

THE RECTOR

- HAVING REGARD TO** the University Statute;
- HAVING REGARD TO** the current University Teaching Regulations;
- HAVING REGARD TO** Law no. 168 of 9 May 1989, concerning University autonomy;
- HAVING REGARD TO** Law no. 241 of 7 August 1990, "New rules on administrative procedure and the right of access to administrative documents", as subsequently amended and supplemented, as well as the related University Regulation, issued by Rectoral Decree no. 4522 of 11 November 2022;
- HAVING REGARD TO** Law no. 341 of 19 November 1990, reforming university teaching systems, as subsequently amended and supplemented;
- HAVING REGARD TO** Law no. 104 of 5 February 1992, "Framework Law for assistance, social integration and the rights of persons with disabilities", as subsequently amended and supplemented;
- HAVING REGARD TO** Law no. 264 of 2 August 1999, as amended by Law of 8 January 2002, laying down provisions on access to university courses;
- HAVING REGARD TO** Presidential Decree no. 445 of 28 December 2000, containing the "Consolidated text of legislative and regulatory provisions on administrative documentation", as subsequently amended and supplemented;
- HAVING REGARD TO** Legislative Decree no. 196 of 30 June 2003, Personal Data Protection Code, containing provisions for the adaptation of the national legal system to Regulation (EU) no. 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, repealing Directive 95/46/EC;
- HAVING REGARD TO** Ministerial Decree no. 270 of 22 October 2004, "Amendments to the Regulation containing rules on the teaching autonomy of universities, approved by Decree of the Minister of University and Scientific and Technological Research no. 509 of 3 November 1999", as subsequently amended and supplemented;
- HAVING REGARD TO** the ministerial and interministerial decrees by which, pursuant to the aforementioned Decree no. 270/2004, the degree course classes and Master's degree course classes were redefined;
- HAVING REGARD,** where applicable, to the ministerial and interministerial decrees and other regulatory provisions governing the equivalence between old-system qualifications (pre-509/1999), between new-system qualifications (Ministerial Decree 509/1999 and Ministerial Decree 270/2004), and the equivalence between

old-system qualifications (pre-509/1999) and qualifications under Ministerial Decree 509/1999 and Ministerial Decree 270/2004, for the purposes of participation in public competitions;

HAVING REGARD TO the current legislation on simultaneous enrolment in two courses of study;

HAVING REGARD TO the Regulation for the establishment and operation of first- and second-level University Master's Programs, issued by Rectoral Decree no. 230 of 26 January 2022;

HAVING REGARD TO the approval of the educational offer of the Master's Programs belonging to the University Department of Public Health for a.y. 2025/2026 by the competent bodies;

HAVING REGARD TO the current operating regulations of the Master's Program indicated in the "Master information sheet";

TAKING INTO ACCOUNT the clarifications provided by the Coordinator of the aforementioned Master's Program regarding the admission competition in question;

DECREES

The possible use of the masculine grammatical gender in this document, solely for the purpose of simplification, is to be understood as referring inclusively to all persons concerned by the selection procedures referred to in this call for applications.

ARTICLE 1

ANNOUNCEMENT OF THE CALL AND GENERAL INFORMATION

A public competition is hereby announced at this University, for the 2025/2026 academic year, for admission to the Master's Program referred to in the information sheet (hereinafter referred to as the "Master information sheet") attached to this call for applications (Annex no. 1), of which it forms an integral part, and which contains all specific information relating to the procedure and, in particular:

- course name;
- level;
- course duration;
- Department of reference and any collaborations and/or agreements;
- Coordinator;
- admission requirements;
- selection methods;
- available places (maximum number and minimum number of enrolled students required to activate the course);
- deadline for the call for applications;
- dates scheduled for enrolment and related cost;
- any concessions.

All information relating to the learning objectives, purposes, teaching organization, locations and teaching plans of the Master's Programs is available in the Master's Program operating regulations, which are hereby incorporated by reference and may be consulted at <http://www.unina.it/didattica/post-laurea/master>.

The University body responsible for administrative and accounting management is the Department to which the course belongs. The administrative office responsible for student careers is the Specialization Schools and Master Programs Office (USSM).

ARTICLE 2

ADMISSION REQUIREMENTS

Admission to the course, under penalty of exclusion, is granted to those who meet the admission requirements indicated in the attached Master information sheet.

Admission requirements must be met at the time of enrolment in the course.

Therefore, candidates who obtain the requirement(s) referred to in the attached "Master information sheet" after the deadline set for submission of the application to participate in the competition, but by the deadline prescribed for enrolment in the course, are also admitted to the competition with reservation.

