



Call for applications for admission to the

Summer/Winter School

in “Writing on Food. How to publish in high impact factor journals: the keys to success, with daily writing exercises”

Campus Bologna

code: (9026)

Academic Year 2016-2017

Deadline for registration: 2016 October 3rd

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WARNING:

New regulations concerning the validity and use of certificates in the Public Administration came into force on 1 January 2012.

In compliance with the new regulation, the Public Administration cannot accept or request certificates concerning information which is already in the possession of the Italian public administration; only self-certifications will be accepted.

This does not apply to certificates which contain information which is not in the possession of the Italian public administration (e.g. "dichiarazione di valore" for qualifications obtained abroad).



Article 1 (General Information)

The University of Bologna, Bologna campus, pursuant to Decree no. 270 of 22 October 2004, issued by the Ministry of Education, Universities and Research, shall for the academic year 2016-2017 be running the Summer School in “ Writing on Food. How to publish in high impact factor journals: the keys to success, with daily writing exercises”, lasting 5 days, in the english language, which leads to the award of 4 university learning credits (CFU).

The programme is run in collaboration with Fondazione Alma Mater.

Writing on Food – How to publish in high-impact factor journals: the keys to success” will furnish the skills necessary for writing a publishable scientific article in the field of food science. The course will thus contribute to the formation of professionals capable of designing and writing, in proper scientific English, a paper of interest for a broad scientific audience in international, high-impact factor, peer-reviewed food science journals. By the end of the seminar students will have acquired the tools for writing the effective manuscript, and much of the course will be devoted to practical writing sessions with individual attention from instructors. Attention will likewise be given to the research skills necessary to produce an effective bibliography.

Further information on the objectives, professional context and teaching programme can be found in the Programme presentation sheet published on the website:

<http://www.unibo.it/Portale/Offerta+formativa/Summer+and+winter+school/default.htm>

Attendance is compulsory. The minimum percentage of attendance is 80%.

Certification of the positive completion of the Programme and the issue of 4 CFU/ECTS is subject to:

- a) payment of all fee instalments within the established deadlines;
- b) achievement of a minimum attendance of 80 %;
- c) passing the final examination. The final examination is deemed to be passed with a grade of at least 18 out of 30.

Any exams or progress tests carried out during the Programme, at the end of each module or course unit, shall not be recorded but they will be considered, by the examination board, as an element of evaluation for the final examination.

Applications will be accepted until all places are filled.

The Programme will run with a minimum of 15 and a maximum of 20 enrolled students.

The programme will not run in the event of less than the minimum number students being admitted.

Within five working days from the closure of registrations, the place of teaching will notify students whether the programme will run or not, depending on the number of enrolments.

In case of non-activation of the Summer School, the office will activate the procedures for reimbursement (excluding relating to stamp duty).



The refund is paid by the University Accounting Service within 60 days from the date of issue of the order by the Student Administration Office.

Further information on how to obtain a refund can be found on the website: <http://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/how-to-obtain-a-refund-for-non-due-fees>

Article 2 **(Admission requirements)**

The programme is reserved for candidates who, by **at the time of registration**, are in possession of the following qualifications and access requirements:

a) First cycle degree/Bachelor - 180 ECTS (General policies and regulations D.M. 270) in the following course classes: : L-2 Biotechnologies; L-13 Biology; L-25 Agriculture and Forestry; L-26 Food Industry; L-27 Chemistry; L-29 Pharmacy; L-32 Environmental Sciences; L-38 Animal Husbandry; L/SNT3 Technical Health Professions or First cycle degree/Bachelor of the same subject area, (General policies and regulations DM 509/99 and previous degree programme system);

b) Second cycle degree/Two year Master - 120 ECTS (General policies and regulations D.M. 270) in the following course classes: LM-6 Biology; LM-7 Agricultural Biotechnologies; LM-9 Pharmaceutical, Veterinary and Medical Biotechnologies; LM-13 Pharmacy and Industrial Pharmacy; LM-22 Chemical Engineering; LM-41 Medicine and Surgery; LM-42 Veterinary Medicine; LM-54 Chemistry; LM-61 Nutrition and Health Sciences; LM-69 Agriculture; LM-70 Food Industry; LM-71 Industrial Chemistry and Related Technologies; LM-73 Management of Rural Resources; LM-75 Environmental and Land Sciences and Technology; LM-86 Livestock Management; or Second cycle degree/Two year Master of the same subject area, (General policies and regulations DM 509/99 and previous degree programme system).

