



APPLICATION CALL FOR PROFESSIONAL MASTER PROGRAMMES

Academic Year 2023/2024

(approved with Rector's Decree no. 1364 of 24/07/2023)

ART. 1 – OPENING OF APPLICATIONS FOR PROFESSIONAL MASTER PROGRAMMES

The University of Parma has officially opened the applications for the following Professional Master Programmes for the academic year 2023/2024:

1st level Professional Master:

- ABA for health professions: evidence-based strategies for empowering neurodiversity
- Case/Care Management in hospital and territory for health care professions
- Mobile, Social and Digital Communication
- Scientific Communication
- Palliative care and pain therapy for health professions
- Environmental conservation and wildlife management – Interuniversity Master
- Family and community nursing and integrated care for common health
- Intensive care unite (icu) nursing
- Artificial Intelligence and Telemedicine
- Equine training and rehab Cognitive-Zoanthopolocial approach
- Management of European funding for the Public Administration
- Healthcare Associated Infection Risk Management
- Management Functions in the Health Professions
- Nursing Medium and Long-Term Vascular Access
- Packaging
- Fragrances and Cosmetics
- Retail, Brand and digital Management
- Rehabilitative treatment in pelvic floor dysfunctions
- Research for health professions: qualitative approach
- Sport for Inclusion – Disability management and Innovation
- Audiovisual translation
- Specialised Translation (English/Italian)



IInd level Professional Master:

- ABA and neurodiversity: evidence-based strategies for individual and community development
- Public Procurement in the Healthcare
- Family and community integrated care
- Service management of care related infectious risk
- Veterinary emergencies during disasters
- Orofacial Aesthetics
- Clinical Risk Governance and Health Safety promotion
- Landscape Architecture and Water: Crisis from Droughts to Floods– Interuniversity Master
- Management of Local Authorities
- Health and Social Services Management
- Gender-specific medicine: an innovative push in the development of personalized medicine and a challenge for healthcare systems
- Canine and feline Internal Medicine
- Medical Hydrology & Balneotherapy
- Preclinical and clinical research
- Urban Regeneration
- Mental health and psychosocial support in humanitarian contexts- Interuniversity Master
- Training strategies in health and social care: european standard and innovation

Information relating to training objectives, places available, admission requirements alongside the methods and criteria for the selection and evaluation of the candidates - with the purpose of forming the rankings - may be found in the attached Forms. The attached Forms are integral part of this call. The information are featured for each of the programmes listed in the present article.

ART. 2 – ADMISSION REQUIREMENTS

The attached Forms - integral part of this call - detail the type of qualifications required to access and any additional requirements for each Professional Master Programme.

In the event of an admission test, those who, on the date of the selection, are in possession of the requested qualifications, or any similar academic qualifications attained in foreign universities, will be able to participate.

In the absence of selection or in case of a selection based only on qualifications, those who, on the call deadline, are in possession of such academic qualifications, or similar qualifications obtained in foreign universities, would be able to reserve a place or register for the test.

Provisions on simultaneous registration as in implementation of law 33/2022 are available at the following link: <https://www.unipr.it/doppia-iscrizione>



Students interested in a Professional Master Programme, in possession of the admission qualification for a 1st level one, who are about to complete their master's degree, may still apply conceded they attain the qualification within the extraordinary session. The enrolment in the Professional Master will in fact result in the following academic year and not in the one of the master's degree. Students will be able to enrol in the Professional Master following the conclusion of the master's degree, aware of the fact that, in the event of failure to discuss their dissertation, they will have to suspend their career in order to enrol in the Professional Master Programme.

Foreign candidates are invited to observe the provisions of the Ministerial Letter "Procedures for the entry, stay, enrolment of international students and the related recognition of qualifications, for higher education courses in Italy valid for the academic year 2023 -2024" at the link

https://www.studiare-in-italia.it/studentistranieri/moduli/2023/Circolare_2023_2024.pdf.

