



## Call for Applications for the Postgraduate Programme

in “ENDOCRINOLOGICAL AND REPRODUCTIVE GYNECOLOGY”

Academic Year 2023-2024

Code: 1181

### Sommario

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### Overview

<b>Application deadline (to register for selection):</b>	01 September 2023
<b>Selection date:</b>	selection by titles
<b>Ranking list publication date:</b>	08 September 2023 Ranking lists are available by logging into the website <a href="http://www.unibo.it/Portale/Guida/StudentiOnline">www.unibo.it/Portale/Guida/StudentiOnline</a> with your username and password
<b>Enrolment period:</b>	from 08 September 2023 to 15 September 2023
<b>Available places:</b>	minimum 4 maximum 15
<b>Fees:</b>	selection procedure participation fee €30.00 (non-refundable fee for administrative services) total fee € 1.200,00 (one thousand two hundred Euros) to be paid in a single instalment upon enrolment
<b>Administrative office:</b>	Bologna
<b>Place of teaching:</b>	Bologna
<b>For administrative information:</b>	Contact the Ufficio Master at <a href="mailto:master@unibo.it">master@unibo.it</a>
<b>For scientific and teaching information:</b>	Dott.ssa Alessandra Lami, Telefono: 0512143716; email: <a href="mailto:lami.alessandra@gmail.com">lami.alessandra@gmail.com</a>
<b>Annexes</b>	Procedural instructions in the attached section of the course form

As of 1 January 2012, the rules governing validity and use of certificates within the Italian Public Administration have changed. Public offices can no longer accept and request certificates containing information that the Public Administration already knows. Only self-certifications will be accepted. These provisions do not apply to certificates containing information that the Italian Public Administration has not acquired yet (e.g. Declaration of Value – certificate of equivalence – for foreign qualifications).



## Article 1 – General information

1. Pursuant to Decree no. 270 of 22 October 2004 of the Ministry of Education, University and Research, for academic year 2023-2024, Alma Mater Studiorum – University of Bologna, Administrative office of Bologna, will run a Postgraduate Programme in “ENDOCRINOLOGICAL AND REPRODUCTIVE GYNECOLOGY”.
2. The programme has been set up on the proposal of DIMEC and in cooperation with Fondazione Alma Mater.
3. The programme, which will last for three months, will be taught in Italian. The programme awards 12 University educational credits (CFU) and has as its learning outcome to develop and update the basic knowledge, the diagnostic and therapeutic capacity of the gynecologist in the field of endocrine and reproductive disorders of the female genital system, with particular reference to the following thematic areas: The adolescent and the gynecologist; Endocrine disorders in childbearing age and potential repercussions on reproductive outcome; The menopause. In the respective areas, the gynecologist will have to learn which are the most frequent endocrine disorders in relation to the female genital system, how to diagnose them (which tests to ask for, how to interpret hormonal tests, gynecological ultrasound in endocrine disorders), update on new and old therapeutic options.
4. The programme is a restricted-access postgraduate course.  
The selection procedure will not take place unless a minimum number of applicants is reached.  
The programme will not run unless a minimum number of students is reached and the minimum budget requirements are met. If this is not the case, the Ufficio Master will refund enrolment fees (excluding stamp duty) in accordance with the methods described at <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>.  
The selection procedure participation fee (€30.00) will not be refunded, not even in the case that the selection procedure cannot take place.
5. In order to pass the programme and be awarded the corresponding University educational credits, the student must pay the enrolment fee, meet the minimum mandatory attendance percentage (75% of classroom training) and pass the final examination with a grade of at least 18 out of 30 or pass the proficiency test (any intermediate tests or exams taken during the course of the programme will not be recorded as such, but the Examination Committee will take them into account when deciding the final grade).
6. Transfer from a Postgraduate programme to another or to any other programme offered by the University is not permitted.

## Article 2 – Admission requirements

1. All applicants must hold the following qualifications and meet the following admission requirements by the enrolment end date 15 September 2023:
  - Bachelor and/or two-year Master degrees awarded pursuant to Ministerial Decree 270/04 (second-cycle degrees awarded under the degree programme systems in force prior to Ministerial Decree DM 509/99) in the following disciplinary areas/degree programme classes: LM-41 Degree in medicine and surgery;
  - Bachelor and/or two-year Master degrees awarded abroad in the above-said disciplinary areas and valid for admission to the programme.
  - Registration in the professional register of surgeons is required.