If, in addition to the possession of the Degree, further requirements are required (e.g. professional qualification, registration with the relevant professional register, specialist qualification, enrolment in Specialization Schools, status as a public employee and/or professional position, etc.), these must be declared in any Annex no. 3 to this decree and, in any case, must be possessed, under penalty of exclusion, by the deadline for enrolment in the course.

In the event of admission with reservation, failure to obtain the admission requirement(s) by the aforementioned enrolment deadline shall result in automatic forfeiture of the right itself.

With regard to degree requirements, candidates holding old-system degree diplomas (DL), as well as specialist degrees (LS) and Master's degrees (LM) belonging to degree classes equivalent to the qualifications allowing access to the competition according to the table attached to the Interministerial Decrees of 9 July 2009, as subsequently amended and supplemented, are also admitted.

Without prejudice to the possession of the minimum requirements for access to Master's Programs based on the structure of the Italian university system over the three cycles of the Bologna Process, which may also be consulted at <https://www.cimea.it/pagina-qualifiche-del-sistema-universitario>, candidates holding qualifications awarded by foreign universities that have been declared equivalent pursuant to current legislation, or qualifications that the examining committee may declare valid solely for the purposes of admission to the Master's Program, are admitted to the competition. In such case, at the time of enrolment in the course, it will be necessary to hold the declaration of value issued locally for the qualification held by the Italian Representation competent for the territory in the country whose system includes the institution that issued the qualification deemed comparable to the prescribed one, or the CIMEA statement of comparability of the foreign qualification <https://www.cimea.it>.

The enrolment of international citizens is subject to compliance with current regulations and, in particular, to the necessary issuance of a national long-stay visa

for study purposes. To this end, international candidates must submit a pre-enrolment application for visa issuance using the UNIVERSITALY portal (<https://www.universitaly.it>).

The final decision on the issuance of the study visa falls within the exclusive competence of the diplomatic-consular Representation, and the administrative procedure aimed at issuing and renewing the residence permit remains within the competence of the Ministry of the Interior.

The University of Naples Federico II may, at any time, order the exclusion of the candidate from the competition, by reasoned measure, due to the absence of the prescribed admission requirements, as well as for any other ground for exclusion provided for in the call for applications.

The exclusion and the reason for it shall be communicated to the candidate by e-mail at the address indicated by the candidate when completing the application form.

ARTICLE 3 **SUBMISSION OF THE APPLICATION** **AND OF QUALIFICATIONS FOR EVALUATION**

1. SUBMISSION OF THE APPLICATION

To participate in the competition, the candidate must, under penalty of exclusion, submit the application exclusively through the online procedure at <https://www.concorsi.unina.it/domandeMaster/> by and no later than the deadline indicated in the sheet attached to this call for applications, and must correctly follow all the instructions set out in this Article.

After this deadline, the online procedure will be automatically disabled and, therefore, it will no longer be possible to apply for the competition.

The deadline of the call for applications is the deadline by which applications for participation must be submitted (through the online procedure), qualifications must be sent to the examining committee for their evaluation (using the attached form no. 2), and any further admission requirements must be declared (any Annex no. 3), according to the methods indicated in Annex 1 "Master information sheet", where prescribed by the course operating regulations. The provisions of the preceding Article 2 concerning admission with reservation remain unaffected.

If the duration of this selection procedure is less than 60 days and the number of applications received by the prescribed deadline is equal to or lower than the number of available places, it is possible, upon reasoned request of the Coordinator, to reopen the aforementioned deadline once only, in compliance with the maximum overall duration referred to in Art. 14, paragraph 8, of Rectoral Decree no. 230 of 26 January 2022 cited in the recitals. Such reopening of the application period and the consequent postponement of the further dates of the competition procedure will be communicated by a notice published electronically as prescribed in Article 13, which shall have the value of official notification, normally within 3 working days following the closing of the call.

In such case, the new deadline of the call for applications is the deadline by which the application for participation, the qualifications to the examining committee for

their evaluation, and any further admission requirements must be submitted, according to the methods indicated above.

The online application completion procedure consists of two phases:

A) The first phase concerns User Registration (Steps 1 to 5). If the user is already registered for this procedure, go to the second phase, step 6; in the case of access via SPID (Public Digital Identity System), go to the second phase, step 7.

B) The second phase consists of completing the application form and printing it (Steps 6 to 14);

A) First phase - User registration (Steps 1 to 5):

1. Connect to the University website:
<https://www.concorsi.unina.it/domandeMaster/>;
2. Select the "User registration" option if not already registered for this procedure. International students who do not have an Italian tax code at the time of submitting the application to participate in the competition must select "Foreign User Registration".

