



UNIVERSITÀ  
DEGLI STUDI  
FIRENZE

# CALL FOR APPLICATIONS FOR ADMISSION TO PROFESSIONAL MASTER COURSES

## ACADEMIC YEAR 2023/24

This document is a translation of the official public notice for the admission and enrolment procedure to the Professional Master Course established at the University of Florence, drafted in Italian and issued with Decree of the Deputy number 652 (record 154925) of 13th of July 2023. Such notice is the only official and legally binding version of the notice. This document cannot be used for legal purposes and has the sole purpose to supply information in English on the content of the public notice.



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## 1 ACTIVATED PROFESSIONAL MASTER COURSES

Public selections are announced for admission to the first- and second-level Professional Master Courses reported in Annex A established for academic year 2023/2024, of one-year, two-year or three-year duration, the main characteristics of which are indicated in the fact sheets in Annexes A.1 (course outlines), A.2 (places under agreement) and A.3 (study plans).

On the page:

<https://www.unifi.it/master>

under the name of each individual professional Master course, you will find:

- a fact sheet containing the main information about the course, in accordance with Annex A.1, which is an integral part of this notice;
- a fact sheet reporting the "places under agreement", in accordance with Annex A.2, indicating the places under agreement reserved for certain categories of applicants; the fact sheets may be modified in accordance with agreements signed by the Departments or the Rector;
- the study plan, in accordance with Annex A.3, which is an integral part of this notice;
- the "Deadlines" file containing admission and selection dates, published by subsequent executive decree;
- information regarding the traineeship;
- any other useful information on the course.

## 2 ADMISSION REQUIREMENTS AND INCOMPATIBILITY

### 2.1 Required qualifications

For admission to a Professional Master Course, applicants must hold one of the following university degrees:

- For first-level Master courses:
  - a Bachelor's Degree (*Laurea triennale*), Master's Degree (*Laurea specialistica/magistrale*), Single-Cycle Master's Degree (*L.M. ciclo unico*), Degrees under the former university regulations (*V.O.*) and equivalent degrees under current regulations;
  - an academic qualification awarded abroad valid for admission to



master's degree programmes, in the original or a certified copy, legalised or apostilled, accompanied by an official translation into Italian (documents drawn up in English, French and Spanish do not require translation into Italian) and a Declaration of Value by the Italian diplomatic or consular representation of the country in which the qualification was awarded;

- for second-level Master courses:
  - a Master's Degree (*Laurea specialistica/magistrale*), Single-cycle Master's Degree (*L.M. ciclo unico*), Degrees under the former university regulations (*V.O.*);
  - an academic qualification awarded abroad valid for admission to doctoral programmes, in the original or a certified copy, legalised or apostilled, accompanied by an official translation into Italian (documents drawn up in English, French and Spanish do not require translation into Italian) and a Declaration of Value by the Italian diplomatic or consular representation of the country in which the qualification was awarded.

The qualifications required for admission to each Professional Master course are detailed in the annexed fact sheets; in some cases, there may be additional qualifications or requirements (registration in a professional body, third-level degree).

Students who are unable to produce the Declaration of Value for their qualification must apply to the [Academic Equivalences Information Centre - CIMEA](#) for either the Statement of Comparability or the Statement of Verification of the authenticity of the qualification. In the latter case, the student must in any case present the original or a certified copy of the qualification.

Any qualifications considered equivalent, by virtue of specific legislative provisions, to the qualifications required for admission to a Professional Master course as indicated in each fact sheet, may only be assessed if the candidate holds a secondary school diploma allowing access to university.



Applications for **admission** to Master courses in A.Y. 2023/24 may also be submitted by Italian and foreign citizens holding a **qualification awarded by a foreign university (EU or non-EU), comparable in level, nature, content and academic rights** (access to further courses) **to the Italian academic qualification required** for admission to the chosen course, as provided for under the "[Procedures for entry, residence, enrolment of International Students and recognition of qualifications, for Higher Education Courses in Italy valid for Academic Year 2023-2024](#)".

## 2.2 Incompatibility/simultaneous enrolment

Law no. 33 of 12 April 2022, *Provisions concerning simultaneous enrolment in two higher education programmes*, provides for the option of simultaneous enrolment in two academic programmes. Provisions on compatibility and incompatibility between degree programmes/academic activities can be found in Section 10 of the Study Prospectus. Detailed information and procedures can be found on the University website at: <https://www.unifi.it/p11204.html>.