Other degrees are also accepted, provided they are supported by qualified and documented professional experience or additional documented post-graduate training in the subjects covered by the programme.

Proficiency in written and spoken English is compulsory. Adequate knowledge in Food Science is also mandatory.

Students that are preparing themselves for a master's degree reported at point a) and b) above can also be admitted: in this case, a declaration by the responsible teacher/supervisor to certify his/her status is requested.

Article 3 **(Registration and delivery of documents)**

1. Phase one: online registration

Candidates must:

- a) go to the website <http://www.eng.unibo.it/PortaleEn/Online+Services/StudentiOnline.htm>
- b) click on Access Studenti Online



- c) enter the login boxes with your Unibo username and password (if you do not have them click on the “Se non sei ancora registrato” **Registrati**, fill in your tax ID and make registration by entering your personal details and details of your qualifications)
OR
click on the “International students registration” to create a temporary Italian fiscal code (if you do not possess one)
- d) register by entering your personal details and details of your qualifications

You will then receive a username and password, which you will need to:

- e) enrol the programme (click on “Immatricolazioni”)
- f) pay the single instalment of 315,00 (Three hundred and fifteen) Euros in one of the following ways:
 - i) online, using one of the following credit cards (Visa, Mastercard, Diners, American Express);
 - ii) go to any branch of UniCredit Banca with the payment code issued by the Almawelcome system. The bank accepts only cash (within legal limits) or non-transferable circular cheques made out to **Unicredit Spa Cassiere Tesoriere Alma Mater Studiorum Università di Bologna**; payments are not accepted by postal order or if made to any other credit institute other than the one stated here.

If you are not able to complete the online registration procedure, contact the **Helpdesk** by calling +39 0512099882 or by sending an e-mail to help.studentionline@unibo.it.

REDUCED FEE: 280.00 (two hundred and eighty) Euros for students of the Alma Mater Studiorum Università di Bologna.

For payment information you must contact by email (vladimiro.cardenia@unibo.it) and master office (master@unibo.it) to receive enrollment and payment instructions.

Place of teaching: Viale Fanin 40, 40127 Bologna, Italy; Tel: +39 0512096015, +39 0547338121, Fax: +39 0512096017; E-mail: vladimiro.cardenia3@unibo.it, enrico.valli4@unibo.it; www.foodwriting.jimdo.com.

2. phase two: delivery of documents

- a) Candidates must **deliver by hand or** send to the Master's Office (address given in art. 9 below):
 - i) copy of the qualifications obtained with a list of exams passed, both translated into Italian or English, under the candidate's responsibility;
 - ii) only for candidates possessing a degree obtained abroad, any other documentation deemed useful for assessing the acceptance of the qualification (Diploma Supplement, "dichiarazione di valore", etc.);
 - iii) the registration form, printed from the Studenti on Line system and duly completed and signed;
 - iv) a photocopy of the payment receipt for the single instalment;
 - v) a front and back copy of a valid identity document;
 - vi) **for non-EU citizens, the “Residence Permit” or the “Visa” for study purposes;**
 - vii) the following qualifications and documents: Curriculum Vitae; in case of students that are preparing themselves for a Master's degree, a declaration by the responsible teacher/supervisor to certify his/her status is requested.



These documents must be **received** no later than **2016 October 3rd**.

Applications made with incomplete documentation will not be accepted.

The payment of the single instalment **does not constitute registration**. It will be completed by delivery to the Master's Office of the application and required documents (see point 2 of this article) no later than **2016 October 3rd**.

POSTING TO THE MASTERS OFFICE

Documents may be send by registered letter with advice of receipt to the Masters Office: *Alma Mater Studiorum – Università di Bologna, Settore Post Lauream, Ufficio Master, via Zamboni, 33 – 40126 Bologna* (in this case the postmark shall constitute proof of dispatch).

The University of Bologna will not be liable for any delays in delivery, lost post or incomplete documentation.

Article 4 (Other information concerning registration and delivery of documents)

The University of Bologna will not be liable for lost or misdirected communications due to incorrect addresses given by candidates or the late or non-notification of changes to the address given in the on line registration, or for any difficulties in the postal or telegraphic services or any other difficulties which are caused by third parties, acts of providence or force majeure.

