



DEPARTMENT OF FOREIGN LANGUAGES, LITERATURES AND CULTURES

**Call for applications
to the limited access Master's Degree Course in**

**TEXT SCIENCES AND CULTURE ENHANCEMENT IN THE DIGITAL AGE
Class: LM-43 – Computer Methodologies for the Humanities**

2023/2024 Academic Year

4 STEPS TO ENROLL

1. CHECK THE ANNOUNCEMENT

Read the announcement carefully and if you have any doubts contact the relevant offices (Student Secretariat and Orientation Office)

[Help Desk Studenti](#)

2 ENROL FOR THE UNIBG SELECTION

Enrol for selection (=pre-enrolment) via the Internet Desk by the following dates:

- 31/05/2023 (I selection)
- 23/08/2023 (II selection)

3. IF YOU'RE ADMITTED, ACCEPT YOUR SEAT AND ENROL

If you are admitted, accept the seat by filling in the online enrolment form and pay the € 156 euro by:

- 6/07/2023 (I selection)
- 20/09/2023 (II selection)

4. IF YOU ARE NOT ADMITTED, PLEASE CHECK THE RANKING LIST AND REPECHAGE

If you are not among the admitted candidates, check the availability of seats following any changes in the ranking list or following the repechage procedure.

This notice is addressed to those who intend to enrol in the Master's Degree Course **with limited number of students** in "TEXT SCIENCES AND CULTURE ENHANCEMENT IN THE DIGITAL AGE", class LM-43 - Computer Methodologies for the Humanities.

The Master's Degree Course in "TEXT SCIENCES AND CULTURE ENHANCEMENT IN THE DIGITAL AGE", taught in both English and Italian language, offers 2 curricula:

- Digital text sciences, multimodal translation, transcoding
- Enhancement and digital management of cultural productions

There is an overall number of places; the admitted candidate must choose the curriculum when enrolling.

The Master's Degree Course in Text Sciences and Culture Enhancement in the Digital Age must still receive ministerial accreditation.

Information regarding the above-mentioned master's degree course (regulations, admission requirements, teaching plan, educational objectives, information and contacts, etc.) will be available on the following webpage: <https://ls-tsce.unibg.it/en>

SECTION 1 - AVAILABLE SEATS

For the 2023/2024 academic year, **60 seats** are available for admission **to the Master's Degree Course in Text Sciences and Culture Enhancement in the Digital Age**, class LM-43, divided as follows:

Curriculum	Italian citizens, EU citizens and equivalent non-EU citizens *	Non-EU citizens residing abroad
Text Sciences and Culture Enhancement in the Digital Age	54	6

(*) Foreign students legally residing in Italy participate in the selection as Italian citizens art. 39, paragraph 5, of Italian Legislative Decree no. 286 of 25 July 1998)

There will be 2 selection sessions, in which the following seats will be made available:

First selection (pre-enrolment from 19/04/2023 to 31/05/2023)

Curriculum	Italian citizens, EU citizens and equivalent non-EU citizens *	Non-EU citizens residing abroad
Text Sciences and Culture Enhancement in the Digital Age	24	6

Second selection (pre-enrolment from 3/07/2023 to 23/08/2023)

Curriculum	Italian citizens, EU citizens and equivalent non-EU citizens *	Non-EU citizens residing abroad
Text Sciences and Culture Enhancement in the Digital Age	30	0

The seats reserved for non-EU citizens residing abroad, if not entirely taken, will be made available to Italian, EU and non-EU citizens of equivalent status (lawfully resident).

If you are not admitted to the course in the first selection, you may apply for pre-registration in the second selection.

