



ALMA MATER STUDIORUM
UNIVERSITA' DI BOLOGNA

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Call for applications for admission to the

Professional Master’s Programme, 1st level

in “INTERNATIONAL MASTER IN DEVELOPMENT, INNOVATION AND CHANGE”

Campus Bologna

code: (8307)

Academic year 2013-2014

Deadline for applications: 15 January 2014

Enrollment from 3 February 2014 to 3 March 2014

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Article 1 **(General Information)**

Under the terms of the Decree of the Ministry for Education Universities and Research no. 270 dated 22 October 2004, the Alma Mater Studiorum Università di Bologna, Bologna campus will for academic year 2013-2014 be running the Professional Master's Programme, I 1st level, in “Development, Innovation and Change”, for a period of one year, in the English language with the award of 60 university learning credits (ECTS).

The programme is run in collaboration with and with the support of the “Fondazione Alma Mater”.

Occupational profile: Private and public sector: consultants and experts in innovation processes and projects, local development and evaluation, promoted by enterprises - profit and non-profit, national and transnational and by public, administrative and research organizations, , in countries with different stages of development.

Further information on the objectives, professional context and teaching programme can be found in the Master's Programme presentation sheet published on the website <http://www.unibo.it/Portale/Master/Master+Universitari/default.htm>.

Attendance is compulsory. The minimum percentage of attendance is 75 %.

The issue of the Master and the 60 ECTS is subject to:

- a) payment of the Tuition Fees
- b) achievement of a minimum attendance of 75 %.
- c) passing all the exams. Each exam is deemed to be passed with a score of at least 18 out of 30

Any intermediate examinations or tests conducted during the Master, at the end of each module or teachings, will not be reported, nor will they lead, therefore, to the acquisition of credits.

Any tests or exams may still be taken into consideration by the selection committee as elements of assessment in the final test.

At the end of the teaching activities, students will express their own opinions through the on-line completion of a questionnaire.

The Master's programme is a post-graduate course with restricted access. The Master's degree programme will run with a minimum of 26 and a maximum of 50 enrolled students, admitted following the selection procedure described in article 6 below.

Failure to reach the minimum number of students or the lack to achieve the minimum budget expected does not allow the activation of the Master Programme.

Within three working days from the date of closing of registrations, the University students will communicate the students, via e-mail, the activation or not of the Master Programme.

In the event of non-activation of the Master for failure to achieve the minimum number of registrations, the office will require those who have registered an indication of an IBAN number



relating to a bank account entitled to the person registered to the master and the office will proceed to the activation of the reimbursement procedures.

Article 2 **(Admission requirements)**

The programme is reserved for candidates who, **at the time of registration**, 3 March 2014, are in possession of the following qualifications and access requirements:

Bachelor Degree of the new or the old system in the social sciences:

AREA 01- Mathematics and Computer Science; AREA 02 - Mathematics and Computer Science; AREA 08 - Civil Engineering and Architecture; AREA 09 - Industrial and Information Engineering; AREA 11 - Historical, Philosophical, Pedagogical and Psychological Sciences; AREA 12 – Jurisprudence; AREA 13 - Economic Science and Statistics; AREA 14 - Political and Social Sciences.

In the case of Foreign Students the Selection Committee will evaluate case by case, whether the knowledge gained during the academic career enable the candidate to address the Masters courses.

- Additional degrees considered equivalent, for the sole purposes of admission to the Master Programme, by the Admission Board.

Auditors are permitted to participate in the programme. Anyone interested may express their interest directly to the place of teaching (Dipartimento di Scienze Economiche, Strada Maggiore 45, Bologna, prof. Giovanni Guidetti, e-mail: midic@sdic-school.org, tel. 051-2092657) and will be notified directly of the acceptance of their request as well as the details for registration and payment of the Master participation fee, the amount of which is given in art. 8 below. Attendance is not compulsory for auditors. Moreover, Auditors are not permitted to sit the final examination, do not take part in the internship, are not required to produce project work, and are not awarded a 1st level "MASTER IN DEVELOPMENT, INNOVATION AND CHANGE" or any ECTS. Auditors are given a certificate of participation.

