



Call for applications for admission to the Summer School

in "Greek and Latin"

Academic Year 2021-2022

code: 5841

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Useful Information

Application deadline and enrollment end:	10/06/2021
Available places:	minimum 10 maximum 90
Tuition fees:	Tuition fees (see below, article 5) to be paid at the time of registration ATTENTION: before making the payment, in case of doubts about the admission requirements, contact the place of teaching diri_school.latin@unibo.it because the fees paid cannot be refunded.
Administrative office:	Bologna
Teaching location:	Online and Bologna
For administrative information:	Please contact Ufficio Master master@unibo.it
For scientific and teaching information:	Dr Matteo Zaccarini: diri_school.latin@unibo.it
Attachments:	Procedural instructions forming an integral part of this call for applications

Regulations concerning the validity and use of certificates in the Public Administration came into force on 1 January 2012. In compliance with these regulations, 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

1. Under the terms of Decree no. 270 of 22 October 2012 issued by the Italian Ministry of Education, University and Research, the Alma Mater Studiorum - University of Bologna, administrative office Bologna, will run the Summer School in “Greek and Latin” for academic year 2021-2022.
2. The programme has been set up on the proposal and is run in collaboration with Dipartimento di Filologia Classica e Italianistica.
3. The programme lasts for five weeks (double course: Greek and Latin) or three weeks (single course: Greek or Latin), Monday to Saturday, over the period 14 June - 17 July, classroom training is delivered in English and will award:
 - 5 university learning credits (ECTS) * - (Greek or Latin course);
 - 9 university learning credits (ECTS) - (Greek and Latin course).

**(ECTS credits = Italian CFU)*

The programme aims the following learning outcomes language knowledge (level: elementary Greek or/and elementary Latin or intermediate/advanced Latin); a detailed syllabus of the courses is available on the Summer School website.
4. Applications will be accepted until all places are filled.
Failure to reach the minimum number of participants or the failure to reach the minimum budget requirements will result in the master not being activated. In the case of non-activation the Ufficio Master will run the reimbursements of the first instalment (excluding the processing the fee) according the procedures issued by the University <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/tuition-fees-and-exemptions/how-to-obtain-a-refund-for-non-due-fees/how-to-obtain-a-refund-for-non-due-fees>
5. Since it is impossible to predict how the COVID-19 health emergency will evolve and in order to ensure continuity, teaching activities may be delivered in a mixed format, both in person and remotely according the measures adopted by the University of Bologna.
6. Certification of the positive completion of the Summer School and the issue of 5 (Greek or Latin course) or 9 (Greek and Latin course) is subject to: payment of all fee instalments within the established deadlines; achievement of a minimum attendance of 70%; passing the final examination (the final examination is deemed to be passed with a grade of at least 18 out of 30 or or obtaining eligibility). 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.
7. It is not possible to transfer your enrolment from one Summer/Winter School to another, nor to any other course offered by the University.
8. The Programme is not subject to exemption from registration fees and university tuitions fees (D. Lgs 68/2012, art.9, comma 8).

Article 2 – Admission requirements

1. The programme is reserved for candidates who, by the time of enrolment 10 June 2021, are 18 year-old or over and are in possession of a first cycle university degree (BA) or a secondary school diploma (and a basic knowledge of the morphology and syntax of their mother tongue).
2. The participation of auditors is permitted; the admitted number shall not however exceed 20% of the enrolled students. Anyone interested may express their interest directly to the programme’s place of teaching diri_school.latin@unibo.it and will be notified directly of the acceptance of their request as well as the details for



registration and payment of the programme participation fee. The fee for auditors is 880 (eight hundred and eighty: single course) or 1.330 (one thousand three hundred and thirty: double course) Euros (single instalment on registration). Attendance is not compulsory for auditors. Moreover, auditors can take the final examination only to self-assess their level of learning. They will not receive any learning credits. Auditors are given a certificate of participation by the place of teaching stating the amount of hours effectively attended.

Article 3 – Registration and delivery of documents

1. Registration must be made by the deadline of 10 June 2021 through to the website www.unibo.it/Portale/Guida/StudentiOnline
2. Online registration methods are explained in the instructions attached to this call for applications.

N.B. if you are registering for a “double bill” course (Latin & Greek) or if you are an Erasmus student, or if the payment is made by a third party (Universities, foundation, etc.), please contact diri_school.latin@unibo.it AND master@unibo.it BEFORE making any payment.

3. Registration is deemed to be completed with the payment and sending by mail to diri_school.latin@unibo.it and master@unibo.it the following documents (in part listed also in in the instructions attached to this call for applications):
 - a) the application form and the placement test (available from the Summer School website);
 - b) the registration form “Immatricolazione – Dati inseriti” **signed**;
 - c) a front and back copy of a valid identity document (national ID card or Passport);
 - d) a copy of secondary school diploma (or equivalent 5-year diploma) or higher education diploma (University degree, etc.) - **Please note**: if your education qualification has been issued by a non-Italian institution, it might require a certification (“declaration of value”). Please refer to this link to check if this is your case: <https://www.unibo.it/en/teaching/enrolment-transfer-and-final-examination/declaration-of-value-translation-and-legalization>;
 - e) one passport photo in bitmap or jpeg format;
 - f) the authorization for data verification form, duly completed and signed (available on the Summer School website)
 - g) (only if current/former/prospective EU Erasmus student) Erasmus student status declaration
 - h) **for non-EU citizens, the “Residence Permit” or the “Visa” for study purposes**;

Visa: prospective students from certain non-EU countries may require a visa (normally a student visa) in order to be able to come to Italy and attend the course. You can refer to the links below:

https://www.esteri.it/mae/en/servizi/sportello_info/domandefrequenti/sezione_visti_entrare_in_italia.html
<http://vistoperitalia.esteri.it/home/en#BMQuestionario>

If you need a visa, it is your responsibility to obtain one in your country, by applying in due time. To help you in the process, we can provide you with a formal invitation letter from the University of Bologna. Please get in touch to request one as soon as you need it.

