

# CALL FOR APPLICATIONS<sup>1</sup>

# Professional Master's programmes Advanced and professional development courses

# **Continuing Education courses**

#### **ACADEMIC YEAR 2022/2023**

#### 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 2022/2023;

**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 June 2022, which approved the establishment of university Professional Master's programmes, advanced and professional development courses for the 2022/2023 academic year proposed by the departments of: Cultures and Civilizations; Diagnostics and Public Health; Business Administration; 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 2022/2023 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. Cure palliative
- 2. Didattica dell'italiano come lingua seconda

<sup>&</sup>lt;sup>1</sup> 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 2022/2023" in Italian. In case of any divergence of interpretation, the Italian text shall prevail.

- 3. Diritto ed economia degli scambi internazionali: customs & excise, international tax law, international commercial law, international trade, operations & accounting extra ue, agri business
- 4. Editoria
- 5. Educatore esperto per le disabilità sensoriali e multifunzionali
- 6. Gestione della qualità, del rischio clinico e della sicurezza del paziente
- 7. HR Change Agent
- 8. Igiene dentale e logopedia in odontostomatologia pediatrica e traumatologia dentale
- 9. Infanzia e movimento: lo sviluppo da 0 a 6 anni
- 10. 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).
- 11. Internal auditing & compliance
- 12. La sperimentazione clinica in oncologia: aspetti clinici, gestionali ed operativi (Interateneo Sede amministrativa: Università di Padova)
- 13. Logistica & Supply chain management
- 14. Management dello spettacolo
- 15. Management per funzioni di coordinamento delle professioni sanitarie e coordinamento di case di comunità, ospedali di comunità e servizi di cure primarie (Verona)
- 16. Mediazione familiare
- 17. Osteopatia nelle disfunzioni neuromuscolo-scheletriche (biennale Sedi di Mozzecane (VR), Vado Ligure, Roma, Torino, Udine)
- 18. Project Management
- 19. Scienze medico forensi
- 20. Valutazione e management riabilitativo delle disfunzioni ed esiti chirurgici del complesso testacollo

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

- 1. Approcci chirurgici Hands-on alla base cranica antero-laterale, ricostruzione e indicazioni
- 2. Chirurgia vertebromidollare complessa
- 3. Esercizio-Terapia: Progettazione e conduzione dell'esercizio fisico nelle patologie eserciziosensibili
- 4. Farmacoepidemiologia e valutazione delle cure integrate (Interateneo sede amministrativa: Università di Padova)
- 5. Farmacovigilanza, Farmacoepidemiologia, Farmacoeconomia e Real World Evidence
- 6. Master of research in movement sciences (MRMS)
- 7. Neuropsicologia clinica e sperimentale
- 8. Oxygen-ozone therapy in the medical practice: from basic mechanisms to treatment
- 9. Riabilitazione delle gravi atrofie del mascellare con impianti zigomatici

# Advanced courses (Corsi di Perfezionamento)

- 1. Aviation psychological health specialist
- 2. Compliance aziendale e Prevenzione Frodi
- 3. Data analitics e Tools per l'Internal Auditing
- 4. Didattiche per lo sviluppo cognitivo e motorio con bambini da 0 a 6 anni
- 5. Internal Auditing
- 6. La valutazione ecologica delle attività motorie per la scuola dell'infanzia
- 7. Management economico-finanziario dell'ente locale
- 8. Metodi e Strumenti per la produzione e valutazione di Linee Guida ai sensi della Legge 24/2017
- 9. Progettazione evidence-based di attività fisica nei parco-giochi scolastici
- 10. Programmi di esercizio fisico per il diabete
- 11. Programmi di esercizio fisico per la malattia di Alzheimer

- 12. Programmi di esercizio fisico per la malattia di Parkinson
- 13. Smart management in sport
- 14. Strength training per la terza età

