



UNIVERSITÀ
DEGLI STUDI
DI PADOVA

Admission Notice to
Professional Courses
for the academic year 2023/2024

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For the individual fact sheets please refer to the general Admission Notice in Italian at the following link: <https://www.unipd.it/corsi-perfezionamento>.

ART. 1 ACTIVATED PROFESSIONAL COURSES

Public selections are announced for admission to Professional Courses, listed above, activated for the academic year 2023/2024, the main features of which are indicated in the attached fact sheets. Professional courses normally involve the acquisition of a number from 6 to 20 university credits (ECTS).

ART. 2 ADMISSION REQUIREMENTS AND INCOMPATIBILITY

2.1 Entry requirements: to access a Professional Course, one must be in possession of at least one university qualification as detailed in the individual sheets.

Other university degrees of the same level (according to the Italian Qualifications Framework – QTI available on the website <http://www.quadrodeititoli.it/index.aspx?IDL=1>) other than those specified in the attached fact sheets may also be evaluated by the Examination Board, in the presence of an upper secondary school diploma allowing access to university and in the presence of a curriculum providing adequate training consistent with the chosen Professional Course.

Under specific legislative provisions, any qualifications considered equivalent to the qualifications required for admission to the Professional Courses in this notice may be evaluated only if the applicant possesses a high school diploma that allows access to university education.

Those who obtain the required qualification by the start date of the Course may also participate in the selection. The self-declaration of attainment of the qualification must be provided to the Ufficio Post Lauream - Settore Master e Formazione Continua by the start of the Professional Course activities.

2.2 Incompatibility: updated information can be found at the link: <https://www.unipd.it/corsi-perfezionamento>> how to apply.

ART. 3 PROCEDURE TO SUBMIT AN APPLICATION

For each Professional Course of interest, it is required to complete a pre-enrolment template **by 12:30 p.m. on the due date indicated in the individual fact sheets attached**, by logging on at <https://pica.cineca.it/unipd/>. After the deadline date, the link will be deactivated, and it will no longer be possible to apply. The service may be temporarily suspended for technical maintenance reasons.

Please note that the application is mandatory.

For instructions regarding the completion of the application, please refer to the file “Technical instructions for completing the application form” at the following link: <https://www.unipd.it/corsi-perfezionamento>.

Please be advised that the Ufficio Post Lauream - Settore Master e Formazione Continua will be closed from August 10 to 18, 2023.

Please consult the University website for any additional days of closure of the Ufficio Post Lauream - Settore Master e Formazione Continua.

Applicants with foreign degrees should refer to the provisions of Article 6 of this Admission Notice.

Failure to submit the application by the specified deadline will result in exclusion from the selection procedure.

Within the application form, which is to be filled out online and which implies the payment of €30.00 fee, must be attached:

1. curriculum;
2. any documents required for admission to the chosen Professional Course: refer to the box “selezione” in each individual fact sheet;
3. copy of a valid personal identity document (copy of a valid passport if non-EU citizens).

In case of pre-enrolment for more than one Professional Course, each application must be accompanied by the above-listed documents and the corresponding fee of €30.00 must be paid.

The pre-enrolment fee of €30.00 (which includes the €16.00 stamp duty paid virtually) is non-refundable, regardless of the activation of the Professional Course or the outcome of the selection.

The application shall serve as a declaration in lieu of certification of the qualification required for admission to the Professional Course. The University of Padua reserves the right to undertake appropriate verifications at the institutions that issued the qualifications.

Documents, if any, must be produced in a copy declared to be a true copy of the original (“Modulo dichiarazione sostitutiva autocertificazione titolo” available at: <https://www.unipd.it/corsi-perfezionamento>, under “Modulistica Corsi di perfezionamento”).

Pursuant to Article 40 of Presidential Decree No. 445/2000, as amended by Article 15 of Law No. 183/2011, in dealings with bodies of the public administration and managers of public services, certificates and affidavits are always replaced by the declarations referred to in Articles 46 and 47 of the same decree.

Citizens of non-EU states regularly residing in Italy may use the declarations outlined in Articles 46 and 47 of Presidential Decree No. 445/2000 limited to states, personal qualities, and facts certifiable or attestable by Italian public entities (see Article 3, paragraphs 2, 3 and 4 of Presidential Decree No. 445/2000).

