CALL FOR ADMISSION TO THE FIRST EDITION OF THE MASTER’S DEGREE PROGRAMME IN SPECIALIZATION SCHOOL IN SUSTAINABLE ENERGY (SKILLBILL)

Academic Year 2023/2024

THE DIRECTOR OF THE DEPARTMENT OF ECONOMICS, ENGINEERING, SOCIETY AND ENTERPRISE - DEIM –

CONSIDERING the University Statute issued by Rector's Decree no. 480/12 of 08/06/2012, as amended by Rector's Decree no. 726 of 08/09/2016 and by Rector's Decree no. 185 of 11/03/2019

CONSIDERING Law no. 341 of 19 November 1990 and Law no. 240 of 2010

CONSIDERING art. 3, paragraph 9 of Ministerial Decree n. 270 of 22 October 2004;

CONSIDERING article 7 of the University Teaching Regulations - General Part, issued by Rector's Decree no. 823/12 of 16/10/2012, as last amended by Rector's Decree no. 938/14 of 14/11/2014 ad modified by Rector’s Decree n. 625/21 of 04/11/2021 and by Rector’s Decree n. 545/23 of 23/11/2023;

CONSIDERING the University Regulations for the Establishment and Operation of Master's Courses at the University of Tuscia issued by Rector's Decree no. 614/16 of 08/07/2016 as last amended by Rector’s Decree no. 183/23 of 04/04/2023

CONSIDERING the resolution of 14/06/2023 of the DEIM Department Council, which proposed the activation for the academic year 2023/2024 of the 1st level master's degree in SPECIALIZATION SCHOOL IN SUSTAINABLE ENERGY;

CONSIDERING the Resolution of the Academic Senate of 28/06/2023;

CONSIDERING the Resolution of the Board of Directors of 30/06/2023;

CONSIDERING Rectoral Decree 16/2024 of 15/01/2023 activation of the SPECIALIZATION SCHOOL IN SUSTAINABLE ENERGY Master's Course.

DECLARES

The activation for the academic year 2023/2024 of the first edition of the Master's Degree Course in SPECIALIZATION SCHOOL IN SUSTAINABLE ENERGY (hereinafter referred to as SKILLBILL) at the Department of Economics, Engineering, Society and Enterprise (DEIM) of the University of
Tuscia in Viterbo.

**Art. 1 - GENERAL PROVISIONS**

This document describes the admission procedures and requirements, for the Academic Year 2023/2024, to the 1st Level Master Course which is the subject of the present call. The Organisation and Training Plan of the course are published on the web page of the individual Master's course [https://skillbill-project.eu/skilling-upskilling-reskilling/european-master/](https://skillbill-project.eu/skilling-upskilling-reskilling/european-master/). The course is annual and divided into 4 quarters. The attached syllabus is an integral part of the announcement.

**Art. 2 - GENERAL ADMISSION REQUIREMENTS AND OBJECTIVES**

Candidates are required to hold a bachelor degree to be eligible for the 1st level Master. The SKILLBILL Master's programme is designed and organised as an advanced training service for graduate students in: Engineering, Physics, Mathematics, Chemistry and Economics. Its aim is to train professionals and technicians capable of guiding the energy transition towards carbon-neutrality.

**Art. 3 - ORGANISATION OF TRAINING ACTIVITIES AND FREQUENCY**

The training programme envisages a total commitment of 160 ECTS, of which 48 hours of class teaching, all provided during one academic year. The master's degree course is held entirely in English and awards 60 university training credits (ECTS), recognised throughout Europe. The course is divided into 4 periods and 8 activity modules. For each module there is a compulsory final learning test for the recognition of the relative CFU. In the event of poor profitability or otherwise reprehensible behaviour, the Master's Degree Organising Committee may decide to suspend or exclude the participant. At the end of the course, subject to passing the various in itinere tests and the final test with discussion of the application project, the title of 1st level University Master's Degree in Specialization school in sustainable energy will be awarded.

**Art. 4 - RECIPIENTS, ADMISSION REQUIREMENTS, AND ENROLMENT CONTRIBUTION**

The course is open to Italian, EU and non-EU citizens with a regular residence permit in Italy, in possession of a first level degree or an old degree in: Engineering, Physics, Mathematics, Chemistry and Economics and similar qualifications declared equivalent by the authorising committee. Applicants may apply for admission if they have obtained a qualification outside Italy that is equivalent in level, nature, content, and academic rights to the Italian qualification required for admission to the chosen course. Applicants must present the Dichiarazione di Valore issued by the Italian Diplomatic Representation of the country in which the qualification was obtained, together with a copy of the qualification. The Dichiarazione di Valore may be replaced by the Diploma Supplement (issued by the competent university and drawn up according to the European Commission model). A certified and legalised copy
and an official translation of the qualification must in any case be submitted at the time of enrolment. A translation is not required for qualifications in English. The suitability of qualifications obtained abroad for admission to the Course is assessed by the Master's Degree Organising Committee.

Non-EU citizens residing in Italy must present a copy of their valid residence permit. Non-EU citizens residing abroad must present their residence permit after enrolment.

