



## Call for applications for admission to the Professional Master Programme II° level

in "Canine and feline endocrinology"

Academic Year 2023-2024

code: 6013

|  |   |
|--|---|
| Article 1 – General Information .....  | 2 |
| Article 2 – Admission requirements .....   | 3 |
| Article 3 – Applying for the selection process and delivery of documents .....                   | 3 |
| Article 4 – Other information concerning admission for selection and delivery of documents ..... | 4 |
| Article 5 – Selection procedures and admission ranking .....                                     | 4 |
| Article 6 – Tuition fees and methods of payment .....  | 5 |
| Article 7 – Registration .....   | 5 |
| Article 8 – Withdrawal from the programme .....  | 6 |
| Article 9 – Information and contacts .....   | 6 |
| Article 10 – Processing of personal data .....   | 7 |

### Useful Information

|  |   |
|--|---|
| <b>Call deadline (registration to the selection process):</b>    | <b>November 27th, 2023</b>  |
| <b>Entrance exam date/s:</b>                                     | <b>December 4th, 2023 (written exam) December 5th, 2023 (interview)</b>   |
| <b>Date of publication of the lists of qualified candidates:</b> | <b>December 15th 2023</b><br>the lists of qualified candidates will be published on the website<br><a href="http://www.unibo.it/Portale/Guida/StudentiOnline">www.unibo.it/Portale/Guida/StudentiOnline</a> by entering username and password   |
| <b>Registration:</b>   | from <b>December 15th, 2023</b> to <b>January 2nd, 2024</b>   |
| <b>Available places:</b>   | minimum 12 maximum 20   |
| <b>Tuition fees:</b>   | admission fee: 60,00 euros (non-reimbursable administrative fee)<br>total amount € 7'000,00 (seventhousand/00 euros): first instalment € 3'500,00 (threethousandfivehundred/00 euros) (to be paid by 02/01/2024); second instalment € 3'500,00 (threethousandfivehundred/00 euros) (to be paid by 29/04/2024) |
| <b>Administrative office:</b>                                    | Bologna   |
| <b>Teaching location:</b>  | Bologna   |
| <b>For administrative information</b>                            | Please contact Ufficio Master <a href="mailto:master@unibo.it">master@unibo.it</a>  |
| <b>For scientific and teaching information</b>                   | Fondazione Alma Mater - Paola Giglio - <a href="mailto:paola.giglio4@unibo.it">paola.giglio4@unibo.it</a> - +39 0512080507  |
| <b>Attachments</b>   | Procedural instructions in the attached section of the course form  |

Regulations concerning the validity and use of certificates in the Public Administration came into force on 1 January 2012. In compliance with these regulations, the Public Administration cannot accept or request certificates concerning information which is already in the possession of the Italian public administration; only self-certifications will be accepted.

This does not apply to certificates which contain information that is not in the possession of the Italian public administration (e.g. "dichiarazione di valore" for qualifications obtained abroad).



## Article 1 – General Information

1. Under the terms of Decree no. 270 of 22 October 2012 issued by the Italian Ministry of Education, University and Research, the Alma Mater Studiorum - University of Bologna Bologna Campus, will run a II° level Professional Master Programme in “Canine and feline endocrinology” for academic year 2023-2024.
2. The programme has been set up on the proposal of Department of Veterinary Medical Sciences - DIMEVET and is run in collaboration with Alma Mater Foundation.
3. The programme lasts for one year with a two-year part-time attendance and, classroom training is delivered in English, awards 60 CFU credits and aims the following learning outcomes: knowledge of the anatomy and physiology of endocrine systems, knowledge of the pathophysiology of endocrine diseases, training on the diagnostic approach to endocrine diseases, learn to recognize rare endocrine diseases, learn how to interpret the endocrine tests, know the principles of therapy and therapeutic monitoring of hormonal diseases of dogs and cats.
4. The Master is a post-graduate course with a closed number of places.  
Failure to reach the minimum number of participants will result in the cancellation of the selection procedure.  
Failure to reach the minimum number of participants or the failure to reach the minimum budget requirements will result in the Master not being activated. In the case of non-activation the Ufficio Master will run the reimbursements of the first installment (excluding the processing fee) according to the procedures issued by the University <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/how-to-obtain-a-refund-for-non-due-fees/how-to-obtain-a-refund-for-non-due-fees>  
Please note that the admission fee (€60.00) will not be reimbursed, not even when the selection procedures are cancelled.
5. The awarding of the professional master programme and the related university educational credit is subordinate to: the payment of all the fee installments within the established deadlines (included the fees for late payments), the achievement of a minimum mandatory attendance of 75% of classroom activities, the completion of the internship/stage (curricular internship) hours or the completion of the project work based on the requirement of the Master's study plan, passing the final examination with a grade of at least 18 out of 30 (all exams and assessments taken during the course of the Master will not be individually recorded and will therefore not grant any separate credits. Any such exams and assessments, however, will be taken into account by the Examination Committee when deciding the final grade of each student).
6. At the end of the teaching activities, students will express their own opinions through an on-line questionnaire.
7. For students enrolled in the Professional Master's Programme, the University of Bologna makes available an on-line module on Health and Safety at Work; for more details refer to <https://www.unibo.it/en/services-and-opportunities/health-and-assistance/health-and-safety/online-course-on-health-and-safety-in-study-and-internship-areas>
8. It is not possible to transfer your enrolment from one Master Programme to another, nor to any other course offered by the University.
9. The Programme is not subject to exemption from registration fees and university tuitions fees (D. Lgs 68/2012, art.9, comma 8). However, as reported in the Guidelines, the enrollment of one student with a disability greater than or equal to 66% is allowed in supernumerary, provided that the candidate is suitable for the selection, with total exemption from the payment of enrollment fees except for fixed charges and the registration fee for the selection.



