



ALMA MATER STUDIORUM  
UNIVERSITA' DI BOLOGNA

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

in "Minimally Invasive Gynecologic Surgery"

Campus Bologna

code: 5552

Academic Year 2017-2018

Deadline for applications: 29 of January 2018

Deadline for registration: from **19 of February 2018** to **26 of February 2018**

Article 1 (General Information) .....	2
Article 2 (Admission requirements).....	3
Article 3 (Candidates possessing a DEGREE OBTAINED ABROAD: admission and delivery of documents).....	4
Article 4 (Candidates possessing a DEGREE OBTAINED IN ITALY: admission and delivery of documents).....	5
Article 5 (Other information concerning admission for selection and delivery of documents).....	7
Article 6 (Selection procedures and entrance exam dates) .....	7
Article 7 (Production and approval of the list of qualified candidates) .....	7
Article 8 (Tuition fees).....	8
Article 9 (Fee payment by third parties) .....	8
Article 10 9 (Incompatibility) .....	9
Article 11 (Registration: payment of the first instalment and delivery of documents).....	9
Article 12 (Withdrawal from enrolment) .....	11
Article 13 11 (Filling of free places).....	11
Article 14 (Withdrawal from the programme) .....	11
Article 15 11 (Payment of further instalments).....	11
Article 16 (Information, contacts and delivery methods) .....	12
Article 17 (Processing of personal data) .....	12

**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)

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 “Minimally Invasive Gynecologic Surgery ” for academic year 2017-2018. The programme lasts for 12 months and is delivered in the English language. The programme awards 60 university educational credits (CFU).

The programme is run in collaboration with Fondazione Alma Mater (FAM).

Learning outcomes: the International Master in Minimally Invasive Gynecologic Surgery (MIGS) is designed for gynecologists who wish to advance their skills to enable the performance of endoscopic surgeries in a broad range of gynecologic patients. This unique course aims to provide candidates with the necessary experience to fully engage with all aspects MIGS. In particular, the objective of this Master program is to provide gynecologic surgeons with the theory of minimally invasive surgical procedures, blended with clinical, practical and hands-on foundation of endoscopic surgery.

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 80%.

The awarding of the professional master programme and the 60 CFU is subordinate to:

- a) payment of all fee instalments within the established deadlines;
- b) achievement of a minimum attendance of 80% of classroom activities;
- c) completion of internship/*stage* (curricular internship) or delivery of the *project work* (for working students); for students enrolled in the Master's Programme, the University of Bologna makes available an on-line module on Health and Safety at Work; for more details refer to <http://www.unibo.it/it/servizi-e-opportunita/salute-e-assistenza/salute-e-sicurezza/sicurezza-e-salute-nei-luoghi-di-studio-e-tirocinio>
- d) passing the final examination. The final examination is deemed to be passed 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.**

At the end of the teaching activities, students will express their own opinions through the on-line completion of a questionnaire.

The master is a post-graduate course with a closed number of places. The minimum number of participants for the activation of the master is 6 while the maximum is 12. Entrance is subject to the selection procedures indicated in art. 6.



**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.**

Within 5 working days of the closure of enrolments, the university will communicate to the students, via email, the activation or non-activation of the master.

In the case of non-activation the university will request from all enrolled an **IBAN code linked to a personal bank account, entitled or co-entitled to the enrolled person** in order to activate the process of reimbursement of the fees paid (excluding the processing fee).

**ATTENTION – It will not be possible to reimburse these fund to an IBAN not possessing the characteristics indicated above.**

Please note that the refund is paid by the Accounting Department of the University within 60 days from the date of issuance of the decree by the Master Office.

For further details please see the following page: <http://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/tasse-e-contributi/come-ottenere-il-rimborso-di-tasse-non-dovute>.

## **Article 2 (Admission requirements)**

The programme is reserved for candidates who, by **at the time of enrolment**, 26 of February 2018 are in possession of the following qualifications and access requirements:

- a) LM-41 - Degree in Medicine.
- b) Specialization Degree in Gynecology.
- c) License for medical practice and membership in the appropriate professional registers or, for foreigners, equivalent organization.
- d) Good knowledge of English language.

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

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

**ATTENTION – Non-EU candidates whom at the time of applying are in possession of a first cycle degree providing eligibility for the Master, and whom 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.**

It is to be noted that a candidate may not for any reason be enrolled in two separate university courses simultaneously (art. 10 – Incompatibility).



