

Office of Specialization Schools and Master's Programs

THE RECTOR

HAVING REGARD TO the University Statute;
HAVING REGARD TO the current University Academic Regulations;
HAVING REGARD TO Law no. 168 of May 9, 1989, concerning the autonomy of universities;
HAVING REGARD TO Law no. 241 of August 7, 1990, "New rules on administrative procedures and the right of access to administrative documents," and subsequent amendments, as well as the related University regulation issued by Rectoral Decree no. 4522 of 11.11.2022;
HAVING REGARD TO Law no. 341 of November 19, 1990, on the reform of university academic systems and subsequent amendments;
HAVING REGARD TO Law no. 104 of February 5, 1992, "Framework Law for the assistance, social integration, and rights of persons with disabilities," and subsequent amendments;
HAVING REGARD TO Law no. 264 of August 2, 1999, as amended by Law no. 1 of January 8, 2002, concerning regulations on access to university courses;
HAVING REGARD TO Presidential Decree no. 445 of December 28, 2000, "Consolidated Act of Legislative and Regulatory Provisions on Administrative Documentation," and subsequent amendments;
HAVING REGARD TO Legislative Decree no. 196 of June 30, 2003, the Personal Data Protection Code, containing provisions adapting national legislation to Regulation (EU) 2016/679 of the European Parliament and of the Council of April 27, 2016, on the protection of individuals with regard to the processing of personal data, as well as on the free movement of such data and repealing Directive 95/46/EC;
HAVING REGARD TO Ministerial Decree no. 270 of October 22, 2004, "Amendments to the Regulation on the autonomy of universities in educational matters, approved by Ministerial Decree of November 3, 1999, no. 509" and subsequent amendments;
HAVING REGARD TO the ministerial and interministerial decrees that redefined, pursuant to Decree no. 270/2004, the classes of degree programs and master's degree programs;
HAVING REGARD TO, where applicable, ministerial, interministerial, and other regulatory provisions governing the equivalence of pre-reform degrees (prior to DM 509/1999), new system degrees (DM 509/1999 and DM 270/2004), and equivalence between pre-reform and post-reform degrees for the purposes of public competition participation;
HAVING REGARD TO the current legislation on concurrent enrollment in two academic programs;
HAVING REGARD TO the regulations on the establishment and functioning of first and second level university Master's programs, issued by Rectoral Decree no. 230 of January 26, 2022;
HAVING REGARD TO the approval of the University's Master's program offerings for the academic year 2024/2025 by the competent academic bodies;
HAVING REGARD TO the current regulations governing the operation of the Master's program as indicated in the "Master's Program Form";
TAKING INTO ACCOUNT the clarifications provided by the Coordinator of the aforementioned Master's program regarding the admission competition in question;

HEREBY DECREES

ARTICLE 1

CALL FOR APPLICATIONS AND GENERAL INFORMATION

A public competition is hereby announced at this University for the 2024/2025 academic year for admission to the Master's program specified in the form (hereinafter referred to as the "Master's Program Form"), attached to and constituting an integral part of this call for applications (Annex 1), which contains all detailed information about the procedure, including:

- Course title;
- Level;
- Duration of the course;
- Affiliated Department and any partnerships and/or agreements;
- Coordinator;
- Admission requirements;
- Selection methods;
- Available places (maximum number and minimum number of students required to activate the course);
- Application deadline;
- Expected enrollment dates and related fees;
- Any available benefits.

All information regarding educational objectives, goals, teaching structure, venues, and educational plans is available in the operational regulations of the Master's program, which are hereby referenced and can be consulted at the following page:

<http://www.unina.it/didattica/post-laurea/master>

The University unit responsible for administrative and accounting management is the Department to which the course belongs. The administrative office responsible for student records is the Office of Specialization Schools and Master's Programs (USSM).

