



NOTICE FOR ADMISSION TO THE POST-GRADUATE COURSE IN FAMILY MEDICINE AND INTEGRATED PRIMARY CARE Academic Year 2019/2020

Established and implemented pursuant to Article 6, paragraph 2, lett. c) of Law No.341 /1990, of article 10, lett. a) of the "Regolamento Didattico di Ateneo", and of the art. 3 of the "Regolamento Master" of the University of Parma and on the basis of the Deliberation of the "Senato Accademico" SA/23-07-2019/103 and of the "Consiglio di Amministrazione" CDA/24-07-2019/355.

The University of Parma institutes and establishes for the academic year 2019/2020 the Post-graduate Course in "Family Medicine and Integrated Primary Care", promoted by the Department of Medicine and Surgery.

Positions Available	Registration Fee
<i>Minimum</i>	(inclusive of € 16 for virtual stamp)
5	€ 516.00 in one instalment
NUMBER OF ISSUED UTCs(CFU)*	15

Expiry				
Opening of on-line applications (no later than 12:00 am)	from	02/09/2019 at 12:00 am	to	06/12/2019 at 12:00 am

*CFU (Credito formativo Universitario)=UTC (University Training Credit)

ENTRY REQUIREMENTS

Admission to the course is subject to the possession of one of the following qualifications:

- Degree in Medicine and Surgery: Laurea Magistrale -41 or 46/S (Master's Degree) or Vecchio Ordinamento (Former Order)
- Degree in health or social professions or psychology obtained under the D.M. 509/1999 or of the Ministerial Decree 270/2004; or previous orders
- Master's degree for health professions obtained under the Ministerial Decree 270/2004
- University degree of at least three years according to the regulations prior to the D.M. n. 509/99 and in the disciplinary field equivalent to the above-mentioned class (s) (as per ministerial table under Ministerial Decree 11.11.2011: http://www.confsaluniversita.it/files/decretiattuativilegge240_new/decreto_11novembre.pdf);
- Degree obtained according to the regulations prior to the D.M. n. 509/99 equivalent to the above-mentioned class (s) (as per ministerial table referred to in D.I. July 9, 2009: <http://attiministeriali.miur.it/anno-2009/luglio/di-09072009.aspx>).
- Diplomas obtained under the previous legislation of health professions members as per Ministerial Decree 509/99 and pursuant to the laws of 26 February 1999 No. 42 and 10 August 251, deemed valid, pursuant to art. 10 of the Law 8 January 2002 No. 1 for access to the Masters and other Courses set up by the University, provided that they hold the Diploma di maturità (High School or Secondary School Diploma) obtained after at least 12 years of schooling.
- Qualification issued abroad, acknowledged as eligible according to the regulations in force by the Executive Committee for the sole purpose of enrolment in the course.



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It is possible to admit auditors by registering at the relevant secretariat (e-mail: giorgetta.leporati@unipr.it) by 20.01.2020, in the maximum number of 10 participants upon payment of € 416.00 (including € 16.00 stamp duty).

The admission criterion will consist of the chronological order in which the application is submitted. At the end of the attendance auditors will receive a certificate of attendance from the Department organising the course.

PROFESSIONAL PROFILE THAT THE COURSE INTENDS TO TRAIN

The areas of primary care activities concern home care, general medical assistance, pediatric care in counselling centres, outpatient specialist services, services for the elderly and disabled adults, already integrated in the Health Houses (Case della Salute), in associative medicine, in community hospitals: complex structures that seek to provide integrated assistance to the complex needs of users, families and the community.

SYNTHETIC DESCRIPTION OF CONTENTS

Evolution of the National Health Service
Family medicine and integrated primary care
The needs of the community - territory
Prevention
Health education
Research for health professions.
Internships and the preparation of a Project Work are planned

ATTENDANCE

2 days a week in alternate weeks: on Mondays and Tuesdays

TRAINING CREDITS AND CERTIFICATION ISSUED

At the end of the course, following the passing of specific tests on skills verification, a certification proving the attendance to the training course will be issued upon request by the interested party.

For the achievement of the above mentioned certification, compulsory attendance of 75% of the activities envisaged according to the provisions of the Executive Committee of the Course (interactive teaching and traineeship) is required.

