



università di ferrara  
DA SEICENTO ANNI GUARDIAMO AVANTI.

UFFICIO ALTA FORMAZIONE ED ESAMI DI STATO



CALL FOR APPLICATION

GRADUATE COURSE

## CULTURAL MANAGEMENT (MuSeC)

(istituito ai sensi dell'art. 16 del D.P.R. 162/1982 e dell'art. 6 della Legge 341/1990 – comma 2 – lettera c)

ACADEMIC YEAR 2011/12

**DEADLINE JANUARY 14, 2012**

D.R. Rep. n. 1326/2011 Prot. n. 26248 del 13/12/2011

Publicato all'albo d'Ateneo – Protocollo n. 26398 – Repertorio n. 173/2011 del 14/12/2011

<p>Art. 1. DEPARTMENT PLACE DIRECTOR</p>	<p>The course is set up by the Department of Economy of the University of Ferrara and based at the Economy, Institutions and environment in Ferrara.</p> <p>The course is organized in cooperation with the following associations:          Associazione Nazionale Musei Locali e Istituzionali (ANMLI)          ENCATC (European Network of Cultural Administration Training Centers)          Deutsches Museum, Munich (Germany)          Antenna Culturale Europea, Cultural Contact Point, CCP Italy          Université Catholique de l'Ouest, Angers (France)</p> <p>The course is co-directed by Prof. Fabio DONATO and Prof. Anna Maria VISSER.          The faculty is made up as follows</p> <table border="0"> <tr> <td>Andreas Richter</td> <td>Francesca Cappelletti</td> <td>Lauretta Rubini</td> </tr> <tr> <td>Anna Maria Visser</td> <td>Francesco Badia</td> <td>Marcello Balzani</td> </tr> <tr> <td>Antonello Stella</td> <td>Gerald Lidstone</td> <td>Marco Rodolfo Di</td> </tr> <tr> <td>Bonet I Agusti Lluís</td> <td>Gianfranco Franz</td> <td>Tommaso</td> </tr> <tr> <td>Carlo Emanuele Mayr</td> <td>Giovanni Masino</td> <td>Massimiliano Mazzanti</td> </tr> <tr> <td>Carlo Peretto</td> <td>Hiroko Judo</td> <td>Ptrizio Bianchi</td> </tr> <tr> <td>Claire Giraud-Labelte</td> <td>James Guthrie</td> <td>Stefano Zambon</td> </tr> <tr> <td>Fabio Donato</td> <td>Laura Ramaciotti</td> <td>Ulrich Kernbach</td> </tr> </table>	Andreas Richter	Francesca Cappelletti	Lauretta Rubini	Anna Maria Visser	Francesco Badia	Marcello Balzani	Antonello Stella	Gerald Lidstone	Marco Rodolfo Di	Bonet I Agusti Lluís	Gianfranco Franz	Tommaso	Carlo Emanuele Mayr	Giovanni Masino	Massimiliano Mazzanti	Carlo Peretto	Hiroko Judo	Ptrizio Bianchi	Claire Giraud-Labelte	James Guthrie	Stefano Zambon	Fabio Donato	Laura Ramaciotti	Ulrich Kernbach
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<p>Art. 2. COMMON LESSONS WITH THE MASTER IN CULTURAL MANAGEMENT (MUSEC)</p>	<p>The lessons of the graduate course in Cultural Management will be held in common with the lessons of the first level Master in Cultural Management MuSeC, that will be held in the Academic Year 2011/2012 at the University of Ferrara.</p> <p><u>Therefore, the graduate Course in Cultural Management will be activated only if the the Master in Cultural Management MuSeC will be activated.</u></p>																								
<p>Art. 3. DURATION</p>	<p>The course lasts one year and 750 hours:</p>																								
<p>Art. 4. UNIVERSITY CREDITS</p>	<p>30 University credits</p>																								
<p>Art. 5. COURSE OBJECTIVES AND PROFESSIONAL SKILLS</p>	<p>OBJECTIVES:          The postgraduate course aims at offering useful skills for the management of cultural organisations and heritage.</p> <p>PROFESSIONAL SKILLS:          The postgraduate course adopts innovative teaching methodologies in an international perspective. The various taught courses are organized paying particular attention to methods of knowledge transfer, to contents and to experimentation, with a methodological approach</p>																								