Once the data entry screen appears, the candidate must:

3. Enter the required data: it is necessary to provide an ordinary e-mail address (in order to receive the access password and the summary of the data entered) and any certified e-mail address;
4. The procedure will automatically assign a password, which it is advisable to note down for later use; click on the "ENTER" button and the summary screen of the information entered will appear;
5. Click on the "ENTER THE SYSTEM" button and follow the instructions for the second phase from step 8.

B) Second phase - Completion of the application form and related online submission (Steps 6 to 14):

6. Connect to the University website
<https://www.concorsi.unina.it/domandeMaster/>;
7. Select one of the access methods ("Access the System" or "log in with SPID") and enter the required data.
8. Select the "New application" option;
9. Enter the data relating to the academic qualification obtained as the admission requirement for the competition;
10. Select the Master's Program for which you intend to apply from the drop-down menu;
11. Enter the required data (in particular, it is necessary to indicate whether or not the request form for the evaluation of qualifications held will be sent to the committee), using form no. 2 attached to this call for applications;
12. Indicate whether or not you are a person with disabilities requiring assistance;
13. Check the displayed data. To confirm the data entered and submit the application, click on the "SUBMIT APPLICATION" button;

14. Select the "Print Application" option: the candidate must click on the "Print Application Form" button in order to display and keep the application in case it needs to be shown.

The online registration and application submission procedure may be completed 24 hours a day from any computer connected to the internet.

Failure to submit the application within the deadlines and according to the methods indicated constitutes grounds for exclusion from the competition for admission to the Master's Program. Failure to transmit Annex 3 within the same deadline, where specific additional requirements are prescribed, also constitutes grounds for exclusion.

Applications submitted in any way other than the online procedure described above will not be accepted, and the Administration assumes no responsibility for any network connection errors or, in any case, for events attributable to third parties, unforeseeable circumstances or force majeure.

2. SUBMISSION OF QUALIFICATIONS FOR EVALUATION TO THE COMMITTEE

If the candidate has indicated in the online procedure (described in paragraph 1 above, phase B - point 11) that he/she intends to send the committee the request form for the evaluation of qualifications held, he/she must complete the relevant form attached to this call for applications (Annex no. 2), sign it and send it, under penalty of non-evaluation of the qualifications, together with any attachments (in a single .pdf file), by the deadline of the call for applications and to the e-mail address indicated in the Master information sheet attached to this call for applications. The subject line of the message must read: "Submission of qualifications: Competition for admission to the Master's Program in (indicate the name of the Master's Program for which you are applying) - a.y. 2025/2026".

If, for the purposes of the evaluation of qualifications under this competition procedure, the candidate considers it appropriate to attach qualifications that cannot be self-certified, such as degree theses and publications, please note the following:

- ✓ all documents must be collected in a single .pdf file;
- ✓ candidates holding a qualification obtained abroad must attach to the submitted documentation the official translation into Italian of the qualification, legalized and accompanied by a declaration of value issued locally by the Italian Representation competent for the territory in the country whose system includes the institution that issued the qualification deemed comparable to the prescribed one, for the purposes of validity assessment by the Committee, as provided for in this call for applications;
- ✓ each publication submitted must show the candidate's surname and name; furthermore, in the case of multiple authors of the same work, the candidate's surname must be highlighted;
- ✓ publications must be certified, under penalty of non-evaluation, according to one of the following methods:
 - as photocopies, accompanied by a substitute declaration of affidavit, pursuant to Articles 19 and 47 of Presidential Decree no. 445 of 28 December 2000, as subsequently amended and supplemented, certifying their conformity with the

originals, made at the foot of the document or attached to it, together with a photocopy of the candidate's identity document;

- by means of a declaration, signed by the interested party, substituting certification (pursuant to Art. 46 of the aforementioned Presidential Decree), produced, in the latter case, together with an unauthenticated photocopy of his/her identity document.

The declarations made in the application form and in the request form for the evaluation of qualifications have the value of self-certification (made pursuant to Presidential Decree no. 445/2000, as subsequently amended and supplemented) of the qualifications held as admission requirements and of the qualifications to be evaluated, pursuant to this call for applications. Therefore, the candidate must provide all the elements necessary to allow the Administration to carry out the appropriate checks with precision. Please note that false and untruthful declarations are punishable under the Criminal Code and the special laws on the matter.

The Administration retains the right to verify the truthfulness of the substitute declarations of certification or affidavits made by candidates, pursuant to the aforementioned legislation.

