

ISCRIZIONE ALLA SELEZIONE PER L'AMMISSIONE DAL 19 LUGLIO AL 14 SETTEMBRE 2018

The person concerned is obliged to register in the online secretariat Esse3 the personal data and the securities possessed

Students with foreign qualifications

may apply for registration of foreign applicants in possession of an academic title comparable by level, nature, content and academic rights (access to further courses), to the Italian academic title required for access to the course Chosen. Applicants submit the application for participation in a Master's course directly at the universities following the procedures and within the deadlines provided by the notice of its headquarters. This procedure must also apply in the case of Masters established by universities in collaboration with public or private bodies.

For applicants in possession of a degree abroad, the selection procedure takes place in three distinct stages:

1. First phase: Recognition of the degree of study for the sole purpose of admission to the Master

A) The candidate must go to the Italian diplomatic representation in the country where he obtained the title (or at the diplomatic representation Italian in the country where he obtained the title (or at the Italian diplomatic representation competent in the territory) and request:

- The certified copy of the study title and related academic transcript, with legalization;
- The official translation of the degree of study;
- The value statement.

Attention: The declaration of value can be replaced by the Diploma Supplement (issued by the competent university and drafted according to the European Commission model).

The candidate is still required to produce the certified and legalized copy and the official translation of the title of study.

The reference law is available on the site [Http://www.studiare-in-italia.it/studentistranieri/moduli/2018/Circolare_2018_2019.pdf](http://www.studiare-in-italia.it/studentistranieri/moduli/2018/Circolare_2018_2019.pdf)

2. Second step: Admission applications for admission, must be sent in telematics mode, from 19 July to 14 September 2018.

The candidate shall:

1. Connect to the site of the Ateneo www.uniba.it;
2. Select Esse 3 Online answering: <http://www.Students.ICT.Uniba.IT/ESSE3/Home.do>;
3. Log in with your credentials (if already in possession) or register as a new user;

4. In the order, select answering machine, competitions admission TEST, the title of the MASTER and follow the wizard to fill in the application for admission;
5. Complete the procedure by paying the MAV for the fees owed, Mav of Euro 54.00 (contribution of participation in admission) returning to voicemail and selecting the item payments;
6. Send curriculum vitae, with date and signature, to the Master's coordinator, Prof. Francesco Inchingolo, at the following address: francesco.inchingolo@uniba.it

3. Third phase: Registration of admitted and delivery of documents

The list of admitted will be made known in the days immediately following the expiry of the deadline for submission of the application for admission, exclusively on the site of the University of Bari Aldo Moro (on the page dedicated to the Master) and will have value Communication officer to the interested parties.

It will be the responsibility of each candidate to personally verify his or her admission.

Candidates admitted must:

1. Register by the expiration date published on the Web page of the course, by connecting to "ESSE3 Secretariat on line" and follow the procedure indicated in the entries and subsequently payments;
2. Mandatory delivery, within ten days of the closure of the registration terms, to the administrative secretariat of the R.U. Master (address and reception times shown on the card) or transmit by registered mail or PEC (universitabari@pec.it), or at the e-mail address rosaria.mazzei@uniba.it, the following documentation:
 - Photocopy of the valid recognition document;
 - Photocopy of the fiscal code;
 - Curriculum vitae, with date and signature;
 - Receipt confirming the payment of the first instalment of the fees and the contributions envisaged (including the one for admission to the selection).

At the time of registration at the university, applicants present the title of study, duly accompanied by the documents required for registration. (identity card and other equivalent document within the meaning of the DPR no 445/2000: Residence permit, passport, driving licence, nautical licence, pension booklet, qualification for the conduction of heating systems, port of arms, Acknowledgement provided they are equipped with a photograph and stamp or other equivalent signature), issued by a State administration.

In accordance with the Lisbon Convention, in order to allow verification of foreign title elements, the student is obliged to produce any translations, legalizations, Diploma Supplement, Certificate of examination, certificates of ENIC-naric centres , value declarations, or other useful claim.

The Technical Scientific Committee of the Master is responsible for deliberating on the recognition of the qualifications obtained abroad, only for the participation and attendance of the course. The qualifications

obtained abroad have no value in Italy, is recognized the possibility of obtaining the inscription to the Master from C.T.S.

All candidates are admitted with reserve. The University of Bari Aldo Moro can carry out the appropriate investigations in the institutions that have issued the securities declared

How to pay taxes

The payment fees and university contributions must be made only in MAV format (Mandate payment notice) banking. Payments made with procedures other than those arranged by MAV will not be allowed as they would not allow a correct imputation and registration of the amounts paid in the information system and the Entratel flows of the revenue Agency, for Due communications to the tax register.

The student who will resort to you will not be enrolled. The offices of the R.U. Master will not send to students the Mavs that are available on the personal page Esse3 under payments.

For further information on the MAV and how to print and pay, please refer to the Web page <http://www.uniba.it/studenti/servizi-informatici/mav-on-line>.

Recovery of programmed seats

If at the end of the deadline for the entries are still available places, the interested parties, to be admitted, will have to make express request filling the form available to the following Web page [http://www.uniba.it/didattica/Master-University/law% 20forms% 20master/question% 20recovery% 20places% 20programmed. pdf/View](http://www.uniba.it/didattica/Master-University/law%20forms%20master/question%20recovery%20places%20programmed.pdf/View)

Duly authorized by the course coordinator and accompanied by the Chronogram attesting to the training activities carried out and/or carried out. The module, accompanied by the required documentation as indicated in the same (photocopy of the document of validity, photocopy of the tax code, possible residence permit, declaration of value on site and Possible diploma Supplement for foreign students), must be presented or sent to the offices of the R.U. Current document management of this university.

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