

### **Article 1 - Admission**

For academic year 2013/2014, the procedure for admission to the Master is hereby started. The form, containing relevant information for admission to the Master is attached to the present document and it is considered as part of it.

In order to apply for admission, applicants must satisfy the requirements listed in the attached form.

The applicants who are owner of foreign academic degrees must produce, before the deadline for application, the following documents:

- a) bachelor's degree translated and legalized by the Italian Authority competent for the country of the institution that issued the degree;
- b) each degree has to be presented together with the corresponding "declaration of local worth" ("dichiarazione di valore in loco") issued by the competent Italian Authority;
- c) certificate with the list of passed exams translated and legalized by the same Authority.

These documents have to be sent to: University of Pisa – Direzione "Didattica e servizi agli studenti" – Settore Laureati – Master – Via E.Fermi, 8 - 56126 Pisa.

If this documentation is not received before the deadline for applications, the applicant will be excluded from the admission to the Master, unless the delay is due to causes related to the completion of the procedures by the competent diplomatic authorities. In this case the office, after enquiring the competent diplomatic authorities about the timing of release of the requested documentation, will evaluate the possibility of "conditionally admitting" the applicant ("con riserva").

For non-EU citizens residing abroad, for the purposes of issuing a long residence permit, the University will communicate to the competent diplomatic authority the names of the candidates who are admitted to the Master (Ministerial Circular available at: [www.studiare-in-italia.it/studenti/stranieri/5.html](http://www.studiare-in-italia.it/studenti/stranieri/5.html)).

Foreign students may refer to the Didactic Office (Segreteria Didattica) of the Master and to the Welcome Office ([international@unipi.it](mailto:international@unipi.it)) for all information relating to the issuing of visas, residence permits, and other services offered for welcoming.

Applicants who will obtain the required degree before the start date of the courses (as reported in the attached form) will be conditionally admitted to the Master. In this case the applicant must present to the Didactic Office (Segreteria Didattica) of the Master either a certificate or a self-certification witnessing the obtainment of the degree before the start date of the teaching activities. Even in the case that the starting date of the course has to be postponed, the date indicated in the attached form as starting date of the Master will continue to be the deadline for obtaining of the required degree.

The University may exclude at any time applicants and students not possessing the requested requirements.

### **Article 2 - Admission Requirements**

To take part to the procedure for admission to the Master, the applicant must apply on-line for pre-registration at URL (Portale Alice): <https://www.studenti.unipi.it/Home.do> within the deadline indicated in the attached form, providing the requested information. By the same deadline the applicant must pay the fee of € 40,00 for administrative charges: failing to complete this payment, the applicant will be excluded from the admission procedure. The aforementioned fee is refundable only if the Master will not be activated. Possible extensions of the deadline for the presentation of the on-line applications, with a

consequent shift of deadline for the payment of the aforementioned fee or for carrying out the selection procedure will be communicated by updating the attached form, to be consulted on the University website. Applicants are recommended to fill in the on-line application by following the steps described on the Alice Portal (**pre-registrations open on: July 31, 2013**).

When completing the procedure for submitting the online application, the system releases the MAV for the payment of the aforementioned fee and a receipt of "completed pre-enrollment". This receipt, distinguished by a unique serial number, is the only document witnessing the correct submission of the documentation.

**Only for payments from abroad** the applicant must pay to the bank account of the University of Pisa using the following coordinates at: Banco Popolare – Piazza Dante, 1 – Pisa – BIC or SWIFT: BAPPIT21T51, IBAN: IT66L0503414011000000365212, indicating Name and Surname, as well as the purpose of the payment.

The selection for admission of students will be held only if the number of applications exceeds the maximum number of places available, in the way described in the attached form. In this case, the selection will assign a score for the formation of a merit ranking according to which the applicants who have the right to register to the Master will be identified.

**After the deadline for application each applicant will have to consult the form where it will be reported if the selection procedure will be held or not.**

Applicants with disabilities or with DSA certification (specific learning disabilities), in order to take advantage of suitable assistance or of additional time during the admission test, if any, should refer to the following page of the University website: <http://www.unipi.it/index.php/servizi-e-orientamento>. For informations, the applicant may also contact the USID office (Unit for Services for the integration of students with disabilities), Largo Pontecorvo, n.3 – 56127 – Pisa, e-mail [usid@adm.unipi.it](mailto:usid@adm.unipi.it); phone numbers: +39 050 2213608/9, 050 2213434/627 fax 050 2213610.

### **Article 3 - Auditors**

The admission to the Master is open to a number of auditors, as fixed in the attached card. Auditors do not need to possess the degree required for admission.

Auditors may take part, even partly, to the teaching activities of the Master, but they cannot face the intermediate tests, nor attend the internship activities. Participation to the Master as auditors does not allow, in any case, the acquisition of the title nor the obtainment of academic credits. Auditors will receive a certificate of participation to the educational activities attended, signed by the Director of the Master.