Residence permit:
On arrival in Italy, within eight working days of entry, the residence permit must be requested from the competent precinct. The procedures for requesting a residence permit are the same as those for students enrolled on study courses or individual courses. In order to complete enrolment, a copy of the receipt for the application for the Residence Permit must be handed in to the Master's Office. Once the residence permit has been collected, a copy must be handed in as soon as possible and the original presented to the Master's Office.

There is no fee for the Master’s enrolment.

Art. 5 - NUMBER OF AVAILABLE PLACES AND SELECTION METHODS
The Master's Course provides for a minimum number of 10 and a maximum number of 50 students. The following admission procedure is foreseen for the places available.
If less than 50 applications are received, only the administrative verification of the candidates' requirements will be carried out and admission will be decided.
If more than 50 applications are received, in addition to the necessary administrative verification, a selection of merit will be made by the authorising committee, which will take into account the following criteria:
Evaluation of the curriculum vitae and the relative motivational letter with consideration of the relevance of the Level I degree to the contents of the Master's course and of the degree grade
The final ranking will be formed by summing the scores of the assessments. Those candidates deemed suitable and, in the event of exceeding the maximum number, those placed in a useful position in the ranking list shall be admitted to the Master's course.
If one or more of the admitted candidates withdraws, the vacancies will be filled by the first eligible candidates in the ranking list.
In the event of a tie, the candidate who is youngest in age will be admitted. In the event of a tie, the final determining factor will be the date of receipt of the application for admission to the Master's course.
The administrative person in charge of the procedure is MRS. Anna M.S. Filippetti who is entrusted with the management of this procedure.
If the minimum number of enrolled students is not reached, the Department may decide not to start the Master.

Art. 6 - SUBMISSION OF APPLICATION FOR ADMISSION TO THE SELECTION AND PUBLICATION OF ADMISSIONS
The application for admission to the selection (drawn up as per Annex 1 to this document) can be consulted and downloaded at the following LINK.

Together with the application for admission, the candidate must submit the following documents:

1. Self-declaration in lieu of certification attesting to the Candidate’s qualification. For candidates who have obtained a qualification outside of Italy, the provisions of art. 4 of this notice apply.
2. Copy of a valid identity document (Identity Card - Car Licence - Passport).
3. Curriculum vitae.
4. Motivational letter accompanying the application for admission.
5. After the completion of the form, the candidate will receive an e-mail confirming that the application has been sent.

The application for admission, together with all the above-mentioned documents, must be received by 05/02/2024.

Transmission of the application is done by completing the online procedure and automatically sending it by e-mail. Once the application has been transmitted, the applicant will receive a copy of it in the e-mail box indicated in the application.

Applications submitted in any other manner than that described above will not be accepted.

The declarations made by the candidates must be made in accordance with DPR 445/2000, the administration reserves the right to carry out the necessary checks on the truthfulness of the declarations made. The personal data provided by candidates will be collected at the University of Tuscia.

Pursuant to Legislative Decree 196/2003 and EU Regulation 679/2016 "General Data Protection Regulation" the person in charge of data processing is the University of Tuscia, the person in charge of data collection and processing is Prof. Alessio Maria Braccini.

Candidates' data will be collected, stored for a period of 5 years, and processed only for the purposes of managing the selection. The provision of such data is compulsory for the purposes of assessing the participation requirements, under penalty of exclusion from the selection.

By applying you accept the processing of your personal data for the purposes indicated above.

Art. 7 - PUBLICATION OF THE LIST OF ELIGIBLE MEMBERS / GRADUATORY LIST

Once the deadline for the receipt of applications has passed, the list of those admitted to the competition will be published on the DEIm department website, in accordance with the provisions of art. 6 of the present call. The publication of the list of those admitted has the value of notification to all effects.
the number of candidates exceeds the number of places available, candidates will be placed in a special merit list and only those who are among the winners in the above-mentioned list will be admitted to the Master's degree course; successful candidates will be admitted to the Master's degree course only if one or more winners withdraw.

Art. 8 - APPLICATION AND PAYMENT OF FEES OR NOTICE OF CANCELLATION

Candidates admitted to the Master must pay the first instalment of the enrolment fee as indicated in Art. 6.

Admitted participants who intend to withdraw from the Master's course must give written notice to the Master's e-mail address and to: didatticasid@unitus.it.

Art. 9 - PROCEDURES FOR THE FINAL EXAMINATION AND GRANTING OF THE TITLE

Students will be informed of the procedure for the final examination by means of a specific act passed by the Organising Committee. Passing the final examination is an essential condition for obtaining the Master's degree. The degree will be awarded by the Università degli Studi della Tuscia only after the regularity of the student's administrative position has been checked. Before taking the final examination, the student is required to complete the AlmaLaurea questionnaire.

Art. 10 - TREATMENT OF PERSONAL DATA

With reference to the provisions of EU Regulation No 679/2016 of 27.04.2016 "GENERAL REGULATION ON DATA PROTECTION" on the protection of persons and other subjects regarding the processing of personal data, the processing of data relating to the master subject of the call will be carried out as described in the attached information, which is an integral part of the notice, which should be read.

Art. 11 - REFERENCE OFFICES FOR INFORMATION AND REGISTRATION

Administrative Manager: MRS Anna M. S. Filippetti
Email: didatticasid@unitus.it