	<p>and an organizational impact that intertwine theory and practice. In this way, the Course offers specific case-studies, in important Italian cultural institutions and organizations. The case-studies allow students to study and analyze the management profiles and organizational issues of the cultural subjects analyzed.</p> <p>The postgraduate course is designed for a national and international audience, for graduates already placed in a cultural institutions, and for people who would like to improve their studies in the fields of management of the cultural institutions and heritage.</p>																																				
<p>Art. 6. SCHEDULE OF THE COURSE</p>	<p>The course will start on February the 28th, 2012, at 2.00 p.m at the Division of Economy, Via Voltapaletto,11 – FERRARA.</p> <p><b>SCHEDULE</b>  From February 28<sup>th</sup> 2012:  The lessons will take place on Wednesday, Thursday and Friday, for a total amount of 24 hours a week, scheduled as follows: - March 2012: 4 modules; - April 2012: two modules; - May 2012: three modules; - June 2012: two modules; - October 2012: three modules. Within each of these months there is a "case study session", like: a) introduction and presentation of the case and its context at the University of Ferrara, b) the case study site visit and discussion with the directors of companies and / or cultural institutions involved, c) the following week, classroom discussion and group work on the case analyzed at the University of Ferrara. The cases to be analyzed are: - Florence, Uffizi Gallery and Museum of the Innocenti - Venice Biennale - in Parma, the Teatro Regio and the monumental complex of the Cathedral and Baptistery - Verona, Castelvecchio Museum and the Arena - Ferrara, Castello Estense, Palazzo dei Diamanti, Palazzo Schifanoia, the Municipal Theatre and the Park of the Po Delta  From June 19<sup>th</sup> to 26<sup>th</sup> 2012  In the week indicated, will be attended a specific module of the course of the Deutsches Museum in Monaco of Bavaria, the largest science museum in Europe.</p> <p>In November the 14<sup>th</sup> and 15<sup>th</sup> 2012, work of master's thesis, will be discussed in the classroom.</p>																																				
<p>Art. 7. REQUIREMENTS</p>	<p>Attendance to the lessons is compulsory.</p>																																				
<p>Art. 8. TRAINING ACTIVITIES AND TESTING</p>	<p>The training activities are planned as follows:</p> <table border="1" data-bbox="504 1200 1481 1917"> <thead> <tr> <th><i>subjects</i></th> <th><i>Scientific Field</i></th> <th><i>Credits</i></th> <th><i>Hrs</i></th> </tr> </thead> <tbody> <tr> <td>Cultural Economics</td> <td>SECS-P/07 SECS-P/06 SECS-P/01</td> <td>4</td> <td>40</td> </tr> <tr> <td>Cultural Heritage Management</td> <td>SECS-P/07 L-LIN/11</td> <td>10</td> <td>100</td> </tr> <tr> <td>Management of Cultural Institutions</td> <td>L-ART/04 L-LIN/11</td> <td>10</td> <td>100</td> </tr> <tr> <td>Human Resources Management</td> <td>SECS-P/10 SECS-P/07 L-ART/05</td> <td>4</td> <td>40</td> </tr> <tr> <td>Urban and landscape Planning</td> <td>ICAR/20 ICAR/14 BIO/08 L-ART/04</td> <td>4</td> <td>40</td> </tr> <tr> <td>Cultural Project Management and Strategies</td> <td>SECS-P/07 SPS/04</td> <td>4</td> <td>40</td> </tr> <tr> <td>Cultural Industries and Markets</td> <td>SECS-P/06 SECS-P/08 ICAR/17 IUS/04</td> <td>4</td> <td>40</td> </tr> <tr> <td><b>Total</b></td> <td></td> <td><b>40</b></td> <td><b>400</b></td> </tr> </tbody> </table> <p>When enrolling, the prospective student must choose what are the lessons/modules/internship he will attend in order to reach the 30ECTS credits required to get the graduate certification.</p> <p>The Stage is not compulsory; students who decide to do the stage should do it during the period from July till mid-August 2012. The list of the cultural institutions that have signed a</p>	<i>subjects</i>	<i>Scientific Field</i>	<i>Credits</i>	<i>Hrs</i>	Cultural Economics	SECS-P/07 SECS-P/06 SECS-P/01	4	40	Cultural Heritage Management	SECS-P/07 L-LIN/11	10	100	Management of Cultural Institutions	L-ART/04 L-LIN/11	10	100	Human Resources Management	SECS-P/10 SECS-P/07 L-ART/05	4	40	Urban and landscape Planning	ICAR/20 ICAR/14 BIO/08 L-ART/04	4	40	Cultural Project Management and Strategies	SECS-P/07 SPS/04	4	40	Cultural Industries and Markets	SECS-P/06 SECS-P/08 ICAR/17 IUS/04	4	40	<b>Total</b>		<b>40</b>	<b>400</b>
