



ALMA MATER STUDIORUM UNIVERSITY OF BOLOGNA

Call for applications for admission to the
Winter School

in “The Road from Reviewer to Editor in Food Science and Agriculture Journals”

Campus Bologna

code: 5690

Academic Year 2019-2020

Deadline for applications: November 4th, 2019

Deadline for registration: from November 7th, 2019 to November 13st, 2019

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WARNING:

New regulations concerning the validity and use of certificates in the Public Administration came into force on 1 January 2012.

In compliance with the new regulation, 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)

The University of Bologna, Bologna campus, pursuant to Decree no. 270 of 22 October 2004, issued by the Ministry of Education, Universities and Research, shall for the academic year 2019-2020 be running the Winter School in “The Road from Reviewer to Editor in Food Science and Agriculture Journals”, lasting 5 days, in the English language, which leads to the award of 4 university learning credits (CFU).

The programme is run in collaboration with Fondazione Alma Mater.

Learning outcomes: This five-day school will acquaint participants with the roles and tasks of reviewers and editors of Food Science and Agriculture journals. Best practices in scientific publishing will be examined to initiate critical discussion around the question “Why are we publishing in food science and agriculture journals in the first place?”. Starting with an overview of the skills and tools that help authors publish their own papers in high-impact-factor journals, to mastering the art of reviewing papers by peers in the same field, we will move towards strategies that work for integrating the editorial board of high-quality scientific journals, and beyond. Using PLOTINA expertise in this field, we will also discuss the inclusion of sex and gender variables in journal Guides for Authors and calls for papers issued by the scientific journals, with the two-fold aim of enhancing research quality and researcher commitment to gender equality. Practical exercises and expert interventions from invited journal editors are included in this course.

Further information on the objectives, professional context and teaching programme can be found in the Programme presentation sheet published on the website: <http://www.unibo.it/Portale/Offerta+formativa/Summer+and+winter+school/default.htm>

Attendance is compulsory. The minimum percentage of attendance is 90%.

Certification of the positive completion of the Programme and the issue of 4 CFU/ECTS is subject to:

- a) payment of all fee instalments within the established deadlines;
- b) achievement of a minimum attendance of 90%.
- c) passing the final examination. The final examination is deemed to be passed with a grade of at least 18 out of 30.

Any exams or progress tests carried out during the Programme, at the end of each module or course unit, shall not be recorded but they will be considered, by the examination board, as an element of evaluation for the final examination.

The Winter School’s programme is a **post-graduate course with restricted access**.

The Programme will run with a minimum of 15 and a maximum of 18 enrolled students, admitted following the selection procedure described in art. 6 below.

The programme will not run in the event of less than the minimum number students being admitted.

Within five working days from the closure of registrations, the place of teaching will notify students whether the programme will run or not, depending on the number of enrolments.



In the case of non-activation the university will request from all enrolled an **IBAN code linked to an account in the name of the student enrolled** in order to activate the process of reimbursement of the fees paid.

ATTENTION – It is not possible to refund the fee on an IBAN code NOT linked to an account in the name of the student enrolled.

The refund is paid by the University Accounting Service within 60 days from the date of issue of the order by the Student Administration Office.

Further information on how to obtain a refund can be found on the website: <http://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/how-to-obtain-a-refund-for-non-due-fees>

Article 2 (Admission requirements)

The programme is reserved for candidates who, by **at the time of enrolment**, November 13th, 2019 are in possession of the following qualifications and access requirements:

a) Second cycle degree/Two year Master - 120 ECTS (General policies and regulations D.M. 270) in the following course classes: LM-7 Agricultural Biotechnologies; LM-9 Pharmaceutical, Veterinary and Medical Biotechnologies; LM-13 Pharmacy and Industrial Pharmacy; LM-22 Chemical Engineering; LM-41 Medicine and Surgery; LM-42 Veterinary Medicine; LM-54 Chemistry; LM-61 Nutrition and Health Sciences; LM-69 Agriculture; LM-70 Food Industry; LM-71 Industrial Chemistry and Related Technologies; LM-73 Management of Rural Resources; LM-75 Environmental and Land Sciences and Technology; LM-86 Livestock Management; or Second cycle degree/Two year Master of the same subject area, (General policies and regulations DM 509/99 and previous degree programme system).

Other degrees are also accepted, provided they are supported by qualified and documented professional experience or additional documented post-graduate training in the subjects covered by the programme.

b) Proficiency in written and spoken English is compulsory. Adequate knowledge in Food and Agricultural Sciences is also required.