## 3 APPLICATION PROCEDURE

To enrol in a Master course, EU and non-EU citizens, wherever they reside, with an Italian or equivalent foreign qualification for the purposes of admission to the Professional Master course, must submit an application for admission **exclusively online** by clicking on the link:

<https://ammissioni.unifi.it>

**and proceeding as indicated.** International students applying for a visa and resident abroad who hold a qualification awarded abroad must also submit, by the same deadlines, an application on the University portal as described in article 4 below.

- click on "**Entra nel sistema**" ("Enter the system") and log in using SPID/CIE. Exclusively for those to whom SPID/CIE credentials cannot be issued because they fall within the particular typologies indicated on the [page](#), access to the system is via UNIFI credentials following the instructions on the same page.
  - click on "**Iscriviti a un concorso**" ("Register for a competitive exam"),



select the desired Master, and enter all the information requested by the system.

- at the end of the procedure, the system will charge a **50 Euro fee** for taking part in the selection to be paid using one of the methods proposed by the computer application.

Payment of the **50 Euro fee** for taking part in the selection procedure, **to be made by the deadline** set out in the Deadlines file indicated below, **under penalty of exclusion from the selection**, is compulsory and required to finalise registration.

**NOTE:** Those **competing for places exempt from payment of tuition** must still complete the application form and **pay the 50 Euro participation fee**.

Those who meet the requirements may submit several applications for admission to Professional Master courses after paying the 50 Euro fee for each application. During the data entry procedure, applicants are requested to upload specific documentation for admission to the Master, as well as a Curriculum Vitae.

In addition to their Curriculum Vitae, **applicants with a qualification awarded abroad** must also enclose:

1. a copy of the degree certificate, legalised or apostilled and accompanied by a Declaration of Value issued by the competent Italian diplomatic representation. If not in French, English or Spanish, the degree must also be accompanied by an official translation into Italian.

or

a copy of their degree certificate, accompanied by the CIMEA certificates:

- Statement of Comparability
- Statement of Verification

to be requested through the [Diplome portal](#).

**NOTE:** **Submission of a degree certificate in accordance with the methods above is indispensable** for enrolment in a Professional Master course; in the absence of said documentation, the procedure **cannot** be completed and applicants **forfeit their place**;

2. certificate listing exams taken and marks;



3. translation of the documents indicated in the previous points into Italian (if not already in English, French or Spanish) by an official translator.

Candidates with a **invalidity certificate or certification of disability pursuant to Law 104/1992** and candidates with a **diagnosed specific learning disorder (SLD)** pursuant to Law 170/2010 may be permitted to use special aids or compensatory measures during the exam in relation to the type of certified disability or impairment, and may be allowed extra time (50% more under Law 104/1992, 30% more under Law 170/2010), as long as they fill in the **dedicated section of the online application form**.

For each master, the procedure is active **within the timeframe indicated in the relevant "Deadlines" file** published at <https://www.unifi.it/master>, which also indicates the date and time of closure of the procedure, normally set at **12:30 pm (Italian time zone)**.

After the deadline, the link will be deactivated and it will no longer be possible to submit an application.

Applications received outside the timeframe and through methods differing from those set out in this article will not be accepted.

**At the request of a party**, the University shall reimburse the admission fee **only** in the event that, **at the end of the admission procedures, including any extensions or reopening of deadlines**, the number of applications for admission from ordinary candidates is less than the minimum number required for the activation of the course and therefore the **selection is not carried out**.

To complete the application, applicants may refer to the "[Instructions for completing the application for admission](#) (IT)".

The application is valid as self-certification of the qualification required for admission to the Master course. The University of Florence reserves the right to carry out the appropriate checks with the institutions issuing the qualifications.

Documents, if any, must be produced in a copy certified to be a true copy of the original.



Pursuant to Article 40 of Presidential Decree no. 445/2000, as amended by Article 15 of Law no. 183/2011, in relations with public administration bodies and public service providers, certificates and acts of notoriety are always replaced by self-certifications pursuant to Articles 46 and 47 of the same decree.

Non-EU citizens regularly resident in Italy may use the self-certifications pursuant to Articles 46 and 47 of Presidential Decree no. 445/2000 only to declare status, personal qualities and facts that may be certified or attested by Italian public bodies (see Article 3, paragraphs 2, 3 and 4 of Presidential Decree 445/2000).

The University accepts no liability for lack of communication due to inaccurate information on the candidate's residence, domicile and address, or failure to promptly communicate a change thereof, nor for any postal, telematic or telegraphic errors not attributable to the Administration itself.