### **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 **three separate phases**:

#### **1) first phase - recognition of qualification for the purposes of admission to the professional master programme**

Candidates should contact the Italian Diplomatic Representation in the country the degree was obtained from (or the competent Italian Diplomatic Representation for the territory in question) and request:

- i) an authenticated copy of the qualification and the academic transcript legalized;
- ii) the official translation of the qualification;
- iii) the declaration of value.

**ATTENTION** – for EU citizens, the *declaration of value* can be substituted by the **Diploma Supplement** (issued by the University from which the degree was obtained as according to the model issued by the European Commission). The candidate is none the less obliged to produce a **certified and legalized copy** and the **official translation** of the diploma. The translation is not necessary for titles in English, French, German or Spanish.

For further details please see the following page <http://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/dichiarazione-di-valore>

For further details please see the following page <http://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/legalizzazione-e-traduzione>

#### **2) second phase - online registration for selection**

To participate in the selection process, candidates must use the Studenti Online service. In particular they shall:

- a) Go onto the website [www.unibo.it/Portale/Guida/StudentiOnline](http://www.unibo.it/Portale/Guida/StudentiOnline);
- b) Click on access Studenti Online – “Accedi a Studenti Online”;
- c) Log in with your log in details (if you have not yet registered, click on “Se non sei registrato REGISTRATI”);
- d) click on International Student Registration;
- e) register by entering your personal details and details of your qualifications;

Upon successfully registering, the candidate will be shown (and must write down) the credentials enabling the first login, while also changing the password, and may then:



- f) pre-register (click on “Entrance exams or requirements check”);
- g) **pay the fee of 60.00 Euro** (non-reimbursable administrative fee) **no later than** 29 of January 2018, using one of the following methods:
- online, by credit card Visa, MasterCard, Diners, American Express;
  - 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 +390512099882 or by sending an e-mail to [help.studentionline@unibo.it](mailto:help.studentionline@unibo.it).

### **3) third phase - send documents**

Candidates must send the following documents to the **Master's Office (address given in art. 16) by the deadline** 29 of January 2018:

- i) a certified copy of the qualification and the academic transcript, legalized or, if not yet graduated, the list of exams with grades and the expected date of graduation;
- ii) the official translation of the qualifying degree (only for graduated candidates);
- iii) the declaration of value (only for graduated students);
- iv) the Diploma Supplement (substituting the Declaration of Value);
- v) the signed “eligibility summary sheet”;
- vi) a photocopy, front and back, of a valid ID card or passport;
- vii) a copy of the payment receipt of the administrative fee of 60.00 Euros;
- viii) the following qualifications and documents: University Degree certificate (with legalized translation in Italian or English language); license for medical practice and membership in the appropriate professional registers or, for foreigners, equivalent organization; signed and dated curriculum vitae in European format; other degrees and certificates useful for the selection.

The above documents **must be delivered** by date 29 of January 2018.

**NB: Pre-registration applications will be deemed to be valid only where accompanied by the proof of payment of the 60.00 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 onto the website [www.unibo.it/Portale/Guida/StudentiOnline](http://www.unibo.it/Portale/Guida/StudentiOnline)
- b) To enrol in an entrance exam, those already in possession of a username “name.surname@studio.unibo.it” and password must use these for pre-registration, otherwise click on ‘if you are not yet registered go here.’
- c) register by entering your tax ID, personal details and details of your qualifications
- d) click on “Prove di ammissione o verifica dei requisiti”
- e) pay the fee of 60.00 Euro (non-reimbursable administrative fee) no later than 13:00 hrs on 29 of January 2018, using one of the following methods:
  - online, by credit card Visa, MasterCard, Diners, American Express;
  - 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.studentonline@unibo.it](mailto:help.studentonline@unibo.it).

## 2) phase two: delivery of documents

- a) Candidates must deliver, or send, the following documents to the **place of teaching** (Segreteria Master MIGS c/o Giuliana Mambelli, Clinica Ostetrica e Ginecologica, Padiglione 4, Policlinico S. Orsola- Malpighi, Via Massarenti 13, 40138 Bologna, Italy.):

- i) the “eligibility summary sheet”, signed anywhere on sheet;
- ii) the self-certified declaration of the degree certificate giving the final degree score, details of the exams passed and relative grades; If not yet graduated, the presumed date of graduation along with details of exams passed and their marks;
- iii) a copy of the payment receipt of the administrative fee of 60.00 Euros;
- iv) a photocopy, front and back, of a valid ID card or passport
- v) the following qualifications and documents: University Degree certificate (with legalized translation in Italian or English language); license for medical practice and membership in the appropriate professional registers or, for foreigners, equivalent organization; signed and dated curriculum vitae in European format; other degrees and certificates useful for the selection.