Article 4 – Other information concerning registration and delivery of documents

1. 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.
2. In the event of 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 and methods of payment

1. The fee required from students attending the Programme is:
 - 980 Euros (one course: Greek OR Latin) to be paid in a single instalment at the time of registration;
 - 1530 Euros (two courses: Greek & Latin) to be paid in two instalments: 980 Euros to be paid at the time of registration, 550 Euros later on (the deadline will be communicated by the tutor of school).

Bologna University students, ERASMUS students (in Bologna for the year) and **former ERASMUS students** (to Bologna) can register at a **discounted fee** (one course: € 490; “double bill” Latin & Greek: € 765). For further information please contact diri_school.latin@unibo.it **BEFORE** making any payment.

2. Payments must be made according the methods available on Studenti Online www.studenti.unibo.it.

The payment of the single instalment does not imply registration. The registration process is complete when all these documents are sent to the “Greek and Latin Summer School” c/o Prof. Francesco Citti.

3. The cost of the student's enrolment to the Programme may be borne by third parties (public authorities, foundations, businesses, etc.). In this case, please contact the place of teaching prior to the selection procedure in order to obtain the format of *nominal letter of intent* and send the letter - filled and signed from third parties – to diri_school.latin@unibo.it (and to ufficio master master@unibo.it in copy) by the entrance exam date. Following payment, the university issues an accounts receipt excluding VAT pursuant to articles 1 and 4 of Italian Presidential Decree no. 633/1972 and amendments.

Article 6 – 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 mail to 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 7 – Withdrawal from the programme

1. Students undergoing the programme, after having paid the instalments of enrolment, who then decide to withdraw from participation in the programme, are not entitled, for any reason, to a refund of the fees paid. The withdrawal from studies is a formal and irrevocable act through which you decide to end your university career. For the withdrawal form please contact the Master Office (master@unibo.it). The filled in, signed hard copy of the form must be returned to the Master's Office complete with the duty stamp, along with a copy of a valid identity document.
2. For non-EU students the withdrawal from the program will result in the loss of necessary requisites for a legal stay in Italy.

Article 8 – Information and contacts

1. For *scientific and teaching information* (teaching programme, lesson timetable, exams, internships or project works etc.) contact the place of teaching at (Dr Matteo Zaccarini: diri_school.latin@unibo.it).
2. Any *administrative information* can be obtained from the Master's Office.



The Master's Office is located at 45 Strada Maggiore - Bologna 40125, and it is open to public during the following hours:

Monday, Wednesday, Friday from 9:00 to 11:15

Tuesday and Thursday from 14:30 to 15:30

Telephone +39 0512092798

Email master@unibo.it

Pec scriviunibo@pec.unibo.it

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

3. The University of Bologna will not be liable for any delays in delivery, lost post or incomplete documentation.
4. The only method of advertisement of this call for applications are the notices published on the University of Bologna portal www.unibo.it
5. The person in charge of the administrative procedure is the Head of Settore Formazione Insegnanti and Post Lauream of the Area Formazione and Dottorato, Dott.ssa Cinzia Castelluccio.

Article 9 – Processing of personal data

1. Personal data provided by the applicants will be processed by the University of Bologna in accordance with Regulation (EU) 2016/679.

Provision of the personal data indicated in this call for applications and in the attached forms is mandatory for the purposes of participating in the procedure and for every consequent operation.

The University may also process the personal data of applicants for the purposes of compiling statistics and sending them to MUR to facilitate analysis and improvement of teaching activities and services, research activities and activities related to the right to study. Personal data provided through the Studenti Online platform may also be processed by the University for the institutional purposes indicated, for example, in art. 4 of Rector's Decree 271/2009. In accordance with art. 13 of Regulation (EU) 2016/679:

1. the data controller is the Alma Mater Studiorum - University of Bologna located in via Zamboni, 33 – 40126 – Bologna;
2. the data processor is the head of the Education and Doctoral Training Department (Area Formazione e Dottorato) (Dott.ssa Daniela Taccone – Via Zamboni, 33 – 40126 – Bologna).

The complete and up-to-date list of persons in charge of data processing can be obtained by sending an email to privacy@unibo.it or contacting the Data Processor. The data processing procedures are set out in the privacy policy provided to students who intend to enrol on the master's programmes published on the University website (<https://www.unibo.it/it/ateneo/privacy-e-note-legali/privacy/privacy-master>).

Firmato Digitalmente

Bologna, 03/05/2021

La Dirigente
(Dott.ssa Daniela Taccone)