



**UNIVERSITÀ
DI SIENA
1240**

**CALL FOR APPLICATIONS AND ENROLMENT IN LEVEL I AND II UNIVERSITY MASTER'S DEGREES
A.Y. 2025/2026**

Article 1. General Information

1. The University of Siena, for the A.Y. 2025/2026, is establishing Scientific Specialisation and Permanent and Recurrent Higher Education Courses at the end of which a Level I or II university Master's diploma will be issued, with an annual or two-year duration. The main characteristics are indicated in the factsheet for each individual Master's degree, which contain:

- name and level of the Master's degree
- educational objectives
- university credits (CFU) awarded, duration in months, total number of hours and period of study
- percentage of possible absences
- application/enrolment deadline
- any dedicated website
- language or languages of instruction
- department of affiliation
- contact details for organisation and teaching (lessons, calendar, classrooms, etc.)
- any agreement or support
- access requirements
- admission/enrolment procedures
- minimum and maximum number of places available
- tuition fees
- educational pathway
- methods of the final assessment
- Master's bodies

2. The activation of a Master's degree is subject to reaching the indicated minimum number of enrolments. For this purpose, students who have paid the enrolment fee are considered. In the event that the Master's degree is not activated, the enrolment fee already paid will be fully refunded.

3. The University of Siena is committed to combating gender stereotypes. Where the masculine form is used in this document, it should be understood as referring inclusively to all persons to whom the call is addressed.

Article 2. Requirements and Benefits

1. Access qualifications: to access a Master's degree, you must be in possession of a university degree as follows:

- Level I Master's: old system degree ("Laurea vecchio ordinamento"), university diploma ("Diploma universitario"), three-year degree ("Laurea triennale"), specialist/master's degree ("Laurea specialistica/magistrale");

- Level II Master's: old system degree, specialist/master's degree.

The access qualifications are indicated in detail in the factsheets for each individual Master's degree, which also contain any other required qualifications.

For Master's degrees in the healthcare sector that include practical activities with patients, a professional license and enrolment in the relevant Italian professional association are required. **In the absence of these requirements, enrolment will only be possible if the Master's factsheet has expressly indicated the possibility of carrying out practical activities on a mannequin.**

2. The following may also enrol:

- candidates in possession of a qualification equivalent, according to current regulations, to one of the access qualifications specified in art. 2, paragraph 1;
- candidates in possession of an academic qualification obtained abroad that is equivalent for the sole purpose of enrolment in terms of level, nature, content, and academic rights (access to further courses) to the Italian qualification required for access to the chosen course.

Where provided for by the factsheet, for Level I Master's degrees with access also permitted with other diplomas that allow access to university education pursuant to art. 1, paragraph 10 of Law no. 1 of 8 January 2002 (Healthcare professions for nurses and midwives, rehabilitative healthcare professions, technical-healthcare professions, technical prevention professions, and diplomas of social worker), the attainment of a five-year secondary school diploma is required. Such qualifications must also have allowed for enrolment in the relevant professional registers or professional activity as an employee or self-employed worker, or be provided for by the regulations for competitions for personnel of the National Health Service or other public sector departments.

3. The requirements must be held by the deadline for the Master's degree of interest, as stated in the specific factsheet.

4. Students with a disability percentage of 66% or more and with a financial situation, as expressed by the ISEE Indicator for university study benefits, not exceeding €22,000 for the 2025 calendar year, are admitted in supernumerary status, provided they have the requirements referred to in the previous paragraph 1. Students referred to in this paragraph are completely exempt from paying the enrolment fee, but are still required to pay the electronic stamp duty of €16.00 via the PagoPA System; these students do not count towards the minimum number of places that may be set for the activation of the course. The latter cannot exceed the limit of 10% of the total number of students, unless otherwise and justifiably decided by the competent body. If students who have both of the required qualifications exceed the limit identified above, the Course's deliberative body will identify the objective criteria with which to attribute the benefits mentioned above. In the event that the number of admission applications does not exceed the places provided for in the selection notice, the Course's deliberative body will identify the objective criteria on the basis of which to attribute the aforementioned benefits. To compete for this benefit, interested students must fill in the fields provided during the online procedure, attach a photocopy of their disability certificate, and declare their consent to access the INPS database. Candidates with disabilities, pursuant to Law of 5 February 1992, no. 104, and subjects covered by Law 68/1999 and Law no. 170/2010, must contact the Student Community Inclusion Sector - Via Banchi di Sotto, 55 - Siena - e-mail disabilita@unisi.it and servizidsa@unisi.it.

