



Call for applications for admission to the

«Greek and Latin Summer School»

Campus: Bologna

code: 8627

Academic Year **2019-2020**

Deadline for registration: 14.06.2019 (with ECTS credits)

Registration for auditors: 30.04.2019 - 21.06.2019 (without ECTS credits)

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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, will run the «Greek and Latin Summer School» (24 June - 12 July 2019 - academic year 2019-2020). The school will last three weeks and will award:

- 5 university learning credits (ECTS) * - (Greek or Latin course);
- 9 university learning credits (ECTS) - (Greek and Latin course).

*(ECTS credits = Italian CFU).

All teaching will be in English.

Learning outcomes: Language knowledge (Greek or/and Latin elementary or advanced level): see online Syllabus at <http://www.ficlit.unibo.it/it/dipartimento/summer-school>

Further information on the objectives and the teaching programme can be found at:

<http://www.unibo.it/Portale/Offerta+formativa/Summer+and+winter+school/default.htm>

and: <http://www.ficlit.unibo.it/it/dipartimento/summer-school>

Attendance is compulsory. The minimum percentage of attendance is 70%.

The certification of the successful completion of the Programme and the issue of 5 (Greek or Latin course) or 9 (Greek and Latin course) CFU/ECTS is subject to:

- a) payment of all fee instalments within the established deadlines;
- b) achievement of a minimum attendance of 70%;
- c) passing the final examination (minimum grade: 18/30).

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.

Applications will be accepted until all places are filled.

The Programme will run with a minimum of 8 and a maximum of 80 enrolled students.

The Programme will not start if the minimum number is not reached.

As soon as the minimum number is reached, applicants will be contacted by the organizers of the Summer School.

In case the course is not run for lack of applicants, Bologna University will ask all registered students their **personal** Bank account details (**IBAN**) in order to proceed to the reimbursement of the fees paid.

ATTENTION – It will not possible to refund the fee on an IBAN code NOT linked to an account belonging to the enrolled student.

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, at the time of registration, are 18 year-old or over and are in possession of a first cycle university degree (BA) or a secondary school diploma (and a basic knowledge of the morphology and syntax of their mother tongue).

Auditors are allowed to participate in the programme (see article 5 below). Anyone interested should contact the school directly (diri_school.latin@unibo.it) and will then receive instructions on how to enrol. Auditors can take the final examination only to self-assess their level of learning. They will not receive any learning credits, but will be given a certificate of participation.

Article 3 (Registration and delivery of documents)

The **registration** takes place in **two steps**:

1. step one: online registration

Candidates must:

- a) Go to <http://www.eng.unibo.it/PortaleEn/Online+Services/StudentiOnline.htm>
- b) Click on “Studenti Online service”
- c) click on “Login” (for Unibo students) or on “Registrati” and then “International students registration” to create a temporary Italian fiscal code (if you do not possess one);
- d) register by entering your personal details.

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

- e) register (select → “Registration”, → “Summer School” and then → “Greek and Latin”)
- f) pay the single instalment of € **950 (nine hundred and fifty Euros)** in one of the following ways:
 - i) online, using one of the following credit cards (Visa, Mastercard, Diners, American Express);
 - ii) go to any branch of UniCredit Banca with the payment code issued by the Almalwelcome 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. if you are registering for a “**double bill**” course (**Latin & Greek**) or if you are an **Erasmus student**, or if the payment is made by a **third party** (Universities, foundation, etc.), **please contact** diri_school.latin@unibo.it AND master@unibo.it BEFORE making any payment.

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. **step two: delivery of documents**

Candidates are required to send **by e-mail** (to diri_school.latin@unibo.it) the following documents (as PDF files):

- i) the **application form** and the **placement test** (available from <http://www.ficlit.unibo.it/dipartimento/summer-school>);
- ii) the signed registration form (“Modulo di immatricolazione”);
- iii) a copy of a valid identity document (national ID card or Passport);
- iv) a copy of secondary school diploma (or equivalent 5-year diploma) or higher education diploma (University degree, etc.) - **Please note:** if your education qualification has been issued by a non-Italian institution, it might require a certification (“declaration of value”). Please refer to this link to check if this is your case:
<https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/declaration-of-value-translation-and-legalization>
- v) the authorization for data verification form, duly completed and signed (available from <http://www.ficlit.unibo.it/it/dipartimento/summer-school>);
- vi) (only if current/former/prospective EU Erasmus student) Erasmus student status declaration.

