



**UNIVERSITÀ
DI SIENA
1240**

UFFICIO MASTER E CORSI

**CALL FOR APPLICATIONS AND ENROLMENT IN ADVANCED TRAINING COURSES, PROFESSIONAL
DEVELOPMENT COURSES, TRAINING COURSES AND SUMMER SCHOOLS
A.Y. 2026/2027**

Article 1. General Information

1. The University of Siena, for the A.Y. 2026/2027, establishes Advanced Training Courses, Professional Development Courses, Training Courses and Summer Schools, hereinafter referred to as "Courses". The main characteristics are indicated in the Course Factsheet for each individual Course, which contains:

- type of Course (Advanced Training Course, Professional Development Course, Training Course or Summer School)
- title
- educational objectives
- credits (CFU/ECTS) awarded, duration in hours and period of delivery
- maximum percentage of permitted absences
- application/enrolment deadline
- any dedicated website
- language or languages of instruction
- hosting department
- administrative and academic contacts
- any agreement or partnership
- admission requirements
- admission/enrolment procedures
- minimum and maximum number of places available
- tuition fees
- educational programme
- methods of any final assessment
- governing bodies

2. The activation of a Course is subject to the attainment of the minimum number of enrolments specified in the Course Factsheet. For this purpose, only applicants who have paid the tuition fee shall be considered enrolled. Should the programme not be activated, any enrolment fees already paid shall be refunded in full.

Article 2. Requirements and Financial Benefits

1. To be admitted to a Course, applicants must hold the qualification specified in detail in the relevant Course Factsheet.

2. The following applicants are also eligible for admission:

- candidates in possession of a qualification equivalent, according to current regulations, to one of the admission requirements specified in art. 2, paragraph 1;
- candidates in possession of an academic qualification obtained abroad that is recognised as comparable, for admission purposes only, in terms of academic level, nature, content and associated academic rights to the Italian qualification required for access to the chosen course.



UNIVERSITÀ DI SIENA 1240

Where provided for the Courses that also admit holders of other qualifications granting access to higher education pursuant to Article 1, paragraph 10, of Law No. 1 of 8 January 2002 (nursing and midwifery professions, rehabilitation health professions, healthcare technical professions, prevention technical professions and social worker diplomas), applicants must hold a five-year upper secondary school diploma. Such qualifications must also have entitled the holder either to registration with the relevant professional register, to professional practice as an employee or self-employed professional, or to participation in recruitment procedures for personnel of the National Health Service or other public sector bodies.

For Courses in the healthcare field involving direct clinical activities with patients, applicants must hold the relevant professional license and be registered with the appropriate Italian Professional Register. In the absence of these requirements, **enrolment will only be possible where the Course Factsheet expressly provides for the possibility of carrying out practical activities using simulation mannequins.**

3. All admission requirements must be fulfilled by the application deadline specified in the relevant Course Factsheet.

4. Students with a certified disability rating of at least 66% and with an ISEE indicator for university financial aid purposes not exceeding € 22,000 for the 2026 calendar year, may be admitted in addition to the maximum number of places available, provided that they meet the admission requirements referred to in paragraph 1 above.

Students referred to in this paragraph shall be fully exempt from the payment of enrolment fees, but are still required to pay the € 16.00 electronic stamp duty through the **PagoPA system**. These students shall not be counted towards the minimum number of enrolments required for programme activation. The number of such students may not exceed 10% of the total number of enrolled students, unless otherwise justified and approved by the competent governing body. If the number of students meeting both eligibility requirements exceeds the above limit, the Programme's governing body shall determine the objective criteria for granting the above benefits. Where the number of applications does not exceed the number of places available under the selection notice, the Course's governing body will likewise determine the objective criteria for granting such benefits.

To be eligible for this benefit, applicants must complete the relevant sections of the online application procedure, attach a copy of their disability certificate and authorise access to the INPS database. Candidates with disabilities, pursuant to Law no. 104 of 5 February 1992, and applicants covered by Law 68/1999 and Law no. 170/2010, must contact the Student Inclusion Services - Via Banchi di Sotto, 55 - Siena (Italy) - e-mail disabilita@unisi.it and servizidsa@unisi.it.