#### **4 APPLICATION PROCEDURE FOR FOREIGN STUDENTS WITH QUALIFICATIONS AWARDED ABROAD**

Foreign citizens **resident abroad** holding a **qualification awarded by a foreign university (EU or non-EU)**, equivalent to one of the degrees required for admission to the chosen Course, **besides submitting an application for admission** to the Master in accordance with the procedures and deadlines set out **in Article 3 above of this Notice**, must also register on the **Universitaly portal**, at the address:

<https://www.universitaly.it/>

**Diplomatic representations can only issue study visas to those registered on the Universitaly portal.**

At the end of the selection procedure, through the Universitaly portal, the University communicates the student's acceptance or the positive outcome of the procedure to the competent Italian Representations in order to enable them to issue a study visa.





## 5 SELECTION PROCEDURE

The selection is carried out in accordance with the procedures indicated in the files of each Professional Master Course. As for the timing and technical details (test date, venue, etc.), applicants should consult the Deadlines file available at <https://www.unifi.it/master> under the course title. Further information can be obtained from the addresses listed in each fact sheet's "contact person" box.

## 6 SELECTION RESULTS, ENROLMENT OF SUCCESSFUL APPLICANTS AND WAITLISTS

### 6.1 Publication of the merit ranking

The merit ranking shall be published on the date indicated in the Master's Deadlines file at:

<https://ammissioni.unifi.it/INFO/>

in the section dedicated to the selected Master.

Publication of the ranking serves as official communication to the interested parties: **applicants will not receive any personal communication.**

### 6.2 Enrolment

To complete enrolment, applicants who place successfully in the merit ranking should follow the instructions for registration that will be published at

<https://ammissioni.unifi.it/INFO/>

in the section dedicated to the relevant Master.

Successful applicants may register for the course from the date of publication of the merit ranking up until the deadline indicated in the Master's Deadlines file and must pay the enrolment fee indicated in the course fact sheet and stamp duty by said deadline.

**Enrolment for the Master is finalised on payment of the enrolment fee.**

Successful applicants are considered to have enrolled only after they have paid the enrolment fee and stamp duty.

**Those exempt from the payment of fees** must nevertheless finalise enrolment by **paying** stamp duty, **or they will forfeit their place.**

**Applicants holding an admission qualification awarded abroad** must in any case have finalised enrolment by submitting the required documentation



indicated in Article 3 of this Notice, if not already submitted with their application, by the deadline for enrolment indicated in the Master's Deadlines file, or they will forfeit their place.

Those who have not fully completed enrolment and have not paid the enrolment fee for the Master course by the deadline **will be considered to have withdrawn**.

In cases where the **enrolment fee** and the stamp duty are paid by a **party other than the successful applicant** (e.g. by the employer, a scientific company, etc.), payment must in any case be made **via PagoPA in the name of the successful applicant**. The candidate must contact Student Administration before making the payment - **well in advance of the deadline indicated in the Deadlines file** - so that the payment is registered as a payment made in favour of the beneficiary (also for tax purposes).

### **6.3 Ranking adjustments**

Any places that become available as a result of express or tacit forfeiture or loss of the right to register shall be assigned the next successful applicant in the merit ranking until all places are filled. Information on any adjustments to the merit ranking is published at

<https://ammissioni.unifi.it/INFO/>

under the section dedicated to the Master of interest.

## **7 CONDITIONS FOR ACTIVATING THE COURSE**

The Professional Master Course will not be activated should the number of enrolled full-paying students be less than the minimum number of students indicated in the individual fact sheets. In this case, the registration fee paid shall be refunded on request.

## **8 SINGLE MODULES IN PROFESSIONAL MASTER COURSES**

Some Masters may offer subjects as single modules for up to 12 university credits (CFU).

This information can be found, where applicable, in the individual Master fact sheets. Please refer to Articles 3, 4, 5 and 6 above and to the Deadlines file of the chosen course for details on how to apply for admission and enrolment.



## 9 ENROLMENT FEES AND REFUNDS

In the case of enrolment fees to be paid in instalments, the amount of the various instalments and the deadline for the second instalment (or subsequent instalments in the case of two- or three-year Master courses) are indicated in the Deadlines file. For two-year or three-year master courses, stamp duty must be added to the amount of the first instalment for the years following the first.

The second instalment of the two- or three-year Master includes the premium for accident and third-party liability insurance: failure to meet the deadline will therefore result in the student not being covered by insurance.

Payments made after the deadline for the second (and any subsequent) instalments are subject to an administrative charge of 100 Euros.

Any forfeiture of enrolment after payment of stamp duty and the enrolment fee, where due, shall not entitle the student to a refund of the amount paid and shall be subject to an administrative charge of 100 Euros, as provided for in the 2023/2024 Study Prospectus. Students who have finalised enrolment in a Professional Master degree course referred to in this notice are not entitled to a refund of fees and dues paid, except as provided for under Article 7 above.