The above documents **must be delivered** by date 29 of January 2018.

**NB: Pre-registration applications will be deemed to be valid only where accompanied by the proof of payment of the 60.00 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 professional master programme is subject to the positive assessment of candidates' qualifications.

The maximum score given by the Admission Board is 20 points.

The minimum score of 18 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 professional master 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 younger candidate will go first.



The lists of qualified candidates can be consulted from 19 of February 2018 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 Professional Master Programme** is 4200 (four thousand, two hundred) Euros; first instalment 2000 (two thousand) Euros, second instalment 2200 (two thousand, two hundred) Euros.

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

The first instalment must be paid on enrolment, in the manner laid down in article 11 below; the second instalment must be paid by 31/05/2018:

**The first instalment may not be paid after the deadline set for registration; students not paying the first instalment will be excluded from the Master.**

The late payment of the second instalment beyond the set date will lead to a the payment of a fine of 60.00 Euros.

**WARNING - Late instalments and relative fines must be paid within 30 days of the deadline. Any student failing to pay the fees on time will not be permitted to complete the master by undertaking the final examination.**

### **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 (Segreteria Master MIGS c/o Giuliana Mambelli, Clinica Ostetrica e Ginecologica (Pad 4), Policlinico S. Orsola- Malpighi, Via Massarenti 13, 40138 Bologna, Italy; e-mail address: [master.gyne@unibo.it](mailto:master.gyne@unibo.it); fax +39-051-301926; telephone: +39-051-343934) 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 (Incompatibility)

Under the terms of article 142 of the Italian Amalgamated Law 1592/1933, it is not permitted to register with more than one university degree programme at any one time: therefore, **students registering with this professional master programme will not be able to register** with any other *Master, specialisation school, PhD, first or second cycle degree programme* at the same time. This clause does not apply to post-graduate (“alta formazione”), Lifelong Learning programme or Summer/Winter schools.

For conditions other than those mentioned above, please refer to the respective regulations and the competent offices (eg. Research grants, TFA, PAS).

## Article 11 (Registration: payment of the first instalment and delivery of documents)

The first instalment is 2000 (two thousand) Euros.

Candidates admitted according to the list of qualifying students shall, **no later than** 26 of February 2018:

- 1) Go onto the website [www.unibo.it/Portale/Guida/StudentiOnline](http://www.unibo.it/Portale/Guida/StudentiOnline);
- 2) sign in using the username and password obtained during pre-registration;
- 3) follow the **registration procedure**.

If you are not able to complete the online procedure, contact the Helpdesk by calling +39 0512099882 or by sending an e-mail to [help.studentionline@unibo.it](mailto:help.studentionline@unibo.it);

4) pay the **first instalment** in one of the following ways:

- a) online, by credit card Visa, MasterCard, Diners, American Express;
- b) 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 from the AlmaWelcome system. The bank accepts only cash (within legal limits) or non-transferable circular cheques made out to **Unicredit Spa Cassiere Tesoriere 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. If you have trouble printing the form, contact the Master’s Office for a duplicate before the deadline for payment.

N.B. It should be noted that in the event of registration fees being paid by third parties (public bodies, foundations, businesses, etc.) the application for registration is available immediately on the Studenti Online website by clicking on “Application form”, on the bottom of the website home page, following authentication using your username and password.

5) **deliver** to the Master's Office (address given in art. 16):

- a) the registration form, printed from the Studenti Online system and duly completed and signed;



- b) a photocopy of the payment receipt for the first instalment;
- c) one passport photo;
- d) a photocopy, front and back, of a valid ID card or passport;
- e) **For non-EU citizens, a copy of the resident permit, as according to art. 39 comma 4 TU Immigration (\*), or a Study Visa (for university or post-graduate studies) and a copy of the receipt confirming the application for the residence permit.**

(\* **ATTENTION** – Registering in a university Master is allowed for non-EU citizens whom are already in possession of an EU long-term permit (e.g. a residence card) or a residence permit for:

- employment or self-employment;
- family reasons;
- political or humanitarian asylum (political asylum, subsidiary protection, humanitarian protection);
- religious reasons.