ARTICLE 2

ADMISSION REQUIREMENTS

Only applicants who meet the admission requirements outlined in the attached Master's Program Form will be admitted to the course; failure to meet these requirements will result in exclusion.

The required qualifications must be held at the time of enrollment in the course. Therefore, candidates who obtain the required degree after the application deadline but **before the enrollment deadline** may be conditionally admitted to the competition.

Applicants holding pre-reform university degrees (DL – *Diplomi di Laurea*), as well as those with Specialist (LS) or Master's (LM) degrees that belong to classes considered equivalent to the

required degree titles under the Interministerial Decrees of July 9, 2009, and subsequent amendments, are also eligible.

Provided they meet the minimum access requirements for Master's programs in line with the structure of the Italian university system and the three cycles of the Bologna Process (which can also be consulted at: <https://www.cimea.it/pagina-qualifiche-del-sistema-universitario>), candidates holding degrees from foreign universities may also apply, provided that the degrees are either:

- officially recognized as equivalent under current Italian legislation; or
- deemed valid by the Examination Committee for the sole purpose of admission to the Master's program.

In such cases, at the time of enrollment, candidates must possess either:

- the *Declaration of Value* (*Dichiarazione di valore in loco*) issued by the Italian Diplomatic Representation in the country where the degree-awarding institution is located,
- or
- the *comparability certificate* (*attestato di comparabilità*) issued by CIMEA (<https://www.cimea.it>).

The enrollment of international students is subject to compliance with current regulations, particularly the requirement to obtain a national long-stay visa for study purposes.

To this end, international applicants must submit a pre-enrollment request for visa issuance via the UNIVERSITALY portal: <https://www.universitaly.it>.

The final decision regarding the issuance of the study visa lies exclusively with the diplomatic-consular authorities. The administrative process for issuing and renewing the residence permit remains under the jurisdiction of the Ministry of the Interior.

The University of Naples Federico II reserves the right to exclude any candidate from the competition at any time, by reasoned decision, for failure to meet the prescribed admission requirements or for any other exclusion criteria stated in the call for applications.

Notification of exclusion and the reason for it will be sent to the candidate via email to the address provided during the application process. Candidates are therefore advised to include a certified email address (PEC) in the application form.

ARTICLE 3

SUBMISSION OF APPLICATION FOR PARTICIPATION AND QUALIFICATIONS FOR EVALUATION

1. SUBMISSION OF THE APPLICATION

To participate in the competition, candidates must submit their application **exclusively through the online procedure** at the following link:

👉 <https://www.concorsi.unina.it/domandeMaster/>

by the deadline specified in the Master's Program Form attached to this call. Failure to do so will result in exclusion.

Once the deadline has passed, the online procedure will be automatically deactivated, and no further applications can be submitted.

If, by the deadline, the number of applications received is **equal to or fewer than the available places**, the deadline may be reopened once—upon a reasoned request from the Coordinator. This reopening, as well as any consequent changes to the competition schedule, will be announced by notice published online as per Article 13, which shall serve as official notification. This will generally occur within three days after the original deadline.

The online application process is carried out in **two phases**:

A) First Phase – User Registration (Steps 1 to 5):

1. Go to: <https://www.concorsi.unina.it/domandeMaster/>
2. Select **“User Registration”** if not already registered for this procedure.

Once the data entry screen appears:

3. Enter the required information:
 - A **regular email address** (to receive the access password and a summary of entered data)
 - A **certified email address (PEC)** (for any official administrative communication).
4. The system will automatically assign a password (it is recommended to save it). Click on **“INSERT”** to access a summary screen.
5. Click on **“ENTER THE SYSTEM”** and follow the instructions for the second phase, starting from step 8.

B) Second Phase – Completing and Submitting the Application (Steps 6 to 14):

6. Go again to: <https://www.concorsi.unina.it/domandeMaster/>
7. Choose a login method (**“Access the System”** or **“Login with SPID”**) and enter the required credentials.
8. Select the option **“New Application”**.