The Administration of the University is not liable in case of dispersion of communications due to inaccurate information on the candidate's residence, domicile, and address, or failed/late communication of the change thereof, nor for any postal, electronic, or telegraphic errors not attributable to the Administration itself.

Applicants with disabilities or specific learning disorders (SLD) may attend the admission tests of the Professional Courses (where applicable) with customised aids, by explicitly requesting the Ufficio Servizi agli Studenti - Settore Inclusione. For this purpose, it is necessary to:

- 1) request individualised testing within the pre-enrolment procedure at <https://pica.cineca.it/unipd/>;

- 2) upload documentation regarding the disability or SLD within the pre-enrolment procedure at <https://pica.cineca.it/unipd/>.

Applicants may be contacted by the Ufficio Servizi agli Studenti - Settore Inclusione in case certain required documents are missing.

Applicants with disabilities or specific learning disorders (SLD) residing in foreign countries must upload the following documentation in the pre-enrolment procedure at <https://pica.cineca.it/unipd/>: disability or SLD certificate issued in the country of residence accompanied by a sworn translation in Italian or English.

Thereafter, an interview will be held with dedicated staff in a manner to be agreed upon in order to define the support for the testing process.

More information can be found at the link: <http://www.unipd.it/accoglienza-prove-ingresso>.

ART. 4 SELECTION PROCEDURE

The selection process will be carried out according to the procedures and schedule indicated, for each Professional Course, in the attached fact sheets.

If there are no preferential requirements in the individual fact sheets, should cases of equal merit arise, the Commission will adopt the criterion of the youngest age.

The Steering Committee of the Professional Course reserves the right to hold aptitude pre-selection tests if applications for admission significantly exceed the maximum number of available places.

ART. 5 SELECTION RESULTS, ENROLMENT OF WINNERS AND SUB-RECIPIENTS

5.1 Publication of the ranking list: the ranking list will be made public from the date indicated in each individual Professional Course's fact sheet by publication on the website of the University of Padua: <https://uel.unipd.it/master-e-corsi/>.

The publication of the ranking list serves as official communication to the interested parties.

5.2 Enrolment of EU and non-EU applicants with qualifications obtained in Italy: to finalise the enrolment, applicants who were successfully placed in the ranking list should follow the enrolment instructions that will be posted by October 1, 2023, at the following link: <https://www.unipd.it/corsi-perfezionamento>.

Winning candidates must enrol from the date of publication of the ranking list until the date shown in the same. The ranking lists will be published as of October 19, 2023.

Those who will not finalise their enrolment by the due date (by filling out the online enrolment application and paying the registration fee) will be considered forfeiting their place.

Applicants with foreign qualifications should refer to the provisions of Article 6 of this Admission Notice.

5.3 Sub-recipients: any places that become available due to express or tacit withdrawal or forfeiture of the right to enrolment will be assigned by scrolling the ranking list until it is exhausted.

ART. 6 PROCEDURE FOR PRE-ENROLMENT APPLICATION WITH FOREIGN DEGREES AND RULES FOR FOREIGN CITIZENS

Italian and foreign citizens in possession of a degree from a foreign university, equivalent to one of the degrees required as a qualification for admission to the chosen Course, may also apply for pre-enrolment in the Professional Courses of the academic year 2023/2024.

Enrolment remains subject to the evaluation of the administrative suitability of the qualification possessed by the Ufficio Post Lauream - Settore Master e Formazione Continua, and evaluation of the content, with respect to the skills acquired by the Steering Committee.

Enrolment remains subject to academic degree recognition and passing the admission process.

The Ufficio Post Lauream - Settore Master e Formazione Continua is available for information regarding foreign degrees at the following email address: formazionecontinua.lauream@unipd.it.

6.1 Pre-enrolment for applicants with foreign academic qualifications

For each Professional Course of interest, it is required to complete a pre-enrolment application **by 12:30 p.m. on the due date indicated in the individual fact sheets attached**, by logging on at <https://pica.cineca.it/unipd/>.

After the deadline date, the link will be deactivated, and it will no longer be possible to apply. The service may be temporarily suspended for technical maintenance reasons.

Please note that the application is mandatory.