SECTION 2 – ADMISSION REQUIREMENTS

For admission to the Master's Degree in Text Sciences and Culture Enhancement in the Digital Age you must:

1) hold the following **CURRICULAR REQUIREMENTS**:

A - Have earned an Italian degree in the areas of the humanities and/or technical-scientific disciplines and have acquired, by the deadline of the registration for the selection, **at least 48 university credits (for graduating students even the exams which are present in the study plan and have not been passed yet will be considered)** distributed in the following scientific-disciplinary fields:

INF/01 INFORMATICS;
ING-INF/05 INFORMATION PROCESSING SYSTEMS;
MAT/01 MATHEMATICAL LOGIC;
IUS/04 BUSINESS LAW;
IUS/10 ADMINISTRATIVE LAW;
L-ANT/02 GREEK HISTORY;
L-ANT/03 ROMAN HISTORY;
L-ANT/05 PAPIROLOGY;
L-ANT/09 ANCIENT TOPOGRAPHY;
L-ANT/ 10 METHODS OF ARCHAEOLOGICAL RESEARCH;
L-ART/01 HISTORY OF MEDIEVAL ART;
L-ART/02 HISTORY OF MODERN ART;
L-ART/03 HISTORY OF CONTEMPORARY ART;
L-ART/06 CINEMA, PHOTOGRAPHY AND TELEVISION;
L-FIL-LET/02 GREEK LANGUAGE AND LITERATURE;
L-FIL-LET/04 LATIN LANGUAGE AND LITERATURE;
L-FIL-LET/05 CLASSICAL PHILOLOGY;
L-FIL-LET/08 MEDIEVAL AND HUMANISTIC LATIN LITERATURE;
L-FIL-LET/09 ROMANCE PHILOLOGY AND LINGUISTICS;
L-FIL-LET/10 ITALIAN LITERATURE;

L-FIL-LET/11 CONTEMPORARY ITALIAN LITERATURE;
L-FIL-LET/12 ITALIAN LINGUISTICS;
L-FIL-LET/13 PHILOLOGY OF ITALIAN LITERATURE;
L-FIL-LET/14 LITERARY CRITICISM AND COMPARATIVE LITERATURE;
L-FIL-LET/15 GERMANIC PHILOLOGY;
L-LIN/01 HISTORICAL AND GENERAL LINGUISTICS;
L-LIN/10 ENGLISH LITERATURE;
L-LIN/12 LANGUAGE AND TRANSLATION - ENGLISH;
M-FIL/02 LOGIC AND PHILOSOPHY OF SCIENCE;
M-FIL/05 PHILOSOPHY AND THEORY OF LANGUAGE;
M-GGR/01 GEOGRAPHY;
M-GGR/02 ECONOMIC AND POLITICAL GEOGRAPHY;
M-STO/01 MEDIEVAL HISTORY;
M-STO/02 MODERN HISTORY;
M-STO/04 CONTEMPORARY HISTORY;
M-STO/08 ARCHIVAL SCIENCE, BIBLIOGRAPHY AND LIBRARIANSHIP;
M-STO/09 PALEOGRAPHY;
SEC-S/01 STATISTICS;
SECS-S/05 – SOCIAL STATISTICS;
SPS/07 GENERAL SOCIOLOGY

and especially:

* at least 6 credits in one or more of the following fields: INF/01, ING-INF/05, MAT/01, SECS-S/01; SECS-S/05, SPS/07;

* at least 24 credits in one or more of the following fields: L-LIN/01 (Historical and General Linguistics); L-LIN/12, M-FIL/02; M-FIL/05; L-FIL-LET/10, M-GGR/01; M-GGR/02

otherwise

B – Have acquired another qualification earned abroad, recognised as suitable

The foreign qualification must have been issued by a University or by a legally recognised post-secondary Higher Education Institute and must allow, in the education system of the country that issued it, the continuation of university studies at the next level – second cycle (Bologna process).

The Selection Committee assesses the suitability of the foreign academic qualification for admission to the course, even with reference to curricular requirements mentioned in section A.

2) hold a level B2 OF ENGLISH LANGUAGE KNOWLEDGE

For the purposes of fulfilling this requirement, a B2 level is necessary, confirmed by the certificates listed at the following webpage: <https://ccl.unibg.it/it/apprendimento-lingue/servizi-studenti/riconoscimento-certificazioni-linguistiche>

If the candidate does not have the certification, the knowledge of the English language is verified during the interview.

The requirement of the B2 level knowledge of the English language is **mandatory** for admission to the course.

Failure to meet the admission requirements will result in exclusion from the selection procedure set out in this notice and will prevent enrolment.

Even candidates who are going to obtain a Bachelor's degree (which allows access) **by 30th April 2024 (extraordinary session a.y. 2022-2023)** may apply for selection and enrolment *with hold* if they are successfully placed in the merit lists, provided that at the time of enrolment, they owe no more than 24 university credits (including any internship) besides the final exam.

