



**CALL FOR APPLICATIONS<sup>1</sup>**  
**Professional Master's programmes**  
**Advanced and professional development courses**  
**Continuing education courses**  
**ACADEMIC YEAR 2024/2025**

**THE RECTOR**

**HAVING REGARD TO** the Statute of the University of Verona, issued by Rector's Decree no.5336 of 13 may 2024;

**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";

**HAVING REGARD TO** the University's regulations and guidelines on university Professional Master's programmes, advanced and professional development courses, and Continuing Education courses;

**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 2024/2025;

**HAVING REGARD TO** the decisions taken by the Academic Senate and the Board of Governors during the meetings held on 30 May 2023, 24 October 2023 and on 25 June 2024, which approved the establishment of university Professional Master's programmes, advanced and professional development courses and Continuing Education courses for the 2024/2025 academic year proposed by the departments of: Computer Sciences; Cultures and Civilizations; Diagnostics and Public Health; Engineering for Innovative Medicine; Management; Foreign Languages and Literatures; 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 2024/2025 the University of Verona shall establish the following 1<sup>st</sup> and 2<sup>nd</sup> level Professional Master's programmes, advanced and professional development courses, and Continuing Education courses:

**1<sup>st</sup> level Professional Master's programmes (*Master I livello*)**

1. Computer Game Development
2. Consulenza Educativa per le persone e i servizi in prospettiva internazionale
3. Cure palliative
4. Didattica dell'Italiano come Lingua seconda

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<sup>1</sup> Please note: this is a translation of the original document "Bando per l'ammissione ai Master universitari di I e II livello e ai corsi di perfezionamento e di aggiornamento professionale e corsi di formazione continua anno accademico 2024/2025" in Italian. In case of any divergence of interpretation, the Italian text shall prevail.

5. Diritto ed economia degli scambi internazionali: customs & excise, international tax law, international commercial law, international trade, operations & accounting extra ue, agri business
6. Echocardiography: from principles to advanced techniques
7. Editoria
8. Fisioterapia neurologica
9. Formazione alla Supervisione in Servizio Sociale
10. Gestione della qualità, del rischio clinico e della sicurezza del paziente
11. Glottodidattica inclusiva
12. Infanzia e movimento: lo sviluppo da 0 a 6 anni
13. Intercultural and competence management - Mediazione interculturale, Comunicazione e Gestione dei conflitti
14. Internal Auditing & Compliance
15. La Sperimentazione clinica in Oncologia: aspetti clinici, gestionali e operativi Interateneo sede amministrativa UniPD
16. Management dei servizi sociosanitari
17. Management dello spettacolo
18. Mediazione familiare
19. Operatore della salute specialista nella prevenzione e controllo del rischio infettivo
20. Osteopatia nei disturbi neuro muscolo-scheletrici
21. Project Management
22. Traduzione intermediale e Scrittura creativa –TraSCrea

## **2<sup>nd</sup> level Professional Master's programmes (*Master II livello*)**

1. Diagnostica e interventistica cardiovascolare
2. Diritto ed economia degli scambi internazionali: customs & excise, international tax law, international commercial law, international trade, operations & accounting extra ue, agri business
3. Farmacoepidemiologia delle valutazioni e delle cure integrate - Interateneo sede amministrativa UniPD
4. Farmacovigilanza, farmacoepidemiologia, farmaeconomia e real world evidence
5. Formazione alla Supervisione in Servizio Sociale
6. Logimaster plus upgrading in supply chain, operation and logistics management
7. Mediazione familiare
8. Neuropsicologia clinica e sperimentale
9. Riabilitazione delle gravi atrofie del mascellare con impianti zigomatici
10. Scienza della rigenerazione e medicina estetica