Candidates must register and carry out the pre-enrolment procedures using the UNIVERSITALY portal. Enrolment remains subordinated to the assessment of qualification suitability by the Executive Committees or by Judging Commission as well as for passing the respective admission tests, where required. The qualifications issued by foreign authorities must be accompanied, on the UNIVESITALY portal, by the documents indicated in this call as indicated below. Interested candidates must also register on the University portal as indicated in art. 3 and 4 of this call.

Following the application for admission to a programme, the University will communicate the successful acceptance of the student or the possible positive outcome of the admission tests to the competent Representatives. For professional master programmes, the assessment of qualifications suitability is the exclusive responsibility of Executive Committees or of Judging Commission.

Candidates in possession of a **foreign qualification** must therefore include, among the attachments in the online procedure at the University and at Universitaly, the scan of the **qualification accompanied by an official translation into Italian, with legalization and declaration of value** released by the Italian diplomatic representations in the country where the qualification was attained. The above to obtain the prior recognition of equivalence from the Executive Committee or the Judging Commission of the Professional Master or to obtain admission in case of absence of selection.

Should the documentation be incomplete or in the process of being finalised, admission to the programme will take place conditionally. In the event of failure to send the documentation at the time of enrolment, the student will be declared forfeited and will not be able to obtain the Professional Master qualification in any way.

In case of actual enrolment for a Professional Master Programme, the aforementioned documentation must be sent or shown in original - or certified copy of the original - to the U.O. Formazione Post Lauream. Please note, until the candidate has sent or shown to the U.O. Formazione Post Lauream the original - or certified copy of the original – of the documentation mentioned above, it will not be possible to proceed with the enrolment process.

Alternatively to a declaration of value, a Diploma Supplement issued by a higher educational institution belonging to the EU or a certificate of comparability issued by the CIMEA Center may be attached (more information at the link:

<http://www.cimea.it/it/diplome-in-breve.aspx>.)

ART. 3 – ADMISSION APPLICATIONS



Admission is subject to the possession of suitable qualifications, of the requirements indicated in the attached Forms as well as of the passing of any selection test. In absence of selections, at the closure of applications, the candidates who meet the access requirements will be admitted, until the maximum number is reached.

It is possible to admit auditors to the programmes. Auditors do not sit for exams or tests, they do not obtain university credits and at the end of the programme, they receive a certificate of attendance or participation. Auditors may be required to pay a reduced fee compared to the registration fee for the Professional Master.

ART. 4 - ADMISSION PROCEDURE

For Professional Master Programmes with selection tests, modalities and timetable are indicated in the Forms attached to this call and of which they constitute integral part. The procedures of comparative evaluation, intended to ascertain the candidates' abilities and aptitudes, may consist on assessment of qualifications and/or oral tests.

It is necessary for the candidate to attend the selection when present. Selections may take place in presence or remotely according to the instructions in the attached Professional Master Forms. The candidates will have to provide a suitable identification and the admission fees payment receipt of the Professional Master.

Videocall interview specific dispositions:

During the online application candidates must attach the "**REMOTE ORAL TEST FORM**", completed and signed, stating the e-mail address that will be used by the Commission for the video call. They must be available at the provided e-mail address on the day indicated for the oral test, the calendar of which is contained in the Professional Master Programmes Forms. Candidates must also guarantee the use of a webcam to allow the Commission to identify them. The Commission has the right to agree with the candidate on a specific time for the beginning of the interview.

To take part in the remote oral test, candidates must connect to the session via Microsoft Teams platform using a link that will be sent to the e-mail stated in the "REMOTE ORAL TEST FORM".

It is responsibility of the Candidates to provide themselves with an adequate audio and video equipment for the use of the platform.

For identification purposes and **under penalty of exclusion from the selection procedure**, each candidate is required, before the interview begins, to identify himself by showing the same identification already sent as an attachment during the online application.

Failure to communicate a personal e-mail address, failure to connect, unavailability of the candidate on the established day or time, failure to produce a valid identification, as by previous paragraph, are grounds for exclusion from the selection procedure.

Technical connection problems during the remote oral test:

- a) in the event of connection problems related to one or more commissioners, the interview is automatically postponed to another date of which appropriate and adequate communication will be given;
- b) in the event of connection problem related to the candidate, the Commission may justifiably postpone the interview to another date, in compliance with the principles of non-discrimination and equal treatment between candidates of which appropriate and adequate communication will be provided.