Applicants wishing to participate to the Master as auditors can apply for admission by just filling in the form downloadable from:

[http://www.unipi.it/images/master/moduli/mod\\_uditori.rtf](http://www.unipi.it/images/master/moduli/mod_uditori.rtf)

The application must be received at the Direction "Didattica e servizi agli studenti" - Settore "Laureati" – Master – Via Fermi, n.8, 56126 Pisa; within the deadline indicated the attached card, otherwise it will not be accepted.

If the number of requests to participate to the Master as auditors exceeds the maximum, the Council of the Master will decide on their admission according to selection criteria that will have to be made explicit in a corresponding resolution.

#### **Article 4 - Concessions for contribution**

The Master provides for the granting of concessions for the contribution, the amount of which and whose mode of attribution are indicated on the form. The concessions are incompatible with any other form of economic benefit intended to support enrollment to the Master. In case, therefore, that the student appears as recipient of more than one benefit from different sources, he or she will have to opt for the one that feels most favorable, including through return of any amounts already received. The student, owner of a concession for the contribution, that decides to give up the Master, will have to return the amounts already perceived.

#### **Article 5 - Registration to the Master**

The failure to reach the minimum number of participants expected, might not allow the activation of the course. In case of failure to start, it will be communicated to the parties concerned that both the fee paid for administrative charges and the contribution for enrollment possibly paid will be reimbursed.

In cases where, at the end of the admission procedures, there is a residual availability of places, some applications for direct admission to the course can be accepted in chronological order, after verification of the admission requirements.

The information about modalities and terms for registration to the Master will be published on the website of the University ([www.unipi.it](http://www.unipi.it)) - Offerta didattica - Sezione Master.

#### **Article 6 - Processing of personal data**

For the processing of personal data, reference is made to the provisions of Legislative Decree, June 30, 2003, N. 196 "Code concerning the protection of personal data" (in particular Articles. 7.8, 9, 10 and 13).

#### **Article 7 - Advertising, additional info and responsible for the procedure**

Responsible for the procedure for the enactment of this provision, the application process on-line and for the evaluation and registration procedures, is Dr. Franca Cancherini.

Any information may be requested through the on-line portal, at address:

<http://sportellovirtuale.unipi.it/>

For contacts the business hours of the Sector Graduates (Settore Laureati) - Master (via E. Fermi, 8 - Pisa) is as follows:

Monday from 9:00 to 11:00

Wednesday from 11.00 to 13.00

Friday from 9.00 to 11.00

The Office will be closed from August 7 to 21, 2013 (inclusive). For an appointment on Tuesdays and Thursdays, it is necessary to book on-line via the virtual agenda of the page:

<http://sportellovirtuale.unipi.it/>

For information about didactic activities of the Master please contact the Secretary's office (Segreteria Didattica) whose address is indicated on the attached form. The Regulation of the University Master is available on the University website at: <http://www.unipi.it>, Section University / Statute and Regulations (Sezione Ateneo/Statuto e Regolamenti).

<b>Denomination:</b>	<b>Management of Health, Safety, Environment and Quality System</b>
<b>Level:</b>	<b>I</b>
<b>Cultural field:</b>	<b>Civil engineering and architecture, industrial and information engineering</b>
<b>Course start date:</b>	February 09, 2014

Available places for regular student: 25

Minimum: 12

Maximum: 25

Available places for auditors:	5
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<b>Admission requirements</b>
<b>ANY FIRST OR SECOND LEVEL UNIVERSITY DEGREE</b>  <b>(For example, any Italian "Laurea Triennale", "Laurea Specialistica", "Laurea Magistrale", or "Laurea Vecchio Ordinamento")</b>

**Deadline for application to the Master:** January 31, 2014

<b>Test for admission to the Master (*)</b>
<b>Curriculum:</b> Degree thesis Other: Experience in the field

<b>Tuition fees</b>	
Regular students	<b>Tuition fee:</b> 6000 euros  Payable in 2 installments
Auditors	<b>Tuition fee:</b> 3000 euros  Must be paid at once

Fee reductions
<p><b>Number of reductions:</b> 25 (twenty-five)</p> <p><b>Amount and attribution criteria for reductions:</b> There are 25 reductions covering the whole amount of the tuition fee, funded by “ENI-Consorzio QUINN”, to be assigned to enrolled students coming from ENI.</p>

Didactic Secretary (Segreteria didattica) of the Master
<p>Contact person: Dr.ssa. Lara Sciarretta</p> <p>Head Office: Consorzio Quinn Piazza Carrara, 19 Pisa</p> <p>Phone: +39 050 2201232</p> <p>email: <a href="mailto:segreteria@consorzioquinn.it">segreteria@consorzioquinn.it</a></p>

Notes:
<p>(*) The selection for admission to the Master takes place only if the number of submitted applications exceeds the maximum number of available places.</p> <p><b>PLEASE NOTE:</b> For the evaluation of the curriculum, candidates must forward the documentation to the Didactic Secretary of the Master (see the address above).</p>

For pre-registration online, visit: <https://www.studenti.unipi.it/>

For information about the procedures for admission to the Master, visit <http://sportellovirtuale.unipi.it>

For information concerning the teaching activities of the Master please contact the **Segreteria Didattica of the Master**.