## **Advanced courses (*Corsi di Perfezionamento*)**

1. Angioplastica coronarica complessa – I<sup>a</sup> e II<sup>a</sup> edizione
2. Azione pedagogica e interventi psicoeducativi per la promozione della vita adulta delle persone con autismo
3. Common ground - Multiagency Advanced Training Programme - I<sup>a</sup> e II<sup>a</sup> edizione
4. Compliance aziendale e prevenzione frodi
5. Data analytics e Tools per l'Internal Auditing
6. Data quality nella ricerca biomedica
7. Didattiche per lo sviluppo cognitivo e motorio con bambini da 0 a 6 anni
8. Disturbo dello spettro autistico di livello 1 negli adulti
9. Infermieristica di famiglia e di comunità
10. Internal Auditing
11. Le neuroimmagini al servizio della neuropsicologia e della riabilitazione
12. Medication review e deprescribing

13. Metodologie di intervento per il potenziamento della comunicazione e dell'interazione nei Disturbi dello Spettro Autistico
14. Neurofisiopatologia clinica ed imaging del sistema nervoso periferico
15. Operatore Economico Autorizzato - Responsabile delle questioni doganali
16. Terapia transcateretere delle cardiopatie strutturali – I<sup>a</sup> e II<sup>a</sup> edizione
17. Valorizzazione dei beni culturali, paesaggistici e ambientali della montagna Interateneo sede amministrativa UniBG

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

1. Consulenza del lavoro - Indirizzo Diritto del lavoro - sede di Verona
2. Contratti per l'impresa
3. Dipendenti della pubblica amministrazione e degli enti pubblici
4. Diritto Bancario
5. Educazione etica e affettiva
6. Frodi aziendali: individuazione, contrasto e prevenzione
7. Gestori delle procedure minori - I<sup>a</sup> e II<sup>a</sup> edizione
8. Il benessere degli animali e la salvaguardia del rapporto interspecifico uomo/animale
9. Incarichi nella gestione della crisi e dell'insolvenza
10. L'intermediario assicurativo nel terzo millennio. Una professione "social" - I<sup>a</sup> e II<sup>a</sup> edizione
11. Risk Management - Gestione del Rischio, Sicurezza e Controllo
12. Storie di Piante, Storie di noi
13. Sustainability Management per il Good Business

### **Continuing Education courses (*Corsi di formazione continua*)**

1. Bilancio e assetti di impresa
2. La mediazione linguistica spagnolo-italiano nel commercio internazionale
3. Fuori dal Comune. Donne al governo delle città
4. I limiti della persuasione
5. Il dovere di verità dell'avvocato
6. Revisione, bilancio ed assetti d'impresa
7. Master Tips on Internal Auditing & Fraud Prevention I<sup>a</sup>, II<sup>a</sup> e III<sup>a</sup> edizione
8. Information technology for the eyeware industry
9. Information technology and artificial intelligence for sustainability management (BASIC)
10. Management of artificial intelligence assets

**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 Annex 1 to this Call.

### **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 **1<sup>st</sup> level Professional Master's programmes, advanced and professional development courses**, this Call is open to applicants who hold 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 **2<sup>nd</sup> level Professional Master's programmes**, applicants must hold one of the following qualifications:

- a) Master's Degree [*Laurea Magistrale* awarded pursuant to Ministerial decree no. 270/04] or previous Master's Degrees;
- 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 available on the web page of each course in the *How to enrol > Admission requirements* section.

### **ART. 4 – ENROLLING IN TWO COURSES AT THE SAME TIME**

Pursuant to Law no. 33 of 12 April 2022 and Ministerial Decree no. 930 of 29 July 2022 (Provisions to allow simultaneous enrolment in two university courses), you can be enrolled:

- a) in two Professional Master's programmes at the same time, even at two different Universities, provided that the programmes in question are different;
- b) in a Professional Master's programme and a Bachelor/Master's degree at the same time;
- c) in a Professional Master's programme and a Postgraduate Specialisation programme at the same time;
- d) in a Professional Master's programme and a PhD programme at the same time.

For points a) and b) above, if attendance requirements are in place for one of the two programmes, enrolment in the second programme is permitted only if the latter does not have any attendance requirements, with the exception of courses for which compulsory attendance is required only for laboratory and internship activities.