For instructions regarding the completion of the application, please refer to the file "Technical instructions for completing the application form" at the following link: <https://www.unipd.it/corsi-perfezionamento>.

Within the application form, which is to be filled out online and which implies the payment of €30.00 fee, must be attached:

- 1) curriculum;
- 2) any qualifications and documents required for admission to the chosen Professional Course: refer to the box "selezione" in each individual fact sheet;
- 3) copy of the degree with the Declaration of Value if available at the time of pre-enrolment or Statement of Comparability and Verification issued by ENIC-NARIC centers;
- 4) diploma supplement in case of degree obtained in an EU country;
- 5) Transcripts of records with the exams taken and the related marks;
- 6) any other documentation deemed useful in assessing the eligibility of the qualification possessed (European format resume, etc.);
- 7) translation of documents into Italian or English (if not already written in a vehicular language);
- 8) copy of a valid personal identification document (copy of a valid passport if non-EU citizens).

Failure to submit the application by the specified deadline will result in exclusion from the selection procedure.

Please note that, for candidates with a degree obtained abroad who intend to apply for pre-enrolment in Professional Courses that include attendance at hospital facilities, it will be mandatory to hold a license to practice in Italy and consequent registration in the relevant professional register. Therefore, it will be necessary to attach this documentation to the pre-enrolment application completed online, if the applicant already possesses it. Otherwise, the candidate must submit the required documentation to the Ufficio Post Lauream - Settore Master e Formazione Continua as soon as they are in possession of it and in any case before the start of the activity at the hospital facilities.

6.2 Enrolment for applicants with foreign academic qualifications: in order to finalise enrolment, candidates must follow the enrolment instructions that will be published by October 1, 2023, at the following link: <https://www.unipd.it/corsi-perfezionamento>.

Winning candidates must enrol from the publication of the ranking list until the date shown at the bottom of the same. The ranking lists will be published as of October 19, 2023.

Those who will not finalise their enrolment by the due date (by filling out the online enrolment application and paying the registration fee) will be considered forfeiting their place.

With regard to the documentation required for the enrolment and residence permit of non-EU international students, please refer to the information on the website <http://www.studiare-in-italia.it/studenti stranieri/>, especially the General Part and Part VIII of the circular.

Only upon request of the winning candidate, the Ufficio Post Lauream - Settore Master e Formazione Continua will communicate the outcome of the selection to the relevant Representations for the issuance of the necessary entry visa and for the possible completion of the documentation required for enrolment in the Professional Course.

ART. 7 ATTENDANCE, LOSS OF STATUS, SUSPENSION, WITHDRAWAL, OUT-OF-COURSE STUDENTS, AND DIPLOMA

7.1 Attendance/loss of status: the student is required to attend at least 70% of the teaching and internship activities unless otherwise specified in the individual fact sheets, and to pass a final examination (if any).

A participant who fails to meet the minimum attendance requirements of the Professional Course program loses his or her status as a student.

7.2 Suspension: generally, suspension of attendance obligations cannot be allowed. Only in cases of prolonged illness (which exceeds the maximum percentage of absence), pregnancy, or maternity/paternity leave (upon request of the interested party), suspension of the Professional Course's training may be granted, subject to submission of the request to the Ufficio Post Lauream - Settore Master e Formazione Continua. In this case, it is possible to obtain supernumerary admission to the edition of the following academic year, subject to the activation of that edition.

Except in cases provided for by law, interruption of attendance at the Professional Course's educational activities will result in the non-recognition of the activity already carried out.

7.3 Withdrawal: the student may submit a withdrawal at any time. This is irrevocable and must be manifested by a written deed in a clear and explicit manner, submitted in original using the template "Rinuncia agli studi" available at <https://www.unipd.it/corsi-perfezionamento>, under "Modulistica Corsi di Perfezionamento". Withdrawal results in loss of the student status; upon withdrawal, the student is **not entitled to any refund of fees paid**, while the obligation to pay past due fees and contributions remains.

A student who submits the withdrawal from studies after February 29, 2024 is still required to pay the second instalment, if any.