¹ International students who do not have an Italian tax code at the time of submitting the application for the competition must select “Foreign User Registration” (Registrazione utente Straniero).

9. Enter the details of the academic qualification obtained as a requirement for admission to the competition.
10. Select the Master's program you wish to apply for from the drop-down menu.
11. Enter the required data (in particular, you must indicate whether or not you intend to submit to the committee the **Application Form for the Evaluation of Qualifications**, using the form attached to this call).
12. Indicate whether or not you are a person with a disability requiring assistance.
13. Review the displayed data. To confirm and submit your application, click on the **"SUBMIT APPLICATION"** button.
14. Select the **"Print Application"** option: the candidate must click on the **"Print Application Form"** button in order to view and save a copy of the application, should it need to be presented at a later time.

The online application submission process may be completed 24 hours a day from any internet-connected computer, **except on public holidays**, during which the system may be temporarily unavailable due to maintenance.

Failure to submit the application **within the deadline and in the manner specified** will result in exclusion from the competition for admission to the Master's program.

Applications submitted **in any format other than the above-described online procedure** will not be accepted. The Administration assumes **no responsibility** for network connection issues or for any problems caused by third parties, unforeseen circumstances, or force majeure.

2. SUBMISSION OF QUALIFICATIONS FOR EVALUATION BY THE COMMITTEE

If the candidate has indicated in the online application (as per paragraph 1, phase B – point 11 above) their intention to submit the **Application Form for the Evaluation of Qualifications**, they must complete the corresponding form attached to this call (Annex 2), sign it, and send it — under penalty of non-evaluation of the qualifications — together with any supporting documentation (scanned and combined into a single .pdf file), **no later than the deadline and to the email address indicated** in the Master's Program Form attached to this call.

The **subject line** of the email must state:

"Submission of qualifications: Admission Competition for the Master's Program in [name of program] – a.y. 2024/2025".

If the candidate deems it appropriate to submit non-self-certifiable documents for evaluation (e.g., thesis, publications), the following rules apply:

- All documents must be **merged into a single PDF file**;
- Candidates with foreign degrees must attach an **official Italian translation** of their degree, duly **legalized** and accompanied by a **Declaration of Value** (*Dichiarazione di*

valore in loco) issued by the competent Italian diplomatic authority in the country of origin, in order for the committee to evaluate the validity of the degree;

- Each submitted publication must include the **candidate's full name**. In the case of co-authored work, the **candidate's name must be highlighted**;
- Publications must be certified — under penalty of non-evaluation — by one of the following methods:
 - as photocopies accompanied by a **substitute declaration of certification** (*dichiarazione sostitutiva di atto di notorietà*) pursuant to Articles 19 and 47 of Presidential Decree No. 445 of December 28, 2000, with proof of conformity to the original and a copy of a valid identity document;
 - or with a **self-certification** (under Article 46 of the same Decree) accompanied by a non-certified copy of the identity document.

Declarations made in the application form and in the qualification evaluation request form constitute **self-certifications** (pursuant to Presidential Decree No. 445/2000 and subsequent amendments) of qualifications held for admission and evaluation purposes. Candidates must provide all elements necessary for the administration to perform verifications.

False or misleading statements are subject to penalties under the Criminal Code and applicable laws.

The University reserves the right to verify the accuracy of any self-certifications or declarations.

In the case of **incomplete declarations**, the examining committee may request **clarifications or additional documentation** from the candidate or from the University administration in order to validate the self-certified qualification.

The administration assumes no responsibility for communication failures due to incorrect contact details provided by the candidate or delays in notifying changes of contact information.

ARTICLE 4

SELECTION PROCEDURE

Specific information about the selection process is provided in the attached Master's Program Form, in accordance with the following general principles:

1. Selection may be based on **qualifications only** or on **qualifications and examination**.
 2. Unless otherwise provided (see point 4 below), the committee may assign:
 - **70 points** in the case of selection based solely on qualifications;
 - **100 points** in the case of qualifications and an exam, of which at least 60 must be allocated to qualifications.