## Article 2 – Admission requirements

1. The programme is reserved for candidates who, by the time of enrolment January 2nd, 2024 are in possession of the following qualifications and access requirements:
  - Second / single cycle degree obtained under D.M. 270/04 or second / single cycle degree obtained under the laws previously in force (DM 509/99 and Old Regulations) in the following fields or classes: LM42 - Veterinary Medicine;
  - Second / single cycle degree obtained abroad deemed equivalent to those described in point above by the admission committee, for the purposes of admission to the Master;
  - B2 knowledge of the English language.

It should in any case be noted that the following are required:

- a) a 2nd cycle qualification obtained in Italy according to the Bologna Process (degree from the previous system, specialist/2nd cycle degree, single cycle degree)
- b) an equivalent qualification obtained abroad under the legal degree system of the country issuing the qualification.

2. Candidates who apply for the programme with **a degree obtained abroad** must produce the Declaration of Value with the academic qualification and the academic transcript officially translated and legalized (the translation is not necessary for qualifications and certificates in English, French or Spanish).  
For academic qualifications awarded by institutions in countries in the European Higher Education Area (Bologna Process), only the declaration of value can be replaced by a Diploma Supplement, based on the European Commission form and issued by the relevant University.  
For further information about “Declaration of value, translation, and legalization” refer to <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/declaration-of-value-translation-and-legalization>
3. Candidates who, at the registration to the selection process, do not have the required qualifications or meet the requirements will be able to participate in the selection process on the understanding that, if they are successful, they will not be able to enroll until they have sent the proof to the Masters Office ([master@unibo.it](mailto:master@unibo.it)) that they meet the requirements. Candidates who are successful in the selection process but do not obtain the required qualifications and meet the admission criteria by the enrolment deadlines will not be able to enroll.
4. Non-EU candidates who, at the time of applying, own a first cycle degree providing eligibility for the Master, and who are also registered for an education or course at an Italian university, need to have completed and obtained that title before the registration deadlines indicated above in order to register for the Master.

## Article 3 – Applying for the selection process and delivery of documents

1. The application for the selection process must be made by 1:00pm CEST on November 27<sup>th</sup> 2023 through the website [www.unibo.it/Portale/Guida/StudentiOnline](http://www.unibo.it/Portale/Guida/StudentiOnline)
2. Methods to apply for the selection process, payment methods for the € 60.00 admission fee and delivery methods for the documents required for the selection process, are provided in the procedural instructions in the attached section of the course form.  
Applications for the selection process will be deemed to be valid only where accompanied by the proof of payment of the 60.00 Euro administrative fee.



3. The required documents for the selection process are listed in the procedural instructions **and must be submitted with the specific documents listed below:**
  - a) Curriculum Vitae;
  - b) Motivational letter.
4. With regard to point 3 of this article, candidates with a degree obtained abroad must produce the documents listed in article 2.2 of this call. Candidates who pass the selection procedures must show the original hard copies of these documents to the Master's Office.