ADMINISTRATIVE, TECHNICAL AND OPERATIONAL INFORMATION

U.O. Formazione Post Lauream, tel. +39 0521/033708 e-mail perfezionamento@unipr.it

DIDACTIC INFORMATION

Prof. Leopoldo Sarli, leopoldo.sarli@unipr.it
Dott.ssa Giovanna Artioli, giovanna.artioli@unpr.it, tel. +39 320.4320906

COURSE DURATION AND LOCATION

The course will start at the end of January 2020 and will end by April 2020. The course includes front and interactive lectures, traineeship and project work educational activities.

Front and interactive lectures will take place on Mondays and Tuesdays every 15 days.

The traineeship will be take place in primary health care, territorial, prevention and health education facilities. Traineeships can also be carried out under form of projects.



The project work aims at developing a research project on topics related to the course and will be the subject of discussion of the final exam.

The didactic programming of the courses is defined by the Executive Committee of the Course taking into consideration that the course must be completed by the end of the academic year 2019/20 or by 30/04/2021. If the Executive Committee of the Course decides to extend educational activities beyond the aforementioned deadline, for justified reasons, students are required to enroll in the following academic year with the payment of the current virtual stamp. The planning of training activities and related intermediate and final exams must necessarily be completed within the academic year following enrolment, under penalty of forfeiture of studies.

ADMISSION REQUIREMENTS OF THE COURSE

To be admitted to the course it is necessary to be in possession of the qualification, provided for in the "Access Requirements" on page 1 of this Notice, or of a similar academic qualification obtained at a foreign University on the date of expiry of the Notice.

Candidates in possession of a **foreign qualification** must submit at the UO Formazione Post Lauream (Post Lauream Education Unit), at P.le San Francesco 3 - Parma - **the original title (both high school diploma and degree) accompanied by an official translation in Italian, with legalization and a declaration of value** by the Italian diplomatic representations in the country where the degree was issued. The above is required to obtain recognition of equivalence from the Admissions Commission, for the sole purpose of admission to the Course.

Please note that, as long as the candidate has not provided the U.O. Post Lauream the documents in original mentioned above, it will not be possible to proceed with its registration to the Course .

It should also be noted that **foreign students** must be in possession of the tax identification number (codice fiscale) in order to enroll at the University.

Information on issuance methods are available on the Revenue Agency (Agenzia delle entrate) website: <http://www.agenziaentrate.gov.it>

Non-EU students who intend to stay in Italy for more than 90 days must also apply for a permit of stay. The application for a permit of stay must be submitted within 8 days of arrival in Italy.

For more information: <http://www.portaleimmigrazione.it/>

EU students who intend to settle in Italy, or in another European Union state, are not obliged to apply for a residence card but, after three months from the date of entry, they must register with the registry office of the municipality of residence. No formalities are required for periods of stay less than three months.

The University Administration is not obliged to communicate the receipt or validity of the documentation received and reserves the right to exclude, at any stage of the admission procedure, candidates who have submitted incomplete applications for participation or incorrect academic qualifications. **Applications submitted in ways other than those indicated in this Notice or received after the deadline will not be taken into consideration.**

The Administration assumes no responsibility in the event of loss of communications due to incorrect indication or failure or late communication of the change in address, as well as technical problems or facts attributable to third parties, to unforeseeable circumstances or force majeure. Furthermore, the Administration assumes no responsibility in the event of non-receipt of documents due to facts attributable to third parties, as well as in the event of errors by the candidate in the insertion of the attachments and in any case of network shutdown.



PRE-ENROLMENT METHOD

The course has unlimited access.

Candidates can pre-enroll in the course **from 12.00 on 2 September 2019 until 12.00 am on 6 December 2019**, according to the following procedure:

- 1) Carry out the pre-enrolment (ONLINE ENROLMENT www.unipr.it/iscrizioni) by accessing the Reserved Area with personal credentials and **by uploading** a copy of the requested documents. Students holders of a foreign qualification must also attach a scanned version of the official translation in Italian, with legalisation and declaration of value of the qualification, as well as any permit of stay for non-EU citizens (the receipt of the permit of stay issued by the post office will be considered as valid. It will be the duty of the candidate to send to the U.O. Formazione Post Lauream a copy of the original document as soon as he or she is in possession of it;
- 2) Print and sign the enrolment application;
- 3) Print the receipt of € 516.00 for the enrolment;
- 4) Pay the above-mentioned non-refundable fee, unless the aforementioned Course is implemented;
- 5) Once the online procedure is completed, the student must:

send, by December 9, 2019, a scanned version of the payment receipt, the enrolment application and scanned version of the identity document and tax payer's code, self-certification of high school diploma and university degree title at the e-mail address perfezionamento@unipr.it. The e-mail **must necessarily** include in the object: **SURNAME, NAME, SELECTED COURSE**.

