

International Telematic University UNINETTUNO

Foreign Students' Admission to Master's Courses

Admission to Master's Courses

Art.1 - Admission

The present instructions outline the admission procedures to the 1st and 2nd Level Master's Courses at the International Telematic University UNINETTUNO in compliance with the regulations for admission to the Master's Courses of MIUR – Ministry of Education, University and Research of the Italian Republic and in line with the provisions on the processes of harmonization of the study paths and professional profiles within the EQF, European Qualification Framework.

These procedures apply also to the Master's Courses implemented through partnership agreements with foreign institutions.

The educational offer of the Master's Courses is published in the web page of the University portal on:

<http://www.uninettunouniversity.net/en/master.aspx> and includes:

- Course objectives;
- Target students;
- Study methodology;
- Admission requirements;
- Training structuring;
- Scientific Commission;
- Any partnership agreements with Italian or foreign institutions;
- Guide to the exams;
- Enrolment modes and required documents;
- Costs and contact details.

Art.2 – Admission Requirements

Each Master's Course of the International Telematic University UNINETTUNO is supervised by a Scientific Commission whose task is to check each single application.

All Italian, EU or Non-EU citizens, residing in Italy or abroad and possessing the study titles below, can apply for the Master's Courses:

- Admission to 1st Level Master's Courses: three-year or equivalent title. The Scientific Commission can positively assess any proven and adequately documented working experiences dealing with the requested study path.

- Admission to 2nd Level Master's Courses: second-cycle (master-level) degree, single-cycle degree or equivalent title.
- For study titles awarded abroad see article 3 below.

The concerned decision-making bodies of each Master's Course may envisage further admission curricular requirements, apart from those mentioned above, that can be established based on the peculiarities of a course specific theoretical-practical path.

In addition, those who are awarded the study title required for admission **before the date of starting of the Master's Course, shown in the relative table**, date by which they will have to submit a certificate or selfcertification concerning the awarding of the title, are admitted with reserve.

The Scientific Commission, at any time, can decide, further to a motivated provision, the exclusion due to non-compliance with the established requirements.

Art.3 – Participation of those possessing a foreign title

EU or Non- EU citizens, residing in Italy or abroad, possessing an **Italian study title** or study title **awarded abroad** that will be deemed by the concerned academic board equivalent in terms of duration and content, to the Italian academic titles required to be admitted to the Master's Course, are entitled to apply for admission to the Master's Courses.

With the purpose of supporting the process of integration and internationalisation of the European universities, the International Telematic University UNINETTUNO relies on the study titles equivalence criteria established by the EQF, European Qualification Framework.

Applicants possessing foreign study titles, will have to submit the following documents within the deadline set for applying for admission to the Master's Course:

1. Degree Certificate in original. The University boards concerned with the assessment of the admission requirements reserve the right to ask as well for a translation, The Declaration of Value and legalization of the Certificate by the Italian Representation competent for the territory of the Country to which the awarding institution belongs;
2. Certificate including the list of the exams passed. The University boards concerned with the assessment of the admission requirements reserve the right to ask as well for a translation, The Declaration of Value and legalization of the Certificate by the same Representation;

These documents will have to be sent to: International Telematic University UNINETTUNO – Students Secretariat - Corso Vittorio Emanuele II, 39 – 00186 Rome (Italy) . In case of justified impossibility to submit the above-mentioned documents within the deadline for applying for admission to the Master's Course, the applicants will be admitted to the assessment procedure "with reserve".

In any way, enrolment is subject to the assessment of the applicability of the title by the Council of the Master's Course for the exclusive purpose of the enrolment to it. As a consequence, if the applicant shall fail

to submit the required documents within the deadline of the call, he will have to anticipate a copy of the possessed study title as well as a certificate including the exams passed.

Art.4 – Admission procedure

The admission procedure will be carried on according to the modes and schedule shown in the web page of each Master's Course.

The assessment for admission may consist in an overall assessment of the curriculum and/or in written test and/or interview.

The documents **have to be sent to the Students Secretariat**, whose address is shown in the respective page within the final deadline of submission of an online pre-enrolment. In this respect, any theses or publications, if requested, are to be sent in their integral version and in paperback. If the applicant has applied for several Master's Courses he may not make reference to any documents or publications enclosed to the other applications he submitted. The Scientific Commission will not take into account any statements, titles or publications submitted after the deadline set in the call.

Art.5 – Matriculation

Further to the assessment of the validity of the admission requirements by the Scientific Commission, the matriculation on the register of the University Students of the MIUR – Italian Ministry of Education, University and Research, will be deemed completed upon payment of the enrolment fees.

Art.6 – University fees

The fees fixed for each Master's Course can be paid either in one or more installments. Further details, including deadlines and modes, are available in the page of the Master's Course.

Art.7 – Treatment of personal data

With reference to the provisions of the Legislative Decree of the 30th June 2003, nr. 196 "Codice in materia di protezione dei dati personali (Rules regarding the protection of personal data)" concerning the protection of people and other subjects as it regards the treatment of personal data, the personal data supplied by the participants in the admission procedure will be collected at the International Telematic University UNINETTUNO for the purposes of managing the procedure itself and will be treated also through automatic procedures. Their treatment, for those admitted to the course, will continue also after their effective enrolment for the purposes related to the management of their university career.

The transmission of these data is compulsory in order to assess admission requirements, under penalty of exclusion from the admission procedure.

The supplied information will be transmitted exclusively to public administrations that are directly concerned with the university position of the applicants and with the carrying out of the admission procedure.

Applicants have the rights mentioned in the Legislative Decree above including, among others, the right to access to the data concerning themselves as well as other complementary rights including the right to

correct, update, complete or remove any incorrect, incomplete data or data collected in ways not complying with laws in force as well as the right to object to their treatment for justified reasons.

For any matter that is not specified in the present provision we refer to the laws in force.

Art.8 – Additional information

Any additional information can be requested to the Students Secretariat at: info@uninettunouniversity.net or on the green line 800 333 647.

For information on courses and for asking for the contact details of the Secretariats of the Master's Courses, please see the web page on: <http://www.uninettunouniversity.net/en/listmaster.aspx>.

In the pages related to each Master's Courses you can find information on: venues; supervisors, aims and duration, university credits delivered based on the ECTS European system; contact details to get any information.