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

- 1. Consulenza del lavoro Indirizzo Diritto del lavoro
- 2. Contratti per l'impresa
- 3. Dipendenti della Pubblica amministrazione e degli enti pubblici
- 4. Diritto bancario
- 5. English for the World of Work: Focus on Professional Speaking and Writing Skills
- 6. Esperto nei percorsi di adultità e nei processi di inclusione delle persone con disabilità (Disability Navigator)
- 7. Esperto promotore della mobilità ciclistica
- 8. Frodi Aziendali: individuazione, contrasto e prevenzione
- 9. Gestione delle Imprese Familiari
- 10. HR People Management
- 11. Incarichi nella gestione della crisi e dell'insolvenza
- 12. Risk management Gestione del rischio, sicurezza e controllo
- 13. Training Project Specialist Esperto in progettazione finanziata regionale e nazionale

# Continuing Education courses (Corsi di formazione continua)

- 1. Assetti organizzativi e gestione della crisi
- 2. Attività motoria integrata al curriculum e pause attive: due aspetti dell'attività fisica in classe
- 3. Che genere di storia? Didattica della storia di genere nella scuola dell'infanzia e nella scuola primaria
- 4. Corso d'aggiornamento per docenti di lingua inglese lingua, letteratura e cultura
- 5. Corso d'aggiornamento per docenti di lingua tedesca lingua, letteratura e cultura
- 6. Dalla grammatica al testo: sostenere la capacità di capire e produrre il testo in italiano L2
- 7. Dalle neuroscienze alla didattica: proposte operative per la scuola primaria
- 8. Dentro e oltre le parole: processi lessicali e sublessicali per il potenziamento della lettura alla scuola primaria
- 9. Didattica laboratoriale innovativa: Le cooperative scolastiche
- 10. Introduzione alla comunicazione empatica per insegnanti
- 11. La didattica dell'arte nella scuola dell'infanzia e nella scuola primaria
- 12. La musica per promuovere lo sviluppo linguistico, cognitivo, sensomotorio e socio-emotivo nei bambini della scuola dell'infanzia
- 13. La poesia nella scuola dell'infanzia e primaria: il contributo delle neuroscienze
- 14. La prospettiva biopsicosociale, l'osservazione sistematica per la definizione del PEI e del PDP di alunni con bisogni educativi speciali
- 15. La valutazione formativa e formante nella scuola primaria: promuovere strategie di feedback
- 16. Master Tips on Internal Auditing & Fraud Prevention
- 17. Per una scuola amica del plurilinguismo
- 18. Piccole esplorazioni magnetiche e il grande magnete Terra: un approccio esperienziale per la scuola primaria
- 19. Quando i bambini sono "difficili": garantire la partecipazione attiva dei bambini con fragilità evolutive alle proposte educative della scuola dell'infanzia

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, 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 2<sup>nd</sup> 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 available on the web page of each course in the *How to enrol > Admission requirements* section.

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, provided that they are not enrolled in two courses in the same academic year.

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 - 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, the maximum number of participants, 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 <a href="mailto:segreteria.master@ateneo.univr.it">segreteria.master@ateneo.univr.it</a> 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 <a href="mailto:segreteria.master@ateneo.univr.it">segreteria.master@ateneo.univr.it</a> 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. 5 – HOW TO ENROL – INFORMATION FOR ITALIAN PUBLIC EMPLOYEES TAKING PART IN THE 'PA 110 E LODE' PROGRAMME

On the basis of the Memorandum of Understanding with the Ministry of Public Administration, which states that Italian public employees on permanent contracts can benefit from special conditions when enrolling in postgraduate courses, the University shall allow them to apply for the following 1<sup>st</sup> and 2<sup>nd</sup> level Professional Master's Programmes and Advanced Courses:

# <u>1st-level Professional Master's Program</u>mes

- 1. Diritto ed economia degli scambi internazionali: customs & excise, international tax law, international commercial law, international trade, operations & accounting extra ue, agri business
- 2. Editoria
- 3. Educatore esperto per le disabilità sensoriali e multifunzionali
- 4. Gestione della qualità, del rischio clinico e della sicurezza del paziente
- 5. Internal Auditing & Compliance
- 6. Management dello spettacolo
- 7. Project Management

#### **Advanced Courses**

1. Compliance aziendale e Prevenzione Frodi

- 2. Data analitics e Tools per l'Internal Auditing
- 3. Internal Auditing

Admission requirements are set out in Art. 3 of this Call, as well as on the web page of each course in the *How to enrol > Admission requirements* section.