Article 3. Types of Access Procedures

1. Types of access procedures for Master's degrees:

- a) Admission (the procedure involves a competition for the selection of participants and a maximum number of places available) (art. 4)

- b) Direct enrolment (without a maximum number of students) and direct enrolment until places are exhausted (with an enrolment procedure active until the maximum number of places available is exhausted). (art. 5)

With the entry into force of Article 15 of Law 183/2011 from 1 January 2012, administrations can no longer accept certifications issued by other Public Administrations or managers of public services regarding personal status, qualities, and facts. Certificates are always replaced by self-declarations or affidavits.

The Administration assumes no responsibility for the loss of communications due to an incorrect indication of contact details by the applicant or due to failure to or late communication of a change of e-mail address or residence/domicile, nor for any problems in any way attributable to a third party, a random event, or force majeure. 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 the self-declarations provided during the online admission and enrolment procedures are found to be untruthful, the declarant loses any benefits resulting from the measure issued on the basis of the untruthful declaration.

Article 4. Submission of Admission Applications and Enrolment Procedure

1. The **admission application** must be submitted no later than the deadline indicated in the factsheet for the Master's degree of interest. The application must be submitted exclusively online through the Segreteria online portal <https://segreteriaonline.unisi.it> of the University of Siena. After the aforementioned deadline, it is no longer possible to apply for the competition.

2. A **contribution of €30.00 (thirty/00)** is required for the admission application, to be paid at the same time as the application. This payment must be made exclusively through the **PagoPA System** according to the instructions on the website <https://segreteriaonline.unisi.it>. Payments made by methods other than those mentioned above are not accepted, and the contribution is non-refundable. The applicant is invited to carefully keep the receipt of payment of the contribution for enrolment in the competition.

3. Instructions for filling out the application:

- a) before filling out the application, authenticate to the system with SPID, CIE, or by using the University credentials in the following ways:
 - I. by clicking on "Registrazione" (only if you do not have active or previous academic careers at the University). At the end of the registration procedure, a username and password are issued that allow you to authenticate to the system to access the services offered and modify the data entered. The access credentials are shown on the screen, can be printed from the registration reminder, and are sent by e-mail to the private e-mail address indicated in the procedure.

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

- II. by clicking on "Recupera credenziali UNISIPASS" (in case you don't remember your credentials)
- b) after logging in with SPID, CIE or with your own credentials (if you have another career, select it to continue), click on the "Segreteria" menu, choose the "Test di ammissione" item, and follow the instructions on the subsequent screens until the application is completed.

The self-**declaration form for certification** relating to enrolment in a Professional Association/Register and equivalent qualifications provided for by Law no. 1 of 8 January 2002 (provided they have a five-year secondary school diploma) are available on the web page <https://www.unisi.it/didattica/corsi-post-laurea/master-universitari/modulistica-e-documentazione-master>. This form must be completed and attached when enrolment in a Professional Association/Register and/or equivalent qualifications are required in the access qualifications listed in the factsheet. At the end of the procedure, the system issues the "promemoria domanda di partecipazione selezione" (application for selection participation)

reminder). Any declarations that differ from the real situation, made during the online procedure, result in exclusion from the final ranking.

4. During the online procedure, candidates must attach the documents required in the Master's degree factsheet in the "Gestione titoli e documenti per la valutazione" (Management of qualifications and documents for evaluation) section. Foreign students or those with a qualification obtained abroad must also attach a copy of the following documents and qualifications provided for in 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 diplomatic Representations or other certificate useful for verifying the elements of the foreign qualification, which must in any case always be accompanied by legalised documents with an apostille. Alternatively, it is possible to submit 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 from the Italian ENIC-NARIC centre (CIMEA) "Attestato di comparabilità" (Certificate of comparability) and "Verifica della Certificazione" (Verification of Certification);
 - original study qualification (or certified copy) or the substitute certificate for all legal purposes, accompanied by an "Attestato di Corrispondenza" (Certificate of Correspondence) downloaded from the ARDI CIMEA platform and "Verifica della Certificazione" (Verification of Certification);
 - Certification issued by ENIC-NARIC Centres of other countries, with the complete list available at the following link: <https://www.enic-naric.net/page-italy>.

