

## SCHOOL FOR ADVANCED STUDIES

Selection Procedure for the Admission to the Fourth Year of the School for Advanced Studies of the University of Udine  
Academic year 2019/2020

### Article 1

The University of Udine announces, in compliance with Articles 9 and following of the Regulations of the School for Advanced Studies, published in <https://scuolasuperiore.uniud.it/la-scuola/scuola-superiore/regolamento-della-scuola> (hereinbelow: "the Regulations") a selection procedure for the academic year 2019/2020, for the admission to the fourth year of the School for Advanced Studies (hereinbelow referred to, in brief, as the "School") of six students, of which three in the scientific-economic class and three in the class referred to, in brief, as the humanities class.

The admitted candidates shall enrol in one of the Master's Degree courses (to the exclusion of single-cycle Master's Degree courses) included in the courses offered by the University of Udine for the academic year 2019/2020.

In order to favour the utmost concentration on study and to promote the exchange of cultural and educational experiences, the students benefit from free board and lodging, from September 1st to July 31st, every year. Board and lodging will be supplied at the School's premises or at a suitable partner institution.

The students are exempted from the taxes due to the University of Udine.

### Article 2

In order to be admitted to the selection procedure, the candidates:

- must be born after January 1st, 1995;
- cannot have already achieved a Master's Degree or a single-cycle Master's Degree;
- must have achieved a three-year degree diploma, also abroad, allowing them to enrol in a Master's Degree course included in the courses offered by the University of Udine for the 2019-2020 academic year; or have passed, before the date of expiration of this call for admission (September 30th, 2019) all the examinations provided for by the degree course. The diploma must be awarded, under penalty of forfeiture, within the month of November, 2019. **In both cases, the degree diploma shall allow for the enrolment in the chosen Master's Degree course without needing an integration of University Formation Credits.**

The admission of foreign students and of students having a foreign diploma is regulated by a Manifest to this purpose, which can be viewed on the University of Udine's web page (<https://www.uniud.it/it/international-area/studenti-internazionali/riconoscimento-titoli-di-studio-esteri>). Any interested students are invited to take cognisance of it. The Office for Mobility and International Relations, in Via Gemona 92, Udine, is available for any clarification.

### Article 3

The application for the selection procedure must be done solely on line, by visiting the School's website, starting from **Monday, July 15th, 09:30 a.m.**

**(opening of the registrations) until Monday, September 30th, 2019, 12:00 a.m.**

After opening the site, choose "Iscriviti al concorso", and, after registering, log in and proceed with the application by clicking "Segreteria", then "concorsi di ammissione", and finally choosing "percorso di eccellenza". A document with detailed directions of the various stages for the registration ("Concorso di ammissione al IV anno – istruzioni") is available on the School's site. For any problems in the registration, please follow the directions on the page for the assistance for students and future students: <https://progettoesse3.uniud.it/>

The application must be accompanied by:

- a photocopy of a valid identification document;
- a self-certification of the passed examinations, with the relevant grades, and any degrees awarded;
- a presentation letter by a university professor;
- the bachelor's thesis (even if not delivered yet), or another written paper;
- any other qualification deemed as useful for the assessment.

Once he has entered his data, the student must print the participation application and the questionnaire, in order to deliver them, on the day of the interview, for the identification and signing.

Students are reminded that in case of false statements, criminal penalties are provided for in compliance with Art. 76 of the aforementioned Decree of the President of the Republic, N. 445/2000.

The School does not undertake any liability in case of failed or delayed communications due to inaccurate indications of the address, or to failed or delayed communication of a change in the address or telephone numbers provided in the application, nor for any postal or telegraphic disruptions caused through no fault of the School.

The School reserves the right to verify, at any time, also after the winners are proclaimed, the truthfulness of any statements made in the application for admission, and the possession of the necessary requirements. If requirements are not satisfied, this causes the exclusion from the selection procedure, or the forfeiture of the post, if it is ascertained after the winners are proclaimed. The exclusion or the forfeiture, and the attendant motivations, shall be notified in writing to the interested parties at the address provided in the application for admission.

The School shall timely notify the interested parties, at the e-mail address provided in the application, any ineligibility of the application for participation to the selection procedure, while applications that appear to be irregular due to faults that can be corrected, may be allowed to be made compliant.

