



**UNIVERSITÀ
DEL SALENTO**

**RIPARTIZIONE DIDATTICA E SERVIZI
AGLI STUDENTI**

AREA POST LAUREAM

UFFICIO MASTER E DOTTORATI

master.dottorati@unisalento.it

**Centro Congressi
Campus Ecotekne
S.P. 6, Lecce-
Monteroni**

Tel. +39 832
299041 - 9210 - 9211 - 9232 -
9238

Attachment 1)

DEPARTMENT OF INNOVATION ENGINEERING

CALL FOR ADMISSION TO MASTER'S DEGREE LEVEL II IN:

- Expert BIM and Digital Tools for Construction and Infrastructure (I Edition);
- Applied Artificial Intelligence (I Edition);
- Innovations in diagnostic and therapies in oral and maxillofacial regenerative surgery (I Edition);
- Scientific Programming (2nd Edition);
- THERESA - digiTal tecHnologiEs foR thE Security of criticAl infrastructures (I Edition);
- Digital transformation of public organizations and judicial offices (I Edition);
- Management and Resilience of Energy Communities (I Edition);

AND TO THE LEVEL I MASTER'S DEGREE IN:

- HSE manager and integrated management systems (I Edition)

A.Y. 2023/2024

(approved by D.D. No. 677 of 18/07/2023)

Art. 1 Announcement

A selection is announced, based on qualifications, for admission to the following Master Course(s) activated by the University of Salento for the academic year 2023/2024:

- Level II Master's Degree in Expert BIM and Digital Tools for Construction and Infrastructure, Director Prof. Maria Antonietta Aiello, (minimum number of 10 maximum number of places 40)
- Master of II level in Applied Artificial Intelligence, Director Prof. Massimo Cafaro, (minimum

number of 10 maximum number of places 30)

- Level II Master's degree in Innovations in diagnostic and therapies in oral and maxillofacial regenerative surgery, Director Prof. Christian Demitri (minimum number 20 maximum number of places 100)
- Master of II level in Scientific Programming, Director Prof. Italo Epicoco (minimum number 10 maximum number of places 30)
- Master of II level in THERESA - digiTal tecHnologiEs foR thE Security of criticAl infrastructures, Director Prof. Antonella Longo (minimum number of 10 maximum number of places 30)
- Master of II level in Digital Transformation of public organizations and judicial offices, Director Prof. Luca Mainetti (minimum number 12 maximum number of places 30)
- Level II master's degree in Management and Resilience of Energy Communities, Director Prof. Claudio Petti (minimum number 12 maximum number of places 25)
- Level I master's degree in HSE manager and integrated management systems, Director Prof. Maria Grazia Gnani (minimum number 10 maximum number of places 30)

Art. 2 Objectives, aims and location of the Master's degree

The Master's degree is a post-graduate course with a defined number according to a predetermined minimum and maximum quota of available places.

The number of credits required to obtain the degree of first- or second-level university Master's degree is at least 60 CFU.

Information on the purpose of the Courses, duration, employment prospects, admission requirements, admission procedures, the Educational Plan, registration fee, attendance requirements, and any other specific information (including the possibility of enrolling in one or more modules as auditors) are contained in this notice and in the Project Sheets, which, attached to this measure, form an integral part of it (Annexes 2-9).

Art. 3 Admission Requirements.

Those who possess the qualifications indicated in the attached Project Schedules or those who possess qualifications recognized as equivalent by law or equivalent qualifications also obtained at foreign universities may apply for admission to the Master's program.

The educational qualification required for admission to the Master's program must be possessed on the date of the Master's program start date.

It will, therefore, be allowed to submit an application for admission with reservations to those who expect to graduate by the start date of the Master, which is indicatively set in November 1, 2023.

The planned places will be filled in the order of the ranking list until the maximum number

established is reached.

On the suitability of degrees issued by foreign or foreign universities, the Selection Committee or the Scientific Council of the Master's program will express its opinion, for the sole purpose of admission to the Master's program, in the event that the maximum number of enrolled students is not reached, on the basis of the educational curriculum and the value of the degree and in compliance with any international recognition agreements or special provisions to which Italy adheres.

Attendance is compulsory, without prejudice to the possibility contemplated in the Project Note of a percentage of absences by individual participants.

At the end of the final examination, the trainees who have fulfilled all didactic obligations, paid virtually the stamp duty of 16 € for the parchment and taken the final examination successfully will be awarded the title of University Master's Degree.

Art. 4 Deadlines and procedures for submitting the application for admission to the Master's degree.