In the event of incomplete declarations relating to qualifications to be evaluated, the examining Committee may request additions and/or clarifications from the candidate and/or the Administration, in order to admit the self-certified qualification for evaluation.

The Administration assumes no responsibility in the event of unavailability or loss of communications attributable to an incorrect address provided by the candidate, or to failure or delay in communicating a change of the address indicated in the application.

A candidate with a disability certified pursuant to Article 4, paragraph 1, of Law no. 104/1992, as subsequently amended and supplemented, who declares in the application that he/she requires assistance and/or additional time to take any examination tests, must send, by the deadline of the call for applications, to specializzazioni.master@unina.it a request for assistance in relation to his/her disability, as well as any request for additional time to complete the selection tests, and attach, under penalty of non-recognition of the requested benefit, the relevant certification (without redactions) issued by the competent ASL medical-legal committee, proving the need to use additional time and/or the necessary aids relating to the disability condition.

ARTICLE 4

SELECTION METHODS

Specific information relating to the selection is indicated in the attached Master information sheet, in compliance with the following general criteria:

1. The selection may be based on qualifications only or on qualifications and an examination.
2. Except in the case of automatic admission of candidates referred to in the following point 4, the Committee has 70 points available if the selection is based on qualifications only and 100 points if the selection is based on qualifications and a test, of which at least 60 are reserved for qualifications.

The evaluation of qualifications will precede any test, and the related score will be made known upon publication of any final merit ranking list.

3. If an examination test is scheduled, in addition to the evaluation of qualifications, the candidate who has not been notified of exclusion from the competition as indicated in the preceding Article 2 must appear on the day, at the time and place of the test, or connect online according to the instructions in the Master information sheet, with a valid identity document. If the test takes place, the candidate's absence, whatever the reason, will be considered as withdrawal from the test.

As a rule, at least 3 days before the scheduled date of the test, the Administration will publish electronically, pursuant to Art. 13, a notice having the value of official notification and indicating:

- any changes or additional communications concerning the test;
- the list of candidates admitted to the test, if a minimum score for qualifications is required;
- that the test will not take place if no minimum score is required to pass it and the number of applications to participate in the competition is equal to or lower than the number of available places.

If none of the above conditions occurs, NO notice will be published and the candidate must therefore comply with what is communicated in the Master information sheet.

In any case, the candidate must consult the University portal for all communications relating to the selection.

4. Selection based on qualifications or on qualifications and an examination will end with the drawing up of the merit ranking list if one or more of the following situations occurs:

- the presence of scholarships, financial incentives or other reward mechanisms for a number of beneficiaries lower than the number of participants in the competition;
- the presence of a minimum score for passing the selection (for qualifications and/or any test);
- the presence of a number of applications to participate in the competition higher than the number of available places.

If none of the conditions described above occurs, the selection will not take place and candidates will be automatically authorized to enrol, provided they meet the admission requirements.

5. Possession of the Degree, Master's Degree, Single-Cycle Master's Degree and/or any additional specific admission requirement, where prescribed, may not be subject to evaluation. In any case, only qualifications obtained and declared by the deadline set for participation in the competition may be subject to evaluation.

ARTICLE 5

EXAMINING COMMITTEE

The examining Committee is chaired by the Master's Program Coordinator and consists of three members, including the Coordinator, designated by the Scientific

Council of the Master's Program. At least two of them must be tenured professors and/or researchers, including fixed-term researchers, of the University of Naples Federico II.

The aforementioned Committee is established by this decree and its composition is reported in Annex 1 Master information sheet, without prejudice to any changes made known pursuant to the following Art. 13.

The Committee will carry out an evaluation only if it is necessary to conduct the selection, whether based on qualifications only or on qualifications and an examination (see Art. 4, point 4).

ARTICLE 6

AUTOMATIC ADMISSION OR DRAWING UP OF THE RANKING LIST

Except in the case of automatic admission referred to in the preceding Article 4 - point 4, the merit ranking list will be drawn up in descending order of the overall score obtained by each candidate on the basis of the selection criteria and methods set out in this call for applications and in the attached Master information sheet.

In the event of a tie in score between two or more candidates, precedence in the ranking list will be given to the younger candidate.

After verifying the regularity of the competition procedure, the Administration issues a Rectoral Decree authorizing the automatic enrolment of candidates who meet the admission requirements or a Rectoral Decree approving the acts and any final ranking list. In both cases, the decree will be published electronically, as prescribed in Article 13, with a notice indicating enrolment methods and deadlines by the date indicated in each Master information sheet attached to this call for applications, without prejudice to any notices reopening the terms with consequent postponement of the dates as provided for in Art. 3, paragraph 1, or notices postponing publication of the ranking list.