Documents can be sent, alternatively, by fax at +39-051-228172 or by post to: Greek & Latin Summer School c/o prof. Francesco Citti, Dipartimento di Filologia Classica e Italianistica, via Zamboni 32, 40126 Bologna - Italy.

All these documents must be **received** no later than **14.06.2019**.

Applications submitted with incomplete documentation will not be accepted.

The payment of the single instalment **does not imply registration**. The registration process is complete when all these documents are sent to the “Greek and Latin Summer School” c/o Prof. Francesco Citti.

Article 4

(Other information concerning registration, delivery of documents and Visa application guidelines)

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.

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.



Visa: prospective students from certain non-EU countries may require a visa (normally a student visa) in order to be able to come to Italy and attend the course. You can refer to the links below:

https://www.esteri.it/mae/en/servizi/sportello_info/domandefrequenti/sezione_visti_entrare_in_italia.html

<http://vistoperitalia.esteri.it/home/en#BMQuestionario>

If you need a visa, it is your responsibility to obtain one in your country, by **applying in due time**. To help you in the process, we can provide you with a formal invitation letter from the University of Bologna. Please get in touch to request one as soon as you need it.

Article 5 (Tuition fees)

The fee required from **students attending the Programme** is:

- 950 Euros (one course: Greek OR Latin) to be paid in a single instalment at the time of registration;
- 1500 Euros (two courses: Greek & Latin) to be paid in two instalments: 950 Euros to be paid at the time of registration, 550 Euros later on (the deadline will be communicated by the tutor of school).

Bologna University students, ERASMUS students (in Bologna for the year) and **former ERASMUS students** (to Bologna) can register at a **discounted fee** (one course: € 475; “double bill” Latin & Greek: € 750). For further information please contact diri_school.latin@unibo.it **BEFORE** making any payment.

Auditors fees: 850 Euros (one course) or 1300 (two courses): please contact diri_school.latin@unibo.it for further information.

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

Article 6 (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.).

If so, please contact diri_school.latin@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 registration**.

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 7
(Withdrawal from registration)

Any candidate wishing to withdraw from registration must immediately notify the “Ufficio Master” office by e-mail (at master@unibo.it) or by fax (at +39 051-2086222), attaching a copy of his/her ID, so that the place can be given to other applicants.

Article 8
(Withdrawal after registration)

Students who decide not to participate in the programme **after paying the registration fee, shall not obtain a refund**. Reimbursements will be made only if the course is not run for lack of applicants or if visa is not issued

For information on withdrawal from the programme, please see: <http://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/ripresa-e-interruzione-degli-studi/rinunciare-studi/>; then contact (as explained below, art. 9) the “Ufficio Master” to obtain a copy of the withdrawal form).

Article 9
(Information, contacts and delivery methods)

For **any information** about the teaching programme (timetable, exams etc.), accommodation, and for any doubts regarding the registration procedure, please contact: diri_school.latin@unibo.it

Postal address: Greek and Latin Summer School c/o Prof. Francesco Citti, Dipartimento di Filologia Classica e Italianistica, via Zamboni 32, 40126 Bologna, Italy.

For **administrative information**, please contact: “Ufficio Master”, Via San Giacomo, 7 - 40126 Bologna – Phone +39 051 2098140 - Fax +39 0512098039 – E-mail: master@unibo.it

“Ufficio Master” 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 sent by registered letter with advice of receipt to the “Ufficio Masters”: *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.

The only official notifications regarding this call for application will appear on the University of Bologna’s webpage www.unibo.it

The person in charge of the administrative procedure is the Responsible of Area Formazione e Dottorato, dott.ssa Daniela Taccone.



ALMA MATER STUDIORUM UNIVERSITY OF BOLOGNA

Article 10
(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 (<http://www.unibo.it/it/ateneo/privacy-e-note-legali/privacy/privacy-master>) 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, 05/02/2019

F.to La Dirigente
(*Dott.ssa Daniela Taccone*)