#### **Article 4 – Other information concerning admission for selection and delivery of documents**

1. 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 services or any other difficulties which are caused by third parties, acts of providence or force majeure.
2. All candidates are admitted to the tests with reserve: the University of Bologna will thereafter exclude candidates who do not possess the admission requirements laid down in this call for applications.
3. In the event of false declarations made in the documentation presented by the candidates, 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 5 – Selection procedures and admission ranking**

1. Admission to the Master is subject to a positive opinion based on qualifications, exams and interview.  
The maximum score given by the Admission Board is 100 points, of which the breakdown is as follows: 40 points are allocated for the assessment of the qualifications and the remaining 30 points are given in the evaluation of the written exam and 30 point for the interview.  
A minimum score of 60/100 must be achieved to pass the selection.
2. The Admission Board is appointed by the Programme Director.  
The person in charge of the selection procedure is the Programme Academic Director.
3. The evaluation process will take place in Via Tolara di sopra 50, Department of Veterinary Medical Science (DIMEVET) on 4<sup>th</sup> - 5<sup>th</sup> December 2023 from 9 am to 6 pm.  
Candidates attending the test must bring a valid identification document with them.
4. Candidates with disabilities (ex Italian Law no. 104) or with civil disability, candidates with DSA and other candidates who need to make use of adaptations, as well as of additional time, to support their own deficit, can request it according to the methods specified in the form attached to this announcement.
5. Candidates residing or staying abroad, who are for exceptional reasons unable to attend the admission exam at the times and in the methods indicated above, shall provide prompt written motivation to the Director of the Master, contacting the place of teaching (Fondazione Alma Mater - Paola Giglio - [paola.giglio4@unibo.it](mailto:paola.giglio4@unibo.it) - +39 0512080507). The Director may decide to carry out the selection using alternative methods to those described above (such as videoconference) within the rules imposed by the University.
6. Admission to the professional master programme is granted to eligible candidates, within the limits of available seats, based on the ranking drawn up on in accordance with the total score awarded.



In the event of two candidates with the same score, the candidate with the highest score in the interview will rank higher. In the event of the same score also in the interview the younger candidate will rank higher.

### Article 6 – Tuition fees and methods of payment

1. The fee required from students attending the Professional Master Programme is € 7'000,00 (seventhousand/00 euros): the first installment amounts to € 3'500,00 (threethousandfivehundred/00 euros) (to be paid by the deadline set for enrolment 02/01/2024); the second installment amounts to € 3'500,00 (threethousandfivehundred/00 euros) (to be paid by 29/04/2024).  
Payments of the second installments made after the set dates will be charged with a 60.00 Euro late fee. Late installments and relative fines must be paid within 30 days after the deadline. Any student with unsettled payments will not be admitted to the Master's final examination.
2. Where there is external funding (fundraising activities), the Masters Office may decide to reduce the cost of enrolment, assigning said reductions to candidates based on their position in the ranking list.
3. Payments must be made according to the methods available on Studenti Online [www.studenti.unibo.it](http://www.studenti.unibo.it)
4. The cost of the student's enrolment in the Programme may be borne by third parties (public authorities, foundations, businesses, etc.). In this case, please contact the place of teaching prior to the selection procedure in order to obtain the format of *nominal letter of intent* and send the letter - filled and signed from third parties – to Fondazione Alma Mater - Paola Giglio - [paola.giglio4@unibo.it](mailto:paola.giglio4@unibo.it) - +39 0512080507 (and to [ufficio.master@unibo.it](mailto:ufficio.master@unibo.it) in copy) by the entrance exam date.  
Following payment, the university issues an accounts receipt excluding VAT pursuant to articles 1 and 4 of Italian Presidential Decree no. 633/1972 and amendments.

### Article 7 – Registration

1. Registration must be made by the deadline of January 2nd, 2024, through to the website [www.unibo.it/Portale/Guida/StudentiOnline](http://www.unibo.it/Portale/Guida/StudentiOnline)
2. Online registration methods are explained in the procedural instructions in the attached section of the course form.
3. Registration is deemed to be completed with the payment and uploading one passport photo.
4. With regard to point 3 of this article, non-EU citizens must produce:
  - a Study Visa (post-graduate studies) and a copy of the receipt confirming the application for the residence permit  
or
  - a copy of the resident permit, as according to art. 39 comma 4 TU Immigration (registering in a university Master is allowed for non-EU citizens whom are already in possession of a EU long-term residence permit - formerly the Residence Card - or a residence permit for: employment, self-employment or for investor; family reasons; political asylum, subsidiary protection; religious reasons).

Non-EU citizens and non-residents in Italy, after passing the preselection and enrolling with payment of the first enrollment installment, must connect to the University portal.

<https://www.universitaly.it/index.php/students/stranieri>

For candidates who are already in possession of a residence permit for studies for at least one year, it is specified that this permit must be of a renewable type (e.g. a residence permit issued for an Italian language course is not



renewable) and, in order to be renewed, said permit must be held alongside the Italian degree for which it was initially released.