Candidates who do not earn their degree by 30th April 2024 will be excluded from the admission procedure and will forfeit their enrolment in the Master's degree for all purposes.

Similarly to the rules for graduating students, candidates who have already graduated and are enrolled in single course units for the 2022-2023 academic year, in order to acquire the university credits required as curricular requirements, may enrol in the selection and enrolment process *with hold*, if they are successfully placed in the merit lists. In case of admission to the course *with hold*, these candidates may pre-enrol for the course, i.e. enrol *with hold* provided that at the time of enrolment they do not owe more than 24 university credits, to be completed by the 2024 January/February exam session. Should they fail to pass the missing exams by that date, candidates will be excluded from the admission procedure and will forfeit their right to enrol in the Master's degree.

SECTION 3 - SELECTION

Admission to the Master's degree course is subject not only to having the curricular and linguistic requirements set out in section 2, but also to verification of the adequacy of the candidates' personal preparation, which will take place as follows:

- **Academic merit** (weighted average of the marks of the exams taken for the degree which is the admission requirement) up to **70 points**;
- **Evaluation of the candidate's personal preparation**: up to **30 points**.

Only those candidates who obtain a score **equal to or higher than 72/100** will be considered **eligible** and will be admitted to enrolment in order of ranking, up to the number of seats available for each selection session.

A specially appointed Selection Committee, made up of at least three regular members and three substitutes (chosen from among the teaching and research staff of the course of study), guarantees the correct execution of the selection procedures.

The Selection Committee will first check that the applicant meets the entry qualification, the curricular requirements and the knowledge of English, as laid down as admission requirements in section 2 of the Notice, under penalty of exclusion from the selection procedure.

The Selection Committee verifies the adequacy of the candidates' personal preparation in 2 stages.

STEP 1: ASSESSMENT OF ACADEMIC MERIT (maximum score 70/100)

The first phase of analysis and evaluation is carried out on the basis of the data and documentation that candidates must declare/attach online when registering for the selection (see section 5 of this Notice for further details).

For all candidates (graduates and graduating students), the marks to be awarded for academic merit will be allocated by the proportion in seventies of the weighted average marks of the exams taken in the degree that is the access requirement, rounded to the second decimal place.

In the case of graduating students, the exams taken up to the date of submission of the pre-enrolment application must be considered.

For example, the weighted average of the marks of the exams taken of 27.42 is awarded 63.98 points (27.42:30 = X:70)

STEP 2: EVALUATION OF PERSONAL PREPARATION (maximum score 30/100)

The personal preparation of the candidates is verified through an interview in English which aims to verify the following knowledge, skills and abilities:

- ✓ Knowledge
 - basic IT knowledge (Excel and Word)
- ✓ Skills
 - writing texts with Microsoft Word
 - using a spreadsheet (formulae, functions, charts) with Microsoft Excel
- ✓ Abilities
 - communication ability in English and Italian (ability for spoken communication, speaking in front of an audience, facing an interview on undetermined topics).

The interview will take place in the following days:

- on **20th June 2023** at **9:00** in Sala Riunioni in the university venue in Piazza Rosate - Bergamo (first selection)
- on **5th September 2023** at **9:00** in Sala Riunioni in the university venue in Piazza Rosate - Bergamo (second selection).

Depending on the number of candidates it may be necessary to set more sessions in the same day. Upon request from the candidate, the interview may be carried out online, with modalities that will be communicated later.

It will not be possible to take the interview if:

- ✓ candidates do not have an identity document;
- ✓ candidates have not paid the pre-registration fee of € 52,00.

Candidates with disabilities and/or specific learning disorders

Candidates with disabilities (L. 104/92), with civil invalidity (L. 118/71), and/or with specific learning disorders (SLD, L. 170/2010), who intend to ask for support, must fill the section "Declaration Invalidity and/or SLD", inside the online pre-registration application, uploading proper certifications no later than the deadline of the pre-registration shown in the section 12, letter a).

