

CALL FOR APPLICATIONS¹

Professional development courses

ACADEMIC YEAR 2020/2021

SEMESTER 1

(Rector's decree no. 6346/2020 – protocol no. 283906 of 28 July 2020)

THE RECTOR

HAVING REGARD TO the Statute of the University of Verona, issued by Rector's Decree no. 1176 of 14 July 2017;

HAVING REGARD TO the Presidential decree no. 162 of 1982 and law no. 341 of 1990 that govern advanced and professional development courses (*Corsi di Perfezionamento e di aggiornamento professionale*);

HAVING REGARD TO the decree of the Ministry of University and Scientific and Technological Research no. 270 of 22 October 2004: "Amendments to the regulations concerning the teaching autonomy of universities, approved by decree of the Minister of University and Scientific and Technological Research no. 509 of 3 November 1999", published in the *Gazzetta Ufficiale* no. 266 of 12 November 2004;

HAVING REGARD TO the University's regulations on university Professional Master's programmes, issued by Rector's decree no. 1139, protocol no. 185619 of 10 July 2017 and subsequent amendments;

HAVING REGARD TO the MIUR regulations of 16 June 2020 on the procedures for entry, stay and enrolment of international students requiring visa, relating to higher education courses in Italy for the academic year 2020/2021;

HAVING REGARD TO the "Regulations on student fees", issued by Rector's decree no. 973, protocol no. 140819 of 6 June 2017, amended by Rector's decree no. 4691 and subsequent amendments;

HAVING REGARD TO the decisions taken by the Postgraduate Study Committee (*Commissione Post Laurea*) of 7 July 2020, which approved the establishment of university Professional development courses for the 2020/2021 academic year proposed by the departments of: Business Administration; Cultures and Civilizations; Computer Science; Economics; Law; Human Sciences.

HEREBY DECREES AS FOLLOWS:

ART. 1 – PROFESSIONAL DEVELOPMENT COURSES

For the academic year 2020/2021 the University of Verona shall establish the following professional development courses:

1. Consulenza del lavoro - Indirizzo Diritto del lavoro (based in Verona)
2. Consulenza del Lavoro - Indirizzo Pluridisciplinare (based in Vicenza)
3. Cost & Revenue management
4. Diritto agroalimentare transnazionale e comparato
5. Frodi aziendali: La certificazione internazionale CFE
6. I documenti digitali tra privacy e sicurezza informatica
7. Negoziare per mediare: MAV 2020 Aggiornamento (Corso di Aggiornamento per Mediatori Civili e Commerciali ai sensi del D.Lgs. 28/2010 e del D.M. 180/2010)
8. Negoziare per mediare: PerFormare (Corso di aggiornamento obbligatorio per Formatori ai sensi del D.M. 180/2010)
9. Nuovi modelli organizzativi e tecnologici per lo smart working
10. Operatore esperto del mercato del lavoro ed employability assessment specialist
11. Pratiche e culture della differenza nel lavoro educativo e di cura

¹ Please note: this is a translation of the original document "Anno accademico 2020/2021 - Bando di ammissione ai corsi di aggiornamento professionale I semestre" in Italian. In case of any divergence of interpretation, the Italian text shall prevail.

12. Project Management (I Fondamenti)
13. Smart and remote working HR Specialist: Esperto di processi cognitivi e organizzativi di lavoro agile

A minimum number of paying participants is required for each course to start: if by the enrolment deadline the minimum number of participants has not been reached yet, the deadline can be further extended for a maximum of 30 days (only once), provided this is compatible with the starting date of the lessons.

Further information and the minimum number of participants required for each course can be found in the **Annexes of this Call** and on the web page of each course at: <http://www.univr.it/it/post-laurea>.

ART. 2 – CFU CREDITS

On completion of the courses, those attending Professional development courses may be awarded CFU credits, and/or professional credits if so approved by specific agreements.

In accordance with the regulations in force, the Scientific Committee may recognise previous learning and training experiences (provided these are duly proven) as credits useful to complete the course, i.e. the student may be exempt from certain course activities. Previous learning and training experiences may be recognised if in line with the training objectives and the contents of the course, and if the relevant CFU credits were not already counted towards the qualification indicated by the applicant as one of the admission requirements.

ART. 3 – ADMISSION REQUIREMENTS

In order to apply for **professional development courses**, applicants must have an Italian high school diploma, or a foreign qualification recognised as suitable according to the regulations in force. Additional requirements or qualifications are indicated in the Course Factsheet of each course.

ART. 4 – HOW TO APPLY

Please note: the procedure indicated below must not be followed by those applying for ‘Consulenza del lavoro – Indirizzo Diritto del lavoro’ (based in Verona) and ‘Consulenza del lavoro – Indirizzo Pluridisciplinare’ (based in Vicenza) courses, who will have to follow the instructions set out in Art. 5 of this Call.

The other applicants must apply online as indicated below.

Opening and closing deadlines for applying are indicated in **Annex 1**.

Application procedure

1. Log into the ESSE3 online platform available at: <https://univr.esse3.cineca.it/Start.do>

If you are applying **for the first time**, you must first register in the system. If you already have a **student profile**, you must use your username and password. If these have expired and/or forgotten you should request the **recovery of your login details** following the instructions at: www.univr.it/recuperocredenziali.

If you already have a profile in the system as a **teaching staff/external user (company)**, you will need to create a **student profile**. Please note that you'll have to re-register in the system if your tax

ID number (*codice fiscale*) is not associated with your existing profile. If your tax ID no. has already been associated with your existing profile, please contact the **Ufficio Master**.