Article 3 **(Candidates possessing a degree obtained abroad: admission and delivery of documents)**

For candidates possessing a degree obtained abroad, the **registration** for the **selection process** takes place in **three separate phases**:

- 1. phase one: recognition of qualification for the purposes of admission to the Master's degree programme**
 - a) Candidates should obtain the following from the Italian Diplomatic Representation in the country the degree was obtained from (or the competent representation for that territory):
 - i) an authenticated copy of their qualification;
 - ii) the "dichiarazione di valore" (declaration of value);
 - iii) the legalisation of the translated degree certificate.



2. phase two: online registration for selection

Candidates must:

- a) Go onto the website www.unibo.it/Portale/Guida/StudentiOnline;
- b) Select "register for an entrance exam" , log in using your credentials, if you do not have the credentials, click on "if you are not registered go here";
- c) click on International students registration;
- d) register providing your personal data and the details of the qualifications obtained.

You will then receive a username and password, which you will need to:

- e) pre-register ("register for an entrance exam")
- f) pay the 60.00 Euro fee (administrative charge) **within the set deadline - 1.00 p.m. 15 January 2014, (candidates not paying the fee will be excluded from the selection process)**, in one of the following ways:
 - i) online, by credit card (Visa, Mastercard, Diners, American Express);
 - ii) at any UniCredit Spa branch in Italy (list of branches available from <https://locator.unicredit.it/it/?fromweb=www.unicreditbanca.it&select=AGENZIE>), using the form printed at the end of the online registration;
- g) print the "summary sheet" and sign it.

If you are not able to complete the online registration procedure, contact the **Helpdesk** by calling +390512099882, from 9.00 a.m. to 1.00 p.m., Monday to Friday, or by sending an e-mail to help.studentonline@unibo.it.

3. phase three: delivery of documents

- a) Candidates must deliver by hand or send to the Master's Office (in the manner indicated and to the address given in art. 14 below):
 - i) the authenticated copy of their degree certificate, or if not yet graduates, the list of exams passed with relative grades and the presumed date of graduation;
 - ii) the "dichiarazione di valore" (only for graduate candidates);
 - iii) the legalisation of the translated degree certificate (only for graduate candidates);
 - iv) the signed "summary sheet";
 - v) a front and back copy of a valid identity document;
 - vi) a copy of the payment receipt of the administrative fee of 60.00Euros;
 - vii) the following qualifications and documents:
 - a) Curriculum Vitae et Studiorum in the EUROPASS Format (<http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV/navigate.action>)
 - b) academic transcripts containing a list of all previous University courses completed with the corresponding grades/marks;
 - c) at least one academic and/or professional letter of reference;
 - d) statement of purpose/letter of motivation (in English);
 - e) proof of proficiency in English (for example, TOEFL, IELTS or other certificate issued by a legally recognized institution);
 - f) for students interested in applying for the external track, a motivation letter specific to the external track with first, second and third choices of GSP or CUPL campus clearly indicated (in English)



g) for students interested in applying for the external track, proof of knowledge of the languages spoken at the chosen GSP campus(es) or CUPL (eg: Argentina, South Africa, China). This certificate is not compulsory to apply for the External track, but it is an asset to the candidate's application.

h) For students interested in the "External Track" in the Buenos Aires GSP Campus, who intend to continue for another three semesters (after the semester in Buenos Aires) with the GSP programme in pursuit of the double degree, both MiDIC and GSP, the motivation letter for the External Track must include a clear and **BINDING** expression of interest in this regard.

These documents must be **received** no later than **15 January 2014**.

N.B. Pre-registration applications will be deemed to be valid only where accompanied by the proof of payment of the 60.00 Euro administrative fee.