7.4 Out-of-course students: it is possible to enrol as out-of-course students in a Professional Course program referred to in this notice for those who, having already been enrolled in the same course in the immediately preceding academic year, have fulfilled their obligations to attend the scheduled activities, but have not completed the exams, i.e., the final test and thus have not graduated. Such students, upon request, will be granted ex officio recognition of the obtained attendance, proficiency examinations, and internship attendance with the corresponding university credits already acquired for the activities that remained unchanged in the teaching programs of the Professional Course. The tuition fee due as an out-of-course student is 60% of the tuition fee for regular students. Such candidates should make the pre-enrolment application as indicated in Article 3 of this notice and submit it together with an admission request as "out-of-course".

7.5 Diploma: at the end of the Professional Course, a Diploma will be issued. The achievement is subject to the acquisition of the specified university credits indicated in the admission notice. In order to be admitted to the final examination of the Professional Course, the students must be in regular payment of the tuition fees due.

ART. 8 PERSON IN CHARGE OF THE PROCEDURE

Pursuant to Article 4 of Law No. 241 of August 7, 1990, on new rules on administrative procedures and the right of access to administrative documents, as amended, the Director of the postgraduate office Ufficio Post Lauream, Dr. Andrea Crismani, is appointed as being in charge of the Administrative Procedure related to selection tests.

Applicants are entitled to exercise their right of access to the records of the selection tests in the manner provided for in Presidential Decree No. 184 of April 12, 2006, on regulations governing access to administrative documents in accordance with Chapter V of Law No. 241/90. The Director of the postgraduate office Ufficio Post Lauream, Dr. Andrea Crismani, is appointed as being in charge of the Administrative Procedure related to access to records.

ART. 9 OTHER CASES

9.1 Activation of Professional Courses: failure to reach the minimum number of full-fee-paying applicants indicated in the individual fact sheets, will not allow the activation of the Professional Course. In this case, the enrolment fee paid will be refunded.

The activation of Professional Courses in the medical area involving Hospital Agencies or Local Social-Health Unit Agencies (Italian ULSS Agencies) other than the Hospital of Padua is subject to the stipulation of an appropriate agreement to support the training network used for the tutoring/training activities envisaged.

9.2 Auditors: some Professional Courses allow for the supernumerary admission of auditors, candidates who do not meet the entry requirements. For such candidates, please refer to the appropriate admission notice for auditors in Professional Courses available at the link: <https://www.unipd.it/corsi-perfezionamento>.

9.3 Immune screening: for attendance at some Professional Courses, especially in the medical area, an immune status screening for exanthematous diseases and tuberculosis infection may be required by the host companies.

ART. 10 CONCESSIONS

10.1 Reductions: for students with a disability recognised by the Commissions of the Italian National Health Service (S.N.N.) between 66% and 100% or with recognition of disability under Article 3, paragraph 1, of Law No. 104 of February 5, 1992, a total exemption of the enrolment fee is reserved; however, they are required to pay the costs of pre-enrolment (€30.00), insurance (€6.50) and stamp duty (€16.00).

10.2 Reductions for DAC List applicants: for DAC List applicants, i.e. non-EU nationals (meaning citizenship and residence) from developing countries (listed in the DAC List of ODA recipients at <http://www.oecd.org/dac/stats/daclist.htm>) there may be reductions in the enrolment fee, indicated in the individual fact sheets of the Professional Courses.

10.3 Reductions for staff serving in public administrations: for candidates employed with a fixed-term/permanent contract in an Italian public administration, the reserved enrolment fee may be 80% of the total enrolment fee. For Professional Courses that have decided to join the "PA 110 e lode" initiative, the available reserved places and the enrolment fee are indicated in the individual fact sheets attached.

10.4 Further reductions: there may also be other types of partial reductions in the enrolment fee, indicated in the individual Professional Courses' fact sheets with their attribution criteria.

In the case of more than one person being eligible for the same reduction, the exemption will be granted according to the merit ranking, and in case of further parity, the drawing lots will be applied.

10.5 Study awards: at the end of the Professional Course, study awards, if any, may be given to the students according to the criteria indicated in the individual fact sheets.

10.6 Scholarships: some Professional Courses may provide scholarships for attendance. These scholarships are awarded based on the general merit ranking (unless otherwise specified in the Professional Course fact sheet) and their award does not exempt from payment of the tuition fee. The award is intended to be resolutely conditional on the actual completion of attendance at the Professional Course program. The amount of the scholarships is intended to be the gross and all-inclusive amount of the fees to be paid by the Institution; the scholarships will be issued in two instalments.