To guarantee [insurance coverage](#), students who undertake a traineeship must be up-to-date with payments. In order to be admitted to the final exam, students must have paid the enrolment fee in full and have settled any administrative charges; they must also have applied for graduation and paid the relevant amounts due.

## 10 BENEFITS AND PARTIAL OR FULL EXEMPTION FROM PAYMENT OF FEES

### 10.1 Full exemption

Students with a disability recognised by the National Health Service of between 66% and 100% or with recognition of disability pursuant to Article 3, paragraph 1 of Law no. 104 of 5 February 1992 are fully exempt from payment of the registration fee. The request for exemption must be made on the application by the deadline and cannot be modified after said deadline.



Detailed information regarding the type of exemption must be provided at the time of application. Stamp duty is still due. Those enrolled with an exemption do not count towards the minimum number of students required for the Master course to be activated.

Disabled student enrolled in a two-year or three-year Professional Master course must pay stamp duty to confirm enrolment in the second or third year (see <https://www.unifi.it/vp-4165-assicurazioni.html>)

Students with disabilities should contact the Master course administration office (at the address indicated in each fact sheet's 'contact person' box) for information on modes of attendance.

### **10.2 Places reserved for employees of the University and affiliated companies**

Some courses may reserve free or subsidised places for employees of the University, public bodies or public or private companies by virtue of specific agreements entered into by the University or individual Departments; the fact sheets attached to this call for applications may therefore be subsequently supplemented following stipulation.

Participation of the University's technical-administrative staff is subject to approval in accordance with the procedures set out in the page [Partecipazione a corsi organizzati da strutture dell'Ateneo | Personale | Università degli Studi di Firenze | UniFI](#)

### **10.3 Scholarships**

Based on the merit ranking drawn up at the end of the academic year relating to the last enrolment, and in accordance with the criteria set out in the following paragraph, **reimbursement scholarships** are allocated for an amount equal to the enrolment fee and subject to taxation, payable by the beneficiary, in accordance with the regulations in force.

These scholarships are awarded to 10% of enrolled paying students who, at the time of enrolment, submitted a specific application and have an ISEE 2024 value for DSU (Higher Education Incentive Programme) benefits that falls **within the first tax bracket**, as established in the [Study Prospectus for A.Y. 2023/2024](#) for full-time enrolment in three-year degree programmes,



single-cycle degree programmes, master's degree programmes and specialisation schools in the area of Archaeological Heritage, Architectural Heritage and Landscape, Historical-Artistic Heritage, Legal Professions, Health Professions with non-medical admission.

To this end, students must have signed the *Dichiarazione Sostitutiva Unica* at a CAF/I.N.P.S. in order to obtain the 2024 Indicator of Equivalent Economic Situation Certificate valid for **DSU benefits and referring to their personal tax identification number**. Other types of ISEE are not considered valid. **ISEE declarations with omissions or discrepancies are subject to checks by the University. Checks on the declarations submitted by students are conducted both individually and on a sample basis.** Pursuant to art. 76 of D.P.R. no. 445/2000, in the event of false declarations, in addition to the loss of the benefits granted, the University will report the fact to the competent judicial authority so that it may verify the nature of any offences.

Students resident abroad may refer to the [A.Y. 2023/2024 Study Prospectus](#) for information on the ISEE declaration.

Should the number of eligible students exceed the number of scholarships available, the mark obtained in the final Professional Master course exam will be considered; in the event of a further tie, preference will be accorded to the younger student.

Each Master course may provide for scholarships funded by external bodies, subject to the successful outcome of the agreement between the Department that is the administrative headquarters of the course and the external body concerned. Any information will be provided on the page <https://www.unifi.it/master> under each course fact sheet.

#### **10.4 Cumulation of benefits**

Students enrolled in a Professional Master course may not receive more than one benefit for the same course. Partial or total exemptions from the payment of fees and dues cannot be combined. If a student qualifies for more than one partial or total exemption, the university administration automatically assigns the most favourable exemption to the student.



## 11 TEACHING METHODS

Teaching methods are indicated in the individual forms.

Students should contact the course administration office of the Master in which they are enrolled (at the address indicated in the "contact person" box in each fact sheet) for information on modes of attendance.

**Intermediate tests and final exams must in all cases be taken in person.**

Any changes due to the adoption of emergency measures will be published on the University website.

## 12 FINAL EXAM

The arrangements for the final exam are indicated in the fact sheet of each individual professional master course.

To be admitted to the final exam, students must be up to date with the payment of fees and of any charges accrued; they must access their personal profile, available on the University's online services, and pay the fee for printing the degree diploma, as well as stamp duty, at least 30 days prior to the final exam and after completing the appropriate on-line application.

