

Decreto n.4109

IL RETTORE Direzione Offerta Formativa e Servizi agli Studenti Sezione Post Laurea U.O. Master

WHEREAS the Statute of the University of Bari Aldo Moro;

WHEREAS Ministerial Decree 22.10.2004, no. 270, “Amendments to the rules concerning the instructional autonomy of universities, approved by Decree of the Minister of Universities and Scientific and Technological Research, 3 November 1999, no. 509” and s.m.i.;

WHEREAS the E.Lgs 196/2003 and s.m.i., containing a security code to protect personal data;

WHEREAS the Instructional Regulations of the University of Bari Aldo Moro, issued by D.R. no. 4318 on 12.11.2013, specifically art. 27;

WHEREAS the Regulations of the Master and Short Master Courses at the University of Bari Aldo Moro, issued by Decree of the Dean no. 2488 of 18.07.2014;

WHEREAS the resolution passed by the Academic Senate at the meeting of 8.4.2015; VISTA the resolution passed by the Board of Directors at the meeting of 22.12.2015;

WHEREAS the procedures for foreign/international students for entrance, residence, and enrolment in courses of higher education in Italy for the 2017-2018 academic year, drafted by the General Director for Students, Development and Internationalisation of Higher Education, in agreement with the Ministry of Foreign Affairs and International and Domestic Cooperation;

WHEREAS the resolution on the establishment and activation of the International Master’s Course—Level I Programme in “Philosophy, Politics and Economics in MED”, with a two-year duration, which was passed by the Osservatorio Etico Pugliese at the meeting of 26-10-2017;

WHEREAS the resolution passed by the Academic Senate at the meeting of 19.12.2017;

WHEREAS D.R. no. 1713 of 31.05.2017 regarding the establishment and activation of the aforementioned Course for the 2017-2018 2018-2019 academic year,

D E C R E E S For the 2018-2019 Academic Year, admissions for the International Master Course—Level I in “Philosophy, Politics and Economics in MED”, with a duration of two years, are hereby initiated by the Osservatorio Etico Pugliese.

**1. Objectives, aims and organization.** Information regarding the aims, employment prospects, number of available posts, qualifications required for entry, selection procedures, organization of instruction, enrollment fees, and any other specific instructions referring to the Course is contained in the form attached to this Decree, of which it constitutes an integral part.

**2. Requirements for admission.** The applicant must possess the necessary qualifications at the time of submission of the application for admission in order for it to be valid. For qualifications issued by foreign institutions, the following documents are required: a copy of the degree issued, along with a translation into Italian and a validation of the translation, an attestation of equivalence, and a Declaration of Equal Value to be issued by the local Italian consulate or embassy where the degree was obtained. The Scientific Technical Committee of the Course is responsible for deciding whether to recognise qualifications obtained abroad, for the sole purpose of enrolment in the Master Programme.

**3. Terms and conditions for submitting applications for admission.** Applications for admission must be sent by 30 April 2018 in an electronic format only. Printed copies of applications, or applications submitted by means other than indicated below, will not be accepted. The candidate should: 1. connect to the University website at [www.uniba.it](http://www.uniba.it); 2. select the Esse3 online Secretary at <http://www.studenti.ict.uniba.it/esse3/Home.do>; 3. log in with username and password (if already registered) or register as a new user; 4. in order, select SECRETARY, ADMISSIONS (CONCORSI TEST DI AMMISSIONE), COURSE TITLE, and follow the guided instructions to complete the application for admission; 5. after filling out the application form, complete the process with a MAV payment of € 54.00 (application fee) by returning to the SECRETARY and selecting the PAYMENTS link; 6. before expiration of the public announcement, send the Programme Director (via email) a curriculum vitae and any qualifications relevant in the evaluation of the application for admission. The application fee must be paid before the expiration date of the public announcement. It is non-refundable, regardless of the outcome of the selection process, absence of selection, or failure to activate the Master Programme, and it is not transferable for admission to any other Programme. Candidates who have paid the admission fee after expiration of the public announcement, who have omitted any of the supporting documents requested in the public announcement, or who have made false statements regarding their status or the documentation attached to their applications for admission will be excluded from participating in the selection process and from attending the Programme, subject to the penalties set forth in art. 76 of DPR no. 445 of 28.12.2000. Pursuant to art. 40 of DPR no. 445/2000, as amended by art. 15 of Law no. 183/2011, in any communications with public administration bodies and public service providers, certificates and personal documents are always replaced by the autodeclarations referred to in articles 46 and 47 of the same decree.