The evaluation of qualifications precedes the exam (if applicable), and the results will be published with the final merit ranking.
 3. If an exam is required, candidates **not previously excluded** must present themselves on the specified **date, time, and location**, or **connect online** as indicated in the Master's Program Form, with a valid ID.
- Failure to appear will be considered a **withdrawal**, regardless of the reason.

Generally, at least **3 days before the scheduled exam date**, the administration will publish an official notice under Article 13 with:

- Any changes or additional information;
- A list of candidates admitted to the exam (if a minimum qualification score is required);
- Notice of cancellation of the exam (if no minimum score is required and the number of applications is equal to or less than the available seats).

If none of the above applies, **no notice will be published**, and candidates must follow the information in the Master's Program Form.

In all cases, candidates must consult the University portal for updates.

4. A merit ranking will be issued if **any** of the following occurs:
 - There are **scholarships** or other merit-based awards with more applicants than available awards;
 - A **minimum passing score** is required (for qualifications and/or exam);
 - The number of applications **exceeds the available seats**;
 - The number of applications **requesting “PA 110 e lode”** benefits exceeds the number of incentives allocated by the department.

If **none of the above conditions apply**, no selection will take place and candidates **will be admitted by default**, provided they meet the admission requirements.

5. The possession of a **degree** (Bachelor's, Master's, or Single Cycle Master's), or any other qualification that constitutes an **admission requirement**, is **not subject to evaluation**. However, the **final grade** of that degree, like any other title, may be evaluated **only if obtained by the application deadline**.

ARTICLE 5

EXAMINING COMMITTEE

The examining committee, where applicable, is appointed by **Rectoral Decree**. It is chaired by the **Program Coordinator** and is composed of **three members**, including the Coordinator, designated by the Master's Scientific Committee.

At least **two members** must be **tenured professors or researchers**, including fixed-term researchers, at the University of Naples Federico II.

The composition of the committee will be announced in accordance with Article 13 of this call.

ARTICLE 6

DIRECT ADMISSION OR RANKING LIST FORMULATION

Unless candidates are directly admitted as specified in Article 4, point 4, the **merit ranking list** will be drawn up in descending order of total score obtained by each candidate, based on the selection criteria and procedures outlined in this call and in the attached Master's Program Form.

In the event of a tie in scores between two or more candidates, **priority will be given to the younger applicant.**

Once the proper conduct of the competition procedure has been verified, the University will issue either:

- A **rector's decree for automatic admission** to enrollment for eligible candidates, or
- A **rector's decree approving the records and any final ranking list.**

In both cases, the decree will be published online, in accordance with Article 13, with an official notice including the procedures and deadlines for enrollment, by the date specified in the Master's Program Form, unless new deadlines are published due to reopening of the application period (Article 3, paragraph 1) or postponement of the ranking list publication.

All such notices shall constitute **official notification. No personal communications will be sent.**

The date of online publication on the Official Notice Board (*Albo Ufficiale*) marks the start of the period for any appeals.

Candidates who are **directly admitted** or ranked high enough on the **final list**, including after possible reassignment of seats, will be admitted to the Master's program **conditionally**, pending verification of admission and enrollment requirements.

Candidates admitted **with reservation** due to pending graduation will only gain the right to enroll **if they obtain their degree** by the final enrollment deadline.

ARTICLE 7

ENROLLMENT FEE

The enrollment fee for the Master's program, including insurance coverage, payment methods, stamp duty, and the regional tax for the right to university education, is specified in the **Master's Program Form** attached to this call.

Any **tuition waivers or financial benefits**, either in full or in part, for the top-ranking candidates or those directly admitted, are also listed in the Master's Program Form and will be communicated in the **enrollment notice** referred to in Article 6.

