

- HAVING REGARD TO the Statutes of the University of Bari Aldo Moro;
- HAVING REGARD TO the Ministerial Decree No. 270 of 22.10.2004, "Amendments to the Regulation on the teaching autonomy of universities, approved by Decree of the Minister of University and Scientific and Technological Research of 3 November 1999, n. 509" and s.m.i.;
- HAVING REGARD TO EU Regulation 2016/679 on the protection of personal data and subsequent decrees adapting national legislation;
- HAVING REGARD TO the Teaching Regulations of the University of Bari Aldo Moro, issued with D.R. n. 4318 of 12.11.2013, and in particular the art. 27;
- HAVING REGARD TO the Regulations of University Master Courses and University Short Masters of the University of Bari Aldo Moro, issued by Dean's Decree n. 2488 of 18.07.2014;
- HAVING REGARD TO the Student Contribution Tax Regulation for the academic year 2019/2020 of the University of Bari Aldo Moro, issued by D.R. n. 2489 of 12.06.2019;
- HAVING REGARD TO the "Procedures for the entry, residence, and registration of foreign/international students applying for visas for higher education courses in Italy for the academic year 2019-2020" updated on 11.03.2019 on the website Study in Italy of MIUR - Directorate-General for Students, Development and Internationalization of Higher Education <http://www.studre-in-italia.it/studenti stranieri>;
- HAVING REGARD TO the decisions taken by the Academic Senate in its meetings of 08.04.2015, 12.09.2017, 20.02.2018, 28.11.2018, 29.04.2019 and 22.05.2019;
- HAVING REGARD TO the decisions taken by the Board of Directors at its meetings of 22.12.2015, 07.06.2017, 21.12.2017, 25.06.2018 and 29.03.2019;
- HAVING REGARD TO the Memorandum of Understanding, signed on 18.4.2018, between the University of Bari Aldo Moro and the School of Higher Education and Specialized Studies for Professionals, to promote initiatives of academic collaboration, vocational and training, including through the organization of appropriate courses;
- HAVING REGARD TO the Decree of the Academic Senate of 27.3.2018 approving the above Protocol;
- HAVING REGARD TO the Implementing Convention, approved by the Academic Senate at its meeting of 3.6.2019 and subsequent integration, containing, among other things, specific details from the practical/operational point of view, between the Ionian Department in the "Legal and Economic Systems of the Mediterranean: Society, Environment, Cultures" of this University and the School of Higher Education and Specialized Studies for Professionals, in which the parties concerned undertake their mutual commitment to achieve the objectives and to fully implement the Protocol, by carrying out Master's courses to be provided in a telematic way, and to initiate training courses;
- HAVING REGARD TO the decision of the establishment and activation, for the year 2019/2020, of the Second Level University Master in the Business Management(High Directorate) assumed by the Ionian Department in the "Legal and Economic Systems of the Mediterranean: Society, Environment, Cultures", at the meeting of 12.4.2019, in collaboration with the School of Higher Education and Specialized Studies for Professionals, within the framework of the above-mentioned Implementing Convention;

ACKNOWLEDGED	that the statute of the course is under the provisions of the current Regulations of Master and Short Master Courses;
ACQUISITE	the opinion of the Training Committee Post Degree of approval, delivered at the meetings of 23, 28, 29 May and 18 June 2019;
HAVING REGARD TO NOTING	the decisions taken by the Senate at its meetings of 3.6.2019 and 8.7.2019; the amendments to the Regulations of Master and Short Master Courses, approved at the meeting of 30.7.2019 by the Senate and the Board of Directors at the meeting of 30.7.2019;
HAVING REGARD TO	the D.R. n. 690 of 1.08.2019 of the establishment and activation of the above-mentioned Course for the 2019/2020 A.A., For the Academic Year 2019/2020 the competition for admission to the University Master of II Level in "Business Management" to be carried out in telematic mode,

## DECREES

For the 2019-2020 Academic Year, admissions for the University Master of II Level in "Business Management", to be carried out in telematic mode, are hereby initiated by the Ionian Department in the Legal and Economic Systems of the Mediterranean: Society, Environment, Cultures, in collaboration with the School of Higher Education and Specialized Studies for Professionals.

### 1. General information and purpose of the Master.

Information on purpose, employment prospects, number of places, qualifications required for access, selection procedures, teaching organization, registration fee and any other specific information related to the Course are contained in the card annexed to this decree, of which it is an integral part.