Article 3. Types of Access Procedures

1. Types of access procedures for Courses:

- a) **Admission** (the procedure involves a competitive selection procedure (with a maximum number of places available) (art. 4);
- b) **Direct enrolment** (with no limit on the number of participants) and **direct enrolment on a first-come, first-served basis** (until all available places have been filled) (art. 5).



UNIVERSITÀ DI SIENA 1240

Since the entry into force of Article 15 of Law 183/2011 from 1 January 2012, public authorities may no longer accept certificates issued by other public authorities or providers of public services concerning personal status, qualifications or facts. Certificates must always be replaced by self-declarations or affidavits.

Pursuant to art. 75 of Presidential Decree no. 445 of 28/12/2000, without prejudice to the provisions of art. 76 regarding criminal matters, if any self-declaration submitted during the online admission or enrolment procedure is found to contain false statements, the applicant shall forfeit any benefit obtained on the basis of such declaration.

The University shall not be held responsible for any failure to receive communications resulting from inaccurate contact details provided by applicants, failure to notify changes of e-mail address or residence/domicile, or any circumstances attributable to third parties, unforeseen events or force majeure

Article 4. Submission of Admission Applications and Enrolment Procedure

1. **Applications for admission** must be submitted by the deadline specified in the relevant Course Factsheet. The application must be submitted exclusively online through the University of Siena's Online Student Services Portal (Segreteria online) <https://segreteriaonline.unisi.it>. After this deadline, applications for admission will no longer be accepted.

2. Instructions for completing the application:

a) before filling out the application, applicants must log in to the system using SPID, CIE or their University credentials, according to the procedures described below:

I. by selecting "Registrazione" ("Registration") (only if you do not have active or previous academic careers at the University). Upon completion of the registration process, applicants will receive a **username** and **password** which can be used to access the system, use the available services and update personal information. The login credentials are displayed on the screen, can be printed from the registration summary and are sent by e-mail to the personal e-mail address provided during registration.

or in the case of active or previous academic careers at the University of Siena

II. by selecting "Recupera credenziali UNISIPASS" ("Recover UNISIPASS credentials")

b. Once logged in using SPID, CIE or with your own University credentials (if you have more than one academic record, select the appropriate record before proceeding), select "Segreteria" and then the menu item "Test di ammissione" ("Admission Test"), and follow the instructions on the subsequent screens until the application is completed.

Any false or inaccurate declarations made during the online procedure shall result in exclusion from the final ranking.

At the end of the procedure, the system generates a "Promemoria domanda di partecipazione selezione" (Application Submission Summary).

3. During the online application procedure, candidates must upload all the documents required by the relevant Course Factsheet in the section entitled "**Gestione titoli e documenti per la valutazione**" ("Qualifications and Supporting Documents for Evaluation")

The **self-certification form** concerning registration with a Professional Register and the equivalent qualifications referred to in Law No. 1 of 8 January 2002 (provided that the applicant holds a five-year upper secondary school diploma) is available at the following webpage



UNIVERSITÀ DI SIENA 1240

<https://www.unisi.it/didattica/corsi-post-laurea/corsi-di-perfezionamento/modulistica-e-documentazione-corsi-di>.

This form must be completed and uploaded whenever registration with a Professional Register and/or the above-mentioned equivalent qualifications are included among the admission requirements specified in the relevant Course Factsheet.

Foreign students or applicants with a qualification obtained abroad must also upload copies of the following documents listed below, as required under art. 2:

- a) copy of the application submitted on the University platform (<https://www.universitaly.it/studenti-stranieri>);
- b) one of the following documents:
 - Dichiarazione di Valore (DOV) (Declaration of Value), issued by the competent Italian diplomatic authority or another document suitable for verifying the characteristics of the foreign qualification. Such documentation must in all cases be accompanied by legalised documents bearing an Apostille or by the original qualification;
 - Diploma Supplement issued according to the standard scheme developed on the initiative of the European Commission, the Council of Europe, and UNESCO;
 - certificates issued by the Italian ENIC-NARIC centre (CIMEA) "Attestato di comparabilità" (Statement of comparability) and "Verifica della Certificazione" (Verification of Qualification);
 - the original qualification (or a certified copy thereof), or a legally valid substitute certificate, accompanied by an "Attestato di Corrispondenza" ("Statement of Correspondence") issued through the ARDI CIMEA platform and a "Verifica della Certificazione" ("Verification of Qualification")
 - certification issued by ENIC-NARIC centres in other countries (full list available at <https://www.enic-naric.net/page-countries-of-the-networks>).