2. Once logged in, select “Segreteria > Concorso di ammissione” from the menu, then the course of your interest to complete the procedure.

Once the application procedure is complete, the system will issue a registration receipt with a summary of your details, and you will receive an email confirming that your application has been submitted.

Students with disabilities or Specific Learning Disorder (SLD)/learning disabilities may request auxiliary aids and services if the course they are applying for requires them to pass an admission test².

For further information and support for completing the online application procedure please contact the “U.O. Master e Corsi di Perfezionamento e aggiornamento professionale” located in Via San Francesco, 22 – 37129 Verona (Phone: +39 045 8028767 – email segreteria.master@ateneo.univr.it).

ART. 5 – HOW TO APPLY FOR: ‘CONSULENZA DEL LAVORO - INDIRIZZO DIRITTO DEL LAVORO’ (BASED IN VERONA) AND ‘CONSULENZA DEL LAVORO – INDIRIZZO PLURIDISCIPLINARE’ (BASED IN VICENZA)

Applicants are advised that they should complete the relevant application form, and send it by email **no later than 20 September 2020**, together with a copy of their ID document, to the administrative office of their professional association (Verona: segreteria@consulentidellavoro.vr.it; Vicenza segreteria@consulentidellavoro.vi.it), or to Ufficio Master (segreteria.master@ateneo.univr.it) if they belong to other Associations of Labour Consultants, or if they are not member of any Associations of Labour Consultants.

Please find the application form on the web page of each course (Post lauream→corsi di perfezionamento e aggiornamento professionale→corsi di aggiornamento a.a. 2020/2021).

After the deadline for registration, you will need to check the website regularly, as confirmation of the start of lessons, instructions on how to complete your registration, and relevant deadlines will be communicated through a specific Notice.

In the meantime, you should make sure that you have valid login details to log into Esse3; if not, please register on the University’s website (<https://univr.esse3.cineca.it/Start.do>).

If these have expired and/or forgotten you should request the **recovery of your login details** following the instructions at: www.univr.it/recuperocredenziali.

If you already have a profile in the system as a **teaching staff/external user (company)**, you will need to create a **student profile**. Please note that you’ll have to re-register in the system if your tax

² Pursuant to Art. 16 and 20 of Law no. 104 of 5 February 1992 (amended by Law no. 17 of 28 January 1999), and Law no. 170/2010.

ID number (*codice fiscale*) is not associated with your existing profile. If your tax ID no. has already been associated with your existing profile, please contact **Ufficio Master**.

ART. 6 – FOREIGN QUALIFICATIONS AND NON-EU STUDENTS

Non-EU students may apply if they have obtained a foreign qualification that is equivalent in terms of level of studies and content to the Italian qualification required for access to the chosen course.

Applicants who apply online will need to upload the *Declaration of Value* issued by the Italian Embassy or Consulate based in the country where the degree was awarded, and a copy of the degree certificate. All documents must be certified and officially translated into Italian.

Non-EU citizens residing in Italy must also upload a valid residence permit.

Non-EU citizens residing abroad will have to submit a valid residence permit once enrolled.

The Scientific Committee of each course shall evaluate the suitability of any foreign qualifications submitted.

ART. 7 – ENROLMENT AND AVAILABLE PLACES

The list of admitted applicants will be published online on the web page of each course.

The admitted applicants will need to enrol and pay their registration fee by the methods and deadlines indicated in the admission notice (normally within 5 working days of the publication of the list).

Those who do not follow the instructions and fail to meet the deadlines will be considered as having withdrawn, and any vacant positions will be allocated to the next eligible applicant in the list. If that's the case, the applicant/s in question will be contacted by Ufficio Master.

ART. 8 – WITHDRAWING FROM A COURSE

Those who have enrolled and intend to withdraw from the course will need to submit a formal request of withdrawal from studies. Any fees already paid by the student will not be refunded.

ART. 9 – REDUCED FEES FOR STUDENTS WITH DISABILITIES

Students with a certified disability according to Art. 3(1) of Law no. 104/1992 or with at least 66% invalidity, are completely exempt from paying course fees for Professional Master's programmes, advanced and professional development courses. These students will be enrolled as 'extra students', i.e. they will not be taken into account when calculating the minimum number of participants to start the course.

Students with certified disability of 50-65% are awarded a 5% reduction towards their course fees for Professional development courses.

By the enrolment deadline, those interested should contact the Inclusion and Accessibility Unit, Via San Francesco, 22 - 37129 Verona (by appointment only) – phone: +39 045 8028786-8593 email: inclusion.accessibilita@ateneo.univr.it.

ART. 10 – FINAL CERTIFICATE

At the end of the Professional development course, students who have duly attended the course will receive a certificate of attendance. Any CFU credits or professional CFU will be awarded upon successful completion of a final examination.

ART. 11 – PROCEDURE OFFICER

The Procedure Officer is Ms Paola Tognolo, Head of the Office responsible for Professional Master's programmes, advanced and professional development courses and teacher training courses ("U.O. Master e Corsi di Perfezionamento e aggiornamento professionale e servizio formazione insegnanti").

ART. 12 – PROCESSING OF PERSONAL DATA

The University of Verona is the Data Controller of personal data of those who apply for courses under this Call, in accordance with EU Regulation 2016/679; an information notice for students on the purposes of the processing, data recipients and the rights of Data Subjects is available on the University's website, at the following link: www.univr.it/it/privacy

The Rector
Pier Francesco Nocini

This document was signed with a digital signature and registered in the University of Verona protocol system pursuant to Art.s 23-bis and 23-ter et seq. of Legislative decree no. 82/2005 and subsequent amendments.