### 2. Requirements for admission.

The required title of study (indicated in the attached file) must be held at the time of expiry of this notice, under penalty of exclusion. According to art. 142 of T.U. 1592/33, "simultaneous enrolment at different universities and higher education institutions, at different Faculties or Schools of the same University or Institute and at different degree or degree courses of the same Faculty or School" as transposed by the current Teaching Regulations of the University. The simultaneous enrolment and attendance at a Master's Degree Course, a Master's Course of the Second Level are not allowed, even if the candidate owns the Degree of the old system and two university Masters of the I or II level. For simultaneous enrolment in more than one course, please refer to the current Teaching Regulations of the University (art.27, pp.9-10-11) <https://www.uniba.it/ateneo/statuto-normative/didactic/regulation>.

### 3. Procedures for selection.

Applications will be selected based on the candidate's qualifications, professional experience, and motivational interview. In the case of equal merit and title, preference shall be determined by the priority criteria.

### 4. Candidates holding foreign qualifications.

#### How to get in.

For applicants with a foreign degree, the selection procedure is carried out in **two distinct stages**:

#### **1. first stage:** *recognition of the qualification for the sole purpose of admission to the Course*

a) The candidate must go to the Italian diplomatic mission in the country where he obtained the title (or to the Italian diplomatic mission responsible for the territory) and request:

- a certified copy of the degree and academic transcript, with legalization;
- the official translation of the degree;
- the declaration of value.

WARNING: *The Declaration of Value* can be replaced by the *Official Transcript* (issued by the competent University and drawn up according to the model of the European Commission). The candidate is however required to produce the certified and legalized copy and the official translation of the Study title at the time of registration. The reference law can be found at

[http://www.studiare-in-italia.it/studentistranieri/moduli/2019/Circolare\\_2019\\_2020.pdf](http://www.studiare-in-italia.it/studentistranieri/moduli/2019/Circolare_2019_2020.pdf)

The Board of the Course is responsible for deciding on the recognition of qualifications obtained abroad, for the sole purpose of participation and attendance.

## **2. second stage:**

Applications for admission to the selection must be sent in electronic form **5 August to 30 September 2019**.

The candidate must on pain of exclusion:

1. connect to the site [www.uniba.it](http://www.uniba.it);
2. select Esse 3 Online Secretariat: <http://www.studenti.ict.uniba.it/esse3/Home.do>;
3. Log in with your credentials (if you already have them) or register as a new user;
4. in the order, select SECRETARY, COMPETITION TEST OF ADMISSION, the title of the Course and follow the wizard to fill in the application for admission;
5. complete the procedure by paying the MAV of Euro 54,00 (contribution of participation in admission) by returning to SECRETARY and selecting the PAYMENTS item;
6. send curriculum vitae, with date and signature, to the Course Coordinator prof. Bruno Notarnicola to the following address: [master@altaformazioneprofessionisti.it](mailto:master@altaformazioneprofessionisti.it).

## **5. Candidates holding a degree obtained in Italy.**

### **How to get in.**

Applications for admission must be sent electronically from **5 August to 30 September 2019**.

The candidate must on pain of exclusion:

1. connect to the site [www.uniba.it](http://www.uniba.it);
2. select Esse 3 Online Secretariat: <http://www.studenti.ict.uniba.it/esse3/Home.do>;
3. Log in with your credentials (if you already have them) or register as a new user;
4. in the order, select SECRETARY, COMPETITION TEST OF ADMISSION, the title of the Course and follow the wizard to fill in the application for admission;
5. complete the procedure by paying the MAV of Euro 54,00 (contribution of participation in admission) by returning to SECRETARY and selecting the PAYMENTS item;
6. send curriculum vitae, with date and signature, to the Course Coordinator, prof. Bruno Notarnicola, at the following [master@altaformazioneprofessionisti.it](mailto:master@altaformazioneprofessionisti.it).

The entry fee will have to be paid by the closing date of the call, is not refundable, regardless of the outcome of the selection, from the absence to the selection, from the no activation of the Course and is not transferable for admission to other Courses.

Candidates who have paid the admission fee after the end of the call will be excluded from participating in the selection and attendance of the Course, omitted the declarations provided for in the notice and/or that will have produced false declarations concerning the information provided, its status and the documentation attached to the application for admission, without prejudice to the criminal sanctions referred to in art. No. 445 of 28.12.2000.

According to art. 40 of D.P.R. n. 445/2000, as amended by art. 15 of the Law 183/2011, in the relationships with the organs of the public administration and the managers of public services, the certificates and acts of reputation are always replaced by the declarations referred to in Articles 46 and 47 of the same decree.