The request of support tools is complete after filling the form in the abovementioned section. **Uploading certifications, without explicitly and justifiably asking for support tools, does not allow the presence of any tools and/or measures for the candidates.**

Candidates with invalidity or disabilities

Candidates with civil invalidity (L. 118/71) and/or disabilities (L. 104/92) must present the relevant certificate issued by the competent medical board of the National Health System certifying the type of invalidity and/or the degree of handicap identified.

Tools offered for tests are: additional time, equal to 50%, reading support and use of calculator. If other tools are necessary, the candidate must point them out in the form, during the pre-registration procedure.

Candidates with SLD

Candidates with SLD (L. 170/2010) must present a proper certificate issued by no more than 3 years by National Health Service facilities or by facilities and practitioners accredited by it, along with the file containing the results of the tests taken.

Tools offered for tests are: additional time, equal to 30%, reading support and use of calculator. The following items are not allowed: dictionaries; formularies; periodic tables; concept maps; personal computers, tablets, smartphones and other similar tools.

Candidates with disabilities and/or SLD with a certificate issued by a foreign health facility

Candidates with disabilities and/or SLD living abroad who want to benefit from the abovementioned measures must fill the section "Declaration Invalidity and/or SLD", upload the certificate stating the degree of invalidity, disability and/or SLD issued in the country of residence, along with the certified translation in Italian or English, and indicate the support tools necessary to carry out the test as explained in the abovementioned procedure.

It will be possible to meet the demands received **no later than the deadline of the pre-registration** shown in section 12, letter a) through the procedure of pre-registration and the upload of proper certifications, to allow the Administration to take the necessary measures.

For any further information, please contact servizi.disabili@unibg.it or servizi.dsa@unibg.it

SECTION 4 - CANDIDATES HOLDING A FOREIGN ACADEMIC DEGREE

Candidates who hold a foreign academic degree must have the admission requirements explained in section 2 "Admission requirements", in terms of curricular requirements and B2 level English knowledge.

A - EU citizens wherever they reside, non-EU citizens legally residing in Italy

EU citizens wherever they reside and non-EU citizens legally residing in Italy (art. 39, paragraph 5, of Italian Legislative Decree no. 286 of 25 July 1998) holders of a foreign academic degree participate in the selection as Italian citizens, competing for admission to the course in a single ranking.

These candidates will be assessed in the same way as indicated in Section 3. The Selection Committee proceeds to recalculate the marks in seventies for the exams taken for obtaining the degree used as the admission requirement, on the basis of the information contained in the Transcript of Records; candidates must also be interviewed to verify their personal preparation.

B - Non-EU citizens residing abroad (visa applicants)

The Italian Ministry of Education, University and Research (MUR) has published a circular letter at www.studiare-in-italia.it/studenti stranieri, which defines the procedures for the admission of international students to Italian universities.

Candidates who do not have a B2 level Italian language certificate of Council of Europe issued in the frame of the quality system CLIQ (Certificazione Lingua Italiana di Qualità) which includes the certification authorities Università per stranieri di Perugia, Università per stranieri di Siena, Università Roma Tre, Società Dante Alighieri, Università per stranieri "Dante Alighieri" di Reggio Calabria, will have to take an assessment test of Italian language along with the admission interview.

The selection of non-EU candidates residing abroad (visa applicants) takes place solely on the basis of an interview with the lecturers identified by the President of the Course of Study, which aims to verify previous knowledge and skills.

The following criteria will be used to evaluate candidates:

- level of knowledge of the English language (up to 4 points);
- relevance to the Master's degree course of the internship carried out in the bachelor's degree course (up to 3 points);
- graduation mark (up to 4 points);
- relevance to the Master's degree course of the studies carried out in the bachelor's degree course (up to 2 points);

- previous knowledge and skills (up to 3 points).

The overall score is expressed by assigning up to a maximum of 16 points on the basis of the evaluation grid contained in the attachment (attachment 1) and a merit list will be drawn up which is distinct from the general merit list which includes Italian citizens, EU citizens wherever they reside and non-EU citizens legally residing in Italy.

Candidates **holding a foreign academic degree** must attach to the pre-enrolment application:

- academic degree legalized and translated into Italian;
- Declaration of Value issued by the Italian Embassy or Consulate in the country where the qualification was earned. The Declaration of Value can be replaced by a certificate issued by foreign official bodies or by a certificate issued by Italian ENIC-NARIC centres (CIMEA);
- certificate issued by the university of origin stating the exams passed and the relative grading scale (Transcript of records) or the Diploma Supplement.