All notices shall have the value of official notification. No personal communications will be sent.

The deadlines for any appeals shall run from the date of electronic publication in the Official Register.

Candidates automatically admitted to enrolment or candidates who are placed in a useful position in the aforementioned ranking list, including following any ranking list scrolls, will be admitted to attend the Master's Program, subject to verification of possession of the admission and enrolment requirements.

ARTICLE 7

AMOUNT OF THE ENROLMENT FEE

The enrolment fee for the Master's Program, including the insurance charge for participants, the method of payment of the fee itself, stamp duties and the regional tax for the right to university education are reported in the sheet attached to this call for applications.

Any concessions or financial benefits fully or partially covering the enrolment fee, in favor of winners in ranking order or those automatically admitted to the Master's Program, are indicated in the Master information sheet attached to this call for applications and will be communicated to the beneficiaries in the enrolment notice referred to in the preceding Art. 6.

ARTICLE 8

ENROLMENT OF CANDIDATES AUTOMATICALLY ADMITTED OR OF WINNERS

Candidates automatically admitted or declared winners must enrol in the Master's Program, under penalty of exclusion, strictly by the deadline and according to the enrolment methods prescribed in the notice referred to in the preceding Article 6, through the payment procedure described in the annex to the notice itself.

Candidates admitted with reservation pursuant to the preceding Art. 2 shall automatically forfeit the right to enrol if they do not meet the admission requirements by the deadline prescribed for enrolment.

Candidates who do not have an account registered with the University must access the payment portal using their tax code and the password chosen during new registration, or via SPID.

Candidates who already have a University account must access the payment portal using their tax code and the password of their institutional University e-mail account in the format name.surname@studenti.unina.it, or via SPID.

Candidates admitted to the Master's Program who hold qualifications obtained at foreign universities must produce, at the time of enrolment, the declaration of value issued locally for the qualification held by the Italian Representation competent for the territory in the country whose system includes the institution that issued the qualification deemed comparable to the prescribed one, or the CIMEA statement of comparability of the foreign qualification <https://www.cimea.it>.

Please note that the mere payment of taxes and fees does not constitute enrolment.

The Administration may verify the truthfulness of the self-certifications made by candidates even after enrolment, carrying out the consequent actions.

Winners who have not completed enrolment by the deadline will be considered to have withdrawn and the ranking list will be scrolled according to the methods set out in the following Article.

ARTICLE 9

ENROLMENT OF ELIGIBLE CANDIDATES

Places that become vacant as a result of withdrawal or failure to enrol by winners will be made available to eligible candidates according to the order of the final ranking list. To this end, the Specialization Schools and Master Programs Office, in the notice referred to in the preceding Article 6, will indicate the date on which any ranking list scroll will be announced.

In the aforementioned possible scrolling notice, published according to the methods set out in the following Article 13, the number of vacant places, the names of those entitled to enrol, the enrolment deadlines, and the date on which any further ranking list scroll will be announced shall be notified.

Eligible candidates who have acquired the right to enrol following the aforementioned ranking list scrolls must, under penalty of exclusion, send to the Specialization Schools and Master Programs Office, within the mandatory deadline indicated in each notice referred to in the preceding paragraph, the same documentation required of winners in the manner described above. After the deadline indicated in each notice,

eligible candidates who have not completed enrolment will be considered to have withdrawn.

ARTICLE 10

SIMULTANEOUS ENROLMENT

Pursuant to current legislation and, in particular, pursuant to Law no. 33 of 12 April 2022 and Ministerial Decree no. 930 of 29 July 2022, simultaneous enrolment in a University Master's Program and another university course of study is permitted in the cases and under the conditions provided therein. With regard to the possibility of simultaneous enrolment in a Master's Program and a PhD program, or in a Master's Program and a specialization school, it is specified that the student is responsible for requesting clearance/authorization from the collegial bodies (and therefore, on their behalf, from the Director/Coordinator) of the course of first enrolment.

The clearance/authorization must be transmitted at the time of enrolment in the Master's Program, under penalty of non-matriculation. The student may, if he/she deems it appropriate, use the clearance/authorization form published at the following link <https://www.old.unina.it/didattica/post-laurea/master>.

In any case, the student is responsible for ensuring actual attendance of the teaching and training activities of both courses.