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	<p>collaboration agreement with the University of Ferrara in the framework of the course is published on our official website:  <a href="http://www.mcm-unife.it/en/network/collaborations.html">http://www.mcm-unife.it/en/network/collaborations.html</a></p> <p>Students who are already working in an organization of the cultural sector and who are in charge of activities related to the cultural field and to the subjects of the course could have their work experience recognized as internship. As written above, the stage is not compulsory, therefore it could last less than 400 hours (in this case, the number of credits awarded for the course will be less than 20 ECTS credits).</p> <p>Intermediate tests will take place for every subjects.</p> <p>It 'will be a Final Examination in which the candidates will discuss their work on research or professional activity carried out by the candidates themselves, preferably during the training period, and analyzed in the light of the topics covered during the course.  The final exam session is scheduled on November the 16<sup>th</sup> 2012.</p> <p>Students who don't pass the test at the end of the course will not get the degree.</p>
ART. 9. PREREQUISITES	<p>The course is aimed at owners of one of the following qualifications, obtained from an Italian University:</p> <ul style="list-style-type: none"> <li>- <b>laurea (D.M. 509/99)</b></li> <li>- <b>laurea (D.M. 270/04)</b></li> <li>- <b>laurea “ante riforma”</b></li> <li>- <b>Equivalent qualifications, as required by the law</b></li> </ul> <p>The application for selection is open also to the owners of a foreign diploma recognized as equivalent by an Italian academic authority. The candidates owning a foreign diploma (following areas: economic, legal, humanistic, social, scientific, technical-architecture-design), not recognized by an Italian academic authority, should be, according to the Ministerial orders for admission of foreign students in Italy, accompanied by an official translation in Italian, which has been legalised, and by the “Dichiarazione di valore in loco” (statement of compatibility evaluation).The Italian Consulate/Embassy in the country in which the degree was received will do all of this. In this case the board of the course will evaluate the degree only for limited purposes for the course.</p> <p>The Director of the course can admit candidates with a qualification in a different area.</p> <p>The Rector of the University can, at any moment, rule on the exclusion of the student due to the lack of the above requirements.</p>
Art. 10. RULES FOR FOREIGN STUDENTS	<p>- at the same conditions as the Italian citizens are admitted students coming from a an abroad EU country or from a non EU country holding a staying permit released for the following reasons:</p> <p>work, family, humanitarian asylum, religious reasons as well as foreigners, wherever residents, holders of diplomas from Italian schools abroad or foreign or international schools, working in Italy or abroad, subject to bilateral agreements or special regulations for the recognition of qualifications and fulfilling the general requirements for admission to studies (Article 26 of Law July 30, 2002, n. 189).</p> <ul style="list-style-type: none"> <li>- as equivalent to EU candidates the citizens of Norway, Iceland,Liechtenstein, Switzerland and the Republic of San Marino.</li> <li>- If the candidate is in possession of dual nationality, one of them being Italian, the latter prevails (Law 31.5.1995, n. 218, art.parag.2 19).</li> </ul> <p>CANDIDATES COMING FROM A NON E.U. COUNTRY (Non residents in Italy): see art. 14 (students coming from a non EU country)</p>
Art. 11. MAXIMUM NUMBER OF MEMBERS	<p>The course is open to a maximum of 15 members, including 3 seats reserved for students coming from a non EU country</p>
Art. 12. ADMISSION	<p>Admission to the course will be based on a selection considering the following qualifications:</p> <ul style="list-style-type: none"> <li>- Degree</li> <li>- Final grade of the degree</li> <li>- work experience (professional, educational and research) in the cultural field, especially international.</li> </ul> <p>The seats will be awarded according to the list resulting from the selection. In case of equality the seat will be awarded to the youngest candidate. In case that the number of applications forms received is less than the maximum number of seats provided, all candidates should proceed directly to the enrolment within the date of the</p>