For point c), enrolment is permitted subject to assessment by the respective collegiate bodies, which will verify that the conditions for acquiring the knowledge and skills necessary for achieving the training objectives for each programme are met, and that these are compatible with the attendance requirements in place.

For point d), enrolment is permitted subject to assessment by the respective collegiate bodies, which will verify that the conditions for acquiring the knowledge and skills necessary for achieving the training objectives for each programme are met.

The possibility of enrolling in a 1<sup>st</sup> or 2<sup>nd</sup>-level Professional Master's programme as per Art. 1 and in a Specialisation postgraduate programme or a PhD programme at the same time is set out in Annex 2, subject to a positive assessment also by the collegiate body of the School of Specialisation or the PhD programme. This result of the assessment may be attached to the online application procedure or forwarded to the Postgraduate Study Office by email at a later date.

Those interested in enrolling in a second course must compulsorily submit, in both institutions, at the same time as the enrolment, the self-declaration required by Art. 6 of Ministerial Decree no. 930/2022 of the MUR.

**To this end, in the online enrolment procedure they must:**

1. select "yes" under " *Carriera legata a contemporanea iscrizione come previsto dal DM 930 del 29 luglio 2022*" on the " *Dettaglio iscrizione*" page;
2. complete all subsequent fields as requested by the procedure, also carefully reading the notes in each field.

Students already enrolled at the University of Verona who are concurrently enrolling in a Master's degree programme must fill in the declaration by re-entering their reserved area in Esse3 as follows: *Segreteria > Dichiarazioni aggiuntive > "Carriera legata a contemporanea iscrizione come previsto dal DM 930 del 29 luglio 2022"* > then in the column "Azioni" select the modify icon and complete all the mandatory fields on the next page.

**Please note:** the declaration must be completed for both courses.

If the second course is at another university, it is necessary to produce the self-declaration in the manner indicated by that university.

It is always possible to enrol in an advanced and professional development course or Continuing Education course and in another degree programme (Bachelor's, Master's, PhD programme, postgraduate specialisation programme) at the same time.

Please note that applicants will still need to hold the qualifications required by the relevant regulations when applying for degree programmes.

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 or advanced/professional development course. If they fail to graduate, their enrolment will be cancelled, and no certificates will be issued. Moreover, any fees already paid by the student will not be refunded.

## **ART. 5 – HOW TO APPLY FOR INDIVIDUAL MODULES, OR TO 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 per academic year.

The list of available modules and the required fees are available on the web page of each course in the *Programme > Individual modules* section.

**Those interested in applying** will need to complete and send to [segreteria.master@ateneo.univr.it](mailto:segreteria.master@ateneo.univr.it) the relevant form, available on the web page, at least 15 days before the start of the relevant lessons.

**Those interested in simply attending** Professional Master's programmes and advanced 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 Annex 1 to this Call). They will need to write to [segreteria.master@ateneo.univr.it](mailto:segreteria.master@ateneo.univr.it) by the relevant enrolment deadline.

Please note that it will be possible to attend courses as “uditori” or attendees/auditors only if applicable for the course in question and provided that the minimum number of participants to start the course has been reached.

## ART. 6 – HOW TO APPLY

Applicants must apply online as indicated below.

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

Please note: the procedure indicated below must not be followed by those applying for the *Consulenza del lavoro* course, who will have to follow the instructions set out in Art. 7 of this Call.

### Application procedure

**Step 1.** Log into the ESSE3 online platform available at: [ESSE3](#)

If you are applying **for the first time**, you must first register in the system with your SPID login details. If you already have a **student profile**, you can use either your SPID or your GIA login details. If your GIA login details have expired and/or forgotten you should request the **recovery of your login details** following the instructions at: [www.univr.it/recuperocredenziali](http://www.univr.it/recuperocredenziali) or logging in with your SPID login details.

Please note: to complete your registration, you will need to have a scanned copy of your ID card on hand.

**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 Postgraduate Study Office by writing to: [segreteria.master@ateneo.univr.it](mailto:segreteria.master@ateneo.univr.it).