2. Applicants who hold a **qualification obtained abroad** must submit a Declaration of Value (certificate of equivalence) together with the academic qualification and relevant transcript of records officially translated and legalised (translation is not required for qualifications in English, French or Spanish).  
For academic qualifications awarded by institutions of countries in the European Higher Education Area (Bologna Process), the Declaration of Value can be replaced by a Diploma Supplement issued by the relevant institution based on the European Commission form.  
For further information on “Declaration of Value, translation and legalisation”, see the Unibo website at <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/declaration-of-value-translation-and-legalization>.
3. Applicants who, at the time of registering for selection, do not hold the necessary qualifications and meet the applicable requirements yet, can participate in the selection on a conditional basis. If they are selected, they will be able to enrol subject to sending proof of the relevant qualifications and requirements to the Ufficio Master ([master@unibo.it](mailto:master@unibo.it)). Successful applicants who fail to obtain the necessary qualifications and meet the applicable requirements before the enrolment end date will not be able to enrol.

### **Article 3 – Registering for selection and submitting the documentation**

1. Applicants must register for selection before 1:00 p.m. on 15 September 2023 by logging into the website [www.unibo.it/Portale/Guida/StudentiOnline](http://www.unibo.it/Portale/Guida/StudentiOnline).
2. To register for selection and pay the €30.00 fee, see the procedural instructions in the attached section of the course form.  
Failure to pay the selection procedure participation fee (€30.00) will result in the rejection of the application.
3. The documentation to be submitted for selection purposes is specified in the instructions. **The following documents must also be submitted:**
  - a) Curriculum Vitae;
  - b) List of publications
4. With regard to paragraph 3 of this Article, please note that applicants who hold a qualification obtained abroad must submit the documents listed in Article 2, paragraph 2 of this Call for Applications. All applicants who pass the selection procedure will be required to show the original copies of these documents to the Ufficio Master.

### **Article 4 – Other information concerning admission and delivery of the documentation**

1. The University of Bologna accepts no responsibility for the loss of misdirected communications as a result of the applicant providing a wrong address, or failing to notify or delaying notification of changes to the address given in their online application, or for any issues of the postal service or other issues however attributable to third parties, unexpected events or force majeure.
2. All applicants are admitted to the entrance exam on a conditional basis – the University of Bologna will subsequently proceed to reject any applicants who do not meet the admission requirements laid down in this Call for Applications.
3. In the event of false declarations in the documentation submitted by an applicant, which are relevant for enrolment purposes, without prejudice to the penalties laid down in Article 76 of Presidential Decree no. 445 of 28 December 2000, such applicant will no longer be able to enrol and will not be entitled to a refund of the fees paid. Those who make false declarations will be liable for damages.



### Article 5 – Selection procedure and ranking list

1. Admission to the programme is subject to passing the selection procedure formulated following the evaluation of the qualifications.  
The maximum score awarded by the Examination Committee is 100 points. 100 points will be awarded based on the the evaluation of the qualifications.  
The minimum score of 60/100 must be achieved to pass the selection.
2. The Examination Committee will be appointed by the programme Director.  
The selection procedure supervisor is the programme Director.
4. Admission to the programme is granted to eligible applicants, within the limits of available places, based on the ranking list prepared in accordance with the total score awarded.  
In the event of two applicants with the same score, the younger applicant will rank higher.

### Article 6 – Enrolment fee and methods of payment

1. Students attending the programme are required to pay a fee of €1.200,00 (one thousand two hundred Euros) in a single instalment upon enrolment.
2. Payments must be made with the methods available on StudentiOnline [www.studenti.unibo.it](http://www.studenti.unibo.it).
3. Enrolment costs may be borne by third parties (Public Bodies, Foundations, Businesses, etc.). In that case, the applicant must timely ask the didactic office for the *personal letter of intent* template. The third party will be required to fill out and sign the template and send it to the didactic office Dott.ssa Alessandra Lami, email: [lami.alessandra@gmail.com](mailto:lami.alessandra@gmail.com) (and in copy to the Ufficio Master [master@unibo.it](mailto:master@unibo.it)) before the selection date. After receiving payment, the University will issue a receipt exempt from VAT pursuant to Articles 1 and 4 of Presidential Decree 633/1972 as amended.