**FOREIGN STUDENTS.** Non-Italian citizens of the European Union (regardless of where they reside), non-EU citizens who are legal residents of Italy, and non-EU citizens who reside abroad must register the application for admission and deliver to the Administrative Secretary of the Master Programmeme copies of degrees issued by foreign institutions, duly accompanied by an a translation into Italian and validation of the translation, and a Declaration of Equal Value to be issued by the local Italian consulate or embassy where the degree was obtained. Candidates who have not yet obtained the documents with the consular certificates described above, and who are unable to provide them either in person or through a third party, must contact the competent diplomatic-consular representative in order to agree on a suitable means of providing guarantees to proceed with obtaining the required consular certifications. The Italian translation is to be undertaken by the interested parties, who may turn to over local translators, but in any case must have the translation confirmed by the Italian diplomatic-consular representative in charge of the territory. If already in Italy, the interested parties may turn to the local Court or to official translators. A copy of the relevant regulation is available at the website: <http://www.studiare-initalia.it/studentistranieri>. The University Administration assumes no liability in the event of lost communications due to inaccurate reporting of residence, domicile or address by the candidate, or unsuccessful/late updating of personal data in the Esse3 online Secretary, or any postal or electronic errors not attributable to the Administration itself. Candidates may, within six months of the completion of the competition and 120 days after the publication of the list, make a request for the recovery of any documents (if original copies were submitted) at the facility to which they were sent. Upon expiry of this deadline, the University Administration shall not be responsible for the retention of documents.

**4. Methods of payment of fees.** The payment of university fees and tuition must be made exclusively in the form of a bank MAV (Mandato Avviso Versamento). Payments made by methods other than through a MAV will not be accepted because they would not allow the correct entry and registration of the amounts paid

into the computer system, nor the necessary flow of information to the Entratel system of the Agenzia delle Entrate, for the required communication with the Tax Registry). Students who pay by means other than MAV will not be registered. The Offices of the U.O. Master will not send students the MAV, which is available on the personal page Esse3 under the Payments section. For further information regarding MAV, and for printing and payment methods, please refer to the web page <http://www.uniba.it/studenti/servizi-informatici/mav-on-line>.

**5. Examination Commission.** The Examination Commission for admission to the Master Course will be appointed by Decree of the Director of Administrative Management for the Course.

**6. Selection Procedure.** The selection procedure will be carried out in accordance with the terms and conditions set out in the form attached to this public announcement, which forms an integral part thereof.

**7. Approval of acts.** The ranking of candidates admitted to enrolment (graduatoria), approved by Order of the Dean, will be published on the website <http://www.uniba.it/didattica/master-universitari> on the page dedicated to the Course and will serve as an official communication to the interested parties.

**8. Enrolment of accepted students and vacant posts.** Admitted students must: 1. register by the expiration date published on the Course web page, linking to "Esse3 online Secretary" and following the procedure indicated in the REGISTRATION section, and then the PAYMENTS section; 2. deliver to the Administrative Secretary of the U.O. Master (address and office hours on the form) or send by registered mail or PEC ([universitari@pec.it](mailto:universitari@pec.it)), within ten days of the closing of the registration deadline, the following documentation: • photocopy of a valid identification document; • photocopy of the applicant's fiscal code; • curriculum vitae; • receipt attesting to the payment of the first instalment of the fees and expected contributions (including the application fee).

**CITIZENS OF FOREIGN COUNTRIES.** Citizens of non-EU countries are also required to submit a copy of a valid residence permit (Permesso di Soggiorno) or a receipt for the request of such a permit, with the obligation in the latter case to submit a copy of the residence permit by the closing date of the course. Failure to register and/or non-payment of the first installment of fees and contributions by the due date will result in the revocation of the offer for admission, and the post will be offered to the next applicant on the acceptance list.