Admissions, whether the applications received exceed or are less than the number of places available, shall be governed by the procedures and criteria laid down by the competent Scientific Committee (see 'Admissions' section).

Admitted public employees will benefit from a 30% reduction on their student fees.

Please see Annex 2 for information about the number of places available, the amount of the enrolment fees, any attendance requirements, teaching and examination methods.

Please follow the steps set out in Art. 6 below for information about how to apply. Public employees applying for courses under the 'PA 110 e lode' programme will need to select the category 'dipendente P.A.' on ESSE3.

A list of the admitted applicants will be made available on the web page of each course through a notice, which will also contain information about how to complete the enrolment procedure and relevant deadlines.

#### ART. 6 - HOW TO APPLY

Please note: the procedure indicated below <u>must not be followed by those applying for the following</u> courses:

- Consulenza del lavoro
- Incarichi nella gestione della crisi e dell'insolvenza 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 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.

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.

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 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. Master e Corsi di Perfezionamento e aggiornamento professionale" located in Via San Francesco, 22 – 37129 Verona (Phone: +39 045 8028767 - 8028260 – email <a href="mailto:segreteria.master@ateneo.univr.it">segreteria.master@ateneo.univr.it</a>).

# ART. 7 - HOW TO APPLY FOR THE COURSES 'CONSULENZA DEL LAVORO - INDIRIZZO DIRITTO DEL LAVORO' AND 'INCARICHI NELLA GESTIONE DELLA CRISI E DELL'INSOLVENZA'

# 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 (<a href="mailto:segreteria@consulentidellavoro.vr.it">segreteria@consulentidellavoro.vr.it</a>), if already members of such association. If not, their application form shall be sent to the Postgraduate Study Office (segreteria.master@ateneo.univr.it) by 30.09.2022.

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. 2022/2023*).

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: <a href="https://www.univr.it/recuperocredenziali">www.univr.it/recuperocredenziali</a>.

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.

# INCARICHI NELLA GESTIONE DELLA CRISI E DELL'INSOLVENZA - HOW TO APPLY:

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

If you are applying for the first time and you don't have a profile, you must first register in the system with your SPID login details.

<sup>&</sup>lt;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.

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: <a href="https://www.univr.it/recuperocredenziali">www.univr.it/recuperocredenziali</a>.

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 Ufficio Master.

- 2. Once logged in, select "Segreteria > Immatricolazione" from the menu, then "Incarichi nella gestione della crisi e dell'insolvenza" to complete the procedure.
- 3. During this procedure you will be asked to upload your CV and a declaration stating whether you are registered with AIGA (the form can be found on the web page of the course, in the 'How to enrol' section).
- 4. Complete your enrolment by paying your enrolment fees by 17.07.2022.

#### 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.

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. 9 - 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/s on the list. If that's the case, the Postgraduate Study Office will get in touch with the applicant/s in question.

#### **ART. 10 – 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. 11 – BENEFITS FOR GRADUATES**

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

- 1) Students who graduate in the academic year 2021/2022 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 2021/2022 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 <u>before</u> registering for the selection process, these benefits are applied automatically;
- 2) if you graduated at the University of Verona <u>after</u> registering for the selection process, please write to: segreteria.master@ateneo.univr.it;
- 3) if you graduated at another university, please write to: <a href="mailto:segreteria.master@ateneo.univr.it">segreteria.master@ateneo.univr.it</a> 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. 12 - 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: <a href="mailto:inclusione.accessibilita@ateneo.univr.it">inclusione.accessibilita@ateneo.univr.it</a>, by the relevant enrolment deadline.

# **ART.13 – 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.14 – 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 regulations<sup>3</sup> 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.

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<sup>&</sup>lt;sup>3</sup> Presidential decree no. 445/2000. Art. 75 and 76.

#### **ART. 15 – PROCEDURE OFFICER**

The Procedure Officer is Dott.ssa Paola Tognolo, Head of the Postgraduate Study Office (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: <a href="https://www.univr.it/it/privacy">www.univr.it/it/privacy</a>

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.