Article 4

(Candidates possessing a degree obtained in Italy: admission and delivery of documents)

For candidates possessing a degree obtained in Italy, the **registration** for the **selection process** takes place in **two separate phases**:

1. phase one: online registration for selection

Candidates must:

- a) Go onto the website www.unibo.it/Portale/Guida/StudentiOnline;
- b) Select "register for an entrance exam" (those already in possession of a username "name.surname@studio.unibo.it" and password must use these for pre-registration). If you do not have the credentials, click on "if you are not registered go here";
- c) register by entering your fiscal code, personal details and details of your qualifications
- d) pay the 60.00 Euro fee (administrative charge) **within the set deadline - 1.00 p.m. 15 January 2014, (candidates not paying the fee will be excluded from the selection process)**, in one of the following ways:
 - i) online, by credit card (Visa, Mastercard, Diners, American Express);
 - ii) at any UniCredit Spa branch in Italy (list of branches available from <https://locator.unicredit.it/it/?fromweb=www.unicreditbanca.it&select=AGENZIE>), using the form printed at the end of the online registration;
- e) **print** the "summary sheet" and sign it.

If you are not able to complete the online registration procedure, contact the **Helpdesk** by calling +390512099882, from 9.00 a.m. to 1.00 p.m., Monday to Friday, or by sending an e-mail to help.studentionline@unibo.it.

2. phase two: delivery of documents

- a) Candidates must hand deliver or send, to the Didactic Office, addressed to Prof. Giovanni Guidetti Dipartimento di Scienze Economiche, Strada Maggiore 45, 40125 Bologna:
 - i) the signed "summary sheet";
 - ii) the degree certificate (or alternative equivalent declaration) giving details of the exams passed and relative grades or, if not yet graduates, the list of exams passed with relative grades and the presumed date of graduation;



- iii) a copy of the payment receipt of the administrative fee of 60.00Euros;
- iv) a front and back photocopy of a valid identity document;
- v) the following qualifications and documents: curriculum vitae

- i. Curriculum Vitae et Studiorum in the EUROPASS Format (<http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV/navigate.action>)
- ii. academic transcripts containing a list of all previous University courses completed with the corresponding grades/marks;
- iii. at least one academic and/or professional letter of reference;
- iv. statement of purpose/letter of motivation (in English);
- v. proof of proficiency in English (for example, TOEFL, IELTS or other certificate issued by a legally recognized institution);
- vi. for students interested in applying for the external track, a motivation letter specific to the external track with first, second and third choices of GSP or CUPL campus clearly indicated (in English)
- vii. for students interested in applying for the external track, proof of knowledge of the languages spoken at the chosen GSP campus(es) or CUPL (eg: Argentina, South Africa, China). This certificate is not compulsory to apply for the External track, but it is an asset to the candidate's application.
- viii. For students interested in the "External Track" in the Buenos Aires GSP Campus, who intend to continue for another three semesters (after the semester in Buenos Aires) with the GSP programme in pursuit of the double degree, both MiDIC and GSP, the motivation letter for the External Track must include a clear and BINDING expression of interest in this regard.

3. These documents must be **received** no later than **15 January 2014**.

N.B. Pre-registration applications will be deemed to be valid only where accompanied by the proof of payment of the 60.00 Euro administrative fee.

Article 5

(Other information concerning admission for selection and delivery of documents)

Candidates with disabilities - pursuant to Italian Law no. 104 of 5 February 1992 - must explicitly apply for any specific aids required to support their own deficit, as well as any additional time required in order to take part in the selection process.

The University of Bologna will not be liable for lost or misdirected communications due to incorrect addresses given by candidates or the late or non-notification of changes to the address given in the on line registration, or for any difficulties in the postal or telegraphic services or any other difficulties which are caused by third parties, acts of providence or force majeure.

All candidates are **admitted** to the tests **with reserve**: the University of Bologna will thereafter exclude any candidates who do not possess the admission requirements laid down in this call for applications.



In the event of any false declarations made in the documentation presented by the candidates, i, relevant for the purposes of registration, without prejudice to the penalties laid down in art. 76 of Presidential Decree no. 445 of 28 December 2000, such candidates will not be permitted to register and will not have any right to reimbursement of the fees paid. Any false declarations will be subject to claims for damages by the affected parties.

Article 6 **(Selection procedures and entrance exam dates)**

Admission to the Master's Programme is subject to the positive evaluation of the candidates' academic qualifications. There will be no written nor oral admission exams.

Simultaneously to the definition of the list of those admitted to the Master, it is foreseen a selection of the candidates who have expressed a preference for the International Track.