It is specified that documentation not expressly requested, attached through the online application procedure for the competition, will not be taken into consideration for the purposes of evaluation by the competent examining board.

5. It is not permitted to make a generic reference to documents and qualifications submitted to this Administration attached to applications for participation in other courses.

6. The Administration assumes no responsibility for the loss of communications due to an incorrect indication of contact details by the applicant or due to a failure to or late communication of a change of e-mail address or residence/domicile, nor for any problems in any way attributable to a third party, a random event, or force majeure.

7. Candidates with disabilities, pursuant to Law of 5 February 1992, no. 104, and subjects covered by Law 68/1999 and Law no. 170/2010, must make an explicit request regarding the necessary assistance, in relation to their needs, as well as any need for additional time to take any admission tests. To this end, they must contact the Student Community Inclusion Sector - Via Banchi di Sotto, 55 - Siena - e-mail disabilita@unisi.it and servizidsa@unisi.it.

8. With the entry into force of Article 15 of Law 183/2011 from 1 January 2012, administrations can no longer accept certifications issued by other Public Administrations or managers of public services regarding personal status, qualities, and facts. Certificates are always replaced by self-declarations or affidavits.

9. Admission to the Master's degree takes place following the selection procedure indicated in the factsheet. To be considered eligible, the candidate must obtain a score of at least 18/30.

10. The criteria for the evaluation are preliminarily set by the competent body during the first meeting.

11. In the event of a curriculum vitae evaluation, the commission must draw up a summary sheet for each candidate in which the qualifications assigned to the various categories and the corresponding scores are analytically mentioned.

12. Candidates who are usefully placed in the ranking are admitted for enrolment. In the case of equal merit among eligible candidates, the youngest is admitted. In case of withdrawal, the candidates who follow in the merit ranking are admitted. The ranking is closed on the date the courses begin.

13. The Master and Courses Office proceeds to send a specific communication to each admitted candidate to the e-mail indicated during online registration; the communication contains the terms and methods for carrying out the enrolment. At the end of the enrolment procedure, the system generates the payment form for the first/only instalment of the amount established in the factsheet. At the end of the online procedure, if carried out correctly, the student can print the enrolment reminder.

Enrolment is only finalised with the payment of the due contribution. For those who are not up-to-date with the payment at the beginning of the courses, their career will be closed for implicit withdrawal. In the presence of a merit ranking, the failure to pay by the candidate placed in a useful position in the ranking within the indicated terms determines the scrolling of the same until the places provided for are filled.

Candidates with non-EU citizenship and equivalent citizens in possession of an academic qualification obtained in Italy or abroad must deliver or send by e-mail to the Master and Courses Office (master-corsi@unisi.it) the following documents within the deadline indicated in the communication and under penalty of exclusion from the Master's degree:

- a) copy of the residence permit for equivalent non-EU citizens;
- b) copy of the passport with a specific entry visa for non-tourist reasons for non-EU citizens residing abroad.

The finalisation of enrolment is conditional on the verification of possession of the access requirements for the Master's degree. Until that moment, the enrolment is to be understood as conditional. Due to a lack of the required qualifications, the Master and Courses Office may, at any time and with a motivated provision, order the exclusion from admission to the university Master's degree.

Article 5. Enrolment Procedure

1. The enrolment application for **direct enrolment Master's degrees** and **direct enrolment until places are exhausted** must be submitted **no later than the deadline indicated** in the factsheet exclusively online through the Segreteria online portal <https://segreteriaonline.unisi.it> of the University of Siena. After the aforementioned deadline, it is no longer possible to enrol in the Master's degree.

2. Instructions for enrolment:

- a) authenticate to the system with SPID, CIE, or by using the University credentials in the following ways:

I. by clicking on "Registrazione" (only if you do not have active or previous academic careers at the University). At the end of the registration procedure, a **username** and **password** are issued that allow you to authenticate to the system to access the services offered and modify the data entered. The access credentials are shown on the screen, can be printed from the registration reminder, and are sent by e-mail to the private e-mail address indicated in the procedure.