**Step 2.** Once logged in, select “**Segreteria > Concorso di ammissione > Iscrizione concorsi di ammissione**” from the **menu**, then the course of your interest to complete the procedure. Then complete all the mandatory fields.

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 test<sup>2</sup>.

For further information and support for completing the online application procedure, please contact the Postgraduate Study Office, i.e. the “U.O. Immatricolazioni, Admissions e Post Laurea” (Phone: +39 045 8028530, Monday to Friday, 10 am – 12 noon – email [segreteria.master@ateneo.univr.it](mailto:segreteria.master@ateneo.univr.it)).

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<sup>2</sup> 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 THE COURSE ‘CONSULENZA DEL LAVORO – INDIRIZZO DIRITTO DEL LAVORO’

### CONSULENZA DEL LAVORO – HOW TO APPLY:

Those interested in enrolling will need to complete the relevant form and send it by e-mail together with a scanned copy of their ID to the Secretariat of the Labour Consultants Association of Verona ([segreteria@consulentidellavoro.vr.it](mailto:segreteria@consulentidellavoro.vr.it)), if already members of such association. If not, their application form shall be sent to the Postgraduate Study Office ([segreteria.master@ateneo.univr.it](mailto:segreteria.master@ateneo.univr.it)) **by 30.09.2024**.

The application form can be found on the web page of the course, in the ‘How to enrol’ section (*Post laurea, corsi di perfezionamento e aggiornamento professionale a.a. 2024/2025*).

After the enrolment deadline, the University will announce, through a specific notice, the start of the course and how to complete your enrolment procedure.

Please remember to keep you GIA login details on hand to log into ESSE3, if you have them, or to register on the University’s website (<https://univr.esse3.cineca.it/Start.do>) using your SPID login details.

If your GIA login details have expired and/or forgotten you should request the **recovery of your login details** following the instructions at: [www.univr.it/recuperocredenziali](http://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 Postgraduate Study Office.

## ART. 8 – FOREIGN QUALIFICATIONS AND NON-EU STUDENTS

Non-EU students may apply for Postgraduate Study courses 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.

Non-EU applicants who apply online on ESSE3 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*, one of the following documents may be submitted:

- a *Diploma Supplement*, which is a supplementary certificate for Bachelor’s, Master’s and Single cycle/Combined Bachelor+Master’s degrees obtained upon completion of the relevant degree, which corresponds to the European model developed at the initiative of the European Commission, the Council of Europe and UNESCO. The document describes the nature, level, context, content and status of the studies carried out and completed by the student and contains only official data on the student’s career, excluding any discretionary assessment, declaration of equivalence or suggestion of recognition.

This document must be requested from the University where the degree was obtained.

- a *Statement of comparability* by CIMEA, available at: <http://www.cimea.it/it/index.aspx> will also be accepted.

For Professional Master's degrees and advanced and professional development courses for which a professional qualification as a medical surgeon is required, non-EU candidates in possession of a medical qualification acquired in a non-EU State must be in possession of temporary authorisation to carry out clinical activities as a medical surgeon. The application must be submitted to the Italian Ministry of Health.

For further information:

<https://www.salute.gov.it/portale/moduliServizi/dettaglioSchedaModuliServizi.jsp?lingua=italiano&label=servizionline&idMat=PROFS&idAmb=RTENC&idSrv=S&flag=P>

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. 9 – ADMISSION TESTS: SPECIAL CONDITIONS FOR STUDENTS WITH DISABILITIES OR SPECIFIC LEARNING DISORDER (SLD)/LEARNING DISABILITIES**

Applicants with a certified disability pursuant to Law no. 104 of 1992 or SLD/Specific Learning Disorder pursuant to Law no. 170 of 2010, may take exams under special conditions and benefit from specific auxiliary aids or adaptations, as well as from any additional time that may be necessary to complete the test, provided that they make a specific request in their application.