The MiDIC is divided into 3 alternative Tracks:

1: The first, called "Bologna track" takes place entirely in Bologna and gives 60 credits, including 48 from courses and 12 from the internship.

The Bologna Track will be activated only in the event that a minimum of 5 students choose and attend this Track. If this minimum number is not met, students who have chosen the Bologna Track will have to follow one of the International tracks of the Master Programme. Therefore, at the time of enrolment, the student must indicate the second preferred option in case the Bologna Track is not activated

2: The second, called "GSP international track", takes place partly in Bologna (from March 2014 to July 2014 and with an Internship not necessarily carried out in Bologna, from January 2015 to March 2015) and partly (from July/August to December 2014) within the Master in Global Studies (GSP), University of Freiburg, in one of its two campus in South Africa and Argentina. Students selected for the international track are given the option to opt for one of these two locations. More specifically, the international track students at the University of Bologna accrue 36 credits, including 24 from teaching (from March 2014 to July 2014 – first semester) and 12 from stage (from January 2015 to March 2015, after returning from the foreign campus), and accrue at the Master in Global Studies campus 24 credits, choosing from a list of courses activated. The 24 credits earned at the campus of GSP will be recognized on the basis of a conversion table approved by the Scientific Council of MiDIC. The international track is implemented in accordance with an agreement of international mobility of students, agreed with the GSP campus of South Africa and Argentina, and in the first part of the agreement with the GSP of the University of Freiburg. In compliance with that agreement, students who successfully complete the MiDIC International Track in Buenos Aires, Argentina, will get recognized by the University of Freiburg the necessary credits to enter the second year of the Master GSP in pursuit of this diploma.

3: The third path, called the "China International Track" takes place partly in Bologna (from March 2014 to July 2014 and with an Internship, not necessarily carried out in Bologna, from January 2015 to March 2015) and partly (from September to December 2014) in Beijing (China) at The "Chinese University of Political Science and Law" More specifically, students of the International "China Track" accrue at the University of Bologna 36 credits, including 24 from teaching (from March 2014 to July 2014 - first half), 12 from Stage (from January 2015 to March 2015 returning home from China), and accrue at the "Chinese University of Political Science and Law" Beijing 24



credits, choosing from a list of courses at the same. The 24 credits earned at the "Chinese University of Political Science and Law" in Beijing will be recognized on the basis of a conversion table approved by the Scientific Council of MiDIC. The path "China Track" will be implemented in accordance with a student mobility agreement, signed with Chinese University of Political Science and Law. The Master MiDIC, according to the Convention, in turn, will host a limited number of students from the "Chinese University of Political Science and Law" of Beijing in the first semester (from March 2014 to July 2014), who, as guests, will be exempted from payment of any university fees. According to that Convention the incoming students will be provided with the necessary documentation about the courses carried out in Bologna at the MiDIC, so that the Chinese University of Political Science and Law of Beijing will recognize credits from this period.

The maximum score given by the Admission Board is 100 points, of which 30 points allocated for the assessment of the qualifications, and the 70 points left according to the evaluation of the curriculum: work and research experience (25 points), publications and post graduate degrees (15 points), motivation letter (10 points), reference letter (10 points), knowledge of English (10 points).

The minimum score to pass the selection is established at 50 points.

The Admission Board is appointed by the Scientific Board.

The person in charge of the selection procedure is the Director of the Master's degree programme.

Selection process will take place at the Department of Economics, Strada Maggiore 45, Bologna, on January 17th, 2014 from 10.00 to 14.00.

Candidates **MUST NOT** be present at the Selection process.

Article 7 **(Production and approval of the list of qualified candidates)**

In line with the number of available places, admission to the Master's degree programme is granted according to the applicants' position in the list of qualified candidates, drawn up on the basis of the total score awarded.

In the event of two candidates with the same score, the candidate with the highest score in the Graduate Diploma will go first, and in the event of the same score in the interview, the younger candidate will go first.

The lists of qualified candidates can be consulted from 3 February 2014 on the website www.unibo.it/Portale/Guida/StudentiOnline by entering your username and password.