ARTICLE 11

DURATION AND TEACHING ORGANIZATION OF THE MASTER'S PROGRAM

For attendance, duration, division of Master's Program activities, the teaching plan and the methods for periodic assessments and the final examination, reference is made to the Master's Program Operating Regulations, which are hereby incorporated by reference. The calendar and method of delivery of the activities will be announced by each Coordinator.

With regard to cases of suspension and forfeiture, reference is made to the Regulation for the establishment and operation of first- and second-level University Master's Programs cited in the recitals.

ARTICLE 12

AWARDING OF THE FINAL QUALIFICATION

To obtain the final qualification, the student must have acquired the credits required by the current operating regulations of the attended course, including those relating to internship activities and the final examination. The acquisition of credits is subject to periodic checks of the competencies acquired, with possible assessments.

The Final Examination Committee consists of an odd number of at least five members, including the Coordinator, who chairs it, designated by the Scientific Council, the majority of whom must be chosen from among University professors and researchers. The Committee expresses the final mark out of one hundred and ten and may unanimously award honors. The minimum mark required to pass the final examination is 66/110.

ARTICLE 13

PUBLICATION OF DOCUMENTS

This call for applications and all documents related to it will be made public exclusively by publication in the electronic Official Register of the University of Naples Federico II, available on the University website at www.unina.it. Such publication has the value of official notification for all purposes and no personal communications will be sent to the interested parties.

ARTICLE 14 **ACCESS TO DOCUMENTS, PROCESSING OF PERSONAL DATA AND** **PROCEDURE MANAGER**

Candidates are guaranteed access to the documentation relating to the competition procedure, pursuant to current legislation.

This right shall be exercised according to the methods established by the current University Regulation laying down rules on administrative procedure and the right of access to documents, issued by Rectoral Decree no. 4522 of 11.11.2022.

The personal data and special categories of personal data that this Administration may acquire by virtue of this procedure will be processed in accordance with Regulation (EU) 2016/679, the Personal Data Protection Code (Legislative Decree no. 196/2003, supplemented and amended by Legislative Decree no. 101/2018), as well as the University Regulation on Personal Data Protection (issued by Rectoral Decree no. 1226/2021). The data collected will be processed for the purposes of this procedure for which they are provided and will be used exclusively for that purpose and, in any case, within the institutional activities of the University of Naples Federico II. The data subject has the rights referred to in Articles 15, 22 and 77 of the EU Regulation.

The Head of the Specialization Schools and Master Programs Office of the University of Naples Federico II is responsible for all actions relating to this competition procedure that do not fall within the competence of the examining committee.

The aforementioned person may assign in writing to another staff member of the organizational unit the responsibility for procedural actions.

ARTICLE 15 **FINAL PROVISIONS**

For all matters not expressly provided for in this call for applications, reference is made to current legislation.

THE RECTOR
Matteo Lorito

FD/RP/IM/GM

Teaching & Student Services Director: Dr. Maurizio TAFUTO Responsible unit: Specialization & Master Office Procedure Manager: Head: Dr. Iole SALERNO

Annex 1 - MASTER INFORMATION SHEET ZMC

MASTER'S PROGRAM IN <i>"Microsurgery"</i> <i>a.y. 2025-2026 (course code ZMC)</i> (Master Program Operating Regulations: Rectoral Decree no. 241 of 21/01/2025)	
DEPARTMENT OF REFERENCE	Public Health
IN COLLABORATION/AGREEMENT WITH	AORN Cardarelli
FINAL QUALIFICATION/ECTS CREDITS	SECOND-LEVEL MASTER'S PROGRAM - 60 ECTS CREDITS
COORDINATOR	Prof. Simone La Padula
FOR ADMINISTRATIVE INFORMATION	specializzazioni.master@unina.it
FOR TEACHING AND ORGANIZATIONAL INFORMATION	simone.lapadula@unina.it and always cc: postlaurea.sanitapubblica@unina.it
DURATION	Years: 1 Hours: 1500
MINIMUM ATTENDANCE PERCENTAGE REQUIRED	80%
AVAILABLE PLACES	MAXIMUM NO.: 15 MINIMUM NO. OF ENROLLED STUDENTS FOR COURSE ACTIVATION: 5
ACADEMIC QUALIFICATIONS AND ADDITIONAL REQUIREMENTS FOR ADMISSION (see Art. 2 of the call for applications)	Specialist/Master's Degree belonging to any Degree Class (LS/LM) LM-41 Class of Master's Degrees in Medicine and Surgery Access to this Master's Program is also permitted to candidates holding another qualification awarded abroad, deemed a valid admission requirement under the European Qualifications Framework and judged equivalent by the Committee solely for the purposes of admission to the Master's Program. Please note that, if at the time of submission of the application for the competition the candidate is not yet in possession of the declaration of value issued locally by the competent Italian Representation or of the CIMEA statement of comparability of the foreign qualification (see Art. 2 of the call for applications), such documentation must be produced, under penalty of exclusion, by the deadline set for enrolment in the Master's Program.
ADMISSION WITH RESERVATION	The admission requirements must be met by the deadline for enrolment in the course. It is therefore possible to take part in the selection with reservation, without prejudice to forfeiture of the right to enrol if such requirements are not obtained.
DEADLINE FOR THE CALL FOR APPLICATIONS	16/07/2026 [Any reopening of the terms of the call for applications will be announced by notice published on the University website on the page dedicated to the Master's Program (see Art. 3, paragraph 1, of the call for applications)]
METHOD OF SUBMITTING THE APPLICATION	through the online procedure described in Art. 3 of the call for applications at https://www.concorsi.unina.it/domandeMaster/ , under penalty of exclusion.
METHOD OF SENDING QUALIFICATIONS TO THE EXAMINING COMMITTEE	Annex no. 2 to the address simone.lapadula@unina.it ; and always cc: postlaurea.sanitapubblica@unina.it by the deadline of the call for applications, under penalty of non-evaluation.
SELECTION	Qualifications