The documentation attached must also show the grade with which the degree was obtained and the evaluation system to which it refers.

SECTION 5 - APPLICATION FOR SELECTION

Registration for the selection must take place, **no later than 23:59 on the last day for pre-enrolment** of each session (deadlines indicated in section 12) by the following means:

1. **connect to the Internet Desk** via the website www.unibg.it, register by accessing the "REGISTER" section, completing the mandatory fields or access directly by entering the credentials you already have.

Students can consult the special Guide to pre-enrolment in Master's degree courses at:

<https://www.unibg.it/studia-noi/ti-aiutiamo/contatta-segreteria>

Institutional credentials are valid for the entire duration of your university career and are required for each access to your personal profile into **Internet Desk** (<https://sportello.unibg.it/Home.do>).

2. **select** from the menu in the top right-hand corner, select "Secretariat" and then "Pre-enrolment for Limited Access Courses/Master's Degree/PhDs/Master/Support";
3. **select** "Selection registration" and place the check flag on "MASTER'S DEGREE"
4. **choose** the limited access Master's degree course in "TEXT SCIENCES AND CULTURE ENHANCEMENT IN THE DIGITAL AGE";
5. **attach** a front/back copy of a valid identity document (identity card, driving licence, passport) and for foreign students a copy of their residence permit, if any;
6. **attach** any declarations of disability/SLD;
7. **insert** the required qualifications;
8. attach **the following documents in the "Qualifications and documents management for evaluation" form**:
 - a) if you are a graduating student from another university: certification of enrolment with indication of the University, the degree course, with a list of exams passed with indication of date, grade, university credits and scientific-disciplinary sectors and of any exams still to be passed with indication of university credits, scientific-disciplinary field and expected date of the exam session;

- b) if you are a graduated student from another university: certification of degree with indication of the name of the University, the degree course, the date of graduation and the grade of the final examination, the list of passed exams with indication of date, grade, university credits and scientific-disciplinary fields;
- c) certificates or self-certifications of further qualifications in addition to the degree required for access (to be attached if necessary to demonstrate the existence of the curricular requirements; they will not be considered for the average weight of the exams);
- d) a certificate of knowledge of the English language, if any, at least B2 level, in order to demonstrate the fulfilment of the linguistic requirement for admission (section 2 of the Notice).

Graduates/graduating students of the University of Bergamo do not have to enclose the self-certifications mentioned in points a) and b), but must fill in the questionnaire mentioned in point 9. Candidates **holding a foreign academic degree** must attach the documentation indicated in section 4.

9. **fill in the questionnaire** "Self-certification of the weighted average of the marks of the exams passed (referring to the **career used to access the Master's degree**)" by entering the weighted average of the marks of the exams passed up to the date of completion of this pre-enrolment application, rounded to the second decimal place. Example: for an average of 27.623 enter 27.62 while for an average of 27.627 enter 27.63. Round up if the third decimal place is 5: 27.625 becomes 27.63.

10. pay **the registration fee for the selection of € 52.00** through the PagoPA system as indicated on the page <https://en.unibg.it/life-at-unibg/students-office/taxes-and-benefits/payment-procedures>

PLEASE NOTE The registration for the selection is considered completed and valid only after the payment of the fee to be made within the deadline for pre-enrolment indicated in section 12 letter a). The payment will not be refunded under any circumstances.

Only candidates who have completed their registration by enclosing the required documents online and paying the relevant fee by the deadline and in accordance with the procedures described above will be admitted to the selection.

It is the sole responsibility of the candidates to verify that all documents required for application have been properly attached online as indicated above.

SECTION 6 – RANKINGS

For Italian candidates, EU candidates wherever they reside and those treated as equivalent (non-EU citizens legally residing in Italy), at the end of the selection process described in section 3, a general merit list will be drawn up.

The merit list is drawn up on the basis of the sum of the points obtained in STEP 1, concerning the evaluation of academic merit (up to a maximum of 70 points) and the points obtained in STEP 2 with the evaluation of the personal preparation through the interview (up to a maximum of 30 points).