In the event of any false declarations made in the documentation presented by the candidates, relevant for the purposes of registration, without prejudice to the penalties laid down in art. 76 of Presidential Decree no. 445 of 28 December 2000, such candidates will not be permitted to register and will not have any right to reimbursement of the fees paid. Any false declarations will be subject to claims for damages by the affected parties.

Article 5 (Tuition fees)

The fee required from **students attending the Programme** is 315.00 (Three hundred and fifteen) Euros, to be paid in a single instalment at the time of registration.

REDUCED FEE: 280.00 (two hundred and eighty) Euros for students of the Alma Mater Studiorum Università di Bologna.

For payment information you must contact by email (vladimiro.cardenia@unibo.it) and master office (master@unibo.it) to receive enrollment and payment instructions.

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The Programme is not subject to exemption from registration fees of tuitions fees (as per DPCM 9 April 2001, art. 8, para. 1).



Article 6 (Fee payment by third parties)

The cost of the student's enrolment to the Programme may be borne by third parties (public authorities, foundations, businesses, etc.).

In this case, contact the place of teaching prior to the selection procedure (Viale Fanin 40, 40127 Bologna, Italy; Tel: +39 0512096015, +39 0547338121, Fax: +39 0512096017; E-mail: vladimiro.cardenia3@unibo.it, enrico.valli4@unibo.it; www.foodwriting.jimdo.com) for information on how to pay the fees.

WARNING - payment of fees by third parties must be formally recorded (in a letter of commitment or contract) **by the date set for the registration.**

Following payment, the university may issue an accounts receipt excluding VAT pursuant to articles 1 and 4 of Italian Presidential Decree no. 633/1972 and amendments.

Article 7 (Withdrawal from registration)

Any candidates wishing to withdraw from registration, and who decide not to pay the registration fee, must immediately notify the Master's office in writing by fax at +39 051-2086222 or by mail at master@unibo.it, attaching a front and back copy of their ID document, in order to allow the places to be filled by other candidates.

Article 8 (Withdrawal after registration)

Students who, **having paid the registration fee** for the Summer School, decide not to participate in the programme, **shall not under any circumstances obtain a refund.**

For information on withdrawal from studies, consult the UNIBO web page <http://www.unibo.it/it/didattica/iscrizioni-trasferimenti-e-laurea/ripresa-e-interruzione-degli-studi/rinunciare-studi/>; contact the Master's office to obtain a copy of the withdrawal form (in the methods and to the addresses specified in art. 9 below).

Article 9 (Information, contacts and delivery methods)

For **scientific and teaching information** (teaching programme, lesson timetable, exams etc.) contact the place of teaching: Viale Fanin 40, 40127 Bologna, Italy; Tel: +39 0512096015, +39 0547338121, Fax: +39 0512096017; E-mail: vladimiro.cardenia3@unibo.it, enrico.valli4@unibo.it; www.foodwriting.jimdo.com.

Any **administrative information** can be obtained from the Master's Office, Via San Giacomo, 7 - 40126 Bologna - +Tel +39 0512098140 - Fax +39 0512098039 - Email master@unibo.it

Master's Office opening hours:

Monday, Tuesday, Wednesday and Friday: 9.00 to 11.15 a.m.

Tuesday and Thursday 2.30 to 3.30 p.m.



ALMA MATER STUDIORUM UNIVERSITY OF BOLOGNA

Documents may be sent by registered letter with advice of receipt to the Masters Office: *Alma Mater Studiorum – Università di Bologna, Settore Post Lauream, Ufficio Master, via Zamboni, 33 – 40126 Bologna.*

The University of Bologna will not be liable for any delays in delivery, lost post or incomplete documentation.

The only method of advertisement of this call for applications are the notices published on the University of Bologna portal www.unibo.it.

Article 10
(Processing of personal data)

The candidates' personal data will be processed by the University of Bologna for the purpose of managing the selection procedure and, where admitted, the enrolment procedure, in compliance with the principles and provisions concerning the protection of personal data and privacy as laid down in Italian Legislative Decree no. 196 of 30 June 2003.

Bologna, 25/07/2016

La Dirigente
(*Dott.ssa Angela Negrini*)