Please note that any documentation not expressly required, uploaded will not be considered by the Selection Committee for evaluation purposes.

4. Applicants may not refer to documents or qualifications previously submitted to the University in connection with applications to other programmes. Such documents must be submitted again as part of the present application procedure.

5. Applicants with disabilities, pursuant to Law No. 104 of 5 February 1992, and applicants covered by Law No. 68/1999 and Law No. 170/2010, must expressly request any accommodations, support measures and/or additional time required in order to sit the admission tests, according to their individual needs. For this purpose, applicants must contact the Student Inclusion Services, Via Banchi di Sotto 55, Siena (Italy) - e-mail disabilita@unisi.it and servizidsa@unisi.it.

6. Since the entry into force of Article 15 of Law No. 183/2011 on 1 January 2012, public authorities may no longer accept certificates issued by other public authorities or providers of public services concerning personal status, qualifications or facts. Certificates must always be replaced by self-certifications or sworn statements.

7. Admission to the Course is based on the selection procedure specified in the relevant Course Factsheet. Applicants must obtain a minimum score of 18/30 in order to be deemed eligible for admission.

8. The criteria for the evaluation are preliminarily set by the competent governing body at its first meeting.



UNIVERSITÀ DI SIENA 1240

9. Where applicants are assessed on the basis of their curriculum vitae (CV), the Selection Committee shall prepare an assessment form for each applicant, specifying in detail the qualifications attributed to each evaluation category and the corresponding scores awarded.

10. Applicants who rank within the number of available places shall be admitted to enrolment. In the event of a tie between eligible applicants, preference shall be given to the younger applicant. In case of withdrawal, the candidates who follow in the merit ranking are admitted. The ranking list shall expire on the date on which teaching activities commence.

11. The Master and Courses Office shall send each admitted applicant a notification to the e-mail address provided during the online registration process. The notification shall specify the procedures and deadlines for enrolment.

Upon completion of the enrolment procedure, the system generates the payment form for the first instalment or the single payment, as specified in the relevant Course Factsheet. If the procedure has been completed correctly, applicants may print the enrolment summary generated by the system.

Enrolment becomes effective only upon payment of the required enrolment fee. Students who are not up to date with the required payments by the start of teaching activities shall be deemed to have implicitly withdrawn from the programme, and their academic record shall be closed.

Where admission is based on a ranking list, failure by an admitted applicant to pay the required fees within the deadline indicated in the notification e-mail shall result in the ranking list being updated and the place being offered to the next eligible applicant until all available places have been filled.

Non-EU applicants and applicants with equivalent status who hold an academic qualification obtained either in Italy or abroad must submit, either in person or by e-mail to the Master and Courses Office (master-corsi@unisi.it), the following documents by the deadline indicated in the notification. Failure to do so shall result in exclusion from the Course:

- a) a copy of the residence permit for non-EU applicants with equivalent status;
- b) a copy of the passport bearing the appropriate entry visa for purposes other than tourism, for non-EU applicants residing abroad.

Final confirmation of enrolment is subject to verification that all admission requirements for the Course have been met. Until such verification has been completed, enrolment shall be considered provisional. Should an applicant fail to meet the prescribed admission requirements, the Master and Courses Office may, at any time and by means of a reasoned decision, revoke admission to the Course.

Article 5. Enrolment Procedure

1. Applications for enrolment in Courses with **direct enrolment** and **direct enrolment on a first-come, first-served basis** must be submitted by the deadline specified in the relevant Course Factsheet. The application must be submitted exclusively online through the University of Siena's Online Student Services Portal (Segreteria online) <https://segreteriaonline.unisi.it>. After this deadline, applications for admission will no longer be accepted.