The mark for the final exam is expressed as a score out of 110, possibly with honours. The average mark obtained in the intermediate examinations, which is calculated on the basis of a weighted arithmetic average, contributes to the final mark.

Students who, after the deadline for the final exam, have not been awarded the degree may re-take the Master course, if it is activated with the same admission requirements, subject to selection and further enrolment, with possible recognition of the activities carried out and credits accrued by the Organizing Committee.

## 13 WORKPLACE SAFETY

Before starting traineeship activities, all students must attend a basic general training course in e-learning mode lasting 4 hours following the procedures outlined on the [dedicated page](#).



In relation to the host's risk assessment, the enrolled student may be required to undergo training on specific risks and possibly a fitness-for-duty medical exam, in application of the regulations in force.

The host may assess the possible equivalence of previous qualifications pursuant to Article 37 of Legislative Decree 81/2008 that the enrolled person may submit.

#### **14 THE PROCEDURE MANAGER**

Pursuant to art. 4 of Law no. 241 dated 7 August 1990, as amended, Maria Orfeo, Head of the Course administration services Area, is appointed Administrative Procedure Manager for the selection tests.

Applicants are entitled to exercise their right of access to the records of selection tests, in accordance with the procedures set out in the [University Regulations governing the right of access](#) issued by Rectoral Decree 508/2023 (prot. no. 123431 of 6 June 2023).

The following individuals may also be contacted for information:

##### **For professional master courses offered by Departments in the area of Biomedicine**

- Maria Maradei, head of the Functional Unit '*Integrated Teaching with the Regional Health Service and the School of Human Health Sciences*', [master-bio@unifi.it](mailto:master-bio@unifi.it), who can be contacted at 055 2751966 on Tuesdays 9:30 am - 12:30 pm and Thursdays 3:00 - 4:30 pm.

##### **For professional master courses offered by Departments in the area of Science | Social Sciences | Technology | Humanities and Education**

- Silvia Caldini, Head of the Functional Unit '*Capponi and Postgraduate Student Administration Office*', [master@adm.unifi.it](mailto:master@adm.unifi.it), who can be contacted at 055 2756700 on Tuesdays 9:30 am - 12:30 pm and Thursdays 3:00 - 4:30 pm.

Any changes to the indicated times will be published on the University website at <https://www.unifi.it/master>.

#### **15 NOTES AND WARNING**

Any variations or additions to the contents of this selection notice shall be advertised through:



- publication on the University's official noticeboard;
- publication on the Florence University website <https://www.unifi.it/master> under each course fact sheet

All candidates are admitted conditionally to the selection procedure and to the Master Course.

The University may at any moment and with reasoned decision, order exclusion for failure to meet the prescribed requirements. This decision will be communicated to the interested party by registered mail with return receipt or by PEC.

Should the documentation submitted include false statements, data or documents - without prejudice to criminal sanctions provided for by the Criminal Code and by special laws on the subject (Articles 75 and 76 of Presidential Decree no. 445/2000) - the student will be automatically excluded from the Master Course and will forfeit any benefits. The above-mentioned false declarations will result in legal actions against the student to claim damages, and the enrolment fees paid by the interested party will not be reimbursed.

## **16 PROCESSING OF PERSONAL DATA**

Pursuant to Legislative Decree no. 196 of 30 June 2003 and EU Regulation 2016/679, the University undertakes to respect the confidential nature of the information provided by candidates: all the data provided shall be processed solely for purposes connected with and instrumental to the selection and management of any relationship with the University, in compliance with the provisions in force.

## **17 INFORMATION**

The procedures for admission to the selection and for subsequent enrolment in Professional Master courses covered by this notice are followed by:

- Postgraduate student administration office, City centre, for **Masters courses activated by the Departments in the area of Science, Social Sciences, Technology, Humanities and Education**, [master@adm.unifi.it](mailto:master@adm.unifi.it)





- Postgraduate student administration office, Functional Unit "Integrated Teaching with the Regional Health Service and the School of Human Health Sciences" for Master courses activated by Biomedical area Departments, [master-bio@unifi.it](mailto:master-bio@unifi.it)

Please note that the Florence University Offices are closed from Monday 14 to Friday 18 August 2023 and from Wednesday 27 to Friday 29 December 2023. Any additional closing days of University Offices or of individual "Student Administration Offices" may be found on the University website.

Contact telephone numbers and any opening hours can be found on the University website at <https://www.unifi.it/master>

## **18 FINAL PROVISIONS**

For anything not provided for in this notice, please refer to the applicable regulations in force.



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