativi (Interateneo - Sede amministrativa: Università di Padova)
14. Logistica & Supply chain management
15. Management dello spettacolo
16. Osteopatia nelle disfunzioni neuromuscolo-scheletriche (biennale - Sedi di Mozzecane (VR), Vado Ligure, Roma, Torino, Udine)
17. Project Management
18. Scienze medico forensi
19. Specializzazione in nursing chirurgico perioperatorio

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

1. Chirurgia della parete addominale
2. Chirurgia epato pancreatico biliare
3. Chirurgia orale
4. Chirurgia robotica urologica
5. Chirurgia vertebromidollare complessa
6. Direzione delle professioni sanitarie
7. Esercizio-Terapia: Progettazione e conduzione dell'esercizio fisico nelle patologie esercizio-sensibili
8. Farmacoepidemiologia e valutazione delle cure integrate (Interateneo – sede amministrativa: Università di Padova)
9. Farmacovigilanza, Farmacoepidemiologia, Farmacoeconomia e Real World Evidence
10. Imaging oncologico epatobiliopancreatico
11. Neuropsicologia clinica e sperimentale
12. Oxygen-ozone therapy in the medical practice: from basic mechanisms to treatment
13. Research in Movement Sciences (MRMS)

Advanced courses (*Corsi di Perfezionamento*)

14. Agopuntura Tradizionale Cinese - Modulo Base
15. Compliance aziendale e Prevenzione Frodi
16. Cost & Revenue management
17. Data analytics e Tools per l'Internal Auditing
18. Didattiche per lo sviluppo cognitivo e motorio con bambini da 0 a 6 anni
19. Dipendenze comportamentali e da sostanze legali
20. Ecografia – Scuola SIUMB
21. Gestione della Persona con patologia neurologica in contesti protetti e strutture sanitarie e socio-assistenziali
22. Internal Auditing

23. La cultura della tutorship quale strumento di sviluppo per le professioni sanitarie (Bolzano)
24. La valutazione ecologica delle attività motorie per la scuola dell'infanzia
25. Management by Project
26. Management dei sistemi per i servizi sociali e sociosanitari
27. Metodi e Strumenti per la produzione e valutazione di Linee Guida ai sensi della Legge 24/2017
28. Metodologie avanzate di educazione alla salute e terapeutica (Trento)
29. Neurofisiopatologia clinica ed imaging del sistema nervoso periferico
30. Nursing assessment avanzato in situazioni assistenziali complesse e di criticità
31. Preparazione alla professione di Dottore commercialista e all'attività di Revisore legale
32. Progettazione evidence-based di attività fisica nei parco-giochi scolastici
33. Programmi di esercizio fisico per il diabete
34. Programmi di esercizio fisico per la malattia di Alzheimer
35. Programmi di esercizio fisico per la malattia di Parkinson
36. Project Management (I fondamentali)
37. Revisioni sistematiche e metanalisi per la produzione di linee guida evidence - based in ambito sanitario
38. Risk & Contract Management
39. Smart management in sport
40. Strength training per la terza età
41. Tecniche di base in neurofisiopatologia clinica

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

1. Dipendenti della Pubblica Amministrazione
2. Diritto agroalimentare transnazionale e comparato
3. Diritto bancario
4. English for the world of work: focus on professional speaking and writing skills
5. Esperto nei percorsi di adultità e nei processi di inclusione delle persone con disabilità (Disability Navigator)
6. Esperto promotore della mobilità ciclistica
7. Etica d'Impresa "Giorgio Zanotto"
8. Frodi Aziendali: individuazione, contrasto e prevenzione
9. Gestione delle Imprese Familiari
10. Risk management - Gestione del rischio, sicurezza e controllo

Continuing Education courses (*Corsi di formazione continua*)

1. Master Tips on Internal Auditing & Fraud Prevention

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**, and **Continuing Education 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 on a Professional Master's programme, as long as they graduate no later than the last graduation session of the academic year prior to that in which the latter course is due to take place.

Students who are about to graduate (i.e. only needing to take the final examination to graduate) may conditionally enrol on an advanced course, provided that they graduate before the beginning of the latter course, which requires mandatory attendance.

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 ON 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 30 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 admission test².

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

² 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.

Francesco, 22 – 37129 Verona (Phone: +39 045 8028767 - 8028260 – 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 Postgraduate Study course.

