



CALL FOR APPLICATIONS¹

Continuing Education courses

ACADEMIC YEAR 2023/2024

THE RECTOR

HAVING REGARD TO the Statute of the University of Verona, issued by Rector's Decree no. 7121 of 8 August 2022;

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 2023/2024;

HAVING REGARD TO the "Regulations on student fees", issued by Rector's decree no. 5347 of 13 June 2022;

HAVING REGARD TO the decisions taken by the Academic Senate and the Board of Governors during the meetings held on 28 February 2023 and 30 May 2023, which approved the establishment of university Continuing Education courses for the 2023/2024 academic year proposed by the departments of: Law, Business Management and Human Sciences;

HEREBY DECREES AS FOLLOWS:

ART. 1 – POSTGRADUATE STUDY COURSES

For the academic year 2023/2024 the University of Verona shall establish the following Continuing Education courses:

1. Bilancio e assetti di impresa
2. Career Professional Development- Mappatura, valutazione e implementazione di competenze a sostegno dell'occupabilità
3. 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 Annex 1 to this Call.

¹ Please note: this is a translation of the original document "Bando per l'ammissione ai corsi di formazione continua 2023/2024" in Italian. In case of any divergence of interpretation, the Italian text shall prevail.

ART. 2 – ADMISSION REQUIREMENTS

In order to apply for **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. 3 – HOW TO APPLY

Applicants must apply online as indicated below.

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

Application procedure

Step 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 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 or logging in with your SPID account.

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

Step 2. Once logged in, select “**Segreteria > Immatricolazione > Immatricolazione standard > Immatricolazione ai corsi ad accesso libero > Corso di formazione continua**” 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 PagoPA payment notice (see Art. 5 of this Call).

For further information and support for completing the online application procedure, please contact the Postgraduate Study Office, i.e. the “U.O. Master e Corsi di Perfezionamento e aggiornamento professionale” (Phone: +39 045 8028530– email segreteria.master@ateneo.univr.it).

ART. 4 – 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*, a *Statement of comparability* by CIMEA, available at: <http://www.cimea.it/it/index.aspx> will also be accepted.

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. 5 – 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://www.univr.it/it/i-nostri-servizi/inclusione-e-accessibilita-supporto-a-studenti-con-disabilita-e-dsa/supporto-per-le-prove-di-ammissione-per-candidati-con-disabilita-o-dsa#categdoc_7700 where they will need to upload the required documents and enter the necessary declarations.

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.

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 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.

ART. 6 – ENROLMENT AND AVAILABLE PLACES

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

The web page will also include information about enrolment fees' payment methods and deadline.

Applicants will receive an e-mail informing them that the PagoPA payment notice is available in their ESSE3 personal area, in the "Dashboard / Student fees" section.

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.

ART. 7 – 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. 8 – 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 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 5% reduction towards their course fees for Continuing Education 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. 9 – FINAL CERTIFICATE

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

ART. 10 – PROCEDURE OFFICER

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

ART. 11 – 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

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.