Article 8 **(Tuition fees)**

The tuition fee for **students admitted to the Master's programme who complete all the course in Bologna** is 5,000 (five thousand) Euros. The first instalment is 1,500 (one thousand five hundred) Euros, the second instalment 3,500 (three thousand five hundred) Euros.



Any expenses and / or contribution other than the total fee of participation is considered to be **EXCLUDED**.

The MIDIC does not cover any expenses for food, accommodation, purchase of educational materials, travel, books, visa etc.

For students admitted to the "External Track" of the Master - in Argentina or South Africa - the contribution requested by the University of Bologna is € 1.500,00, payable in one instalment upon enrolment. These students will then pay the fee for the second semester to the hosting University in Argentina or South Africa, before departure, according to methods dependent on the host University, and for which it is possible to obtain further information by contacting the MiDIC Tutor: midic@sdic-school.org.

The total contribution for the entire course required from the students in the "External Track" at the CUPL is 1.500,00 €, and these will not be required to pay any additional tuition fee by the hosting University in Beijing, according to the agreement signed. Also in this case travel, visa, housing, food, etc. are **EXCLUDED** and therefore responsibility of the student.

The fee for **auditors** is 1,500 (one thousand five hundred) Euros (single instalment on registration).

In the event of total exemption of the tuition fee, the student shall pay the fixed fee of 158,46 (one-hundred and fifty-eight/46) euro (regional tax, stamp duties, insurance and diploma).

The first instalment must be paid on enrolment, in the manner laid down in article 11 below; the second instalment must be paid by 30/05/2014.

The late payment of the second instalment beyond the set date will lead to a the payment of a fine of 60.00 Euros. The first instalment may not be paid after the deadline set for registration; students not paying the first instalment will be excluded from the Master.

Late instalments and relative fines must be paid within 30 days. Following such 30 day period, if no payment is received students will be excluded from the Master and will not be awarded any ECTS.

The Master's Programme is not subject to exemption from registration fees of tuitions fees (as per DPCM 9 April 2001, art. 8, para. 1).

Article 9 **(Payment of the tuition fees by third parties)**

The students' tuition fees may be paid by third parties (public authorities, foundations, businesses, etc.).

In these cases, contact the Didactic office prior to registration (Prof. Giovanni Guidetti, Dipartimento di Scienze Economiche, Strada Maggiore 45, 40125, Bologna) for instructions on how to make the payments.

The payment of tuition fees by third parties must be made official (letter of commitment/agreement) within the date planned for the Selection: otherwise it will not be possible to use alternative methods of payment other than those indicated in the procedures (StudentiOnline system) given in art.11 below.



Following payment, the university may issue an accounts receipt excluding VAT pursuant to articles 1 and 4 of Italian Presidential Decree no. 633/1972 and amendments.

Article 10 (Incompatibility)

Under the terms of article 142 of the Italian Amalgamated Law 1592/1933, it is not permitted to register with more than one university degree programme at any one time: therefore, students registering with this Master's degree programme will not be able to register with any other Master, specialisation school, PhD, first or second cycle degree programme for the same academic year. This clause does not apply to post-graduate ("alta formazione"), Lifelong Learning programmes and the Summer and Winter School.

Article 11 (Registration, payment of the first instalment and delivery of documents)

The first instalment is 1,500 (one thousand five hundred) Euros.

Qualified candidates admitted according to the list must, no later than 3 March 2014:

1. Go onto the website www.unibo.it/Portale/Guida/StudentiOnline;
2. sign in using the username and password obtained during pre-registration;
3. follow the **registration procedure**.

If you are not able to complete the online procedure, contact the Helpdesk by calling +390512099882, from 9.00 a.m. to 1.00 p.m., Monday to Friday, or by sending an e-mail to help.studentionline@unibo.it;

4. pay the **first instalment** in one of the following ways:
 - a) online, by credit card (Visa, Mastercard, Diners, American Express);
 - b) go to any branch of UniCredit Banca with the payment code issued by the Almawelcome system. The bank accepts only cash or non-transferable circular cheques made out to UNICREDIT Spa - CASSIERE UNIVERSITA' DI BOLOGNA; payments are not accepted by postal order or if made to any other credit institute other than the one stated here;

N.B. It should be noted that in the event of registration fees being paid by third parties (public bodies, foundations, businesses, etc.) or VAT-registered students, the application for registration is available immediately on the AlmaWelcome website (www.unibo.it/Portale/Guida/StudentiOnline) by clicking on "Application form", on the bottom of the website home page, following authentication using your username and password.