When applying, candidates having a certified disability and/or a certified diagnosis of specific learning disorders (SLD) can report their condition and their needs in terms of specific supports for taking the test, through the procedure for applying for the competition. In particular, the procedure allows to upload in pdf format any documents needed to verify the condition (currently valid disability or SLD certificate, in compliance with the applicable regulations).

The differentiated modes for taking the test shall be defined by the selection commission after having verified the presented documents. In particular, students having a specific learning disorder will be granted additional time, equal to 30

percent more with respect to that set for the admission test; in particularly serious cases, further additional aids can be provided.

Candidates having disabilities or SLDs residing abroad, who wish to avail themselves of the aforementioned measures, should present, always by making use of the procedure described above, the certification attesting to the disability or SLD condition, issued in the country of residence, accompanied by a sworn translation in Italian or in English. The University bodies tasked with verifying the certifications will ascertain that the foreign documentation attests to a condition of disability or of specific learning disorder that is acknowledged by the Italian regulations. Candidates can contact for further explanations the Assistance Service for Students with Disabilities or SLDs of the University of Udine (Viale Ungheria, 45, tel. 0432556804/556833, e-mail: [servizi.disabili@uniud.it](mailto:servizi.disabili@uniud.it) - [dsa@uniud.it](mailto:dsa@uniud.it)).

#### Article 4

The selection commission of the selection procedure is appointed by means of a provision by the School's Director. It is made up of five members at minimum, and it can be completed, if suitable, by experts in specific subjects.

The preliminary meeting and the meetings for the assessment of qualifications of the selection commission can also take place through online systems.

The selection will be made on the basis of an examination test in the form of an interview, and of the assessment of the qualifications.

The examination interview shall be meant to assess the candidates' preparedness in the subjects related to the study course they chose, as well as their skills and motivations. A maximum score of 10 points can be given to the interview, which will be deemed as passed if the candidate achieves a score not lower than 7 tenths.

The assessment of the qualifications receives a maximum score of 10 points, split as follows:

- grades in the examinations: 3.5 points maximum
- thesis or other paper: 5 points maximum
- presentation letter: 0.5 points maximum
- other qualifications: 1 point maximum.

In order to be considered as eligible, candidates will need to achieve, both in the assessment of qualifications and in the interview, a grade of at least 7/10.

The final rankings of the eligible candidates shall be drafted, separately for each class, by summing up the grade achieved in the assessment of the qualifications and the grade achieved for the interview, and they will be published in the official online board of the University ([http://web.uniud.it/ateneo/nomrativa/albo\\_ufficiale](http://web.uniud.it/ateneo/nomrativa/albo_ufficiale)) and on the School's website ([scuolasuperiore.uniud.it](http://scuolasuperiore.uniud.it)) **by October 28th, 2019.**

In case of tied scores, priority will be given, in the order, to:

1. the candidate scoring the higher grade in the interview;
2. the candidate scoring the higher average grades in the examinations of the three-year degree course;
3. the younger candidate.

#### Article 5

The interviews will take place on **October 10th, 2019, from 09:00 a.m.**, at the premises of the School, in Via Gemona N. 92, Udine. At the commission's

discretion, interviews can also take place online. Candidates having well founded and objective impediments to appearing in person shall send to the e-mail address [info.scuolasuperiore@uniud.it](mailto:info.scuolasuperiore@uniud.it), by **September 30th, 2019**, a reasoned request to take the interview online. The candidate shall provide the address to be used by the commission for the video call. The candidate shall, within the same deadline, send to the aforementioned e-mail address a scan of the application for participation, duly signed, and of the questionnaire, together with a copy of an identification document. Said document must, anyway, be subsequently delivered in original to the Administrative Office of the School. The candidate must be available in the interview day (**October 10th, 2019**) notified by the commission. For identification purposes and upon penalty of exclusion from the selection procedure, each candidate shall identify himself before the beginning of the interview, by showing the same identification document attached in copy to the application. A failure to provide a personal address, a failure to connect, the unavailability of the candidate on the day set for the interview or a failure to show the identification document are grounds for exclusion from the selection procedure. Said exclusion causes will not be applicable if the candidate, having with him a valid identification document, appears on the day set for the interview in order to take the interview in person. The School does not undertake any liability for any technical problems that will not allow for the proper execution of the interview.

The list of the candidates who are admitted to the selection procedure, separately for each class, and with the possible indication of an interview to be taken online, shall be published, having the value of a formal summons for the candidates, on the official online board of the University ([http://web.uniud.it/ateneo/nomrativa/albo\\_ufficiale](http://web.uniud.it/ateneo/nomrativa/albo_ufficiale)) and on the School's website ([scuolasuperiore.uniud.it](http://scuolasuperiore.uniud.it)) on **October 4th, 2019**.