ARTICLE 8

ENROLLMENT OF ADMITTED OR SUCCESSFUL CANDIDATES

Candidates directly admitted or declared winners must complete the **enrollment process** within the deadline and following the instructions provided in the notice issued pursuant to Article 6. Failure to do so will result in exclusion.

Candidates without a registered University account must log in to the payment portal using their **tax code and password created at registration**, or via **SPID**.

Candidates with an existing university account must access the payment portal using their **tax code** and the **email password** for their institutional account (e.g., name.surname@studenti.unina.it), or via **SPID**.

Candidates with foreign academic degrees must submit, at the time of enrollment, the **Declaration of Value** issued by the Italian diplomatic authority in the country where the degree was obtained, or a **comparability certificate** issued by **CIMEA**: <https://www.cimea.it>.

Please note that **payment alone does not constitute enrollment**.

The Administration reserves the right to verify the accuracy of all self-certifications submitted by candidates, even after enrollment.

Winners who **fail to enroll by the deadline** will be deemed to have withdrawn, and the ranking list will be updated accordingly.

ARTICLE 9

ENROLLMENT OF ELIGIBLE CANDIDATES

Any seats remaining due to withdrawals or non-enrollment by admitted candidates will be assigned to eligible candidates according to the final ranking.

The Office of Specialization Schools and Master's Programs will indicate, in the notice mentioned in Article 6, the date on which **any ranking updates** will be published.

The update notice will include:

- The number of available seats,
- The names of eligible candidates entitled to enroll,
- The enrollment deadlines, and
- The date of any further ranking updates.

Eligible candidates granted the right to enroll following such updates must, under penalty of exclusion, **submit the same documentation** required of the original winners, **within the new deadline**.

Those who fail to enroll by the deadline will be considered to have **withdrawn**.

ARTICLE 10

DUAL ENROLLMENT

In accordance with current regulations — particularly **Law No. 33 of April 12, 2022** and **Ministerial Decree No. 930 of July 29, 2022** — it is permitted to be **simultaneously enrolled** in a university Master's program and another university-level course, subject to the conditions specified by law.

For simultaneous enrollment in a Master's program and a **PhD or Specialization Program**, approval is required from the academic bodies of **both programs**, which will assess whether the student can meet the educational objectives of each path.

The student is solely responsible for managing the workload of both programs. Suspension of studies may be used if provided for by regulations.

ARTICLE 11

DURATION AND EDUCATIONAL STRUCTURE OF THE MASTER'S PROGRAM

Details concerning the **duration, schedule, curriculum, and methods of assessment** (including the final exam) are governed by the Master's **operating regulations**, which are hereby incorporated by reference.

The **calendar and format** of activities will be published by the **Program Coordinator**.

ARTICLE 12

AWARDING OF THE FINAL DEGREE

To obtain the final degree, the student must acquire all **credits (ECTS)** required by the current regulations, including internship activities and the final exam.

Credit recognition is subject to **periodic assessments** of acquired skills.

The **final examination board** consists of an odd number of at least **five members**, including the **Program Coordinator**, who serves as Chair. A **majority** must be faculty members or researchers from the University of Naples Federico II.

The final grade is expressed in **hundredths (out of 110)**. A **grade of 66/110** is required to pass, and **honors (cum laude)** may be awarded unanimously.

ARTICLE 13

PUBLICATION OF OFFICIAL DOCUMENTS

This call for applications and all related documents will be published **exclusively** through the University of Naples Federico II's **Official Online Notice Board** (*Albo Ufficiale*), available at www.unina.it.

This **online publication serves as the only official notification**. No personal communications will be sent to candidates.

ARTICLE 14

ACCESS TO DOCUMENTS, DATA PROTECTION, AND PROCEDURE SUPERVISION

Candidates have the right to access documents relating to the admission process, pursuant to applicable law.