The application for admission to the Master's program can be submitted from July 18, 2023 until October 10, 2023.

The notice of admission is published on the institutional website of Ateneo www.unisalento.it, at the link: <https://www.unisalento.it/didattica/dopo-la-laurea/master-di-i-e-ii-livello> and on the website of the Department.

The application must be submitted, under penalty of exclusion, electronically.

It will be necessary, for this purpose, to use the appropriate procedure made available at <https://studenti.unisalento.it>.

To access the procedure it is necessary to:

- connect to the aforementioned website <https://studenti.unisalento.it> and select, in the top right-hand corner, under MENU', the chosen language (Italian or English).
- candidates who are not already registered in the system will have to proceed by clicking in the REGISTRATION section of the RESTRICTED AREA;
- candidates already registered on Esse3 will be able to access the Portal directly (by logging in from "Authentication procedure - LOGIN") and log in with the credentials they already have.

Foreign candidates, on the other hand, will be able to access the Portal through the "Registration for Foreign Candidates" item without having to activate SPID.

All other candidates will, however, have to compulsorily activate SPID level 2.

The necessary information for SPID activation can be found at the link <https://www.spid.gov.it/richiedi-spid>;

- after logging into the Portal, click on the following items:

COMPETITIONS/REGISTRATIONS - ADMISSION TESTS/COMPETITIONS -
COMPETITION REGISTRATION.

It will then be necessary to select, from the list of competitions, the Master's degree program in which you intend to participate and after having carefully read this notice of selection and the attached Project Form(s), enter all the information required by the system for the telematic completion of the application. The procedure in this point is a necessary condition to be admitted to the selection;

- complete the telematic application for participation in the competition in all its parts, attaching the files required by the system in one of the following formats (pdf, jpg or tiff) and follow the instructions contained in the following point.

the application must be completed and transmitted telematically no later than 1 p.m. (Italian time) on October 10, 2023.

COMPLETION OF THE TELEMATIC APPLICATION PROCEDURE

The telematic application procedure is validly completed with the printing from the student portal of the receipt of the application for admission to the competition.

With the printing of the "admission test application," upon completion of the online procedure, the candidate may, therefore, consider the application to be validly transmitted.

The candidate shall not transmit the receipt of the application in any other way.

By submitting the application electronically, the candidate:

- assumes responsibility, pursuant to Articles 46 and 47 of Presidential Decree 445/2000, for the statements made and files attached to the telematic application, in full awareness of the criminal penalties arising from false statements and/or false declarations;
- takes note of the fact that the collection and processing of personal data will take place in compliance with national and EU law, as well as with the principles of fairness and protection of confidentiality and exclusively for purposes related to all the fulfillments related to the full implementation of the administrative relationship with the University.

RESTRICTED APPLICATION: Applicants who do not yet possess the qualification required for access but who expect to obtain it by the start date of the Course may apply with reservations.

Therefore, the telematic procedure will allow the entry of the qualification in hypothesis.

The candidate who has produced a conditional application must proceed, as soon as the title is obtained, to notify the administrative contact and the Secretariat of the Master's degree reported in the Project form , by transmitting the duly signed statement in lieu of certification of qualification to protocollo.ingegneria@unisalento.it and attaching a valid identity document.

Once the application has been transmitted through the telematic procedure, the candidate should not submit or attach any further documentation.

Art. 5 Documentation to be attached to the application

To the application for participation in the competition, completed and submitted electronically by the deadline indicated in this notice, the candidate must compulsorily attach the files of the documents mentioned in points 1) and 2) containing:

1. a valid identity or identification document;
2. the curriculum vitae. The candidate must include in the c.v., signed at the bottom and considered as self-certification for all legal purposes, the indication of all the titles that the Project Note considers evaluable as well as the ritual formula for self-certification.

Official communications relating to the selective procedure in question will be sent by the Master's Degree Secretariat to the e-mail address assigned by the system when first accessing the Student Portal or, alternatively, to the e-mail address indicated by the candidate in his/her c.v., if different from the first.

Art. 6 Modalities of integration/rectification of the application

The application may be modified/supplemented only electronically within the deadline for submission of the application for admission stated in Article 4 above.

In order to modify/supplement the application, the candidate will have to access again the website studenti.unisalento.it, click on "MENU", then on "ADMISSION TESTS/COMPETITIONS" and then selecting the competition for which he/she intends to modify the application from "LIST OF COMPETITIONS REGISTERED", then proceed to click on "MODIFY ENROLLMENT" and finally on "ENROLLMENT COMPETITIONS" at the bottom of the page.