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 **two separate phases**:

1. phase one: online registration for selection

Candidates must:

- a) go to the website <http://www.eng.unibo.it/PortaleEn/Online+Services/StudentiOnline.htm>
- b) click on Access Studenti Online;



- c) enter the login boxes with your Unibo username and password (if you do not have them click on the “Se non sei ancora registrato” **Registrati**)
- d) click on **Registrazione studenti internazionali**;
- e) register by entering your personal details and details of your qualifications.

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

- f) pre-register the Winter School (enrol in a “Admission test”)
- g) pay the 10.00 Euro fee (administrative charge) **within the set deadline - 1.00 p.m. , November 4th, 2019, (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
- h) print the “summary sheet” and sign it.

If you are not able to complete the online registration procedure, contact the **Helpdesk** by calling +39 0512099882 or by sending an e-mail to help.studentionline@unibo.it.

2. **phase two: delivery of documents**

- a) Candidates must deliver, or send, to the Master's Office (address given in art. 13):
 - i) copy of the qualifications obtained with a list of exams passed, both translated into Italian or English, under the candidate's responsibility;
 - ii) any other documentation deemed useful for assessing the acceptance of the qualification (Diploma Supplement, "dichiarazione di valore", etc.) and the degree translated and legalized (the translation is not necessary for titles in English, French, German or Spanish);
 - iii) the signed “summary sheet”;
 - iv) a front and back copy of a valid identity document;
 - v) a copy of the payment receipt of the administrative fee of 10.00 Euros;
 - vi) the following qualifications and documents: Curriculum Vitae et Studiorum.

These documents must be **received** no later than **November 4th, 2019**.

N.B. Pre-registration applications will be deemed to be valid only where accompanied by the proof of payment of the 10.00 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 to the website <http://www.eng.unibo.it/PortaleEn/Online+Services/StudentiOnline.htm>
- b) click on Access Studenti Online



- c) enter the login boxes with your Unibo username and password (if you do not have them click on the “Se non sei ancora registrato” **Registrati**, fill in your tax ID and make registration by entering your personal details and details of your qualifications)
- d) pre-register the Winter School (enrol in a “Admission test”);
- e) pay the 10.00 Euro fee (administrative charge) **within the set deadline - 1.00 p.m. November 4th, 2019**, (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;
- f) **print** the “summary sheet” and sign it.

If you are not able to complete the online registration procedure, contact the **Helpdesk** by calling +39 0512099882 or by sending an e-mail to help.studentionline@unibo.it.

2. **phase two: delivery of documents**

- a) Candidates must deliver, or send – also by PEC –, to the place of teaching (Department of Agricultural and Food Sciences, Viale Fanin 40, 4th floor, 40127 Bologna, Italy, E-mail: maria.rodriguez@unibo.it):
 - i) the signed “Eligibility summary”;
 - ii) the degree certificate 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 front and back copy of a valid identity document;
 - iv) a copy of the payment receipt of the administrative fee of 10.00 Euros;
 - v) the following qualifications and documents: Curriculum Vitae et Studiorum.

These documents must be **received** no later than **November 4th, 2019**.

N.B. Pre-registration applications will be deemed to be valid only where accompanied by the proof of payment of the 10.00 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, 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 Programme is subject to the positive opinion formulated following the evaluation of the Curriculum Vitae et Studiorum .

The maximum score given by the Admission Board is 100 points, of which 100 points allocated for the assessment of the Curriculum Vitae et Studiorum.

The minimum score of 60/100 must be achieved to pass the selection.

The Admission Board is appointed by the Programme Director.

The person in charge of the selection procedure is the Programme Director.

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

In line with the number of available places, admission to the 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 final vote of the Second Cycle degree/Two year Master will go first, and in the event of the same score in the final vote of the Second Cycle degree/Two year Master, the younger candidate will go first.

The lists of qualified candidates can be consulted from November 7th, 2019 on the website <http://www.eng.unibo.it/PortaleEn/Online+Services/StudentiOnline.htm> by entering your username and password.

Article 8 (Tuition fees)

The fee required from **students attending the Programme** is 47 (Forty Seven) euros, to be paid in a single instalment at the time of registration.

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



Article 9 (Fee payment by third parties)

The cost of the student's enrolment to the Programme may be borne by third parties (public authorities, foundations, businesses, etc.).

In this case, contact the place of teaching prior to the selection procedure (Department of Agricultural and Food Sciences, Viale Fanin 40, 4th floor, 40127 Bologna, Italy; Tel: +39 0512096015,+39 0512096011; E-mail: maria.rodriquez@unibo.it) for information on how to pay the fees.