**9. Recuperating Programme posts.** In the event that there are still posts available at the end of the admission or registration phase, interested parties will be able to submit an application for recuperating Programme posts

[Http://www.uniba.it/didattica/masteruniversitari/normativa%20modulistica%20master/Domanda%20recupero%20posti%20Programmemaati.pdf/view](http://www.uniba.it/didattica/masteruniversitari/normativa%20modulistica%20master/Domanda%20recupero%20posti%20Programmemaati.pdf/view), as per resolution of the Academic Senate of 8.04.2015.

**10. Attendance, renunciation, final exam, awarding of diploma.** Attendance: The student is required to attend at least 80% of the planned educational activities. No suspension or interruption of the same is permitted. Renunciation by the student, lack of attendance or absence from greater than 20% of the planned educational activities for any reason, as well as departure from the course in any capacity, will result in the revocation of the same. Renunciation: The student may at any time present a request for renunciation: this is irrevocable and must be submitted in writing to the Dean and to the Master Programme Coordinator. The student who has requested a renunciation is not entitled to any reimbursement of the enrollment fee paid. Enrolment fees paid will not be refunded for any reason. In the case of cancellation of the Course for failure to reach the minimum number of students, only the

registration fee and the contribution of €4.13 will be refunded. The €54.00 application fee and the €16.00 stamp duty will not be returned. Suspension of Course attendance is not permitted, nor is transferring from the Master Programme to other courses. Final exam and awarding of diploma: At the end of the course, the Master Course certification will be awarded to students who have paid in full all necessary fees, who have attended at least 80% of the educational activities (including an internship and/or training experience), and who have passed all progress evaluations (whenever administered) and the final exam. For the issuing of the Diploma, a payment of €67.60 (via online Secretary Esse3) and submission of a printed copy of the application to take the final exam (form available at <https://manageweb.ict.uniba.it/didattica/masteruniversitari/normativa%20modulistica%20master/Domanda%20esame%20finale.pdf/view>) should be delivered to the Administrative Secretary of the Master Area during the following dates:

- for the summer session, from 21 to 30 April of every year;
- for the autumn session, from 1 to 10 September of every year;
- for the special session, from 1 to 10 December of every year;

The final draft of the thesis and thesis form must be delivered to the Administrative Secretary of the Master Operational Unit at least ten days before the final exam.

**11. Deductibility of university fees and contributions.** Pursuant to art. 15 of the TUIR, for the purposes of IRPEF, 19% of the costs incurred for the attendance of the Courses of Master Course and Continuing Education are deductible, "provided that they are recognized as part of the university system" (Ministerial Circular no. 7 of 10.06.1993, paragraph 12.8); The deduction can be recovered directly by the student, if he/she earns his/her own income, or by the parent(s) who have paid the relevant taxes. To take advantage of this deduction, it is necessary to retain payment receipts.

**12. Causes for Exclusion.** a) Failure to meet the requirements for admission (see article no. 2 of this decree). b) Submission of the application for admission and registration in paper form, or in a manner other than as indicated in art. 3 of this decree. c) Payment of fees and contributions made late, or by means other than those indicated in art. 4 of this decree.

**13. Privacy Statement for students pursuant to D.Lgs 196/2003.** The University of Bari Aldo Moro guarantees that the personal data of students that was acquired through registration and enrolment, or through any subsequent appropriate changes in the procedures for data collection, will be handled, throughout the performance of institutional activities, within the limits established by the aforementioned legislative decree and regulations, in compliance with the general principles of transparency, fairness and confidentiality.

**14. Final Provisions.** The Administrative Secretary of the U.O. Master will not notify candidates/students in any way about the results of admissions selection, the start of the Course lessons, the intermediate (if administered) and/or final exams, and the teaching calendar (changes of dates, lesson times, course location, and Programmemes in the domain of the Course Director). In addition, the Administration is not liable for the failure to start the course, any delays in the conducting of the course, changes in location and/or lesson schedules, or anything concerning the organization of instruction. For any information not provided in this public notice, please refer to the Decree of the Dean establishing the Courses and to the applicable regulations regarding public competitions.

Bari, 29.12.2017

F.to Prof. Antonio Felice Uricchio