	<p>paragraph ENROLMENT , following the instructions described in art. 16. Will be also possible to apply directly until the maximum number of seats in this call is reached.</p>
<p>Art. 13. ADMISSION TO SELECTION</p>	<p>To be admitted to selection it is necessary to log on the page <a href="http://studiare.unife.it">http://studiare.unife.it</a> , and enrol to the selection <b>within January, the 14<sup>th</sup>, 2012</b>, following the instructions available to the page <a href="http://www.unife.it/formazione-postlaurea/master-perfezionamento-formazione/informazioni-studenti/faq%20studenti-en?set_language=en">http://www.unife.it/formazione-postlaurea/master-perfezionamento-formazione/informazioni-studenti/faq%20studenti-en?set_language=en</a></p> <p>After the data entry on line, the application form should be printed, signed and delivered to <i>Ufficio Alta Formazione ed Esami di Stato</i>, within January, the 14<sup>th</sup>,2012, without exceptions, together with the following documents:</p> <ol style="list-style-type: none"> <li>1. copy of a valid identity document</li> <li>2. self certification (pursuant to art. 46 del DPR n. 445 del 28/12/2000) on the qualification required showing the final grade and work experience (or original certificates)</li> <li>3. any qualifications held as shown in the preceding article. In case of submission of the original titles, candidates must provide personally pick the same no later than May 31th 2012. After that time the University will in no way responsible for these titles.</li> <li>4. Payment receipt of stamp duty amounting to € 14.62.This payment can be made: <ul style="list-style-type: none"> <li>- On-line by credit card (VISA or MASTERCARD) also not student's property;</li> <li>-by bank transfer to bank account payable to UNIVERSITY OFFERRARA Cod IBAN IT31C0 200813030000002985272, indicating the reason of the payment, the name of the student and the course - -</li> <li>From any agency Unicredit Banca by the strip that will available to printing after the end of the filling on the application form online.</li> </ul> </li> </ol> <p>The holders of a foreign degree must attach also copy of the degree, together with the translation in Italian, which has been legalised, and by the “Dichiarazione di valore in loco” (statement of compatibility evaluation) by the Italian Embassy of the State in which the degree was obtained.</p> <p>The non E.U. students, resident in Italy, must attach the residence permit.</p> <p>The application form can be delivered:</p> <ul style="list-style-type: none"> <li>o Directly to the Office (<i>Ufficio Alta Formazione ed Esami di Stato – Via Scienze, 41/b – Ferrara</i>)open on Monday, Wednesday, Friday from 9.00 to 11.30 a.m. and on Tuesday from 3 to 5 p.m.</li> <li>o Via mail to the following address: <ul style="list-style-type: none"> <li>Al Rettore dell’Università degli Studi di Ferrara</li> <li>Ufficio Alta Formazione ed Esami di Stato</li> <li>Via Scienze, 41 /b</li> <li>44121 FERRARA</li> </ul> </li> <li>o via fax to the n.. 0039(0)532 455285</li> </ul> <p><b>In case of delivery via fax, the application form must anyway delivered to the Office(Ufficio Alta Formazione ed Esami di Stato), to check the payment of the fees as provided, within the next 10 days.</b></p> <p><b>CAUTION:no application forms for the selection will be accepted other than the ones on line, and the application form must be delivered to the office on time, signed, with the stamp and the necessary attachments.</b></p>
<p>Art. 14. ENROLMENT FOR STUDENTS COMING FROM A NON E.U. COUNTRY</p>	<p><b><u>1) APPLYING FOR SELECTION</u></b></p> <p>The candidates coming from a non E.U country, living abroad, must go to the <b>to the Italian Embassy</b> of the country of residence with the Diploma and the application form printed after entering all the data in the webpage <a href="http://studiare.unife.it">http://studiare.unife.it</a>, ( Please follow the instructions given at the web page <a href="http://www.unife.it/formazione-postlaurea/master-perfezionamento-formazione/informazioni-studenti/faq%20students">http://www.unife.it/formazione-postlaurea/master-perfezionamento-formazione/informazioni-studenti/faq%20students</a>)</p> <p>The Embassy will send to the University of Ferrara, by January, 14th, 2012, the application form, the copy of the passport and the copy of the Diploma accompanied by an official translation in Italian, which has been legalised, and by the “Dichiarazione di valore in loco” (statement of compatibility evaluation).</p>