The University of Parma declines any responsibility in the case of technical reasons preventing the regular progress of the oral test.



At the end of the selection process, the Commission will formulate a ranking in hundredths, candidates with a score equal to/or higher than 60/100 will be considered suitable.

In the event of a tie, the youngest candidate takes precedence.

Candidates will be able to view the results of the selection, from the date of **publication of the ranking and opening of enrolment stated in the attached Form** by accessing the specific page of the online registrar's office services of the University website.

<https://unipr.esse3.cineca.it/Home.do>.

In absence of selections, the list of candidates admitted, based on the criteria of place reservation, will be available at the same link.

APPLICATION SUBMISSION

There are two different submission modalities:

- 1) MASTERS WITH ACCESS REGULATED BY A SELECTION TEST FOR QUALIFICATIONS AND/OR EXAM
- 2) MASTERS WITH ACCESS REGULATED BY CHRONOLOGICAL ORDER OF APPLICATION

1) MASTERS WITH ACCESS REGULATED BY A SELECTION TEST FOR QUALIFICATIONS AND/OR EXAM:

It is possible to register for the selection, within the peremptory deadline indicated in the attached Professional Master Form, exclusively via online procedure, connecting to the address <https://unipr.esse3.cineca.it/Home.do>. Please remember to have a valid identification and *codice fiscale* [tax code] on hand. The candidate will have to: register by entering the requested data (or simply log in, if already registered); - select the chosen Professional Master Programme from the menu > REGISTRAR'S OFFICE > Admission to restricted degree courses/Degree courses with admission in chronological order. Next the candidate must proceed with the completion of the online application by entering the requested information and by **uploading** curriculum vitae, self-certification of the academic qualification (and the self-certification of high school title **only for the 1st level Professional Master in Nursing**), the documentation required in the Forms and any other optional qualifications. All the files must be in pdf-Adobe format (maximum size of 5Mb for each attachment). For a correct uploading process, please follow the instructions available at the page <https://www.unipr.it/node/9547>

Candidates in possession of a foreign qualification must attach scans of the documentation indicated in Article 2 "Admission Requirements". Non-EU citizens will also have to attach a copy of any residence permit (the Residence Request receipt issued by the mail service is also valid. It will be the candidate's duty to send a copy of the original document to *U.O. Formazione Post Lauream* as soon as they come into possession).

In order to be admitted to the selection a 30,00€ *BOLLETTINO* [payment slip] must be paid by the date indicated in the Form, **in no case refundable**.

Candidates with disabilities, pursuant to Law 104/92 - art. 20, as well as of Law 68/99 art. 16 paragraph 1, will be able to make request, in relation to their disability, regarding assistance and additional time that may be necessary to take the admission tests. Therefore it is necessary to include in the application the A/38-1 form for disability self-certification equal to or greater than 66% which can be downloaded from the website www.unipr.it



It should be noted that candidates who have obtained a score lower than 60/100 will not be considered suitable for admission.

2) MASTERS WITH ACCESS REGULATED BY CHRONOLOGICAL ORDER OF APPLICATION (no selection)

For programmes with access in **chronological order**, it is necessary to reserve a place within the peremptory deadline indicated in the attached Professional Master Forms, exclusively via online procedure, to the address <https://unipr.esse3.cineca.it/Home.do>. Please remember to have a valid identification and *codice fiscale* [tax code] on hand. The candidate will have to: register by entering the requested data (or simply log in, if already registered); - select the chosen Professional Master Programme from the menu > REGISTRAR'S OFFICE > Admission to restricted degree courses/Degree courses with admission in chronological order. Next the candidate will have to proceed with the completion of the online application by entering the requested information and by **uploading** self-certification of the academic qualifications (and the self-certification of the high school title **only for the 1st level Masters in Nursing in case of possession of an old Healthcare Diploma**). Candidates in possession of a foreign qualification must attach scans of the documentation indicated in Article 2 "Admission Requirements". Non-EU citizens must also attach a copy of any residence permit (the Residence Request receipt issued by the mail service is also valid. It will be the candidate's duty to send a copy of the original document to *U.O. Formazione Post Lauream* as soon as they come into possession).

