

### **3 Application for admission. Candidates holding a qualification obtained in Italy**

The application for admission must be completed and submitted online starting from **12<sup>TH</sup> April 2023** until **12<sup>th</sup> June 2023**.

The online admission procedure consists of the following phases:

- a) Registration on the website of the University  
<https://esse3.uniba.it/AddressBook/ABStartProcessoRegAction.do>  
of your personal data, residence data and, if needed be, domicile data and of the qualifications in your possession. The registration of your qualifications is used as Substitutive declaration of certification (according to the Decree of the President of the Republic no. 445 of 28<sup>th</sup> December 2000 and subsequent amendments and additions). At the end of registration, temporary Username and Password shall be assigned to access the reserved area for the subsequent enrolment phase of selection.  
If you already have the access credentials to the reserved area (for instance as former student of the University), move directly to point b). In the event of forgotten password [https://esse3.uniba.it/Anagrafica/PasswordDimenticata.do?menu\\_opened\\_cod=](https://esse3.uniba.it/Anagrafica/PasswordDimenticata.do?menu_opened_cod=) or use the Public Digital Identity System (SPID)
- b) completion of the application for admission:  
By accessing the reserved area and clicking on “*Concorsi/Test di ammissione*” (*Competitions and Admission tests*), choose the type and title of the Course you apply for.
- c) attach, by uploading in the specific section of the portal (Assessable Titles), the following documents in PDF format (other formats or photos of the documents will not be accepted):
  - copy of a valid identity document;
  - copy of the fiscal code;
  - duly dated and signed *curriculum vitae*, preferably in European format (with the indication of the degree earned, the University and the date of the attainment.
- d) at the end of the enrolment procedure, an electronic payment of 54.00 € (competition fee) will be generated, available in the “Payments” section of the reserved area of the services of the online Secretariat. The competition fee, which is not refundable, must be paid by the expiry date of this notice. (For the methods of payment, please refer to article 10).
- e) candidates who are interested in enrolling in the Master Programme as second enrolment and candidates who intend to enrol simultaneously in 2 (two) Master, both related to the academic years 2023-2024, in addition to the above-mentioned documents, must send to the email address [master@uniba.it](mailto:master@uniba.it), a self-certification in accordance with the Decree of the President of the Republic no. 445/2000. The dual enrolment shall be finalized only after the possible admission to the Master Programme.

Non-compliance with the deadline indicated for the submission of the application and of the above-mentioned documents by **12<sup>th</sup> June 2023** implicates the exclusion from the selection.

If upon expiration of the submission of the applications for admission the number of candidates is not enough to achieve the minimum number of expected applications required to activate the Course, it may be decided to reopen the deadline of this announcement.

### **4 Application for admission. Candidates holding a qualification obtained abroad.**

Candidates holding an academic qualification obtained abroad – equivalent by level, nature, content and academic rights to the degree required to access the selected Course - can apply for admission. The Scientific-Technical Committee of the Course shall assess the equipollence of academic qualifications obtained abroad, only for the purposes of admission. This does not imply the recognition of any legal value to the qualification declared by the interested persons. Candidates holding foreign academic qualifications shall follow the same procedures reported in

article 3 of this announcement, letters a) and b), and attach, by uploading in the section “Foreign Academic Qualification”:

- duly dated and signed *curriculum vitae*, preferably in European format (with the indication of the degree earned, the University and the date of the attainment);
  - copy of a valid identity document;
  - copy of Academic Qualification, as specified below:
- **For candidates in possession of academic qualifications issued by Institutes of EU countries (Bologna process):** Academic qualification equipped with legalization or certified copy, comparable by level, nature, content and academic rights to the requested Italian qualification for the access to the selected Course. It must be accompanied by the Diploma Supplement, issued by your home university or, alternatively, by the “*Dichiarazione di Valore in loco*” (Declaration of value *in loco*) or by the Statement of Comparability issued by the Italian ENIC-NARIC Center (CIMEA): <https://cimea.diplo-me.eu/uniba/#/auth/login>;
  - **For candidates in possession of academic qualifications issued by Institutes of non-European countries. (A+B):**
    - A) Academic qualification equipped with legalization or certified copy, comparable by level, nature, content and academic rights (access to other Courses) to the requested Italian qualification for the access to the selected Course, accompanied exclusively by the Statement of Comparability issued by the Italian ENIC-NARIC Center (CIMEA): <https://cimea.diplo-me.eu/uniba/#/auth/login>. **As an alternative** to the legalization, the University of Bari Aldo Moro accepts the Statement of Verification issued by the Italian ENIC-NARIC Center (CIMEA).
    - B) The certificate issued by the competent Academic Authority that certifies the exams passed (Transcript of Records).