**COMMUNITY STUDENTS:** The citizens of the European Union who are not Italian everywhere, legally resident in Italy and resident abroad must register the application for admission together with a copy of the certificates issued by foreign institutions, duly accompanied by an official translation into Italian and with legalization.

#### **6. Board of Examiners.**

The Examining Committee for the admission to the Course will be appointed by Decree of the Director of the Department of Reference.

#### **7. Admission tests**

The selection procedure and the criteria for assessing the admission tests are set out in the attached form.

#### **8. Approval of selection acts - list/ranking.**

The list/ranking of candidates admitted to attendance and enrolment, approved by Dean's decision, will be published on the website [http://www.uniba.it/didactic/master\\_university](http://www.uniba.it/didactic/master_university), on the page dedicated to the Master, and will have the official value of communication to the interested persons.

It will be the responsibility of each candidate to personally verify their admission to the Course on the dedicated web page. Non-registration and non-payment of the first installment of fees and contributions within the expiry date will result in forfeiture of the right of admission and will be admitted to the Course the next suitable in merit ranking.

#### **9. Registration of candidates admitted**

Admitted must register in the terms that will be made known at the time of the publication of the list/list. No notice of the expiry of registrations will be sent to the winners. Failure to register within the time limits will be considered as a waiver of participation and will give rise to the scrolling of the list/list.

Eligible candidates will be excluded:

1. Access to your reserved area in the Esse3 online secretariat and follow the procedure indicated under the entries REGISTRATION and PAYMENTS;

2. must be delivered, within ten days of the closing of the registration terms, to the Administrative Secretariat of the U.O. Master (address and times of receipt shown on the form) or send by registered mail or PEC ([universitabari@pec.it](mailto:universitabari@pec.it)), or by mail [master@altaformationprofessionalisti.it](mailto:master@altaformationprofessionalisti.it), [francesco.montaruli@uniba.it](mailto:francesco.montaruli@uniba.it), the following documents:

- photocopy of the valid identification document;
- photocopy of the tax code;
- curriculum vitae, date, and signature;
- acknowledgment of payment of the first installment of fees and contributions (including admission to selection).

At the time of registration at the University of Bari, non-EU applicants must present the following titles in original:

- a certified copy of the degree and academic transcript, with legalization;
- the official translation of the degree;
- the value declaration.

duly accompanied by the documents required for registration (identity card and other equivalent document pursuant to DPR No. 445/2000: residence permit, passport, driving license, boat license, pension certificate, driving license, thermal equipment license, carry-on certificate, identity cards, provided they have a photograph and a stamp or other equivalent), issued by an administration of the State.

Following the Lisbon Convention, to allow the verification of the elements of the foreign degree, the EU student must produce in original any translations, legalizations, Official Transcript, Examination certificates, attestations of ENIC-NARIC centers, value declarations or other statements of evidence.

## 10. Tuition fee and contributions.

Payment of tuition fees and contribution must be made by bank transfer to IBAN: IT 74 V 02008 15812 000105549202 - Cod. SWIFT: UNCRITMM registered to the School of Higher Education and Specialized Studies for Professionals, indicating in the causal "Master of Business Management", academic year 2019/2020.

## 11. Frequency, internship, renunciation, final test, diploma.

**Frequency:** the trainee is required to attend at least 80% of the training activities provided, attested by the Master's Coordinator also for the training provided in e-learning mode (streaming, on-demand, fad, skype, etc.). No interruption or interruption of the Master's frequency is allowed.

The renunciation of the student, the lack of attendance or the absence for any reason greater than 20% of the established frequency, as well as the removal from the Course in any capacity, lead to the forfeiture of the Course.

**Renunciation:** the student can at any time request renunciation: this is irrevocable and must be manifested by a written act addressed to the Rector and the Master's Coordinator, attaching a photocopy of the valid identity document and sending it to the Offices of the University Protocol.

The student who submits a waiver of studies is not entitled to any refund of the enrolment installments paid.

The enrolment fee will not be refunded for any reason. Only in case of deactivation of the Course for the failure to reach the minimum number of members will be arranged the reimbursement of the registration fee and the insurance contribution of Euro 4,13, with the exclusion of the payment of € 54,00 for participation fee and stamp duty of Euro 16,00. It is not allowed to suspend the course attendance nor is it allowed to pass, even the paid fee, from a Master to other courses.