Candidates admitted to the interview are to appear, having a valid identification document with them, on the day and at the premises as set, under penalty of exclusion from the procedure.

Candidates can take the interview in English if they request it.

Any changes to the date set for the interview shall be timely made public on the School's website. No other forms of communication shall be used, therefore the candidates are invited to check the site as the interview date draws closer.

## Article 6

In relation to the number of available posts for each class, eligible candidates are admitted to the School in the order of placement in the final merit rankings of the selection procedure.

In order to finalize the admission, the winners shall present, by the binding deadline of **October 31st, 2019**, under penalty of forfeiture, the following documents to the Administrative Office of the School:

- a valid identification document;
- a signed statement of the acceptance of the post at the School, as well as of the Regulations and of the Rules of Behaviour, for the cohabitation and use of areas in the School's residence;
- a passport-size photograph, signed on the back.

Within this same date (**October 31st, 2019**), the winners, if already granted their degree, will have to have already enrolled in the Master's Degree of their choice.

Winners not yet having the degree will be admitted conditionally; they will have to be granted their degree by November 30th, 2019, and be enrolled in the Master's Degree course by the month of December 2019.

An admitted candidate who will not comply with these terms shall be considered as having renounced, in favour of eligible candidates, according to the merit ranking order for the relevant class.

In case of renunciation by winners within the month of December, the School will take care of filling in the posts by making use of the ranking of eligible candidates of that class.

In case the posts reserved to a class are not entirely filled, any decision to make use of the ranking for the other class lies with the School's Council.

#### Article 7

Pursuant to the law, the person responsible for the administrative procedure is Dr. Francesco Savonitto, the manager of the Direction of Centres and Services. The right of access is regulated by the law and by the Regulations on administrative procedures, right of access and self-certifications.

#### Article 8

The selection procedure provided for by this call for admission, as well as any subsequent procedure concerning the finalization of the juridical relationship between the School for Advanced Studies of the University of Udine and the winner, amounts to "processing" in compliance with Article 4 Par. 1 N. 1 of the EU Regulation 2016/679, General Data Protection Regulation.

On the basis of Article 13 of said regulation, the University of Udine, as the "controller", has to provide the persons participating in the selection, as the "subjects", information concerning the modes of processing of the personal data. The notice concerning the processing of personal data and its updates are made available on the website of the University of Udine, in the "Privacy" section, which can be accessed from the home page [www.uniud.it](http://www.uniud.it).

**AREA FOR DIDACTIC SERVICES  
STUDENTS' OFFICES**

Students' Office, Medicine  
Via Colugna 44, Udine

Students' Office, Economics and Law  
Via Tomadini 30, Udine

Students' Office, Humanities  
Via Gemona 92, Udine

Opening hours of the desks for the public: Monday, Wednesday, Friday, 09:30-11:30 a.m.; Tuesday, 11:00-13:00 a.m.; Thursday, 09:30-11:30 a.m. and 02:00-04:00 p.m. The afternoon opening hours are cancelled during August.

**TOLL-FREE NUMBER 800-24-14-33**

From July 8th to October 11th, 2019, Monday to Thursday, 09:00 a.m. – 04:00 p.m., Friday, 09:00 a.m. – 01:00 p.m.  
From October 14th, 2019, Monday to Friday 09:00 a.m. – 01:00 p.m.

e-mail address: UNIVERSITY OF UDINE, [studenti@udine.it](mailto:studenti@udine.it)  
University website: <http://uniud.it>

**ALL THE UNIVERSITY PREMISES SHALL BE CLOSED FROM MONDAY,  
AUGUST 12TH UNTIL FRIDAY, AUGUST 16TH, 2019  
THEY WILL REOPEN ON AUGUST 19TH, 2019**

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Opening hours of the public desks, Monday to Friday 09:00-12:00 a.m.  
in the afternoon, by appointment  
e-mail address: [info.scuolasuperiore@uniud.it](mailto:info.scuolasuperiore@uniud.it)  
website: <http://scuolasuperiore.uniud.it/>

Udine, July 4th, 2019

THE GENERAL MANAGER  
Dr. Massimo Di Silverio

THE RECTOR  
Prof. Alberto F. De Toni