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

II. by clicking on "Recupera credenziali UNISIPASS" (in case you don't remember your credentials)

- b) after logging in with SPID, CIE or with your own credentials (if you have another career, select it to continue), click on the "Segreteria" menu, choose the "Immatricolazione" (Enrolment) item, and follow the instructions on the subsequent screens until the procedure is completed.

The self-**declaration form for certification** relating to enrolment in a Professional Association/Register and equivalent qualifications provided for by Law no. 1 of 8 January 2002 (provided they have a five-year secondary school diploma) are available on the web page

<https://www.unisi.it/didattica/corsi-post-laurea/master-universitari/modulistica-e-documentazione-master>. This form must be completed and attached when enrolment in a Professional Association/Register and/or equivalent qualifications are required in the access qualifications listed in the factsheet.

At the end of the procedure, the system generates the payment form for the first/only instalment of the amount established in the factsheet.

At the end of the online procedure, if carried out correctly, the student can print the enrolment reminder. Enrolment is only finalised with the payment of the due contribution. For those who are not up-to-date with the payment at the beginning of the courses, their career will be closed for implicit withdrawal.

3. During the online procedure, candidates must attach any documents required in the Master's degree factsheet. Foreign students or those with a qualification obtained abroad must mandatorily attach a copy of the following documents and qualifications provided for in art. 2:

- a) copy of the residence permit for non-EU citizens;
- b) copy of the passport with a specific entry visa for non-tourist reasons for non-EU citizens residing abroad
- c) copy of the application submitted on the University platform (<https://www.universitaly.it/studenti-stranieri>);
- d) one of the following documents
 - Dichiarazione di Valore (DOV) (Declaration of Value) issued by the competent diplomatic Representations or other certificate useful for verifying the elements of the foreign qualification, which must in any case always be accompanied by legalised documents with an apostille. Alternatively, it is possible to submit 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 from the Italian ENIC-NARIC centre (CIMEA) "Attestato di comparabilità" (Certificate of comparability) and "Verifica della Certificazione" (Verification of Certification)
 - original study qualification (or certified copy) or the substitute certificate for all legal purposes, accompanied by an "Attestato di Corrispondenza" (Certificate of Correspondence) downloaded from the ARDI CIMEA platform and "Verifica della Certificazione" (Verification of Certification);
 - Certification issued by ENIC-NARIC Centres of other countries, with the complete list available at the following link: <https://www.enic-naric.net/page-italy>

4. The finalisation of enrolment is conditional on the verification of possession of the access requirements for the course. Until that moment, the enrolment is to be understood as conditional. Due to a lack of the required qualifications, the Master and Courses Office may, at any time and with a motivated provision, order the exclusion from admission to the university Master's degree.

Article 6. Rules for non-Italian citizens and for EU citizens in possession of an academic qualification obtained abroad

1. The ministerial provisions with the "Procedures for the entry, stay, and enrolment of international students and the related recognition of qualifications, for higher education courses in Italy valid for the 2028/2026 academic year" for access to the course for non-EU citizens and for EU citizens and equivalent non-EU citizens in possession of an academic qualification obtained abroad are available on the website of the Ministry of University and Research <https://www.universitaly.it/studenti-stranieri>.

2. Candidates in possession of a foreign academic qualification that is equivalent in terms of level, nature, content, and academic rights (access to further courses) to the Italian academic qualification required for access to the chosen course, can request enrolment in the following courses: first and second-level university Master's degrees and specialisation courses. Enrolment remains subject to the evaluation of eligibility as well as passing the respective admission exams, where provided. Candidates must meet the professional qualification requirement, where required. Study qualifications issued by

foreign authorities must be accompanied by the documents indicated by the universities in compliance with the Lisbon Convention. In particular, the student is obliged to produce one of the following documents for the purpose of evaluating the foreign qualification:

- Dichiarazione di Valore (DOV) (Declaration of Value) issued by the competent diplomatic Representations or other certificate useful for verifying the elements of the foreign qualification, which must in any case always be accompanied by legalised documents with an apostille. Alternatively, it is possible to submit 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 from the Italian ENIC-NARIC centre (CIMEA) "Attestato di comparabilità" (Certificate of comparability) and "Verifica della Certificazione" (Verification of Certification)
- original study qualification (or certified copy) or the substitute certificate for all legal purposes, accompanied by an "Attestato di Corrispondenza" (Certificate of Correspondence) downloaded from the ARDI CIMEA platform and "Verifica della Certificazione" (Verification of Certification);
- Certification issued by ENIC-NARIC Centres of other countries, with the complete list available at the following link: <https://www.enic-naric.net/page-italy>.
- Candidates, non-EU citizens residing abroad who need a visa, submit the enrolment application directly to the chosen University through the University portal, according to the methods and terms established by each University. Candidates for these educational activities and courses must also carry out the pre-enrolment procedures using the University portal (<https://www.universitaly.it/>).

3. For enrolment in Italian university courses, depending on the type of course, the procedure is as follows: international candidates in possession of an academic qualification that is equivalent in terms of level, nature, content, and academic rights (access to further courses), to the Italian academic qualification required for access to the chosen course, can submit an admission/enrolment application. Candidates submit the application for participation in a university Master's degree through the University portal and directly to the chosen Universities by following the procedures and within the terms provided for by the call for applications of the respective locations. This procedure must also be applied in the case of Master's degrees established by Universities in collaboration with public or private bodies. At the time of admission/enrolment at the University, candidates present the study qualification, duly accompanied by the documents required for admission/enrolment. Following confirmation of acceptance by the University, candidates request the Representation to issue an entry visa for study purposes, with validity correlated to the duration of the course. In the event that an in-person admission exam is provided, the visa for study will have a conventional validity of 100 days. In the event of passing the aforementioned tests, the student proceeds directly with enrolment in the course and with the request for an extension of the residence permit, without having to return to their country of origin.

Article 7. Contribution for Enrolment

1. The contribution for enrolment is indicated in the Master's factsheet and is net of any charges and any bank commissions. This sum can be paid in a single instalment or in two instalments, as indicated in the factsheet. The amount of €16.00 (sixteen/00) is added to the enrolment contribution for the payment of the electronic stamp duty, to be paid at the same time as the enrolment/enrolment act. Payment must be made through the PagoPA System according to the instructions on the website <https://segreteriaonline.unisi.it>. Further information can be found on the page: <https://www.pagopa.gov.it/>. Regular enrolment in the courses is subject to the payment of the amounts due.

2. In the event that the contribution for enrolment is supported by third parties (public bodies, foundations, companies, etc.), it is necessary:

- for payment by private bodies or companies, payment must be made through the **PagoPA System** upon receipt of a payment notice from the University of Siena;

- for payment by a public body, Girofondo to the Single Treasury account IBAN: IT0600100004306TU0000015635 in the name of the University of Siena at Banca d'Italia.

The payment of the contribution by a third party must be formalised with a letter of commitment no later than the enrolment deadline.

3. It is not possible to accumulate scholarships and other financial benefits.

4. Since the Master's degree falls under the University's institutional activity, and not its commercial activity, the enrolment contribution remains outside the scope of application of I.V.A. (VAT), therefore no invoice is issued.

5. In the event of failure to reach the minimum number indicated in the factsheet, the Master's degree will not be activated and the Administration will refund the enrolment contribution net of the payment of €16.00 (sixteen/00) for the electronic stamp duty, which is non-refundable.

Article 8. Master's Bodies

1. The bodies of the Master's degree are:

- the Director, elected by the College of Teachers from among the teachers of the University of Siena;
- the College of Teachers, composed of the heads of the disciplinary areas of the Master's degree and chaired by the Director;
- the Steering Committee elected by the College of Teachers from among its members and chaired by the Director, where provided for in the factsheet;
- any other body indicated in the factsheet.

Article 9. Educational Pathway

1. Attendance is mandatory.

The following are indicated in the factsheet for each Master's degree:

- the percentage of justifiable absences from frontal teaching activities, work placements, and internships;
- the method of teaching delivery;
- the period of study (the Master's degree must in any case be completed no later than 3 months after the conclusion of the teaching activities, under penalty of forfeiture of studies);
- the language(s) in which the lessons are held (a good level of knowledge of the language(s) of instruction is required);
- the disciplinary areas and educational activities;
- any method of recognition of incoming CFU;
- the method of carrying out the intermediate assessment tests. Passing the intermediate tests does not entail the acquisition of University Credits (CFU) as they constitute an element of evaluation for the examining board in preparation for the final test;
- the work placement/internship (work placement/internship activities are defined by a specific programme created by the College of Teachers).