2. Instructions for enrolment:

- a) log in to the system using SPID, CIE or their University credentials, according to the procedures described below:



UNIVERSITÀ DI SIENA 1240

- I. by selecting "Registrazione" ("Registration") (only if you do not have active or previous academic careers at the University). Upon completion of the registration process, applicants will receive a **username** and **password** which can be used to access the system, use the available services and update personal information. The login credentials are displayed on the screen, can be printed from the registration summary and are sent by e-mail to the personal e-mail address provided during registration.

or in the case of active or previous academic careers at the University of Siena

- II. by selecting "Recupera credenziali UNISIPASS" ("Recover UNISIPASS credentials")
- b. Once logged in using SPID, CIE or with your own University credentials (if you have more than one academic record, select the appropriate record before proceeding), select "Segreteria" the menu item "Immatricolazione" ("Enrolment"), and follow the instructions on the subsequent screens until the procedure is completed.

Upon completion of the enrolment procedure, the system generates the payment form for the first instalment or the single payment, as specified in the relevant Course Factsheet. If the procedure has been completed correctly, applicants may print the enrolment summary generated by the system.

Enrolment becomes effective only upon payment of the required enrolment fee. Applicants who have completed the enrolment procedure must finalise it by paying the first instalment, or the full amount where applicable, within two (2) days of enrolment. Failure to make payment within this period may result in the cancellation of enrolment and the closure of the student's academic record by the Master and Courses Office. Students who are not up to date with the required payments by the start of teaching activities shall forfeit their enrolment and be deemed to have implicitly withdrawn from the programme, resulting in the closure of their academic record.

3. During the online enrolment procedure, applicants must upload any documents required by the relevant Course Factsheet.

The **self-certification form** concerning registration with a Professional Register and the equivalent qualifications referred to in Law No. 1 of 8 January 2002 (provided that the applicant holds a five-year upper secondary school diploma) is available at the following webpage <https://www.unisi.it/didattica/corsi-post-laurea/master-universitari/modulistica-e-documentazione-master>. This form must be completed and uploaded whenever registration with a Professional Register and/or the above-mentioned equivalent qualifications are included among the admission requirements specified in the relevant Course Factsheet.

Foreign students or applicants with a qualification obtained abroad must also upload copies of the following documents listed below, as required under art. 2:

- a) a copy of the residence permit for non-EU applicants with equivalent status;
- b) a copy of the passport bearing the appropriate entry visa for purposes other than tourism, for non-EU applicants residing abroad.
- c) copy of the application submitted on the University platform (<https://www.universitaly.it/studenti-stranieri>);
- d) one of the following documents:
 - o Dichiarazione di Valore (DOV) (Declaration of Value), issued by the competent Italian diplomatic authority or another document suitable for verifying the characteristics of the



UNIVERSITÀ DI SIENA 1240

foreign qualification. Such documentation must in all cases be accompanied by legalised documents bearing an Apostille or by the original qualification;

- Diploma Supplement issued according to the standard scheme developed on the initiative of the European Commission, the Council of Europe, and UNESCO;
- certificates issued by the Italian ENIC-NARIC centre (CIMEA) "Attestato di comparabilità" (Statement of comparability) and "Verifica della Certificazione" (Verification of Qualification);
- the original qualification (or a certified copy thereof), or a legally valid substitute certificate, accompanied by an "Attestato di Corrispondenza" ("Statement of Correspondence") issued through the ARDI CIMEA platform and a "Verifica della Certificazione" ("Verification of Qualification")
- certification issued by ENIC-NARIC centres in other countries (full list available at <https://www.enic-naric.net/page-countries-of-the-networks>).

4. Final confirmation of enrolment is subject to verification that all admission requirements for the Course have been met. Until such verification has been completed, enrolment shall be considered provisional. Should an applicant fail to meet the prescribed admission requirements, the Master and Courses Office may, at any time and by means of a reasoned decision, revoke admission to the Course.

Article 6. Provisions for Non-Italian Applicants and EU Applicants Holding Academic Qualifications Obtained Abroad

1. The ministerial provisions containing the "Procedures for the entry, stay and enrolment of international students and the related recognition of qualifications for higher education programmes in Italy", valid for the Academic Year 2026/2027, are available on the website of the Ministry of University and Research at: <https://www.universitaly.it/studenti-stranieri>.

2. Applicants holding a foreign academic qualification that is comparable, in terms of level, nature, content and academic rights, to the Italian qualification required for admission to the selected programme may apply for enrolment in Courses. Enrolment remains subject to the assessment of the applicant's eligibility and, where applicable, to successful completion of the relevant admission examination. Applicants must satisfy any professional licensing requirements where these are required for admission.