Only those candidates who have **an overall score equal to or higher than 72/100** points will be considered eligible and can compete for admission to the course.

In the event of a tied score (expressed on a 100 basis), the candidate with the highest score in terms of merit (weighted average of the exams) will prevail; in the event of a further tie, priority is given to the youngest candidate.

All eligible candidates will be admitted to the course, exclusively on the basis of the order of the merit list, up to the coverage of the available seats offered in each individual selection.

The **merit list** will be published within the deadlines indicated in section 12 (letter c) on the University Portal at <https://www.unibg.it/studia-noi/isciversi/passi-isciversi/pre-iscrizioni-magistrali> as the only means of legal disclosure regarding the outcome of the selection.

The **ranking of non-EU candidates living abroad** (reserved quota) will be drawn up exclusively on the basis of the marks awarded at the admission interview during the pre-evaluation of the candidates. With the same score, the youngest candidate prevails.

The relative merit list will be published within the deadlines indicated in section 12 (letter c) at <https://www.unibg.it/studia-noi/isciversi/passi-isciversi/pre-iscrizioni-magistrali>

SECTION 7 - ENROLMENT

DEADLINES

Successful candidates, who have been favourably placed in the merit lists for admission to the Master's degree course in Text Sciences and Culture Enhancement in the Digital Age, must enrol by the deadlines indicated in section 12 letter d), under penalty of forfeiting the right to enrol.

ENROLMENT PROCEDURES FOR THE MASTER'S DEGREE COURSE

The enrolment process involves two steps:

1. Submission of the enrolment application: access the reserved area of the Internet Desk of the website with the User Name and Password assigned at the end of the registration procedure on the University portal, select the item "Enrolment" and follow the instructions given in the various screens.
2. Payment of the regional tax for equal access to study and the stamp duty: access the reserved area of the Internet Desk website with the Username and Password assigned at the end of the registration procedure and select Secretariat>Payment to make the payment of the €156 fee through the PagoPA system according to the methods indicated on the page <https://en.unibg.it/life-at-unibg/students-office/taxes-and-benefits/payment-procedures>

Late payments with default are not permitted. The mere completion of the online enrolment application without payment of the fee instalment within the peremptory deadline will result in exclusion from the procedure.

During the online enrolment procedure, students coming from other universities will be asked to upload the photography necessary required for the issuing of the university ID card, in the format that will be indicated.

Even the **graduating students admitted "with hold"** to the Master's degree course must pre-enrol and pay the fee of € 156 by the deadline for enrolment indicated in section 12 letter d). Their enrolment will remain subject to conditions until they have obtained their Bachelor's degree, which must be done by 30 April 2024. **Those who**, at the time of entering the application for online enrolment, **still have to take no more than 3 exams for a maximum of 24 credits (including any internship) in addition to the final test** may pre-enrol. With reference to the internship, the requirement is deemed to be fulfilled if the internship has already been started.

Students "admitted with hold" who have pre-enrolled even though they do not meet the above requirements relating to missing exams will have their pre-enrolment application cancelled by the Student Secretariat.

Non-EU citizens residing abroad (visa applicants) must submit to the Student Secretariat a copy of their passport and a copy of their valid residence permit for study purposes or, if not yet issued, a copy of their student visa and then a copy of the receipt certifying that they have applied for a residence permit. Enrolment is subject to the submission of the residence permit and the original documentation relating to the foreign qualification held.

SECTION 8 – RANKING LIST AND REPECHAGE

The ranking scrolling procedure allows for the admission of a number of candidates equal to the number of unfilled seats after the registration of successful candidates, according to the order of the ranking list.

a) By the deadline indicated in section 12 (letter e) on the University Portal at <https://www.unibg.it/studia-noi/iscriversi/passi-iscriversi/pre-iscrizioni-magistrali> a notice with the number of seats still available (first round) will be published.

b) All candidates who are placed in the ranking will be admitted to the course and must accept the seat in the same way as indicated in section 7, by filling out the online application form and paying the fee of € 156 by the deadline indicated in section 12 (letter g), **under penalty of forfeiting the right to enrol.**

c) In the meantime, during the period indicated in section 12 (letter f), all eligible candidates who have not been admitted to the course may declare their interest in the assignment of any remaining seats by filling in the online application form, according to the procedures that will be communicated in a subsequent notice.