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

Applicants who apply online will need to upload the following:

- *Declaration of Value* issued by the Italian Embassy or Consulate based in the country where the degree was awarded;
- a copy of the degree certificate.

Please note that all documents must be certified and officially translated into Italian.

As an alternative to the above *Declaration of Value*, the following will also be accepted:

- a *Diploma Supplement* issued by the University which awarded the degree;
- a *Statement of comparability* by CIMEA, available at: <http://www.cimea.it/it/index.aspx>

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

In addition to applying on the ESSE3 online platform, non-EU citizens residing in a non-EU country will also need to pre-enrol on the UNIVERSITALY portal by the application deadline of their chosen course.

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

It is possible to enrol on 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 on 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 no later than 15 days before the beginning of the module lectures.

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

ART.8 – ENROLMENT AND AVAILABLE PLACES

The list of admitted students will be published online on the web page of each course. Please note that no further written or phone communications will follow, so ensure to monitor the web page regularly.

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 on the list. If that's the case, the applicant/s in question will be contacted by the Ufficio Master.

ART. 9 – WITHDRAWING FROM STUDIES

Students wishing to withdraw from their studies must submit an irrevocable and unconditional withdrawal application.

Upon withdrawal from their studies, students will be free from any financial obligation towards the University with regard to tuition fees to be paid after the date of their official withdrawal from studies. Following this withdrawal, the student is not entitled to a refund of the fees and contributions already paid, while the obligations to pay the instalments due before the official withdrawal date shall remain, as well as the financial obligations relating to sanctions or forfeiture of any financial benefits already received.

Under no circumstances will any failure to pay tuition fees be regarded as an implicit withdrawal from studies.

ART. 10 – BENEFITS FOR GRADUATES

A contribution of €500 towards tuition fees is available to graduates. Specifically:

1) Students who graduate in the academic year 2020/2021 within the normal duration of their Bachelor's degree or Single-cycle/Combined Bachelor+Master's degree (including at a different university) and who then enrol for the following academic year on a 1st-level Professional master's programme at the University of Verona are awarded a tuition fee reduction of € 500;

2) Students who graduate in the academic year 2020/2021 within the normal duration of their Master's degree or Single cycle/Combined Bachelor+Master's degree (including at a different university) who then enrol for the following academic year on a 2nd-level Professional master's programme at the University of Verona are awarded a tuition fee reduction of € 500.

How to apply for the €500 benefit:

1) if you graduated at the University of Verona before registering for the selection process, these benefits are applied automatically;

2) if you graduated at the University of Verona after registering for the selection process, please write to: segreteria.master@ateneo.univr.it;

3) if you graduated at another university, please write to: segreteria.master@ateneo.univr.it and attach a substitutive declaration ("dichiarazione sostitutiva del certificato di laurea ai sensi del DPR 445/2000") in which you declare the following:

- the name of the University at which you graduated;
- that you have graduated within the normal duration of your degree programme;
- the academic year in which you enrolled;
- the academic year in which you graduated.

This declaration must be original and you will need to send it together with 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 second instalment of tuition fees is issued, if due.

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 (U.O. Inclusione e accessibilità), Via San Francesco, 22 - 37129 Verona – phone: +39 045 8028786-8593 email: inclusione.accessibilita@ateneo.univr.it, by the relevant enrolment deadline.

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.

Students who attended individual modules of a Professional Master's programme will be provided with a Certificate of completion, which will include the number of CFU credits awarded.

At the end of an advanced and professional development course, students who have duly attended the course will receive a certificate of attendance. Any CFU credits will only be awarded upon passing the final test.

At the end of a Continuing Education course, students who have duly attended the course will receive a certificate of attendance.

Those attending a course as 'Uditori' will be provided with a Certificate of participation.

ART.13 – INCOMPATIBILITY AND FORFEITURE

It is not possible to be enrolled on a Professional Master's programme and on 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 regulations³ 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.

³ Presidential decree no. 445/2000, Art. 75 and 76.

ART. 14 – PROCEDURE OFFICER

The Procedure Officer is Dr. 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.

ART. 15 – PROCESSING OF PERSONAL DATA

The University of Verona is the Data Controller of personal data of those who apply for 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

Prof. Pier Francesco Nocini