

**“ALMA MATER STUDIORUM – UNIVERSITY OF BOLOGNA:
BOLOGNA CAMPUS”**

*Competition for admission to
FIRST LEVEL UNIVERSITY MASTER*

**FIRS LEVEL UNIVERSITY MASTER IN SUSTAINABLE DEVELOPMENT OF AGRICULTURAL AND RURAL
AREAS OF THE ADRIATIC-IONIAN BASIN (VALORISATION OF TYPICAL AGRO-FOOD PRODUCTS) (MISS)**

Code:

0637

Notice of Competition A.Y. 2005/2006

Art. 1

General information

The Alma Mater Studiorum – University of Bologna, Bologna Campus, with the participation of the Didactic Branch of Forlì, according to the Ministerial Decree Nr. 509 of 3/11/99, activates for the academic year 2005/2006, the First Level University Master in “Sustainable Development of Agricultural and Rural Areas of the Adriatic-Ionian Basin (Valorisation of Typical Agro-food Products) (MISS), reserved to graduated students in Agricultural, Environmental, Forestry Sciences, Economics, or equivalent titles.

Professional profile

The Master is essentially addressed to two types of candidate:

- young graduated students, who are planned to hold assignments in the future related to the planning and management of the agricultural, rural and environmental systems at different levels: at local or national entities, public administration, international agencies, governmental and non-governmental organisations, research centres, and universities.
- employees of public administration, research institutes, consulting agencies both private and governmental, who wish to up-date their knowledge in subjects connected to the planning and management of the agricultural, rural and environmental systems.

The didactic activity of the Master is composed of 60 ECTS credits.

The release of the Master Title will depend on the acquisition of the 60 ECTS credits.

Art. 2

Application, requisites and modalities for admission

The Master is a closed-number post-graduate course. **The Bachelor Degree, defined in the Art. 1, to constitute valid title for accession has to be accomplished within the date of deadline for application established in the present Notice of Competition.**

The minimum number of enrolled students for the activation of the Master is fixed in 15 and the maximum number of students in 20. 15 places with scholarship are reserved for citizens from Albania, Bosnia Herzegovina, Croatia, Republic of Macedonia (FYROM), Serbia and Montenegro, the selection of whom is going to take place by a Committee composed by the representatives of the University of Bologna and the Italian Ministry of Foreign Affairs, General Department of Cooperation for Development (Direzione Generale per la Cooperazione allo Sviluppo) IX. Office, on the basis of the applications received by the Italian Embassies located in the above mentioned countries. The rest of the participants, EU- and non-EU citizens, will have to follow the following procedure.

It is foreseen, **within the 10% limit of the places indicated in the Notice of Competition, an extra admission of EU- and non-EU citizens**, who comply with the requirements of the selection, and who are in posses of a scholarship granted by the Italian Government, or by the Government of the student's country of origin, by one of the programmes of the European Union for Latin America, by the Region of Emilia-Romagna, the latter ones will benefit from the regime of half-exemption.

Furthermore, the participation of auditors equivalent to 20% of the enrolled is foreseen. (The auditors will be eventually selected by the Scientific Committee. The selected auditors will have to make enrolment at the Master Office within the date of deadline for the Registration.

In case the number of enrolled students does not reach the required minimum number stated in the Notice of Competition, the Master will not be allowed to start.

PROCEDURE OF PRE-REGISTRATION FOR THE SELECTION

1 Phase

To register for selection the candidate will have to utilize the service of the AlmaWelcome (www.almawelcome.unibo.it).

The candidate has to:

1. Register, inserting her/his own **fiscal code (obligatory)**, personal data and the data relative to his/her title of studies accomplished. The candidate will, afterwards, receive a username and a password, which will enable him/her to pay the **10 euro tax** (contribution to the administrative services).
2. Make payment within the **peremptory deadline of 2nd December 2005**, (otherwise candidates will be excluded from the pre-enrolment procedure), applying one of the following modalities:
 - a. on-line, through credit card belonging to one of the following circuits: VISA, MASTERCARD, DINERS, AMERICAN EXPRESS;
 - b. at any bank offices of the **Unicredit Banca** (the list of the offices is available at: www.unibo.it), using the module printable following the on-line registration.

N.B.: Candidates using the Almawelcome system for the first time have to insert on the web-site their own personal data and choose the course to which they wish to register: the system will immediately assign them a matriculation number which will be successively necessary to verify on-line the position obtained in the relative ranking list.

Candidates already in possess of a username and password, will be able to access and carry out pre-enrolment.

In case of unsuccessful access to the on-line modules and therefore unsuccessful pre-enrolment, it is possible to contact the help-desk calling the following telephone number: +39 051 2099882.

Furthermore, it is possible to contact personally the Almawelcome offices (the list of the offices is available on the web-site of the University of Bologna: www.unibo.it), or the Administrative Office of the Master Course of the University of Bologna (via Zamboni, 34, Bologna) where candidates will be assisted in filling in the on-line modules by the staff of the Office.

2. Phase

After having completed the first phase, the candidate will have to print the “Scheda riepilogativa” (Summary Sheet).