This will allow the candidate to again access the submitted application and proceed to replace, delete or add additional documents. Upon completion of the changes, the candidate will have to proceed to submit a new application which will automatically replace the previous one already submitted.

The new application generated by the system will permanently cancel the previous application so it is recommended to check the correctness and completeness of the documents attached to the last submitted application.

In the case of multiple integrations or corrections submitted by an applicant, only the last integration/rectification received will be taken into consideration.

If the integrations/adjustments concern participation in more than one Master's Course, it will be necessary to produce one application for each Course for which one is participating and for

which one intends to submit the correction or integration.

Art. 7 Selection modalities

The evaluation of applications for admission to the Master's degree will be carried out by a special Commission composed of at least no. 3 members and appointed by the Director of the Department on the basis of the criteria indicated in the University Regulations on Master's degrees and reported in the attached Project Note.

In the hypothesis that the maximum number of enrolled students is not reached, the selection provided for in the previous paragraph will not be made.

In this hypothesis, upon the outcome of the positive administrative verification carried out by the competent administrative offices of the Department of reference regarding the possession of the access requirements, the list of those admitted will be approved by a provision of the Director of the Department.

The rankings of those admitted to each Master's program will be published on the institutional website of the University <http://www.unisalento.it> accessible from the link: <https://www.unisalento.it/didattica/dopo-la-laurea/master-di-i-e-ii-livello> and on the website of the proposing Department.

This fulfills the notification requirements of Article 8 of Law No. 241/90.

Those who, in relation to available places, have been placed in a useful position in the ranking list are admitted to the Master's program.

In the event of renunciation, revocation, exclusions and/or abandonment, the Director of the Department will proceed by his own measure to the eventual scrolling of the ranking list according to the order of the approved list.

A quota of places not exceeding 20% of the maximum number of enrollments may be reserved, where provided for in the attached Project Schedule, for technical administrative personnel of the University of Salento who will be identified by the Director General, possessing the qualifications for admission.

Within the framework of the "P.A. 110 e lode" initiative and the agreement signed between the University of Salento and the Minister of P.A., facilities may be provided in favor of employees of the PP.AA., as detailed in the Project sheets that provide for it.

Art. 8 Modalities of application and payment of the application fee.

Candidates admitted to the Master's program must proceed, within the deadline of 15 days from the publication of the final ranking on the University Portal, to formalize their enrollment in the same.

To this end, those admitted to the Master's program must connect to the Student Portal at <http://studenti.unisalento.it> and, with the same credentials for access already used when filling out the application online, register for the Master's program for which they have been admitted.

The payment of the application fee must be made through the "PagoPA" system in accordance with the procedures set out in the attached Project Form.

The application fee must be paid in two equal installments to be paid, the first within 15 days of the notice of admission to the Master's program (without which enrollment will not be considered validly completed) and the second within 120 days of the start of the training activities.

By accessing the restricted area of the student portal with his or her credentials, each student will find, in correspondence with the fee invoice he or she intends to pay, the "Pay with Pago PA" button.

Any cancellations made after the start of the courses will not give rise to refunds of the fees paid except in the case of failure to start the Master's program.

A fixed stamp tax in the amount of €16 is added to the fee for enrollment in the Master's program. On the other hand, those who, from appropriate documentation, are in a situation of disability, with a recognized percentage of disability equal to or greater than 66%, are exempt from the payment of registration fees.

To take advantage of the exemption, a certificate of disability issued by the competent health care facility indicating the recognized percentage must be attached to the application.

In order to obtain enrollment in the Master's program, the Italian or EU citizen or foreigner regularly residing in Italy, in possession of a foreign qualification must present in addition to the above documentation:

- 1) copy of visa/permit to stay (only for non-EU citizens legally residing in Italy);
- 2) sworn and legalized translation of the qualification;
- 3) declaration of value in loco issued by the Italian Diplomatic Representation (Embassy/Consulate) competent for the territory.
- 4) certificate of the examinations taken indicating the grade obtained in each proficiency exam and the final degree grade, with sworn translation.
- 5) syllabus of the examinations taken provided with a sworn translation.

Art. 9 Enrollment in individual teaching modules and auditors

Where the Master's program is launched following the achievement of the minimum number of enrolled students, it will be possible, where provided for in the attached Project Schedule and according to the procedures and timetables that will be subsequently established and made known on the Department's website, to apply for enrollment in one or more teaching modules of the Master's program, at the costs provided for in the same Project Schedule.