### Article 7 – Enrolment

1. Applicants must enrol mandatorily before 15 September 2023 by logging into the website [www.unibo.it/Portale/Guida/StudentiOnline](http://www.unibo.it/Portale/Guida/StudentiOnline).
2. Online enrolment methods are explained in the procedural instructions in the attached section of the course form.
3. Enrolment is conditional upon paying the first instalment of enrolment fees and uploading a passport size photo.
4. With regard to paragraph 3 of this Article, non-EU citizens must submit:
  - a (postgraduate) study visa and the receipt confirming that they have applied for a student residence permit  
or
  - an equivalent residence permit pursuant to Article 39, paragraph 5 of the Consolidated Law on Immigration (non-EU citizens with a EU long-term residence permit – former “Carta di Soggiorno” – or an employee, self-employed or investor residence permit, or a residence permit as a family member, as an asylum seeker, for subsidiary protection or for religious reasons are allowed to enrol in programme).



Those who have held a student residence permit for at least one year may enrol if their residence permit is renewable (please note that a student residence permit issued for an Italian language course is not renewable). To be renewed, the residence permit must be held alongside the Italian qualification for which it was issued.

For further information, see the Unibo website at <https://www.unibo.it/en/teaching/professional-master/information-on-professional-master/information-for-international-students>.

5. Applicants who no longer wish to enrol after passing the selection procedure must immediately inform the Ufficio Master (via email to [master@unibo.it](mailto:master@unibo.it) or fax to +39 051-2086222) attaching a front and back copy of their identity document, in order to allow their places to be filled by other applicants. Places will only be filled in the case of ranking lists including more eligible applicants than the maximum number of available places and only if there are places available after successful applicants have enrolled. On the first working day after the enrolment end date, the Ufficio Master will check if there are any places available and contact (by telephone or email) eligible applicants in the ranking list. If they are still interested, they must proceed to enrol by the deadline indicated by the office and with the methods described in the Call for Applications.

#### **Article 8 – Withdrawal from studies**

1. Students who, after paying the enrolment fee, decide to withdraw from the programme are not entitled to a refund of the fees paid.  
The withdrawal from studies is a formal and irreversible act through which you decide to end your university career. The withdrawal form is available from the Ufficio Master ([master@unibo.it](mailto:master@unibo.it)) – it must be filled out and signed and a revenue stamp must be attached before returning it to the Ufficio Master together with a front and back copy of a valid identity document.
2. Non-EU students lose their right to stay in Italy after withdrawing from studies.

#### **Article 9 – Information and contacts**

1. For *scientific and teaching information* (teaching programme, calendar, exams, information on internship or project work, etc.), please contact the didactic office (Dott.ssa Alessandra Lami, Telefono: 0512143716; email: [lami.alessandra@gmail.com](mailto:lami.alessandra@gmail.com) ).
2. For *administrative information*, please contact the Ufficio Master.

The Ufficio Master is located at Strada Maggiore 45, 40125 Bologna and is open on appointment on:

Monday, Wednesday and Friday, from 09:00 to 11:15 a.m.

Tuesday and Thursday, from 2:30 to 3:30 p.m.

Tel. +39 0512092798

<https://sportelli.unibo.it/>

Email [master@unibo.it](mailto:master@unibo.it)

Certified email (PEC) [scriviunibo@pec.unibo.it](mailto:scriviunibo@pec.unibo.it)

To send your request by mail, please address your registered letter with return receipt to: *Alma Mater Studiorum – Università di Bologna, ARIN - Settore Alta formazione, formazione permanente e formazione progettata con Enti esterni, Ufficio Master, via Zamboni, 33 – 40126 Bologna*

3. The University of Bologna accepts no responsibility for delayed delivery, lost mail or incomplete documentation.



4. The only official sources of information, along with this Call for Applications, are the notices published on the website of the University of Bologna [www.unibo.it](http://www.unibo.it).
5. The Procedure Supervisor 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. The 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 purpose of participating in the procedure and to carry out related operations.

The University may also process the personal data of the applicants for the purpose of compiling statistics or sending them to the MUR or to facilitate analysis and improvement of teaching activities and services, research activities and activities related to the right to higher education. The personal data provided through StudentiOnline may also be processed by the University for its own institutional purposes, as indicated for example in Article 4 of Rector's Decree 271/2009. Pursuant to Article 13 of Regulation (EU) 2016/679:

1. The Controller is Alma Mater Studiorum – University of Bologna, with registered office at Via Zamboni no. 33, 40126 Bologna;
2. The 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](mailto: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, 04/08/2023

The Head  
(Dott.ssa Alice Corradi)