The validity of the application is established and attested following the on-line registration, by the payment of the 10 euro tax. The receipt of the payment will have to be presented the day of selection.

ATTENTION:

1. After having made the payment, the copy of the receipt, the Summary Sheet, and eventual other required documents, will have to be presented or sent by registered letter, to the didactic seat, to the address and within the date indicated in the Notice of Competition.
2. The EU citizens and the non-EU citizens graduated abroad, but staying permanently in Italy, after having registered to the AlmaWelcome, will have to present their **Certificate of Degree** endorsed by the Diplomatic Representation in their country of origin, **translated, legalised together with the “Declaration of value “DV” in loco (Dichiarazione di valore)”**, including the Degree vote, issued by the **Italian Diplomatic Representation in the candidate’s country of origin or in the country where the candidate graduated, to the Master Office within the deadline specified in the Notice of Competition.** In case in the Certificate the mark is not indicated, it can be proved

by a document issued by the University where the candidate has graduated, containing the exams passed and the relevant votes together with a scale of evaluation.

- 3. International citizens (non-EU with residence abroad) according to the indications of the Fifth Part, First Paragraph of the Circular of the Italian Ministry of Education, University and Research (M.I.U.R) of 21st March 2005, prot. Nr. 685, will have to present their application and the documentation required through the Italian Diplomatic Representation in their country of residence. The Diplomatic Representation will provide for sending the nominations to the University of Bologna within the date of the deadline specified in the Notice of Competition.**

The Circular is available at:

http://www.miur.it/0002Univer/0023Studen/0059Studen/0619docume/4794Dispos_cf2.htm

- 4.** For citizens from Albania, Bosnia Herzegovina, Croatia, Republic of Macedonia (FYROM), Serbia and Montenegro 15 scholarships are available offered by the Italian Ministry of Foreign Affairs. Those wishing to apply will have to refer to the procedures indicated by the Italian Embassy in their country of origin.
- 5. Handicapped candidates**, according to the Law/Regulation of 5 February 1992, no. 104, will have to make explicit request in relation of their handicap and in regard to the necessary help, as well as the necessity for eventual prolongation of the time needed to sustain the entrance tests specified by the present Notice of Competition.

The Administration does not assume any responsibility for:

- the loss of communication due to the mistaken/wrong indication of the recipient's address by the candidate, or/and due to the delayed message regarding changes in the candidate's postal address.
- for eventual technical, postal inconveniences (regarding for example the means of transmission) attributable to third persons, to fortuitous events, to reasons beyond somebody's control.
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All candidates are admitted as reservists: the administration successively will provide for the exclusion of the candidates that were not in possess of the necessary titles required for admission by the present Notice of Competition.

IMPORTANT: In case false or mendacious statements, relevant to the enrolment, appear in the documentation presented by the candidate, the penal sanctions of the DPR n. 445 of 28/12/2000, art. 76 will be applied. Moreover the candidate will automatically loose the right for enrolment, the fees paid by the candidate will not be reimbursed, furthermore the mendacious statement will consequently bring the request for compensation of the harms from the part of the counter part.

Art. 3

Procedures for selection and calendar of the exams

The selection for admission to the Master will be carried out on the basis of the documentation presented by the candidate and a motivational interview.

To participate in the selection process nominations have to be presented through the AlmaWelcome service and the following documentation has to be sent:

- Copy of the university degree together with the list of the exams passed and the related votes issued by the attended University.
 - In case these documents are written in a language different from English or Italian, they have to be translated into English in a simple paper. The translation can be done directly by the candidate.
 - Students who declare to obtain their bachelor degree, or equivalent qualification, by the end of the academic year 2004/2005 can be admitted to the selection process.

In case of lack of the necessary qualifications by the deadline for presenting the required documents, the nomination and registration of the candidate will be nullified *ipso iure*.

- Detailed curriculum vitae ac studiorum in English language.
 - In the CV eventual titles have to be specified. The followings are considered titles: publications (articles, essays, research papers, books, etc.), academic honours, scholarships, grants, certifications of professional experience acquired at institutions, organisations, agencies involved in international relations.

- N.B. In case of eventual publications, it is necessary to send a copy of the most relevant ones.
- The Questionnaire of entrance duly filled in. The Questionnaire is available on the web-site of UniAdrion.
- Letter of motivation in English language (at least one page).
- Certificate of the sufficient knowledge of the English language. TOEFL, IELTS and CPE certificates will be taken into consideration, but they are not obligatory requirements. Language certificate is not necessary for those candidates who obtained their BA degree in an Anglo-Saxon University.
- At least one letter of reference in English language prepared by a university professor or by managers of the entity the candidate belongs to.
- A declaration for the candidate about his/her intention to return to his/her country after termination of the Master.