	<p><b><u>2) APPLYING FOR ENROLMENT</u></b></p> <p>The students coming from a non E.U country living abroad, who, according to the list, will be admitted, must go to the Italian Embassy of the country of residence with the application form for enrolment. The application form must be printed after entering all the data in the webpage <a href="http://studiare.unife.it">http://studiare.unife.it</a>, ( Please follow the instructions given at the web page <a href="http://www.unife.it/formazione-postlaurea/master-perfezionamento-formazione/informazioni-studenti/faq%20students">http://www.unife.it/formazione-postlaurea/master-perfezionamento-formazione/informazioni-studenti/faq%20students</a>)</p> <p>The Italian Embassy will send to the University of Ferrara by February, the 7<sup>th</sup>, 2012, the application for enrolment together with the original Diploma translated, legalized and with the statement of compatibility evaluation (Dichiarazione di valore in loco)</p> <p>After their arrival in Italy, these students must regularize their registration by paying the tuition fee and delivering to the office copy the permit.</p>
Art. 15. LIST FOR ADMISSION	<p>By January, 31<sup>th</sup>, 2012, approved the selection proceedings, the list will be available via web (<a href="http://studiare.unife.it">http://studiare.unife.it</a>) by logging in with the same procedures used for entry to the selection.</p> <p><b><u><i>This list will be the only official way of advertising, so the candidates will not receive any written communication.</i></u></b></p>
Art. 16. ENROLMENT	<p>The candidates who, according to the list, will be admitted, must enrol, logging on the page <a href="http://studiare.unife.it">http://studiare.unife.it</a>, (Please follow the instructions given at the web page <a href="http://www.unife.it/formazione-postlaurea/master-perfezionamento-formazione/informazioni-studenti/faq%20students">http://www.unife.it/formazione-postlaurea/master-perfezionamento-formazione/informazioni-studenti/faq%20students</a>)</p> <p>After the data entry, the student must print the application form, sign it and deliver it to the University of Ferrara by <b>February, the 7<sup>th</sup>, 2012</b>, together with:</p> <ul style="list-style-type: none"> <li>• Copy of a valid identity document</li> <li>• Passport Picture</li> <li>• Payment receipt for the tuition fee (see art. 19- TUITION FEE)</li> </ul> <p>The owners of a foreign degree must attach also the Diploma accompanied by an official translation in Italian, which has been legalised, and by the “Dichiarazione di valore in loco” (statement of compatibility evaluation). To have these documents the student must go to the Italian Embassy of the country in which the Diploma was obtained, that will provide to the needed documents.</p> <p>The non E.U. citizens living in Italy must attach to the application form also copy of the residence permit.</p> <p>The application form can be delivered:</p> <ul style="list-style-type: none"> <li>○ Directly to the Office (<i>Ufficio Alta Formazione ed Esami di Stato – Via Scienze, 41/b – Ferrara</i>) open on Monday, Wednesday, Friday from 9.00 to 11.30 a.m. and on Tuesday from 3 to 5 p.m.</li> <li>○ Via mail to the following address: Al Rettore dell’Università degli Studi di Ferrara Ufficio Alta Formazione ed Esami di Stato Via Scienze, 41 /b 44121 FERRARA</li> <li>○ via fax <b>to the number . 0039(0)532 455285</b></li> </ul> <p><b>CAUTION: no application forms for the selection will be accepted other than the ones on line, and the application form must be delivered to the office on time, signed, with the stamp and the necessary attachments.</b></p> <p><b><i>Those who have not completed the enrolment procedure, by sending the paperwork through the Italian Embassy by this deadline, will be considered WITHDRAWN and their seat will be awarded to the members of the waiting list.</i></b></p>
Art. 17. SEAT VACANCIES	<p>According to the cancellations, the vacant seats will be made available for the members of the waiting list (see art. 11).</p> <p>No personal written communication will be sent.</p> <p>The availability of seats can be viewed by going to the page <a href="http://studiare.unife.it">http://studiare.unife.it</a></p> <p>To apply for a vacant seat, the students must log onto the page <a href="http://studiare.unife.it">http://studiare.unife.it</a> by <b>February, 14<sup>th</sup>, 2012</b>, following the instructions (see art. 16). The application form, together with the attachments, must be delivered at the Office within the same day.</p>

