



## Call for Applications for the Lifelong Learning Certificate

in “From data to decision: a non-technical course on data-driven decision making”

Academic Year 2024-2025

Code: 5926

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### Overview

<b>Application deadline and enrolment end date:</b>	30/09/2024
<b>Available places:</b>	minimum 10 maximum 20
<b>Fees:</b>	total fee € 1.000,00 figures (one thousand) to be paid in a single instalment upon enrolment <b>WARNING:</b> If you have any doubts on admission requirements, please contact the didactic office Giada Trisolini, <a href="mailto:giada.trisolini2@unibo.it">giada.trisolini2@unibo.it</a> before paying your fees, because they cannot be refunded
<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>	Giada Trisolini, <a href="mailto:giada.trisolini2@unibo.it">giada.trisolini2@unibo.it</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 2024-2025, Alma Mater Studiorum – University of Bologna, Administrative office of Bologna, will run a Lifelong Learning Certificate in “From data to decision: a non-technical course on data-driven decision making”.
2. The programme has been set up on the proposal of Dipartimento di Scienze Statistiche "Paolo Fortunati" - STAT and in cooperation with Fondazione Alma Mater - FAM.
3. The programme, which will last for five months, will be taught in English. The programme awards 9 ECTS University educational credits (CFU) and has as its learning outcome The participants should reach a basic understanding of what a data science project is. In particular, they should develop the ability to cooperate in groups for the production of simple analyses, and to understand the outcomes of more complicated ones. They should also be able to focus on the path from problems to data analytic solutions and to communicate the results of data analysis. The LLC will introduce professionals to fundamentals of data science in a non-technical way, providing them with the skills to understand the importance of data-driven decision making and interact with technical data science teams in their organizations.

The programme is composed of three modules: **Module 1** and **Module 2** will be delivered online through the University of Bologna Moodle platform. For each online module, 2 CFU are recognised for a total of 4 CFU. In addition to the 20 hours of videolessons delivered asynchronously, other activities are planned (Online tutoring, Further, reading/individual study, Active/interactive online activities, Assessment) which require a total commitment of 100 hours. **Module 3** will be carried out in presence and foresees a workload of 35 hours of frontal classroom lessons (21 of frontal teaching and 14 of other activities) that will take place during a full-time week (7 hours a day for 5 days) and an individual and/or group project work that will take place asynchronously during the following two weeks.

4. The programme is a postgraduate course. Applications will be accepted until all places are filled. The Call for Applications is open to all and applications are accepted subject to availability. 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).
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 (70% of classroom training) and 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 Lifelong Learning Certificate 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 30/09/2024:
  - All first cycle degree or second cycle degree awarded pursuant to Ministerial Decree 270/04 (or single cycle degrees awarded under the degree programme systems in force prior to Ministerial Decree DM 509/99);
  - All first cycle degree or second cycle degree awarded abroad and valid for admission to the programme;
  - High school diploma with work experience of at least 3 years;



- Self-certification of B2 level of English language.

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>.

### Article 3 – Enrolment and documentation

1. Applicants must enrol mandatorily before 30/09/2024 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 single instalment of enrolment fees. To complete your enrolment, please send the following documents – and any other documents referred to in the instructions – to the Ufficio Master ([master@unibo.it](mailto:master@unibo.it)):
  - a) front and back copy of a valid identity document;
  - b) certification of degree
    - i. High school diploma
    - ii. **for applicants who hold a qualification obtained in Italy, a self-certification of degree** detailing the exams taken with the corresponding grades or, for those who have not graduated yet, the exams taken with the corresponding grades and the expected graduation date;
    - iii. **for applicants who hold a qualification obtained abroad, a Declaration of Value** (certificate of equivalence) or a Diploma Supplement where applicable, together with a **degree certificate** and relevant **transcript of records officially translated** (if in a language other than English, French or Spanish) **and legalised**;
  - c) postgraduate enrolment form **dated and signed at the bottom of the second page**;
  - d) a passport size photo in bitmap or jpeg format;
  - e) **for non-EU citizens** a copy of (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 professional master’s programmes)
  - f) Self-certification of B2 level of English language.

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>.



#### **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 – Enrolment fee and methods of payment**

1. Students attending the programme are required to pay a fee of € 1.000,00 (one thousand) 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 [giada.trisolini2@unibo.it](mailto:giada.trisolini2@unibo.it) (and in copy to the Ufficio Master [master@unibo.it](mailto:master@unibo.it)) by the deadline of the announcement.  
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 6 – Cancelling enrolment**

1. Students who cancel their enrolment or no longer wish to pay the enrolment fee after enrolling on [www.unibo.it/Portale/Guida/StudentiOnline](http://www.unibo.it/Portale/Guida/StudentiOnline) must immediately inform the Ufficio Master (via email to [master@unibo.it](mailto:master@unibo.it)) attaching a front and back copy of their identity document, in order to allow their places to be filled by other applicants.

#### **Article 7 – 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 8 – 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 (Giada Trisolini, [giada.trisolini2@unibo.it](mailto:giada.trisolini2@unibo.it)).



2. For *administrative information*, please contact the Ufficio Master.

The Ufficio Master is located Viale Quirico Filopanti, 7 - 40126 - 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)

3. 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).
4. 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 9 – 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, 26/06/2024

The Head  
(Dott.ssa Alice Corradi)