For candidates whom are already in possession of a residence permit for studies since 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.

Eligible candidates whom have concluded their qualifying degree after the deadline of the Call must send to the Master Office (as according to the methods and addresses in art. 16):

- 1) If they have carried out their degree abroad then as according to article 3, point 3., letter a), points i), ii) e iii);
- 2) If they have obtained the degree in Italy then as according to article 4, point 2., letter a), point ii).

**Applications made with incomplete documentation will not be accepted.**

Payment alone does not constitute matriculation. Registration is deemed to be completed with the payment, delivery to the Master's Office of the application and required documents (see point “5” of this article) within and no later than the deadline of 26 of February 2018. Failure to do so, resulting in exclusion from the course. In case of the sending of the documentation via post, **the residence permit (or copy of the receipt confirming the application for the permit)** can be presented by the student in person upon arrival in Italy.

#### **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 12 (Withdrawal from enrolment)**

Any candidates wishing to withdraw from registration or whom decide not to pay the tuition fee after having successfully passed the selections must immediately notify the Master's office in writing an 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 places to be filled by other candidates.**

### **Article 13 (Filling of free places)**

Free places will be filled only:

- for ranking lists including more suitable candidates than the maximum number of places available;
- if there are places available after all candidates awarded a place have registered.

The first working day following the deadline for registration, the Masters office will check the number of available places and will contact, by telephone or e-mail, the suitable candidates in order of their position in the ranking list; 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 14 (Withdrawal from the programme)**

Students undergoing the master, after having paid one or more installments of enrollment in the master, who then decide to withdraw from participation in the Master, **are not entitled to a refund of the fees paid for any reason.**

For information on withdrawing, please consult <http://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/ripresa-e-interruzione-degli-studi/rinunciare-studi/>; for the withdrawal form please contact the Master Office (as according to the methods and addresses in art. 16).

**ATTENTION - For non-UE the withdrawal from the program will end in the loss of necessary criteria for a legal stay in Italy.**

### **Article 15 (Payment of further instalments)**

In the case of full fees, the second instalment is 2200 (two thousand, two hundred) Euros and must be paid by 31/05/2018.

Candidates must:

- 1) Go onto the website [www.unibo.it/Portale/Guida/StudentiOnline](http://www.unibo.it/Portale/Guida/StudentiOnline) and sign in using their username and password



ALMA MATER STUDIORUM  
UNIVERSITA' DI BOLOGNA

a) pay the next instalments using one of the following methods: online, by credit card Visa, MasterCard, Diners, American Express;

b) 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 from the AlmaWelcome system. In case of difficulties in printing the form, before the deadline the interested party should contact the Masters Office to receive a duplicate.

Late payments beyond the set date will lead to a the payment of a fine of 60.00 Euros.

**WARNING** – Late instalments and relative fines must be paid within 30 days of the deadline. **Any student failing to pay the fees on time will not be permitted to complete the master by undertaking the final examination.**

### **Article 16** **(Information, contacts and delivery methods)**

For **scientific and teaching information** (teaching programme, lesson timetable, exams etc.) contact the place of teaching (Segreteria Master MIGS c/o Giuliana Mambelli, Clinica Ostetrica e Ginecologica (Pad 4), Policlinico S. Orsola- Malpighi, Via Massarenti 13, 40138 Bologna, Italy; e-mail address: [master.gyne@unibo.it](mailto:master.gyne@unibo.it); fax +39-051-301926; telephone: +39-051-343934).

Any **administrative information** can be obtained from the Master's Office, Via San Giacomo 7, 3 - 40126 Bologna - Tel +39 - Fax +Tel +39 0512098140 - Fax +39 0512098039 - Email [master@unibo.it](mailto: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](http://www.unibo.it).

The person in charge of the administrative procedure is the Head of AFORM - Area della Didattica: dott.ssa Angela Negrini.

### **Article 17** **(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>).



ALMA MATER STUDIORUM  
UNIVERSITA' DI BOLOGNA

[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.

Bologna, 11/10/2017

F.to La Dirigente  
(*Dott.ssa Angela Negrini*)