The scholarship recipient must not cumulate the scholarship for the Professional Course with any other scholarship for any reason conferred except those granted by domestic or foreign institutions useful for integrating, with stays abroad, the activity of the course.

The provision of scholarships funded by external entities is subject to the successful completion of the agreement between the University and the external entity concerned.

10.7 Cumulation of financial aid: a student enrolled in a Professional Course program is not eligible for multiple benefits in the same course and the same academic year.

ART. 11 NOTES AND WARNINGS

11.1 Any changes and additions to the contents of the present Admission Notice will be notified by:

- publication on the official University notice board;
- publication on the website of the University of Padua: <https://www.unipd.it/corsi-perfezionamento>.

11.2 All applicants are conditionally admitted to the selection procedure and attendance at the Professional Courses. The University Administration may, at any time and by reasoned decision, order the exclusion for failure to meet the prescribed requirements. Such measures will be communicated to the person concerned by registered mail with a return of receipt or PEC.

11.3 In the event that the documentation submitted contains untruthful statements, data not corresponding to the truth, and use of false documents – without prejudice to the penal sanctions provided for by the Penal Code and the special laws on the subject (Articles 75 and 76 of Presidential Decree No. 445/2000) - the applicant will be automatically excluded from the Professional Course and will lose all financial benefits that may have been obtained. The above-mentioned untruthful statement will result in exposure to action for damages by the concerned counterparts, and enrolment fees paid by the interested party will not be refunded.

11.4 Enrolment fees and refunds: some Professional Courses require the enrolment fee to be divided into two instalments. The 2nd instalment must be paid by March 31, 2024.

Failure to meet the payment deadlines of the 2nd instalment will result in an administrative charge of €21.00 up to 15 days late and €54.00 from the 16th day onward.

A reminder of the deadlines and methods for payment of the 2nd instalment, where applicable, will be sent by e-mail to the concerned students. Those enrolled are still required to pay regardless of the notice sent via e-mail regarding the deadlines.

The enrolment fee is non-refundable except in the case provided for in Article 9.1.

A student who has finalised enrolment in a Professional Course program, referred to in this notice, is not entitled to a refund of fees and contributions paid.

11.5 Personal data processing: personal data provided by applicants, collected for the purposes identified in this notice, are processed in accordance with the provisions of EU Regulation 27.04.2016, No. 679 (General Data Protection Regulation, GDPR), view link <http://www.unipd.it/privacy>).

ART. 12 REFERENCE LEGISLATION

The Professional Courses referred to in this Notice are disciplined by Presidential Decree No. 162 of March 10, 1982, in particular art. 16; by Law No. 341 of November 19, 1990, in particular art. 6; by Decree No. 270 of the Italian Ministry of Education, University, Scientific and Technological Research of October 22, 2004, in particular art. 3, paragraph 9; by the Regulations for Short Specialisation degrees, Professional courses, and Higher level training courses of the University of Padua available at the following link: <https://www.unipd.it/regolamenti-didattica-studenti.html>.

For any matter not specified in this admission notice, please refer to current regulations.

FOR INFORMATION:

For any purely technical problems related to the Pica platform:

contact support via the link at the bottom of the page <https://pica.cineca.it/unipd>

For information on course teaching:

Contact the teaching secretary of the Professional Course at the number listed in the fact sheet for the course of interest in the box "Per informazioni".

For further information:

contact the Ufficio Post Lauream - Settore Master e Formazione Continua at 049 8276373/6374 - Via Ugo Bassi, 1 - 35131 Padova

(phone hours: Monday - Friday from 10:00 to 12:30);

(info desk hours: Monday - Friday from 10:00 to 13:00, Tuesday also from 15:00 to 16:30, Thursday from 10:00 to 15:00);

e-mail: formazionecontinua.lauream@unipd.it

The present Admission Notice is available at <https://www.unipd.it/corsi-perfezionamento> and the Ufficio Post Lauream - Settore Master e Formazione Continua - Via Ugo Bassi, 1 - 35131 Padova.

Please be advised that the Ufficio Post Lauream - Settore Master e Formazione Continua will be closed from August 10 to 18, 2023.

Please consult the University website for any additional days of closure of the Ufficio Post Lauream - Settore Master e Formazione Continua.