Annex 1 - MASTER INFORMATION SHEET ZMC

EVALUATION OF QUALIFICATIONS	Minimum score: 30 Maximum score: 70 <table border="1" data-bbox="662 705 1441 1108"> <thead> <tr> <th>QUALIFICATIONS</th><th>CRITERIA</th></tr> </thead> <tbody> <tr> <td>Curriculum vitae et studiorum</td><td>Up to a maximum of 30 points</td></tr> <tr> <td>Documented interest in topics relating to the course: scientific articles authored or co-authored by the candidate, certificates of courses or congresses related to the course topics (to be submitted as attachments when sending the qualifications)</td><td>Up to a maximum of 30 points</td></tr> <tr> <td>Knowledge of the English language, assessed on the basis of the certificates declared by the candidates</td><td>Up to a maximum of 10 points</td></tr> </tbody> </table>	QUALIFICATIONS	CRITERIA	Curriculum vitae et studiorum	Up to a maximum of 30 points	Documented interest in topics relating to the course: scientific articles authored or co-authored by the candidate, certificates of courses or congresses related to the course topics (to be submitted as attachments when sending the qualifications)	Up to a maximum of 30 points	Knowledge of the English language, assessed on the basis of the certificates declared by the candidates	Up to a maximum of 10 points
QUALIFICATIONS	CRITERIA								
Curriculum vitae et studiorum	Up to a maximum of 30 points								
Documented interest in topics relating to the course: scientific articles authored or co-authored by the candidate, certificates of courses or congresses related to the course topics (to be submitted as attachments when sending the qualifications)	Up to a maximum of 30 points								
Knowledge of the English language, assessed on the basis of the certificates declared by the candidates	Up to a maximum of 10 points								
EXAMINING COMMITTEE (see Art. 5 of the call for applications) in the event of selection	Prof. Simone LA PADULA – Chair (Associate Professor) Prof. Francesco D’ANDREA – Member (Full Professor) Prof. Fabrizio SCHONAUER – Member (Full Professor)								
DATE OF PUBLICATION OF THE FINAL ADMISSION DECREE (RANKING LIST OR AUTOMATIC ADMISSION - see Art. 4.4 of the call for applications) AND OF THE NOTICE INDICATING ENROLMENT METHODS AND DEADLINES	27/07/2026 (subject to any postponement notices)								
ENROLMENT FEE (including the €16.00 stamp duty paid virtually)	€ 3,016.00 (three thousand sixteen euros/00) This amount must be paid in a single instalment when submitting the enrolment application.								
REGIONAL TAX FOR THE RIGHT TO UNIVERSITY EDUCATION	€ 167.50 to be paid when submitting the enrolment application.								
SIMULTANEOUS ENROLMENT (see Art. 10 of the call for applications)	In the event of simultaneous enrolment in the Master’s Program and a PhD program, or in the Master’s Program and a specialization school, the student is responsible for producing, at the time of enrolment, the CLEARANCE/AUTHORIZATION of the collegial bodies (and therefore, on their behalf, of the Director/Coordinator) of the course of first enrolment, under penalty of NON-matriculation.								