For more details refer to <https://www.unibo.it/en/teaching/professional-master/information-on-professional-master/information-for-international-students>

5. Any candidate wishing to withdraw from enrolment or decide not to pay the tuition fee after having successfully passed selections must immediately notify the Master's office. Withdrawals must be sent in written form either by e-mail at [master@unibo.it](mailto:master@unibo.it) or by fax at +39 051-2086222, attaching a front and back copy of their ID document, in order to allow the seats to be filled by other candidates.  
Free places will be filled only for ranking lists including more eligible candidates than the maximum number of available seats and if there are seats available after the deadline for registrations of admitted candidates.  
The first working day following the deadline for registration, the Master's office will check the number of available seats and will contact, by telephone or e-mail, the eligible candidates, following the order of their position in the admission ranking. If they are still interested in registering for the programme, they must proceed to do so by the deadline indicated by the office and in the methods described in the call for applications.
6. From the academic year 2022/23 it is possible to enroll in two higher education courses at the same time as provided for by law n. 33 of 12 April 2022, based on the provisions set out in the Ministerial Decree n. 930.

#### **Article 8 – Withdrawal from the programme**

1. Students undergoing the Master, after having paid one or more instalments of enrolment in the master, who then decide to withdraw from participation in the Master, are not entitled, for any reason, to a refund of the fees paid. The withdrawal from studies is a formal and irrevocable act through which you decide to end your university career. For the withdrawal form please contact the Master Office ([master@unibo.it](mailto:master@unibo.it)). The filled in, signed hard copy of the form must be returned to the Master's Office complete with the duty stamp, along with a copy of a valid identity document and your personal student card.
2. For non-EU students the withdrawal from the program will result in the loss of necessary requisites for a legal stay in Italy.

#### **Article 9 – Information and contacts**

1. For *scientific and teaching information* (teaching programme, lesson timetable, exams, internships or project works etc.) contact the place of teaching at (Fondazione Alma Mater - Paola Giglio - [paola.giglio4@unibo.it](mailto:paola.giglio4@unibo.it) - +39 0512080507).
2. Any *administrative information* can be obtained from the Master's Office.

The Master's Office is located at 45 Strada Maggiore - Bologna 40125, and it is open to public, on appointment, during the following hours:

Monday, Wednesday, Friday from 9:00 to 11:15

Tuesday and Thursday from 14:30 to 15:30

Telephone +39 0512092798

<https://sportelli.unibo.it/>

Email [master@unibo.it](mailto:master@unibo.it)

Pec [scriviunibo@pec.unibo.it](mailto:scriviunibo@pec.unibo.it)

Documents may be sent by registered mail with return receipt to the Masters Office: *Alma Mater Studiorum – Università di Bologna, AFORM, Area Formazione e Dottorato, Ufficio Master, via Zamboni, 33 – 40126 Bologna*





3. The University of Bologna will not be liable for any delays in delivery, lost post or incomplete documentation.
4. The only method of advertisement of this call for applications are the notices published on the University of Bologna portal [www.unibo.it](http://www.unibo.it)
5. The person in charge of the administrative procedure is the Head of Settore Formazione Post Lauream of the Area Formazione and Dottorato, Dott.ssa Cinzia Castelluccio.

Disclaimer: The official and legally binding announcement is in Italian only. This document cannot be used for legal purposes and is only meant to provide information in English on the admission process. Please refer to the Official Call for Applications published on <https://www.unibo.it/en/teaching/professional-master/2023-2024>

### **Article 10 – Processing of personal data**

1. Personal data provided by the applicants will be processed by the University of Bologna in accordance with Regulation (EU) 2016/679.

Provision of the personal data indicated in this call for applications and in the attached forms is mandatory for the purposes of participating in the procedure and for every consequent operation.

The University may also process the personal data of applicants for the purposes of compiling statistics and sending them to MUR to facilitate analysis and improvement of teaching activities and services, research activities and activities related to the right to study. Personal data provided through the Studenti Online platform may also be processed by the University for the institutional purposes indicated, for example, in art. 4 of Rector's Decree 271/2009. In accordance with art. 13 of Regulation (EU) 2016/679:

1. the data controller is the Alma Mater Studiorum - University of Bologna located in via Zamboni, 33 – 40126 – Bologna;
2. the data processor is the head of the Education and Doctoral Training Department (Area Formazione e Dottorato) (Dott.ssa Alice Trentini – Via Zamboni, 33 – 40126 – Bologna).

The complete and up-to-date list of persons in charge of data processing can be obtained by sending an email to [privacy@unibo.it](mailto:privacy@unibo.it) or contacting the Data Processor. The data processing procedures are set out in the privacy policy published on the University website (<https://www.unibo.it/it/ateneo/privacy-e-note-legali/privacy/>).

Digitally Signed

Bologna, 04/08/2023

La Dirigente  
(Dott.ssa Alice Trentini)