Please note: Candidates who do not apply for recovery in accordance with the above procedures will be excluded from all further steps in the procedure.

d) By the deadline indicated in section 12 (letter h) a notice with the number of seats still available will be published at <https://www.unibg.it/studia-noi/iscriversi/passi-iscriversi/pre-iscrizioni-magistrali>

e) **Only those candidates who have declared their interest in being shortlisted**, on the basis of the order occupied in the merit list, will be admitted to the course up to the number of seats remaining available. These candidates must accept the seat by filling in the online application form and paying the €156 fee by the deadline indicated in section 12 (letter i), **otherwise they will lose their right to enrol.**

Any seats not allocated in the first selection will be added to the second selection.

"Eligible non-admitted candidates" are those candidates with a score equal to or higher than 72/100 who were not admitted to the course because they were placed in the ranking in a position below the number of seats available.

SECTION 9 – TRANSFERS, INTERNAL TRANSFERS, ENROLMENT WITH CREDIT RECOGNITION

a) All students interested in enrolling in the course, including those coming from another Italian university or transferring from another Master's degree course at the University of Bergamo, course

shortening, re-enrolment following withdrawal/forfeiture and achievement of a second master's degree **must undergo selection according to the procedures of this call for applications.**

b) In the case of admission to the course, candidates who intend to apply for a **transfer from another university, re-enrolment following withdrawal/forfeiture, shortening of the course or the achievement of a second master's degree** must submit the **enrolment** application within the enrolment deadline indicated in section 12 (letter d) in order to accept the seat. Subsequently, these students may submit to the Course Council **from 10th August to 8th September 2023 (10th October 2023 for the second selection) an application for recognition of university credits from their previous career** together with payment of the required fee for career assessment. For incoming transfers, students will be required to request the University of origin to issue the official withdrawal letter and will have to pay the University of Bergamo the required fee for incoming transfers.

c) In the event of admission to the course, candidates wishing to apply for a transfer of course from another Master's degree course at the University of Bergamo must submit the application for **transfer of course** within the deadline indicated in section 12 (letter d) in order to be accepted. For any requests of transfer of course before 10th August 2023 it will be necessary to contact the Student Secretariat. It will be possible to take exams at the course of study of origin until the application for a transfer of course is submitted.

d) The Course Council will evaluate the previous career of the students referred to in letters b) and c) and will decide on the exams that can be recognized according to the regulation of the master's degree course.

e) Once you have enrolled in the first year of the course, it is not possible to transfer to other universities or request suspension of studies.

SECTION 10 – FINAL PROVISIONS

1. Protection of personal data and rights of candidates

a) Pursuant to Article 13 of Italian Legislative Decree no. 196 of 30 June 2003, "Code for the protection of personal data", EU Regulation 2016/679 (GDPR) and Legislative Decree no. 51 of 18 May 2018 the personal data provided by students will be collected by the Student Secretariat of the University of Bergamo and processed for the purposes of managing the selection procedure and any subsequent enrolment.

b) The provision of personal data by candidates is compulsory for the purposes of assessing the requirements, failing which they will be excluded from participation in the selection.

c) Candidates enjoy the rights set forth in the Italian Legislative Decree no. 196 of 30 June 2003, "Code for the Protection of Personal Data", EU Regulation 2016/679 (GDPR) and Legislative Decree no. 51 of 18 May 2018 including the right to access the data concerning them, the right to have erroneous, incomplete or unlawfully collected data corrected, updated, supplemented or deleted, as well as the right to object to their processing for legitimate reasons.

d) The Data Controller is the University of Bergamo, with registered office in via Salvecchio, 19, Bergamo. The Data Protection Officer is Michele Gorga, email address dpo@unibg.it

2. Person in charge of the procedure

a) The person in charge of the procedure for this notice is Silvia Perrucchini, Head of the Student Service, via dei Caniana 2, Bergamo, tel. 035 2052819 – email address: silvia.perrucchini@unibg.it

b) The measure of the present call aimed at guaranteeing transparency of all the phases of the procedure and the criteria and the modalities for the appointment of the examination committees and the people in charge of the procedure are applied according to the Law 7th August 1990, n.241 and subsequent modifications.