Art. 18. SELF CERTIFICATIONS	<p>In the case false statements are detected in the self certifications, the registrant shall incur the penalties provided for in the Criminal Code and the legislation, and will lose the benefits may be achieved with the admission to the course.</p>
Art. 19. TUITION FEE	<p>Registration for the course involves the payment of the tuition fee of € 2.300,00 (including taxes and insurance contribution) to be paid <b>at the moment of enrolment</b>.</p> <p>In case the tuition fee is not paid by the student, but by a different person, or firm, the tuition fee should be paid within the deadline on the bank account made payable to UNIVERSITY OF FERRARA Cod IBAN IT31C020081303000002985272, indicating the reason of the payment, the name of the student and the name of the course. Copy of the banking should be attached with the application form.</p> <p>If the tuition fee is not paid, the enrolment will not take place in any case. The course is part of the institutional activity of the University of Ferrara, therefore is scope of VAT and invoice cannot be released.</p> <p>The voluntary renunciation or abandonment of attendance of a course excludes the refund of the registration fee</p> <p>In the event of cancellation of the course (for lack of the minimum number), the University will refund the contribution paid (excluding stamp duty due on the application form - equivalent to € 14,62) .</p>
Art. 20. TERMS OF PAYMENT	<p>To proceed with the payment, you can use one of the following ways:</p> <ol style="list-style-type: none"> <li>1. ON-LINE using a credit card belonging to the VISA or MASTERCARD circuit;</li> <li>2. Payment at any Unicredit Banca agency in Italy, using the strip you'll be able to print after enrolment to the course from the website <a href="http://studiare.unife.it">http://studiare.unife.it</a></li> </ol> <p>The payment instructions are available at <a href="http://www.unife.it/formazione-postlaurea/master-perfezionamento-formazione/informazioni-studenti/faq%20studenti-en?set_language=en">http://www.unife.it/formazione-postlaurea/master-perfezionamento-formazione/informazioni-studenti/faq%20studenti-en?set_language=en</a></p> <p>The occurrence of the payment will be retained by the student as only evidence.</p> <p>To proceed with the payment, you can use one of the following ways:</p> <ol style="list-style-type: none"> <li>1. ON-LINE using a credit card belonging to the circuit VISA or MASTERCARD</li> <li>2. BANKING on the bank account made payable to UNIVERSITY OF FERRARA Cod IBAN IT31C020081303000002985272, indicating the reason of the payment, the name of the student and the name of the course A copy of the payment must be attached with the application form. The address of the Unicredit Banca Agencies can be found at the page <a href="https://locator.unicredit.it/?fromweb=www.unicreditbanca.it&amp;select=AGENZIE">https://locator.unicredit.it/?fromweb=www.unicreditbanca.it&amp;select=AGENZIE</a></li> </ol> <p>The payment instructions are available at <a href="http://www.unife.it/formazione-postlaurea/master-perfezionamento-formazione/informazioni-studenti/faq%20studenti-en?set_language=en">http://www.unife.it/formazione-postlaurea/master-perfezionamento-formazione/informazioni-studenti/faq%20studenti-en?set_language=en</a></p>
Art. 21. SIMULTANEOUS ENROLMENT	<p>The enrolment is consistent with enrolment in other courses of university study. The student is responsible for verifying whether the compatibility is not in conflict with his/her position in another course.</p>
Art. 22. DIPLOMA	<p>At the end of the course, after passing the final examination, the student will receive the final Diploma of the Graduate course.</p>
Art. 23. AKNOWLEDGEMENT OF THE QUALIFICATIONS	<p>Those who achieve the graduate Course in "Cultural Management "and the graduate Course in "Economics and Management of Museums and Cultural Services", can apply for the Diploma of Master Degree in "Cultural management "(website: <a href="http://www.mcm-unife.it">www.mcm-unife.it</a>). In this case is needed a payment of a tuition fee of €100.00 (including stamp duty and fees).</p>
Art. 24. PERSONAL DATA	<p>The personal and sensitive data will be kept confidential in accordance with the legislative decree 30 June 2003, no 196 Code for the Protection of Personal Data.</p>
Art. 25. INFORMATION	<p>For any information about teaching, the students may contact the Department of Economics, Institutions and Environment, via Voltapaletto 11, 44121 Ferrara, (tel. 0039 (0)532 455097, e-mail <a href="mailto:musec@unife.it">musec@unife.it</a> or <a href="mailto:mastermcm@unife.it">mastermcm@unife.it</a>).</p> <p>For any administrative questions, students may contact the Ufficio Alta Formazione ed Esami di Stato – Via Scienze, 41/b FERRARA (<a href="mailto:altaformazione@unife.it">altaformazione@unife.it</a>)</p> <p>Mrs. Silvia Gherardi, head of the Alta Formazione ed Esami di Stato Office, has been appointed Head of the procedure for this call (art. 4 della legge 241 del 7 agosto 1990 (Nuove norme in materia di procedimento amministrativo e di diritto di accesso ai documenti amministrativi)- Candidates can access to the records of the proceedings, (art. 1 - 2 - decreto del Presidente della Repubblica 23 giugno 1992, n. 352 Regolamento per la disciplina delle</p>