Students coming from a country part of the European Union that intend to stay in Italy or in any other member-country are not required any permit. Though after the first three months of residence they must subscribe into the local municipality registry office. For stay inferior to 3 months no such procedures is required.

The University Administration is not required to communicate reception or validity of the documentation uploaded and it reserves the right to exclude, at any stage of the admission procedure, candidates who have submitted incomplete applications or incorrect academic qualifications. **Applications submitted in ways other than those indicated in this call or received after the deadline will not be considered.**

The Administration bears no responsibility in the event of loss of communications due to incorrect indication, failure or late communication of changes in address as well as technical problems or facts attributable to third parties, be it unforeseeable circumstances or force majeure. Furthermore, the Administration does not bear any responsibility in the event of non-reception of documents due to facts attributable to third parties, as well as in the event of errors by the candidate in inserting the attachments or in any case of network shutdown.

ART. 5 – ENROLMENT PROCEDURE

At the end of the admission procedure (illustrated in Article 4), according to the timing shown in the Forms, by accessing the area dedicated to them, candidates will be able to view the ranking by name and the potential eligibility for enrolment to the Professional Master Programme.

Please Note: also in case of professional master programme without selection a candidates ranking will be created. It will be made following the chronological order of application. The candidates of such programmes must complete the enrolment as explained below.

No notifications of any nature, via telephone or mail service, will be given regarding the admission to any Master Programme.

Eligible candidates may enrol at the professional master programme by following the instructions:



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- 1) Access your Reserved Area with your credentials (<https://unipr.esse3.cineca.it/Home.do>), upload a copy of the documents requested as well as any residence permit for non-EU citizens (a Residence Request receipt issued by the mail service is also valid. Candidates must send a copy of the original document to *U.O. Formazione Post Lauream* as soon as in possession);
- 2) Pay the admission fee, **non refundable unless the selected Professional Master Programme will not be activated;**

Those who fail to regularize their enrolment within the terms and in the manner indicated above will be considered as having forfeited all their rights.

The University Administration is not obliged to communicate reception or validity of the documentation uploaded.

Those who have given false statement will be declared forfeited.

The suitable candidates who were placed in a useful position in the ranking, following its scrolling, will be informed about the enrolment procedures according to the methods and times that will be communicated to them.

If the minimum number of students is not reached, the professional master will not be activated. Only in this case the enrolment fee will be refunded.

Please remember that candidates must be up to date with the payment of university taxes in order to carry out any action relating to their career, such as, for example, registration and participation in exams, registration of internships, final test.

Students, in order to enrol at the University, must be in possession of the *codice fiscale* [Italian tax code].

Information on the acquisition of *codice fiscale* are available on Italian revenue agency website: <http://www.agenziaentrate.gov.it>

ART. 6 – PAYMENT METHODS

Professional Master Programmes are not university courses for which exemption from enrolment fees and contributions is provided.

Payment must be made using the pagoPA system (IUV) which is the electronic payment system for the public administration and which allows you to:

- Pay online
 - Credit Card
 - Bank Transfer
- Pay in person: print the payment slip and present it to one of the authorized institution. View the list at <https://www.pagopa.gov.it/it/prestatori-servizi-di-pagamento/elenco-PSP-attivi/>

For further information on pagoPa (IUV) payment system view: <https://www.unipr.it/pagoPA>

Please note: as payment date, the University will consider the date of the actual collection from its treasurer. For all payments, you must always check the conditions and times with which your bank provides such services. Banks make payments at certain hours and any operations made by the user beyond the established hours are taken over by the bank and accounted for on the first following business day.



It should be noted that, in the event the enrolment fee is paid by a **company or institution** in the name and on behalf of a student, the payment must be made by bank transfer to the State Treasury Account in case of a public body, or to the University bank account in case of a private one. Further information are available at <https://www.unipr.it/master-iscrizione#paragraph-id--111095>.