Please note that candidates in possession of a foreign qualification must submit the original title to the UO Formazione Post Lauream, at Piazzale San Francesco n. 2 – Parma the **original title (both high school and university degree) with official translation in Italian, with legalization and declaration of value** by the Italian diplomatic representations in the country where the degree was conferred.

Those who have failed to regularize their enrolment in the terms and in the way indicated above will be considered forfeit to all intents and purposes.

The university administration is not required to communicate the receipt or validity of the documentation received.

Those who have issued false declarations will be declared lapsed. If the minimum number of members is not reached, the course will not be activated. In this case, the contribution referred to in point 3 above will be reimbursed, with the exception of the stamp duty.

RESPONSIBLE FOR THE PROCEDURE

1. According to the law of 7 August 1990, No. 241 et seq mm the person responsible for the procedure under this Notice is Dr. Sonia Rizzoli - U.O. Formazione Post Lauream, P.le S. Francesco, 3 - 43121 Parma, Tel. +39 0521/033708 e-mail: perfezionamento@unipr.it.

2. The provisions of this Notice designed to guarantee the transparency of all procedure stages and the criteria and procedures for the appointment of the selection boards and the persons in charge of the procedure are in implementation of the law of 7 August 1990, No. 241 and subsequent amendments.



INFORMATION FOR THE TREATMENT OF PERSONAL DATA

SUBJECTS OF THE TREATMENT

The data holder is the University of Parma, with seat in via Università 12, 43121 Parma, Italy.

Tel. +390521902111

email: protocollo@pec.unipr.it

The Responsible of Protection Data can be contacted by sending an email to:

Email: dpo@unipr.it

dpo@pec.unipr.it

PURPOSE AND METHOD OF TREATMENT

The data provided are processed by the University of Parma, as Data Treatment Holder, for institutional purposes, such as the performance of administrative, educational and research activities.

Processing is necessary for the pursuit of its institutional purpose, pursuant to Art. 6 of the European Regulation on the protection of personal data No. 679/2016 (hereinafter referred to as GDPR for brevity), and in compliance with the general principles of transparency, correctness and non excess pursuant to Art. 11 of the Personal Data Protection Code, Legislative Decree No. 196/2003 (hereinafter referred to as the Code), as well as the principles established by Art. 5 of the GDPR, with particular regard to the lawfulness, the use of the data for specific, explicit, legitimate purposes, in a manner relevant to the processing, respecting the principles of data minimisation, accuracy, conservation limitation, 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 institutional purposes only, and in line with legislative and regulatory provisions of reference to external subjects such as CINECA, Er-GO, ALMA LAUREA, University Hospital of Parma and to external persons or companies acting on their behalf.

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

NATURE OF THE PROVISION OF THE DATA AND CONSEQUENCES OF AN EVENTUAL REFUSAL TO ANSWER

The provision of data for the purposes referred to in the previous point is essential for the performance of the institutional purpose. The refusal to confer them will not allow the University of Parma to provide any services.

RIGHTS OF THE INTERESTED PARTY

As an interested party, you have the right (Article 7 of the Code and Articles 15, 16, 17, 18, and 21 of the GDPR) to ask the data treatment holder for confirmation of the existence or not of personal data, to access 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)



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FINAL PROVISIONS

The Executive Committee of the Course is empowered to order the possible extension of the enrolment and enrolment deadlines if the minimum or maximum number of enrolments required by the Notice is not reached or if particular circumstances or educational needs arise, in the compliance with the start date of the teaching activities reported above. Any extensions will be published on the University website together with the Notice. For anything not expressly provided for in this Notice, please refer to the University regulations and regulations in force

Parma, 07/10/2019