	modalità di esercizio e dei casi di esclusione del diritto di accesso ai documenti amministrativi, in attuazione dell'art. 24, comma 2, della legge 241/90, recante nuove norme in materia di procedimento amministrativo e di diritto di accesso ai documenti amministrativi)The request must be submitted to :Ufficio Alta Formazione ed Esami di Stato - Via Scienze, 41/b - 44121 FERRARA.
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THE RECTOR

AUTOCERTIFICAZIONE  
(self certification)

AL MAGNIFICO RETTORE  
DELL'UNIVERSITA' DEGLI STUDI DI FERRARA

Il/La sottoscritto/a \_\_\_\_\_  
(name)

nato a \_\_\_\_\_ (\_\_\_\_) in data \_\_\_\_\_  
(place of birth) (date of birth)

ai sensi dell' art. 46 del D.P.R. 28 dicembre 2000, n. 445 e consapevole della decadenza dei benefici eventualmente conseguenti al provvedimento emanato e delle responsabilità penali in cui può incorrere in caso di dichiarazione mendace

**DICHIARA**  
(declares)

di possedere le seguenti esperienze di lavoro:  
(to have the following work experiences)

<b>TIPOLOGIA ESPERIENZA CON INDICAZIONE DELLE ATTIVITÀ SVOLTE</b> (kind of experience /activities)	<b>PRESSO</b> (at)	<b>DAL</b> (from)	<b>AL</b> (until)

Il/La sottoscritto/a, a norma del decreto legislativo 30 giugno 2003, n. 196 fa presente che è a conoscenza che il trattamento dei dati personali avverrà solo per fini istituzionali e nei limiti della legge.  
(I, the undersigned, states that he is aware that the processing of personal data will be only for institutional purposes and within the law.)

\_\_\_\_\_  
(data) (date)

\_\_\_\_\_  
(firma) (signature)



**DICHIARAZIONE SOSTITUTIVA DELL'ATTO DI NOTORIETA'**

(substitutive declaration)

Utile per autenticare i titoli scientifici se presentati in copia. (Usefull to authenticate academic qualifications when presented with a copy.)

**AL MAGNIFICO RETTORE  
DELL'UNIVERSITA' DEGLI STUDI DI FERRARA**

Il/La sottoscritto/a \_\_\_\_\_  
(name)

nato a \_\_\_\_\_ (\_\_\_\_) in data \_\_\_\_\_  
(place of birth) (date of birth)

ai sensi dell' art. 47 del D.P.R. 28 dicembre 2000, n. 445 e consapevole della decadenza dei benefici eventualmente conseguenti al provvedimento emanato e delle responsabilità penali in cui può incorrere in caso di dichiarazione mendace

**DICHIARA  
(declares)**

che le copie dei seguenti titoli, allegati alla domanda di ammissione, sono conformi agli originali  
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Il/La sottoscritto/a, a norma del decreto legislativo 30 giugno 2003, n. 196 fa presente che è a conoscenza che il trattamento dei dati personali avverrà solo per fini istituzionali e nei limiti della legge.  
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\_\_\_\_\_

(data) (*date*)

(firma) (*signature*)