The requested documentation **will have to be presented at the motivational interview.**

For the evaluation of each candidate the Commission assigns a maximum of 70 points according to the following criteria:

- academic title and final mark - max. 10 points;
- dissertation degree – max. 5 points;
- other titles and educational experiences related to the University or other fields - max. 5 points;
- professional titles and experiences related to the topics of the Master programme - max. 10 points;
- scientific publications and other possible works related to the Master programme - max. 5 points;
- interview - max. 35 points

The motivational interview will take place Wednesday, 14th of December 2005 at the Department of Agricultural Economics and Engineering (*Dipartimento di Economia e Ingegneria Agrarie*) Alma Mater Studiorum - University of Bologna (via Fanin 50, 40127 Bologna).

During the interview the knowledge of the English language will be tested (the courses, the dissertation and official communications of the Master will be in English).

The selecting Commission will be appointed by the Scientific Committee. The Responsible for the selection procedure is the Director of the Master, Prof. Andrea Segrè.

Art. 4

Formation and approval of the final ranking list

Candidates who got the best position in the ranking list, taking into account the available places, will be admitted to the Master.

In case of **EX-AEQUO** the candidate who got the highest evaluation precedes, in case of equal merits the youngest candidate will precede..

The ranking list will be published at the Master Office (via Zamboni 34 – internal garden – Bologna) and on view from 9.00 a.m. to 11.15 a.m. on Monday, Tuesday, Wednesday, Friday –from 2.30 p.m. to 3.30 p.m. on Tuesday and Thursday.

Art. 5

Enrolment procedure

According to art 142 T.U. 1592/33 students are not allowed to enrol to more than one Master Courses or to Specialisation Schools, PhD courses or courses of specialisation at the same time.

NOTICE FOR ALL SELECTED CANDIDATES

Please note that the payment of the first instalments of the taxes does not automatically the enrolment. Enrolment must be completed presenting the application form and the required documents to the Master Secretariat within the foreseen deadline. Otherwise, the admitted candidate loses the enrolment right, and the reason for the delay will not be considered.

N.B. Students, who got total exemption from taxation should collect the enrolment request directly from the Master Office and has to hand it back to the same office completed with the documents indicated here below. These students do not need to follow the Almalwelcome procedure.

After the payment of the first instalment the candidate has to deliver in person at the Master Office - Via Zamboni 34 – Bologna –:

- **request of enrolment**, printed from Almalwelcome system, duly fulfilled and signed
- **the receipt for payment of the first instalment;**
- **a revenue stamp** of €. 14,62 for the final Master degree;
- **for international citizens, the residence permit or copy of the receipt, which proofs the request for that permit;**
- 1 passport-size photograph;
- copy of identity card.

Uncompleted candidatures will not be accepted.

Candidates who decide to renounce at the enrolment must inform as soon as possible the Master Office with a written letter sent by fax +39-051-2098039. The letter must be accompanied by copy of the identity card front and back. In this way the Master office can proceed with the replacement of the candidate.

TAXES AND CONTRIBUTIONS FOR THE ACADEMIC YEAR 2005/2006

Participants to the Master in quality of students:	2.000 euro.
Participants to the Master in quality of auditor:	600 euro.

THE FIRST INSTALMENT MUST BE PAID AT THE MOMENT OF THE ENROLMENT.
THE SECOND RATE MUST BE PAID WITHIN 31ST OF MARCH 2006 [payments done after 31st of March 2006 will be burdened with an arrears of € 60,00].

The document for the payment of the second instalment (MAV) will be sent directly to the address of the student. Payments can be done in any Bank, located in Italy, without any additional cost for the student. Payments will be transferred automatically to the Secretariat. If a student does not receive the MAV, he/she has to ask for it at the Master Office for a double copy, which can be paid only at the agencies of the UniCredit Bank.

If a student does not receive the MAV or receives it in late, the student is not relieved of paying the arrears in case she/he pays the instalment after the indicated deadline.

If deadline occurs at an holiday or pre-holiday, the deadline is postponed to the first day after holiday.

As far as the present Notice of Competition is concerned, the valid regulations are those indicated in the notice of payment, sent to the address of the student and those given at the desk office or inserted in the web page.

INFORMATION

The address of the Didactic Seat of the Master is the following:

Dipartimento di Economia e Ingegneria Agrarie, Alma Mater Studiorum - Università di Bologna
Via Fanin 50, 40127 Bologna.

Didactical and Scientific information can be required to Dott. Matteo Vittuari matteo.vittuari@unibo.it.

More information are available on the web-site www.uniadrion.net.

Administrative information can be required to Master Office Via Zamboni 34 – internal garden – Bologna (postal address: please indicate “Al Magnifico Rettore, Università di Bologna, via Zamboni, 33, 40126 Bologna”).

☎ +39/051/2098037/8 – fax +39/051/2098039. E-mail: master@unibo.it

Open to public on Monday, Tuesday, Wednesday, and Friday from 9.00 a.m. to 11.15 a.m. – on Tuesday and Thursday from 2.30 p.m. to 3.30 p.m.

For general information: <http://www.unibo.it/Portale/Master/default.htm>

According to the art. 10 and 12 of the Italian law nr. 675, 31/12/96, personal data of the candidates, sent together with the nominations for selection, will be used exclusively for the purpose of the selection procedure and for prospective registration procedure.

Bologna, 10th of November 2005