All the required documents, produced in PDF format, must be translated, under penalty of exclusion, except for the Diploma Supplement and the certificates issued by the Italian ENIC-NARIC Center (CIMEA).

candidates who are interested in enrolling in the Master Programme as second enrolment and candidates who intend to enrol simultaneously in 2 (two) Master, both related to the academic years 2023-2024, in addition to the above-mentioned documents, must send to the email address [master@uniba.it](mailto:master@uniba.it), a self-certification in accordance with the Decree of the President of the Republic no. 445/2000. The dual enrolment shall be finalized only after the possible admission to the Master Programme.

Non-compliance with the deadline indicated for the submission of the application and of the above-mentioned documents by **12<sup>th</sup> June 2023** implicates the exclusion from the selection.

Non-EU candidates residing abroad, who are interested in enrolling in the Master Programme, shall access the portal UNIVERSITY (<https://www.university.it/index.php/registration/firststep>), shall complete the corresponding “pre-enrolment application” electronically, promptly equipping themselves with visa application for study reasons at the competent representations.

## 7. Enrolment.

The candidates admitted to the Course shall enroll, under penalty of exclusion, following the dedicated online procedure, according to the terms that shall be made known contextually to the publication of the ranking/shortlist. They shall access the reserved area of the Secretariat Esse3, with the same username and password already used for the completion of the application for selection and choose, in the order, the functions:

1. Select, from the ‘menu’ section, the item ‘Segreteria’, ‘Immatricolazione – Trasferimento da altro Ateneo’ and click on ‘Immatricolazione’, in the box on the left of the web page. Click, then, on

'Immatricolazione standard'; select the type of Course; select the Course of interest; confirm.  
2. "Payments" section: Total amount EUR € 1.500,00 to pay in two instalments (EUR 900,00 first instalment + EUR 16.00 – virtual stamp duty + EUR 4.13 – contribution for insurance policy).

The admitted candidates holding an academic qualification obtained abroad, shall deliver (on appointment agreed by e-mail with the offices) or send, by registered letter with return receipt, to the *Unità Operativa Master* (Sezione Post Laurea - Università degli Studi di Bari Aldo Moro - Palazzo Polifunzionale per gli Studenti - Piazza Cesare Battisti,1 – 70122 Bari, first floor) the original documents presented as certified copies at the moment of the submission of the application for admission, provided for in points a) and b) of article 4.

The *Diploma Supplement* and the original documents submitted shall be returned to the participant at the end of the course, upon request.

Non-EU candidates residing abroad, upon their arrival in Italy and no later than ten days from the deadline of the enrolment, in addition to the above-said procedure, shall e-mail ([master@uniba.it](mailto:master@uniba.it)) the documents finalized by the competent diplomatic Authorities, the visa and the receipt of the application for the residence permit.

The candidates who have not regularized their enrolment within due date (by completing the online enrolment application and the payment of the enrolment fee) will be deemed to have renounced. Once enrolments have been completed, should places be made available because of entitled persons who have renounced, and if any list of suitable candidates is provided, we will proceed with the scrolling of the ranking list.

## **10. Payment methods of fees and contributions.**

In accordance with current legislation, in relation to electronic payments in favor of public authorities, the payments of fees and contributions shall be made through the PagoPA system, promoted by the Presidency of the Council of Ministers and handled by AgID. The University of Bari Aldo Moro has made available the guidelines for the use of PagoPA, at the following link: <https://www.uniba.it/it/studenti/servizi-informatici/pagamento-tasse-pago-pa>. No payment different from the above-said procedures shall be admitted. The *post-Laurea* (Post-graduate) offices shall not send students the invoices that will be available on the personal Esse3 page under the item "Payments".

If the payment is made by third parties (for instance, firms, other institutions, etc.) other than the candidates, the institution shall request, before the enrolment, the issuance of a debit note/electronic billing, using the form available at the following link <https://www.uniba.it/it/didattica/master-universitari/normativa%20modulistica%20master/richiesta-emissione-nota-debito.pdf/view> which shall be sent at the mail address [master@uniba.it](mailto:master@uniba.it), specifying the company name and VAT identification number to allow the issuance of the accounting document with the appropriate header.

**Only and exclusively for foreign students who reside abroad and are unable to make the payment in the form of student contribution by the PagoPa system, it is active, at the Istituto cassiere Banca Intesa Sanpaolo SPA – filiale di via Abate Gimma 101 Bari, the following bank account:**

**IBAN: IT48X0306904013100000300280  
BIC CODE: BCITITMM**

**In the event of any disputes, only the text in Italian will be valid.**