Qualifications awarded by foreign institutions must be accompanied by the documentation required by the University in accordance with the principles of the Lisbon Recognition Convention. In particular, applicants must provide one of the following documents for the purpose of assessing their foreign qualification:

- Dichiarazione di Valore (DOV) (Declaration of Value), issued by the competent Italian diplomatic authority or another document suitable for verifying the characteristics of the foreign qualification. Such documentation must in all cases be accompanied by legalised documents bearing an Apostille or by the original qualification;
- Diploma Supplement issued according to the standard scheme developed on the initiative of the European Commission, the Council of Europe, and UNESCO;
- certificates issued by the Italian ENIC-NARIC centre (CIMEA) "Attestato di comparabilità" (Statement of comparability) and "Verifica della Certificazione" (Verification of Qualification);
- the original qualification (or a certified copy thereof), or a legally valid substitute certificate, accompanied by an "Attestato di Corrispondenza" ("Statement of Correspondence") issued through the ARDI CIMEA platform and a "Verifica della Certificazione" ("Verification of Qualification")



UNIVERSITÀ DI SIENA 1240

- certification issued by ENIC-NARIC centres in other countries (full list available at <https://www.enic-naric.net/page-countries-of-the-networks>).

3. Non-EU applicants residing abroad who require an entry visa must submit a pre-enrolment application for the selected University Course through the University portal (<https://www.universitaly.it/>) within the deadlines established in the call for applications of the chosen programme.

This procedure must be completed before the subsequent admission and enrolment procedures, which must be carried out exclusively online through the University of Siena's Online Student Services Portal (Segreteria online) at <https://segreteriaonline.unisi.it>.

4. For enrolment in programmes offered by Italian universities, the following procedures apply according to the type of programme concerned: international applicants holding an academic qualification that is comparable, in terms of level, nature, content and academic rights, to the Italian qualification required for admission to the selected programme may submit an application for admission/enrolment.

The same procedure shall also apply to University Courses established by universities in cooperation with public or private organisations.

At the time of admission/enrolment at the University, applicants must submit their academic qualification together with all documentation required for admission/enrolment. Following confirmation of acceptance by the University, applicants shall apply to the competent Italian diplomatic-consular representation for the issuance of a study visa, valid for the duration of the programme.

Where an in-person admission examination is required, the study visa shall have a conventional validity of 100 days. Upon successful completion of the admission examination, students may proceed directly with enrolment in the programme and apply for an extension of their residence permit without returning to their country of origin.

Article 7. Enrolment Fees

1. The enrolment fee is specified in the relevant Course Factsheet and is exclusive of any charges or bank fees. The fee may be paid either in a single payment or in two instalments, as specified in the Course Factsheet.

An additional € 16.00 (sixteen/00) shall be charged for the electronic stamp duty and must be paid at the time of enrolment/registration. This payment must be made exclusively through the **PagoPA system** according to the instructions on the website <https://segreteriaonline.unisi.it>. Further information is available at <https://www.pagopa.gov.it/>

Enrolment in the programme is conditional upon payment of all amounts due. If payment is not made by the applicable deadline, the Master and Courses Office may cancel the enrolment and close the student's academic record.

2. Where the enrolment fee is paid by a third party (e.g. public bodies, foundations, companies or other organisations):

- for payments made by private entities or companies, payment must be made through the **PagoPA system** upon receipt of a payment notice issued by the University of Siena;
- for payments made by a public body, a Girofondo transfer shall be made to the Single Treasury Account (IBAN: IT0600100004306TU0000015635) held by the University of Siena at the Bank of Italy.

Any third-party payment of the enrolment fee must be supported by a formal letter of commitment submitted no later than the enrolment deadline.



UNIVERSITÀ DI SIENA 1240

3. Scholarships may not be combined with other forms of financial support.

4. As the Course forms part of the University's institutional activities rather than its commercial activities, the enrolment fee falls outside the scope of VAT and therefore no invoice will be issued.

5. If the minimum number of enrolments specified in the Course Factsheet is not reached, the Course will not be offered and the University will refund the enrolment fee, excluding the € 16.00 electronic stamp duty, which is non-refundable under any circumstances.