2. The calendar and organisation of the teaching are communicated by the Master's degree Directorate.

Article 10. Final Assessment and Qualification Issuance

1. The methods and CFU of the final assessment are indicated in the factsheet.

2. The result of the final assessment is expressed in one hundred and tenths.

3. In order to take the final assessment, the student must access their profile on the Segreteria online portal <https://segreteriaonline.unisi.it>, click, in the left-hand column, on "Conseguimento titolo" (Qualification Attainment) - "Bacheca conseguimento titolo" (Qualification Attainment Board) and follow the procedure by choosing the current session. During the online procedure for obtaining the qualification, it is necessary to pay €16.00 (sixteen/00) for the electronic stamp duty and an additional €16.00 (sixteen/00) for the issuance of the parchment.

4. As established in art. 6 of the Regulations on University Master's degrees of the University of Siena, the parchment with the university Master's title is issued with the signature of the General Director and the Rector of the University of Siena, following the certification of the conclusion of the courses. The issuance of the Master's degree and the conferment of the related CFUs is conditional on:

- a) the payment of the entire enrolment fee;
- b) reaching the minimum attendance percentage;
- c) passing the intermediate assessment tests;
- d) passing the final test;
- e) filling out the AlmaLaurea questionnaire.

5. The issuance of the final certification, to those enrolled who have carried out the activities and fulfilled the required obligations, is subject to a specific request.

Article 11. Withdrawal from the Master's Degree

1. The student can withdraw from studies only if they are up-to-date with the payment of the contribution due on the date of submission of the withdrawal, which must be made using the "Modulo per rinuncia" (Withdrawal Form) available on the page <https://www.unisi.it/didattica/corsi-post-laurea/master-universitari/modulistica-e-documentazione-master>.

2. Failure to pay the due contribution does not constitute implicit withdrawal from studies. A student who does not pay the due instalments is unable to perform any career act, does not conclude their relationship with the University, and cannot make any other enrolment.

3. The withdrawal does not entail a refund of the contribution paid.

Article 12. Changes to the Call

1. Any variations to this call and to the factsheets of the individual Master's degrees are made known through publication on the University's online notice board (www.unisi.it) and on the specific web pages dedicated to postgraduate studies <https://www.unisi.it/didattica/corsi-post-laurea>.

Article 13. Insurance Coverage

1. The University of Siena, as the administrative headquarters of the Master's degree, provides insurance coverage for civil liability and against accidents for enrolled students. The University of Siena guarantees the same insurance coverage to students also for the mandatory internship/work placement activities of the Master's degree carried out at structures other than university ones, indicated in the individual factsheets or subsequently identified following a formal agreement between the parties. Risks not covered by the university policy are the responsibility of the host structures or, otherwise, of the student.

Article 14. Personal Data Processing

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

2. The University is committed to respecting the confidential nature of the data and information provided by the candidate, which is processed in accordance with EU Regulation 2016/679 on the protection of personal data and Italian Legislative Decree 196/2013, the Privacy Code, for provisions not incompatible with the Regulation itself. The data controller is the University of Siena, legally represented by the Rector.

The student may exercise their rights (Arts. 15 et seq. of the EU Regulation) by contacting the Data Controller via certified email (PEC): rettore@pec.unisipec.it, or by email: segreteria.rettore@unisi.it.

3. The provision of data is mandatory for the management of the relationship between the student and the University (e.g., selection, admission, enrolment, university career management, etc.). Any refusal to allow data processing will result in exclusion from this notice.

Article 15: Head of Procedure

1. The Head of Procedure is Dr. Paolo Genovese, who is in charge of the Master's and Courses Office at the University of Siena.

Article 16: Final Provisions

1. For anything not covered in this notice, reference should be made to the Regulation on University Master's Degrees, the internal regulations and provisions of the University of Siena, and the relevant national legislation.