WARNING - payment of fees by third parties must be formally recorded (in a letter of commitment or contract) **by the date set for the selection process.**

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 (Registration, payment of the single instalment and delivery of documents)

Qualified candidates admitted according to the list must, no later than November 13st, 2019:

1. go to the website: <http://www.eng.unibo.it/PortaleEn/Online+Services/StudentiOnline.htm>
2. sign in using the username and password obtained during pre-registration;
3. click on **Immatricolazioni** and to follow the **registration procedure**.

If you are not able to complete the online procedure, contact the Helpdesk by calling 051-2099882, or by sending an e-mail to help.studentionline@unibo.it;

4. pay the **single instalment** of 47 (forty seven) euros 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 Studenti on Line system. The bank accepts only cash (within legal limits) or non-transferable circular cheques made out to **Unicredit Spa Cassiere Alma Mater Studiorum Università 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. Please note that if the registration fee for the Winter School is paid by third parties (Public bodies, Foundations, Businesses, etc.), the “registration form” can be printed from the StudentiOnline website (www.unibo.it/Portale/Guida/StudentiOnline), after having logged in using your user name and password: click on “See detail” next to REGISTRATION.

5. **deliver by hand or** send to the Master's Office (in the manner indicated and to the address given in art. 13 below):
 - c) the registration summary and the *modulo immatricolazione*, printed from the Studenti on Line system and duly completed and signed;
 - d) a photocopy of the payment receipt for the single instalment;
 - e) **for non-EU citizens, the “Residence Permit” or the “Visa” for study purposes.**



Qualified candidates who obtained their qualification following the date of closure of this call shall also deliver to the Master's Office:

- 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 single instalment **does not constitute registration**. Registration will be completed by delivery to the Master's Office of the application (registration summary and *modulo immatricolazione*) and required documents (see point 5 of this article) no later than November 13st, 2019.

POSTING TO THE MASTERS OFFICE

Documents may be send by registered letter with advice of receipt to the Masters Office: *Alma Mater Studiorum – Università di Bologna, Settore Post Lauream, Ufficio Master, via Zamboni, 33 – 40126 Bologna* (in this case the postmark shall constitute proof of dispatch).

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

Article 11 (Withdrawal from registration)

Any candidates wishing to withdraw from registration, and who decide not to pay the registration fee, must immediately notify the Master's office in writing by fax at +39 051-2086222 or by mail at master@unibo.it, attaching a front and back copy of their ID document, in order to allow the places to be filled by other candidates.

Article 12 (Withdrawal after registration)

Students who, **having paid the registration fee** for the Winter School, decide not to participate in the programme, **shall not under any circumstances obtain a refund**.

For information on withdrawal from studies, consult the UNIBO web page <http://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/ripresa-e-interruzione-degli-studi/rinunciare-studi/>; contact the Master's office to obtain a copy of the withdrawal form (in the methods and to the addresses specified in art. 13 below).

Article 13 (Information, contacts and delivery methods)

For **scientific and teaching information** (teaching programme, lesson timetable, exams etc.) contact the place of teaching (Department of Agricultural and Food Sciences, Viale Fanin 40, 4th floor, 40127 Bologna, Italy, E-mail: maria.rodriquez@unibo.it).



Any **administrative information** can be obtained from the Master's Office, Via San Giacomo 7 - 40126 Bologna - Tel +39 - Fax +Tel +39 0512098140 - Fax +39 0512098039 - 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.

Documents may be send by registered letter with advice of receipt to the Masters Office: *Alma Mater Studiorum – Università di Bologna, Settore Post Lauream, Ufficio Master, via Zamboni, 33 – 40126 Bologna.*

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

The only method of advertisement of this call for applications are the notices published on the University of Bologna portal www.unibo.it.

The person in charge of the administrative procedure is the Head of Area Formazione e Dottorato: Dott.ssa Daniela Taccone.

Article 14 (Processing of personal data)

The candidates' personal data will be processed by the University of Bologna, the Data Controller, for the purpose of managing the call for applications and within the field of the activities described in the privacy policy for students intending to register for a professional master's degree programme, published on the University Portal (<https://www.unibo.it/it/ateneo/privacy-e-note-legali/privacy/privacy-corso-alta-formazione>) in compliance with the principles and provisions on the protection of personal data and confidentiality laid down in Italian Legislative Decree no. 196 of 30 June 2003 and in Regulation (EU) 2016/679.

Bologna, 02 ottobre 2019

Firmato digitalmente
La Dirigente
(Dott.ssa Daniela Taccone)