



Call for applications for admission to the Professional Master Programme I level

in “Law of Employment Services and Active Labour Market Policies”

Academic Year 2023-2024

code: 5748

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Useful Information

Call deadline (registration to the selection process):	4th December 2023
Entrance exam date/s:	The selection process consists of the evaluation of qualifications
Date of publication of the lists of qualified candidates:	18th December 2023 the lists of qualified candidates will be published on the website www.unibo.it/Portale/Guida/StudentiOnline by entering username and password
Registration:	from 18th December 2023 to 4th January 2024
Available places:	minimum 15 maximum 50
Tuition fees:	admission fee: 60,00 euros (non-reimbursable administrative fee) total amount 3.000,00 (three thousand) euros : first instalment 1.500,00 (one thousand five hundred) euros (to be paid by the deadline set for enrolment 04/01/2024); second instalment 1.500,00 (one thousand five hundred) euros (to be paid by 29/04/2024)
Administrative office:	Bologna
Teaching location:	Bologna
For administrative information	Please contact Ufficio Master master@unibo.it
For scientific and teaching information	Prof. Andrea Lassandari, Dott.ssa Ambra Ferro master.dirittoservizimpiego@unibo.it
Attachments	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 which 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 I level Professional Master Programme in "Law of Employment Services and Active Labour Market Policies" for academic year 2023-2024.
2. The programme has been set up on the proposal of Department of Legal Studies and is run in collaboration with Fondazione Alma Mater.
3. The programme lasts for one year, classroom training is delivered in Italian, awards 60 CFU credits and aims the following learning outcomes to provide the fundamental knowledge, mainly but not exclusively of legal nature, to operate adequately in the management of activities related to the labour market, carried out by authorized or accredited public and private bodies.
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 instalment (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 instalments within the established deadlines (included the fees for late payments), the achievement of a minimum mandatory attendance of 70% of classroom activities, the completion of the internship/stage (curricular internship) hours or 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, at the end of each module or lessons, 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 1 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 20th December 2023, are in possession of the following qualifications and access requirements:
 - first cycle degree and/or second / single cycle degree obtained under D.M. 270/04 or first cycle degree and/or second / single cycle degree obtained under the laws previously in force (DM 509/99 and Old Regulations) in the following fields or classes: LMG/01 (Law), LM-51 (Psychology), LM-56 (Economics), LM-57 (Adult and continuing education), LM-62 (Political Science), LM-63 (Public Administration), LM77 (Management), LM-78 (Philosophy), LM-84 (History), LM-87 (Social services and policies), LM-88 (Sociology and social research), L5 (Philosophy), L10 (Humanities), L11 (Modern languages and civilisations), L14 (Legal services), L16 (Administration), L18 (Business administration), L19 (Education and training), L24 (Psychology), L33 (Economics), L36 (Political science and international relations), L39 (Social work), L40 (Sociology), L41 (Statistics), L42 (History), con riferimento alle lauree triennali;
 - first cycle degree and/or 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.
 - on the basis of a positive evaluation by the Admission Board, candidates in possession of other degrees similar to those indicated above may also be admitted to the selection process, provided that they have a curriculum vitae et studiorum which documents a qualified competence in the subjects covered by the Master.
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 necessary requirements will be able to participate in the selection process on the understanding that, if they are successful, they will not be able to enrol until they have sent proof to the Masters Office (master@unibo.it) that they meet the requirements. Candidates who are successful in the selection process but who do not obtain the required qualifications and meet the admission criteria by the enrolment deadlines will not be able to enrol.
4. Non-EU candidates who at the time of applying are in possession of 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.
5. The participation of auditors is permitted; the admitted number shall not however exceed 20% of the enrolled students. Anyone interested may express their interest directly to the programme’s place of teaching and will be notified directly of the acceptance of their request as well as the details for registration and payment of the programme participation fee. The fee for auditors is 1.500,00 (one thousand five hundred) Euros (single instalment on registration). Attendance is not compulsory for auditors. Moreover, Auditors are not permitted to perform exams or the final examinations, do not take part in the internship, are not required to produce project work, and are not awarded a I level Professional Master Programme in “Law of Employment Services and Active



Labour Market Policies ", or any CFU. Auditors are given a certificate of participation by the place of teaching stating the amount of hours effectively attended.

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 4th December 2023 through the website 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;
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 evaluation of qualifications.
The maximum score given by the Admission Board is 100 points.
The minimum score of 20/100 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. 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, in 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 3.000,00 (three thousand) euros: the first instalment amounts to 1.500,00 (one thousand five hundred) euros (to be paid by the deadline set for enrolment 04/01/2024); the second instalment amounts to 1.500,00 (one thousand five hundred) euros (to be paid by 29/04/2024).
Payments of the second instalments made after the set dates will be charged with a 60.00 Euro late fee. Late instalments 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 the methods available on Studenti Online www.studenti.unibo.it
4. The cost of the student's enrolment to 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 master.dirittoserviziimpiego@unibo.it (and to ufficio master 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 4th January 2023 through to the website 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 the 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 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). 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 (Prof. Andrea Lassandari; Dott.ssa Ambra Ferro; mail: master.diritto.serviziimpiego@unibo.it).
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

Pec 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 – Settore Master, Scuole di Specializzazione non mediche ed esami di stato, 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
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/it/didattica/master/2021-2022>

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 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, 21/07/2023

La Dirigente
(Dott.ssa Alice Trentini)