3. Access to documents



Candidates will be guaranteed access to the documents, according to L. 241/1990 and subsequent modifications.

4. Prevention of corruption

- a) Please note that at the University of Bergamo, the 2023-2025 three-year plan for the prevention of corruption was approved pursuant to Law no. 190 of 6.11.2012 and the Director General was appointed as Head of Corruption Prevention.
- b) Any reports to the Head of Corruption Prevention may be forwarded to the following e-mail address prevenzione.corruzione@unibg.it

5. Publication requirements

This call for applications is published on the online University Bulletin Board and on the University's website at the following address www.unibg.it

For all matters not provided for in this notice, the relevant legislation in force shall apply, insofar as compatible.

SECTION 11 - USEFUL CONTACTS

Offices can be contacted by phone, via ticket <https://helpdesk.unibg.it/helpdesksegrestud/> while access to the desks is possible only after booking through the dedicated App [Servizi a sportello](#)

For information about the notice:

Student Service

Telephone availability: + 39 035 2052620

Monday to Friday: 10:30-12:00

Office Desk open to the public during the following hours (by booking an appointment):

Monday 13.30 -15.30

Thursday 10:00 - 12.00

For information for international students or students with degrees earned abroad:

https://helpdesk.unibg.it/helpdesksegrestud/index.php?lang=en_US

For information on fees and benefits:

<https://en.unibg.it/life-at-unibg/students-office/taxes-and-benefits>

Tax Office

Telephone availability: +39 035 205 2866

Monday to Friday (except Tuesday): 10.30 - 12.00

Tuesday and Wednesday: 14.00 -15.00

Office Desk open to the public during the following hours (by booking an appointment):

Tuesday 10.30 -12.00

Thursday 8.30 - 10.30

For information on scholarships and right-to-education services:

<https://en.unibg.it/study/enrollment/foreign-students-join-us/fees-grants-and-scholarships>

Right to Education Service:

Telephone availability: +39 035 205 2870

Office Desk open to the public during the following hours (by booking an appointment):



Monday 13:30 -15:30

Thursday 10:00 -12:00

For information for applicants with disabilities and SLD: <https://www.unibg.it/studiare/ti-aiutiamo/servizi-disabilita-e-dsa>

Disability and SLD Service:

Telephone availability: +39 035 205 2595/2883

Monday 9:30-12:00

Wednesday 14-16:30.

SECTION 12 - DEADLINES

First selection session

a) Pre-registration for the selection	From 19/04/2023 to 31/05/2023
b) Interview for evaluation of personal preparation	20/06/2023
c) Publication of ranking and beginning of enrolment for candidates admitted to the course	By 30/06/2023
d) Deadline for enrolment of admitted candidates	06/07/2023
e) Publication of available seats (first round)	By 13/07/2023
f) Application for repechage (declaration of interest to be admitted to the course in case of available seats)	From 14/07/2023 to 19/07/2023
g) Deadline for enrolment of candidates admitted with the first round	19/07/2023
h) Publication of available seats for repechage	By 25/07/2023
i) Deadline for enrolment of candidates admitted with repechage	31/07/2023

Second selection session

a) Pre-registration for selection	From 3/07/2023 to 23/08/2023
b) Interview for evaluation of personal preparation	5/09/2023
c) Publication of ranking and beginning of enrolment for candidates admitted to the course	By 15/09/2023
d) Deadline for enrolment of admitted candidates	20/09/2023
e) Publication of available seats (first round)	By 26/09/2023
f) Application for repechage (declaration of interest to be admitted to the course in case of available seats)	From 27/09/2023 to 29/09/2023
g) Deadline for enrolment of candidates admitted with the first round	29/09/2023
h) Publication of available seats for repechage	By 5/10/2023
i) Deadline for enrolment of candidates admitted with repechage	10/10/2023

Bergamo, date as per registration of the protocol

THE RECTOR
Prof. Sergio Cavaliere

Digitally signed in accordance with Art. 24 of the Italian Legislative Decree 82/2005

Annex 1: Evaluation table of non-EU candidates residing abroad (applying for a visa)