ART. 7 – TEACHING ACTIVITIES DEVELOPMENT

The teaching activities of Professional Masters will normally be in presence, unless otherwise stated in the relative Forms. The Executive Committees can provide, for masters that involve face-to-face teaching, distance learning tools aimed at encouraging the participation of students, in a synchronous and/or asynchronous way, guaranteeing the same possibilities in terms of accessibility and quality of teaching for face-to-face and remote students, as well as for students with disabilities or SLD.

ART. 8 - PROCEDURE SUPERVISOR

1. Pursuant to the law of 7 August 1990, n. 241 and seq mm, the person in charge of the procedure referred to in this announcement is Dr. Sonia Rizzoli - U.O. Formazione Post Lauream, P.le S. Francesco, 3 - 43121 Parma, Tel. 0521/033708 and mail master.formazionepermanente@unipr.it.
2. The provisions of this call aimed at guaranteeing the transparency of all phases of the procedure and the criteria and procedures for the appointment of selection boards and of people in charge of the procedure are in implementation of the law of 7 August 1990, n. 241 and subsequent amendments.

ART. 9 - INFORMATION FOR THE PROCESSING OF PERSONAL DATA

SUBJECT OF THE TREATMENT

The Data Controller is the University of Parma, based in via Università 12, 43121 Parma, Italy.

Tel. +390521902111

email: protocollo@pec.unipr.it

The Data Protection Officer can be contacted by sending an email to the following address:

Email: dpo@unipr.it

dpo@pec.unipr.it

PURPOSE AND METHOD OF TREATMENT

The data provided is processed by the University of Parma, as Data Controller, for institutional purposes, such as carrying out administrative, teaching and research activities.

The processing is necessary for the pursuit of its institutional purpose, pursuant to art. 6 of the European Regulation on the protection of personal data n. 679/2016 (hereinafter referred to as GDPR for brevity), and in compliance with the general principles of transparency, fairness and non-excess referred to in art. 11 of the Personal Data Protection Code, Legislative Decree no. 196/2003 (hereinafter referred to as the Code for brevity), as well as the principles provided for by art. 5 of the GDPR, with particular regard to the lawfulness, to the use of data for specific, explicit, legitimate purposes, in a manner relevant to the processing, respecting the principles of data minimization, accuracy, limitation of conservation, integrity and confidentiality, responsibility.

The data collected will be recorded, processed and stored for the time strictly necessary to achieve the purposes for which they were collected.

Personal data will be collected by the University of Parma and may be communicated for exclusively institutional purposes, and in line with the legislative and regulatory provisions of reference to external



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subjects such as CINECA, Er-GO, ALMA LAUREA, University Hospital of Parma and to people or external companies acting on their behalf.

The data will be processed with the aid of electronic tools; the informatic systems are equipped with means to prevent data loss, illicit or incorrect use and unauthorized access.

NATURE OF DATA PROVISION AND CONSEQUENCES OF ANY REFUSAL TO COMPLY

The provision of data for the purposes referred to in the previous point is essential for carrying out the institutional purpose. Refusal to provide them will not allow the University of Parma to provide any service.

RIGHTS OF THE INTERESTED PARTY

As an interested party, you enjoy the rights (Article 7 of the Code and Articles 15, 16, 17, 18, and 21 of the GDPR) to ask the data controller for confirmation of the existence or otherwise of personal data, the access to the same data, to know the origin of the data, to obtain the limitation of processing, updating, rectification or cancellation of the same and the right to oppose the processing based on particular reasons.

The interested party also has the right to lodge a complaint with the supervisory authority: Privacy Guarantor (www.garanteprivacy.it)

ART. 10 – FINAL PROVISIONS

The Executive Committee of the Professional Master has the power to arrange possible extensions of the application and enrolment deadlines if the minimum and maximum number of places provided for in the call is not reached or if particular circumstances or educational needs occur, in compliance with the start date of the teaching activity reported in the Forms attached. Any extensions will be communicated through a specific notice that will be published in evidence.

For anything not expressly provided for in this call, please refer to the current University legislation and regulations.

The Rector
Paolo Andrei
signed with digital signature