Article 8. Governing Bodies

1. The governing bodies of the Course are:

- the Director;
- the Course Board, composed of all lecturers teaching on the Course (Advanced Training Courses);
- the Executive Board, composed of the Director and two lecturers of the Course (Professional Development Courses, Training Courses and Summer Schools).

Article 9. Educational Programme

1. Attendance is mandatory.

The following information is specified in the Course Factsheet for each Course:

- the maximum percentage of excused absences permitted for teaching activities;
- the mode of delivery of teaching activities;
- the period during which the Course is delivered
- the language(s) of instruction (a good command of the language(s) of instruction is required);
- the modules/courses taught;
- any placement/internship component, where applicable.

2. The timetable and organisation of teaching activities shall be communicated by the Course Director.

Article 10. Final Assessment and Award of the Final Certificate

1. The arrangements for the final assessment, where provided for, and the corresponding CFU credits are specified in the Course Factsheet. The final assessment is graded on a scale of 110.

2. Where no final assessment is provided for, upon completion of the Course, a certificate of attendance shall be issued in accordance with the applicable legislation.

3. The final certificate shall be issued, upon request, to students who have completed all required activities and fulfilled the prescribed obligations. The request must be submitted using the form available on the webpages dedicated to postgraduate courses: <https://www.unisi.it/didattica/corsi-post-laurea>

Article 11. Withdrawal from the Course

1. Students may withdraw from the Course only if they are up to date with all enrolment fee payments due as of the date on which the withdrawal request is submitted. The withdrawal request must be submitted using the "Modulo per rinuncia" ("Withdrawal Form") available at: <https://www.unisi.it/didattica/corsi-post-laurea>.

2. **Failure to pay the enrolment fee due does not constitute withdrawal from the Course.** Students who fail to pay the instalments due may not carry out any academic administrative procedure, their status as students of the University is not terminated and may not enrol in any other programme

3. **Withdrawal from the Course does not entitle the student to a refund of any enrolment fees already paid.**



UNIVERSITÀ DI SIENA 1240

Article 12. Changes to the Call

1. Any amendments to this call and to the Course Factsheets of the individual Courses shall be published on the University's Online Notice Board (<https://www.unisi.it/>) and on the webpages dedicated to postgraduate studies <https://www.unisi.it/didattica/corsi-post-laurea>.

Article 13. Insurance Coverage

1. The University of Siena, as the administrative host institution of the Course, provides enrolled students with insurance coverage for civil liability and personal accidents. The University of Siena guarantees the same insurance coverage to students also for the mandatory internship/placement activities at host organisations other than University facilities as specified in the relevant Course Factsheets or subsequently designated through a formal agreement between the parties. Any risks not covered by the University's insurance policy shall be borne by the host organisation or, where this is not the case, by the student.

Article 14. Processing of Personal Data

1. The processing of applicants' personal data is carried out by the University of Siena exclusively for institutional purposes and for the management of this call for applications. Information on the processing of personal data is available in the Privacy section of the University website at: <https://www.unisi.it/ateneo/adempimenti/privacy>.

2. The University undertakes to respect the confidentiality of the data and information provided, which are processed in accordance with Regulation (EU) 2016/679 on the protection of personal data (GDPR) and Legislative Decree No. 196/2013 (Italian Privacy Code), insofar as its provisions are compatible with the Regulation. The Data Controller is the University of Siena, legally represented by the Rector.

Students may exercise their rights (Articles 15 et seq. of the EU Regulation) by contacting the Data Controller via certified e-mail (PEC) at: rettore@pec.unisipec.it, or by e-mail at: segreteria.rettore@unisi.it.

3. The provision of personal data is mandatory for the management of the relationship between the student and the University (e.g. selection procedures, admission, enrolment, management of the academic career, etc.). Any refusal to provide or allow the processing of such data will result in exclusion from this call for applications.

Article 15: Officer Responsible for the Procedure

1. The Officer Responsible for the Procedure is Dr Paolo Genovese, Head of the Master and Courses Office of the University of Siena.

Article 16: Final Provisions

1. For matters not expressly provided for in this Call for Applications, reference shall be made to the Regulations on University Master's Programmes, Advanced Training Courses, Professional Development Courses, Training Courses, and Summer and Winter Schools of the University of Siena, as well as to the internal regulations and provisions of the University of Siena and the relevant national legislation.