For enrollment in individual modules, possession of the degree required for enrollment in the Master's program is required.

Successful completion of the module will entitle the holder to a certificate of attendance

containing the number of CFUs provided for the module and the name of the module for which the relevant CFUs were acquired.

Interested individuals, including those who do not possess the qualification required for admission to the Master's program, may be admitted to individual modules as auditors, interested parties, including those not in possession of the degree required for access to the Master's degree, with issuance of simple certificate of attendance, upon payment of the fee established for the relevant module in the Project Note.

Art. 10 Foreign students and evaluation of Degrees earned abroad

Foreign citizens who wish to access the Master's degrees must comply with the provisions set forth in the Regulations for the Access of Foreign Students to University Courses a.y. 2021/2022, which can be consulted on the website <https://www.studiare-in-italia.it/studentistranieri/>

On the suitability of degrees issued by foreign or foreign universities, the Selection Committee or the Scientific Council of the Master's program shall express its opinion, for the sole purpose of admission to the Master's program, in the event that the maximum number of enrolled students is not reached, on the basis of the educational curriculum and the value of the degree and in compliance with any international recognition agreements or special provisions to which Italy adheres.

Art. 11 Concurrent enrollment in Course of Study

Pursuant to the provisions of Law No. 33/2022 and Implementing Decrees Nos. 930/2022 and 933/2022, simultaneous enrollment in the same academic year at Italian or Italian and foreign institutions in a Master's Degree Course and a Bachelor's, Master's or Master's Degree Course, as well as simultaneous enrollment in a Master's Course and a Master's, Master's or Master's Degree Course is allowed.

Concurrent enrollment in the same master's course, even at two different Universities, Schools or Institutes of Higher Education with special regulations, is not permitted.

Simultaneous enrollment in a Master's Course and a Doctoral Course will be subject to evaluation by the respective collegiate bodies, which will verify whether the conditions exist for the acquisition of the knowledge and skills necessary to achieve the educational objectives of each pathway.

The evaluation of the possibility of simultaneous enrollment in a Master's Degree Course and a Graduate School will be the subject of evaluation by the respective Collegiate Bodies, which will verify the compatibility of the attendance obligation with the existence of the conditions for the acquisition of the knowledge and skills necessary for the achievement of the training objectives of each pathway.

The Administration reserves the right to carry out any necessary investigation or control, even

on a random basis as well as to take any useful action to protect its interests against false or mendacious statements or for any other profile of crime that may be recognized in the ways and forms provided by Law.

Art. 12 Start of activities

With the attainment of the minimum number of enrolled students, the activities of the Master's program may begin.

In calculating the minimum number of enrolled students, only those enrolled who are required to pay the registration fee for the Master's program will be counted.

In case of failure to reach the Department may decide, however, to start the Master's program in the event that the number of paying enrolled students is not less than 80% of the minimum number envisaged, proceeding to a reshaping of the Financial Plan that guarantees the balance between income and expenditure as well as the proper and full performance of all the planned training activities.

Art. 13 Person in charge of the procedure, information and final provisions

Attached to this Notice of Admission is a summary sheet called "PROJECT SHEET" which contains, briefly:

- the admission requirements (Bachelor's or Master's degree according to the level of the proposed Master's program), with the possibility, where provided for in the Project Note, to apply for individual modules or as auditors even for subjects not in possession of the requisite for access;
- the professional figure to be trained;
- the methods and deadlines for submitting applications;
- the amount of the application fee and the terms of payment in the event of subsequent admission to the Master's program;
- the cost of individual modules (where such a possibility is provided);
- the selection methods and criteria for the formulation of the ranking list provided for in the Project Note;
- the attendance obligations required of participants;
- the indication of the Director of the Master's program, the members of the Scientific Council and the administrative contact person;
- The person in charge of the administrative process of this selection;
- the indicative date of publication of the ranking list (or list) of those admitted;
- the indicative start and end date of the course (November 1, 2023 - October 30, 2024).

The Notice of Announcement will be published on the University Portal at www.unisalento.it in

the section "Teaching" - "After Graduation" - "Master's and Postgraduate Courses" at the link <https://www.unisalento.it/didattica/dopo-la-laurea/master-di-i-e-ii-livello> and on the Department's website in the home page section.

For all matters not provided for in this Manifesto, please refer to the attached Project Sheet, Project Note and the Regulations for the Regulation of University Master's Courses issued by R.D. No. 381, dated 06/28/2018 and the relevant laws and regulations in force.

The Director of the Department