



Call for applications for admission to the Summer School

in "ARCLABS 2. ARCHAEOLOGICAL HERITAGE IN LATE ANTIQUE AND BYZANTINE SICILY"

Academic Year 2022-2023

code: 5938

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Useful Information

Call deadline (registration to the selection process):	12-05-2023 - 13.00
Entrance exam date/s:	for titles
Date of publication of the lists of qualified candidates:	17-05-2023 the lists of qualified candidates will be published on the website www.unibo.it/Portale/Guida/StudentiOnline by entering username and password
Registration:	from 17-05-2023 to 24-05-2023
Available places:	minimum 15 maximum 25
Tuition fees:	admission fee: 10,00 euros (non-reimbursable administrative fee) Tuition fees 17,04 euros to be paid in a single instalment at the time of registration
Administrative office:	Bologna
Teaching location:	Bologna e Piazza Armerina
For administrative information:	Please contact Ufficio Master master@unibo.it
For scientific and teaching information:	giulia.marsili2@unibo.it , claudia.lamanna2@unibo.it
Attachments:	in the 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, administrative office Bologna, will run the Summer School in “ARCHLABS 2. ARCHAEOLOGICAL HERITAGE IN LATE ANTIQUE AND BYZANTINE SICILY” for academic year 2022-2023”.
2. The programme has been set up on the proposal of the Department of History and Cultures.
3. The programme lasts for 2 weeks, classroom training is delivered in English, awards 4CFU credits and aims the following learning outcomes:
 - Gain a solid grounding in archaeological theory and practice;
 - Undertake hands-on technical training on multiple archaeological-related subjects, supported by workshops and on-site instruction;
 - Develop skills in cutting-edge digital technologies for archaeological excavation and recording techniques;
 - Advance in the understanding of the full excavation process, documentation, and record keeping;
 - Develop reflective practice and the ability to connect material culture with the archaeological context;
 - Improve organizational, teamwork and collaboration skills.
4. The Summer School is a post-graduate course with a closed number of places.
Failure to reach the minimum number of participants will result 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 programme not being activated. In the case of non-activation the Master's Office will run the reimbursements of the first instalment (excluding the processing the fee) according 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 (€10.00) will not be reimbursed, not even when the selection procedures are cancelled.
5. Certification of the positive completion of the Summer School and the issue of 4 CFU/ECTS is subject to:
 - payment of all fee instalments within the established deadlines;
 - achievement of a minimum attendance of 80 %;
 - passing the final examination.
6. It is not possible to transfer your enrolment from one Summer School to another, nor to any other course offered by the University.
7. 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 students 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 24-05-2023, 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: history, archaeology, cultural heritage studies;



- 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 course;
 - english proficiency.
2. 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 Master's 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.

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 12-05-2023 through the website www.unibo.it/Portale/Guida/StudentiOnline
2. Methods to apply for the selection process, payment methods for the €10.00 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 10.00 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) English proficiency certification

Article 4 – Other information concerning registration 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 service 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 Summer School is subject to a positive opinion based on titles assessments.
The maximum score given by the Admission Board is 30 points.
The minimum score of 20/30 must be achieved to pass the selection.
2. The Admission Board is appointed by the programme Academic Director.
The person in charge of the selection procedure is the programme Academic Director.



3. Admission to the 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 younger candidate will rank higher.

Article 6 – Tuition fees and methods of payment

1. The fee required from students attending the programme is 17,04 Euros, to be paid in a single instalment at the time of registration.
2. Payments must be made according the methods available on Studenti Online www.studenti.unibo.it.
3. 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 giulia.marsili2@unibo.it, Claudia.lamanna2@unibo.it (and to Master's Office master@unibo.it in copy) by the entrance exam date (It is necessary to fulfil the inscription on Studenti Online, without making the payment).
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 **24-05-2023** 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 the “Residence Permit” or the “Visa” for study purposes.**
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.

Article 8 – Withdrawal from the programme

1. Students undergoing the programme, after having paid the instalments of enrolment, who then decide to withdraw from participation in the programme, 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's 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.



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 giulia.marsili2@unibo.it, claudia.lamanna2@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 Master's Office: *Alma Mater Studiorum – Università di Bologna, ARIN - Settore Alta formazione, formazione permanente e formazione co-progettata con Enti esterni, 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 Alta formazione, formazione permanente e formazione co-progettata con Enti esterni dell'Area Innovazione, Dr. Alessandra Marchi

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 Area Innovazione (Dr. Alice Corradi – 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/>).



Bologna, 06/04/2023

Firmato Digitalmente

La Dirigente
(Dott.ssa Alice Corradi)

