

## Call for applications for admission to the Lifelong Learning Certificate

in "From data to decision: a non-technical course on data-driven decision making"

Academic Year 2022-2023

code: 5926

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### Useful Information

<b>Application deadline and enrollment end:</b>	<b>31/08/2022</b>
<b>Available places:</b>	minimum 10 maximum 50
<b>Tuition fees:</b>	Tuition fees € 500,00 (five hundred) to be paid in a single instalment at the time of registration <b>ATTENTION:</b> before making the payment, in case of doubts about the admission requirements, contact Giada Trisolini, <a href="mailto:giada.trisolini2@unibo.it">giada.trisolini2@unibo.it</a> , because the fees paid cannot be refunded.
<b>Administrative office:</b>	Bologna
<b>Teaching location:</b>	Bologna
<b>For administrative information:</b>	Please contact Ufficio Master <a href="mailto:master@unibo.it">master@unibo.it</a>
<b>For scientific and teaching information:</b>	Giada Trisolini, <a href="mailto:giada.trisolini2@unibo.it">giada.trisolini2@unibo.it</a>
<b>Attachments:</b>	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 Lifelong Learning Certificate in "From data to decision: a non-technical course on data-driven decision making" for academic year 2022-2023.
2. The programme has been set up on the proposal of Dipartimento di Scienze Statistiche "Paolo Fortunati" - STAT and is run in collaboration with Fondazione Alma Mater - FAM.  
The Lifelong Learning Certificate in Data Science is developed within the Europe Project and is one of the expected deliverables of Self Steering Committee in Data Science and Artificial Intelligence (Grant Agreement for an action with multiple beneficiaries under Erasmus+: European Universities n. 612661, Project Reference 612661-EPP-1-2019-1-BE-EPPKA2-EUR-UNIV). The Lifelong Learning Certificate is a collaborative effort of University of Bologna, Universidad Complutense de Madrid, KU Leuven, University of Edinburgh, Jagiellonian University.
3. The programme lasts for 5 months, classroom training is delivered in English, awards 9 ECTS CFU credits and aims the following learning outcomes. The participants should reach a basic understanding of what a data science project is. In particular, they should develop the ability to cooperate in groups for the production of simple analyses, and to understand the outcomes of more complicated ones. They should also be able to focus on the path from problems to data analytic solutions and to communicate the results of data analysis. The LLC will introduce professionals to fundamentals of data science in a non-technical way, providing them with the skills to understand the importance of data-driven decision making and interact with technical data science teams in their organizations.
4. The programme is composed of three modules: Module 1 and Module 2 will be delivered online through the University of Bologna Moodle platform. For each online module, 2 CFU are recognised for a total of 4 CFU. In addition to the 20 hours of videolessons delivered asynchronously, other activities are planned (Online tutoring, Further reading/individual study, Active/interactive online activities, Assessment) which require a total commitment of 100 hours. Module 3 will be carried out in presence and foresees a workload of 35 hours of frontal classroom lessons (21 of frontal teaching and 14 of other activities) that will take place during a full-time week (7 hours a day for 5 days) and an individual and/or group project work that will take place asynchronously during the following two weeks.
5. 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 fee) according to 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>
6. Certification of the positive completion of the Lifelong Learning Certificate and the issue of 9 ECTS is subject to:
  - payment of all fee instalments within the established deadlines;
  - achievement of a minimum attendance of 70 %;
  - passing the final examination.
7. It is not possible to transfer your enrolment from one lifelong learning programme 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 **31/08/2022**, are in possession one of the following qualifications and access requirements:
  - All first cycle degree or second cycle degree obtained under D.M. 270/04 or single cycle degree obtained under the laws previously in force (DM 509/99 and Old Regulations)
  - All first cycle degree or second cycle degree obtained abroad
  - High school diploma with work experience of at least 3 years
  - Self-certification of B2 level of English language.

## Article 3 – Registration and delivery of documents

1. Registration must be made by the deadline of **31/08/2022** through to the website [www.unibo.it/Portale/Guida/StudentiOnline](http://www.unibo.it/Portale/Guida/StudentiOnline)
2. Online registration methods are explained in the instructions attached to this call for applications.
3. Registration is deemed to be completed with the payment and sending by mail to [master@unibo.it](mailto:master@unibo.it) the following documents (in part listed also in the instructions attached to this call for applications):
  - a) copy of the qualifications obtained with a list of exams passed, both translated into Italian or English, under the candidate's responsibility;
  - b) **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.) and the degree translated and legalized (the translation is not necessary for titles in English, French or Spanish);
  - c) the registration form "Immatricolazione – Dati inseriti" **signed**;
  - d) a front and back copy of a valid identity document;
  - e) one passport photo in bitmap or jpeg format;
  - f) **for non-EU citizens, the "Residence Permit" or the "Visa" for study purposes**;

## 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 500 (five hundred) Euros, to be paid in a single instalment at the time of registration.
2. Payments must be made according the methods available on Studenti Online [www.studenti.unibo.it](http://www.studenti.unibo.it).

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 [giada.trisolini2@unibo.it](mailto:giada.trisolini2@unibo.it) (and to ufficio master [master@unibo.it](mailto: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**

1. 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](mailto: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](mailto: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 (Giada Trisolini, [giada.trisolini2@unibo.it](mailto:giada.trisolini2@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, on appointment, 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](mailto:master@unibo.it)

Pec [scriviunibo@pec.unibo.it](mailto: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](http://www.unibo.it)
5. The person in charge of the administrative procedure is the Head of Settore Formazione Post Lauream of the Area Formazione and Dottorato, Dott.ssa Cinzia Castelluccio.



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

## 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](mailto: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, \_\_\_\_\_

La Dirigente  
(Dott.ssa Daniela Taccone)