5. **deliver by hand or** send to the Master's Office (in the manner indicated and to the address given in art. 14 below):
 - a) the registration form, printed from the Almawelcome system and duly completed and signed;
 - b) the receipt of payment of the first instalment;
 - c) one passport photo;
 - d) for non-EU citizens, the resident permit (or copy of the receipt confirming the application for the permit);



Admitted candidates who graduate only after the deadline for applications must hand deliver or send to the Master's Office (in the manner indicated and to the address given in art. 14 below):

- 1) if they have obtained their qualifications abroad, the documents listed in article 3, point 3., letter a), points i), ii) and iii);
- 2) if they have obtained their qualifications in Italy, the documents listed in article 4, point 2., letter a), point ii).

Applications made with incomplete documentation will not be accepted.

The payment of the first instalment **does not constitute registration**: Registration will be completed by delivery to the Master's Office of the application and required documents (see point 5 of this article) no later than 3 March 2014 otherwise admission to the Master will be denied.

Registration documents may be sent by registered letter with advice of receipt to the address: Alma Mater Studiorum - Università di Bologna, Settore Post Lauream, Ufficio Master, via Zamboni, 33 – 40126 Bologna, providing the required documentation is complete (in this case the postmark date shall constitute proof of dispatch).

The University of Bologna will not be liable for any delays in delivery, lost post or incomplete documentation.

Article 12 **(Withdrawal from the programme)**

Any candidates wishing to withdraw from registration must immediately notify the Master's office in writing by fax at 051/+390512098039, attaching a front and back copy of their ID document, in order to allow the places to be filled by other candidates.

Any fees paid will under no circumstances be reimbursed.

Article 13 **(Payment of further instalments)**

The second instalment is 3,500 (three thousand five hundred) Euros and must be paid by 30/05/2014.

Payments may be made in one of the following ways:

1. go onto the website www.unibo.it/Portale/Guida/StudentiOnline and enter your username and password
 - a) pay online, by credit card (Visa, Mastercard, Diners, American Express);
 - b) download the payment form indicating the payment code and pay in any branch in Italy of UniCredit Spa (list of branches available on <https://locator.unicredit.it/it/?fromweb=www.unicreditbanca.it&select=AGENZIE>). If you have trouble printing the form, contact the Master's Office for a duplicate before the deadline for payment.

Late payments beyond the set date will lead to a the payment of a fine of 60,00 Euros.



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Late instalments and relative fines must be paid within 30 days. In the event of non-payment, students will be excluded from the Master's programme and will not be awarded any ECTS.

Article 14 **(Information and contacts)**

Any **scientific or teaching-related information**(teaching programme, timetable, exams, etc.) can be obtained from the **Didactic Office** of the Programme: Director Giovanni Guidetti, Dipartimento di Scienze Economiche, Strada Maggiore 45, 40125, Bologna, Italy, e-mail midic@sdic-school.org
Tel +39.051.2092657;

Any **administrative information** can be obtained from the **Master's Office**, via San Giacomo, 7 - 40126 Bologna - Tel +390512098140 - Fax +390512098039 - Email master@unibo.it

Master's Office opening hours:

Monday, Tuesday, Wednesday and Friday: 9.00 to 11.15 a.m.

Tuesday and Thursday 2.30 to 3.30 p.m.

The only official sources of information, in addition to this call for applications, are the communications published on the Portal of the University of Bologna www.unibo.it.

Article 15 **(Processing of personal data)**

The candidate's personal data will be processed by the University of Bologna for the purpose of managing the selection procedure and, where admitted, the enrolment procedure, in compliance with the principles and provisions concerning the protection of personal data and privacy as laid down in Italian Legislative Decree no. 196 of 30 June 2003.