Attendance at the **internship** must be compatible with the training activity provided by the Master himself: a final report is required with evaluation or certification by the tutor planned for the internship, attesting the candidate's hourly commitment. The student can ask the Technical Scientific Committee of the Master for recognition of the work activity, presenting evidence of the activities already carried out and compatible with the topics of the Master.

The beginning of the didactic activity, together with the programming of the didactic calendar, will be prepared by the Course Coordinator who can modify it during the academic year and will be given information directly by the same Coordinator.

**Final trial and diploma award:** at the end of the course's attendance activities, to those enrolled who will be in compliance with the payment of fees and contributions, who will have attended at least 80% of the training (frontal and assisted), have regularly attended the internship, passed the profit checks (where applicable) and the final test, will be awarded the Master's Diploma.

For the issue of the Diploma Parchment (optional) is required the payment of Euro 67,60 (Secretariat online Esse 3) and the presentation of the paper application in a legal paper (forms available at <https://manageweb.ict.uniba.it/didactic/master-universitari/norm%20modulistica%20master/Question%20final%20exam.pdf/view>)

The final elaboration and the thesis form must be deposited with the Administrative Secretariat of the U.O. Master at least ten days before the final test.

## 12. Responsible for the Procedure

According to the Law n.241/1990 and s.m.i., the Responsible of the proceeding is Dott.ssa Mariantonietta Grittani – Responsible for the U.O. Master. Any clarification can be requested at the following e-mail address: [mariantonietta.grittani@uniba.it](mailto:mariantonietta.grittani@uniba.it) tel. +39. 0805717288-7295-4139-7285-7277-7290.

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

Oggetto: Bando Master

### 13. Processing of personal data.

The personal data contained in the request for participation and the curriculum attached to it will be processed to manage this notice and in the application of the legal provisions in force on data processing personal. The data will be processed– by the persons authorized for processing– with manual, computer and telematic tools within and for the same notice, in compliance with the security measures adopted by the University and under the provisions of EU Regulation no. 2016/679 on the protection of natural persons concerning the processing of personal data and the free circulation of such data, and legislative decrees adapting national legislation to the provisions of that Regulation. The Data Controller is the University of Bari Aldo Moro, with a registered office in Piazza Umberto I, n. 1, 70121 - BARI. The designated Data Protection Officer can be contacted at [rpd@uniba.it](mailto:rpd@uniba.it).

The full text of the information is available at: <https://www.uniba.it/ateneo/privacy/aggiornamento-informative-regolamentoUE-2016-679>

### 14. Final provisions.

The University of Bari does not assume any responsibility for the dispersion of communications dependent on incorrect indication of the address by the candidate or by failure or late communication of the change of address indicated in the online registration, nor for any miscarriage of mail or telegraphic or otherwise attributable to third parties, accidental or force majeure.

The General Secretariat of the U.O. Master will not notify candidates/trainees of any communication regarding the outcome of the admission selection, at the beginning of the course, to the intermediate tests (if any) and final, to the didactic calendar (variations of days, hours of lesson, places of development of the Course, programs, of competence of the Coordinator of the Master). The Administration, moreover, is not responsible for the failure to start the course, any delays in the course, changes of venue and times of lessons and all that concerns the organization of teaching

The content of the advertising material, possibly prepared by the Course Management (brochures, leaflets, leaflets, etc.), also in digital format, does not assume a legally relevant value.

All candidates are admitted with reservation: The University of Bari will later exclude candidates who have not obtained the qualifications required by this notice.

If the documents submitted by the applicant reveal false or deceptive statements that are relevant for registration, without prejudice to the criminal sanctions provided for in art. 76 of DPR No. 445 of 28 December 2000, the same candidate, lapses from the right to registration and is not entitled to any refund for the fees paid. Any false or mendacious statements shall result in exposure to the action for damages by the other interested parties.

The exclusion of candidates may be notified to the person concerned at any time, of his motion, on the ground that there are no admission requirements. Entries received after the deadline will not be taken into account, or in any other way than those indicated in this notice without payment or due documentation.

The student who has not paid cannot make any career act related to the Master, he cannot attend the Course, he cannot obtain certificates and he cannot be admitted to the final test.

For what is not provided for in this call, please refer to the Dean's Decree establishing the Master and to the current legislation of public competitions.

This notice will be published in the Online Register of this Administration and on the website: <https://www.uniba.it/didactic/university-based-master>

This publication is the only form of legal advertising.

Bari, Italy, 1.08.2019