To do so, applicants shall apply by the deadline of this Call by completing the online form available at: [https://moduli.univr.it/rwe2/module\\_preview.jsp?MODULE\\_TAG=DOFSS\\_Richiesta\\_Adattamenti\\_Test\\_ammissione](https://moduli.univr.it/rwe2/module_preview.jsp?MODULE_TAG=DOFSS_Richiesta_Adattamenti_Test_ammissione) where they will need to upload the required documents and enter the necessary declarations.

The University will assess the applications received also taking into account the following:

1. Applicants with a certificate of disability or certification pursuant to Law no. 104 of 1992 must submit the certification issued by the competent medical commission at the local level stating the type of disability and/or the degree of certified disability. The documentation shall be submitted online together with the student's declaration that the copies submitted are identical to the original documents. Applicants are granted up to 50% extra time for completing their test, if they request so, as well as the necessary assistive technologies depending on the student's needs and type of test.

2. Applicants with Specific Learning Disorder (SLD)/learning disabilities pursuant to Law no. 170 of 2010 must submit the medical certification proving their condition. The documentation shall be submitted online together with the student's declaration that the copies submitted are identical to the original documents. Diagnosis certificates must be issued within the last three years, or after the applicant has turned eighteen, and must have been issued by local public health facilities or by bodies and professionals accredited by the regional health system. Applicants with SLD/learning disabilities are granted +30% extra time when taking their test, no specific applications needed. Moreover, applicants may apply for specific auxiliary aids in relation to their specific circumstances and the type of test.

Applicants referred to in this article may be admitted to the tests with the medical certification they possess, even if it is not up-to-date due to Covid-19 restrictions to activities carried out by the Italian NHS, subject to the University's right to request the integration of the required documentation at a later date.



Applicants with a disability, invalidity or SLD/learning disabilities residing in a foreign country, who wish to benefit from the aids and adaptations referred to in the previous paragraphs, must submit the legalised certification, where required by current international regulations, certifying their state of invalidity, disability or SLD/learning disabilities issued in their country of residence, accompanied by a sworn translation, either by an official translator or certified as conforming to the original document by the relevant Italian Consulate or Embassy, in Italian or English. The University bodies responsible for examining the certifications referred to in the preceding paragraphs shall ascertain that the foreign documentation proves the applicant's disability or SLD/learning disabilities according to the Italian law.

The special conditions and specific auxiliary aids or adaptations set out in this article shall be granted upon proposal by the Inclusion and Accessibility Office. For further information, please write to: [adattamentiprove@ateneo.univr.it](mailto:adattamentiprove@ateneo.univr.it)

## **ART. 10 – 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 (approximately 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/s on the list. If that's the case, the Postgraduate Study Office will get in touch with the applicant/s in question.

## **ART. 11 – 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.

For further information about this, see the relevant [web page](#)

## **ART. 12 – BENEFITS FOR GRADUATES**

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

1) Students who graduate in the academic year 2023/2024 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 1<sup>st</sup>-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 2023/2024 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 2<sup>nd</sup>-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](mailto:segreteria.master@ateneo.univr.it);

3) if you graduated at another university, please write to: [segreteria.master@ateneo.univr.it](mailto: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. 13 – REDUCED STUDENT FEES**

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 and Continuing Education 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 or Continuing Education courses.

Those interested must send to [inclusione@ateneo.univr.it](mailto:inclusione@ateneo.univr.it) the appropriate Application Form for student fees exemption/reduction, available on this [web page](#). Please submit the form at the same time as enrolling, together with the documents indicated therein.

### **ART.14 – 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 examination.

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. 15 – PROCEDURE OFFICER**

The Procedure Officer is Ms. Paola Tognolo, Head of the Postgraduate Study Office (UO Immatricolazioni, Admissions e Post Laurea - Direzione Offerta Formativa, Servizi e Segreterie Studenti).

#### **ART. 16 – 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](http://www.univr.it/it/privacy)

The Rector

Prof. Pier Francesco Nocini

This document was signed with a digital signature and registered in the University of Verona protocol system pursuant to Art.s 23-bis and 23-ter et seq. of Legislative decree no. 82/2005 and subsequent amendments.