Annex 1 - MASTER INFORMATION SHEET ZMC

REQUEST FORM FOR THE EVALUATION OF QUALIFICATIONS HELD

Declaration made pursuant to Articles 46 and 47 of Presidential Decree no. 445 of 28/12/2000

To the Chair of the Examining Committee for the competition for admission to the Second-Level Master's Program in "MICROSURGERY" a.y. 2025/2026
e-mail: **simone.lapadula@unina.it**;
cc: postlaurea.sanitapubblica@unina.it

The undersigned _____
(surname and name)

Tax code

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Tel: _____ **E-mail** _____

(enter ordinary e-mail address and any certified e-mail address - PEC)

having read the call for applications and accepted all the conditions and provisions contained therein,

requests the evaluation of the qualifications specified below.

To this end, being aware of the criminal penalties provided for in the event of false declarations and of the forfeiture of any benefits obtained as a result of a measure issued on the basis of an untruthful declaration (Articles 75 and 76 of Presidential Decree no. 445 of 28 December 2000),

declares under his/her own responsibility (*)

1) ☐ that I hold a degree in _____ belonging to

Specialist/Master's Degree Class no. _____⁽¹⁾ in
_____ **awarded on _____ by**
_____ **with a final grade of**
_____/110_____, **thesis title:** _____

2) that I hold the following other qualifications for which evaluation is requested ⁽²⁾:

- _____
- _____
- _____

TO BE COMPLETED ONLY IF DOCUMENTATION IS ATTACHED:

¹ In the case of a degree obtained under the system in force prior to Ministerial Decree no. 509/1999, as subsequently amended and supplemented (old-system degree), enter "V.O."

² ACADEMIC QUALIFICATIONS - Specify the name, date, grade/evaluation and University/Institution that awarded the qualification.

OTHER QUALIFICATIONS/CERTIFICATES: specify date, place, issuing body, duration and any evaluation.

The undersigned attaches the following qualifications to this declaration:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

The undersigned, under his/her own responsibility and aware of the criminal penalties provided for by Art. 76 of Presidential Decree no. 445/2000, as subsequently amended and supplemented, in cases of false documents and false declarations, declares that the photocopies relating to the documents indicated above and attached to this substitute declaration are true copies of the originals.

Date _____

Signature

Information pursuant to Art. 13 of Regulation (EU) 679/2016 on the processing of personal data

The data collected through this form are processed for the purposes of the procedure for which they are provided and will be used exclusively for that purpose and, in any case, within the institutional activities of the University of Naples Federico II. The Data Controller is the University, represented by the Rector and the General Director, according to their respective competences. Exclusively for issues concerning non-compliant processing of personal data, the Data Controller may be contacted by sending an e-mail to the following address: ateneo@pec.unina.it; or to rpd@unina.it or PEC: rpd@pec.unina.it (Data Protection Officer). For any other request relating to the procedure in question, the Office for Specialization Schools and Master's Programs must be contacted instead: specializzazioni.master@unina.it; specializzazioni.master@pec.unina.it.

Data subjects have the rights referred to in Articles 15-22 of the EU Regulation. Complete information relating to the processing of the personal data collected is available on the University website: <http://www.unina.it/ateneo/statuto-e-normativa/privacy>.

Notes

(*) The declarations contained in this form, if correctly made, have the value of self-certification (pursuant to Presidential Decree no. 445/2000, as subsequently amended and supplemented) of the qualification held as an admission requirement and of the qualifications to be evaluated, pursuant to Art. 2 and to the Master information sheet attached to the call for applications for admission to the Master's Program in question. Therefore, the data subject must provide all the elements necessary to allow the Administration to carry out the appropriate checks with precision. In the event of a false declaration, the declarant is criminally liable pursuant to Art. 76 of Presidential Decree no. 445/2000 and, in such case, shall forfeit any benefits obtained as a result of a measure issued on the basis of the untruthful declaration (Art. 75, Presidential Decree no. 445/2000).

(**) Please note that the qualifications for which evaluation is requested according to the instructions of the call for applications may be submitted as photocopies, accompanied by a substitute declaration of affidavit, pursuant to Articles 19 and 47 of Presidential Decree no. 445/2000, as subsequently amended and supplemented, certifying their conformity with the originals, or self-certified pursuant to Art. 46 of Presidential Decree no. 445/2000, as subsequently amended and supplemented. It is also specified that publications and the degree thesis must be submitted as copies, accompanied by a substitute declaration of affidavit, pursuant to Articles 19 and 47 of Presidential Decree no. 445 of 28 December 2000, as subsequently amended and supplemented, certifying their conformity with the originals. Finally, for publications, please note that the candidate's surname and name must be indicated on each work submitted and, in the case of multiple authors of the same work, must be highlighted.