This right must be exercised in accordance with the University Regulation on administrative procedures and document access (Rectoral Decree No. 4522 of 11.11.2022).

Personal data and special categories of personal data collected in connection with this procedure will be processed in accordance with:

- **EU Regulation 2016/679 (GDPR)**,
- **Legislative Decree No. 196/2003**, as amended by Legislative Decree No. 101/2018,
- The University's Data Protection Regulation (Rectoral Decree No. 1226/2021).

The data will be processed **only** for the purposes of this procedure and in line with the University's institutional activities.

Data subjects have the rights referred to in Articles 15, 22, and 77 of the GDPR.

The **Head of the Office of Specialization Schools and Master's Programs** at the University of Naples Federico II is responsible for all administrative tasks related to this process, unless under the jurisdiction of the examining committee.

The responsible officer may delegate specific tasks in writing to another staff member.

ARTICLE 15

FINAL PROVISIONS

For all matters not explicitly provided for in this call, **current legislation** shall apply.

FD/RP/IM

Teaching and Student Services Area
Director: Dr. Maurizio TAFUTO

Organizational Unit Responsible for the Procedure:
Office of Specialization Schools and Master's
Programs

Procedure Supervisor:
Head of Office: Dr. Iole SALERNO

THE RECTOR
Matteo LORITO

Annex 1 – MASTER'S PROGRAM FORM (ZMC)

MASTER'S PROGRAM IN "Microsurgery" Academic Year 2024–2025 (Course Code: ZMC) (Regulations governing the Master's Program: Rector's Decree No. 241 dated 21/01/2025)	
DEPARTMENT	PUBLIC HEALTH
IN COLLABORATION WITH	AORN Cardarelli
FINAL QUALIFICATION / ECTS	SECOND LEVEL MASTER'S DEGREE – 60 ECTS
COORDINATOR	Professor Simone La Padula
FOR ADMINISTRATIVE INFORMATION	specializzazioni.master@unina.it
FOR ACADEMIC AND ORGANIZATIONAL INFORMATION	simone.lapadula@unina.it postlaurea.sanitapubblica@unina.it
DURATION	YARS: 1 HOURS: 1.500
MINIMUM ATTENDANCE REQUIREMENT	80%
AVAILABLE PLACES	MAXIMUM NUMBER OF PARTICIPANTS: 15 MINIMUM NUMBER OF ENROLLED STUDENTS REQUIRED TO ACTIVATE THE COURSE: 5
REQUIRED QUALIFICATIONS AND ADDITIONAL ADMISSION REQUIREMENTS	<p>Master's Degree in Medicine and Surgery</p> <p>Admission to this Master's program is also open to candidates holding a foreign degree—considered a valid qualification according to the European Qualifications Framework and deemed equivalent by the Admission Committee solely for the purposes of enrolling in the Master's program.</p> <p>Please note that, if at the time of submitting the application for admission the candidate does not yet possess the Declaration of Value issued by the competent Italian Diplomatic Representation or the comparability certificate issued by CIMEA (see Article 2 of the call for applications), such documentation must be submitted, under penalty of exclusion, by the deadline set for enrollment in the Master's program.</p>
APPLICATION DEADLINE	<p>18/07/2025 at 12:00 PM</p> <p>N.B. Candidates are required to regularly check the University portal for any possible reopening of application deadlines and updates regarding new deadlines, which will be announced in accordance with Article 3 of the call for applications.</p>
APPLICATION SUBMISSION PROCEDURE	via the online procedure described in Article 3 of the call for applications at the following link: https://www.concorsi.unina.it/domandeMaster/
METHOD OF SUBMITTING QUALIFICATIONS TO THE EXAMINING COMMITTEE (see Annex 2 of the call for applications)	<p>To the e-mail address: postlaurea.sanitapubblica@unina.it</p> <p>Subject of the e-mail: "Submission of qualifications: Admission Competition for the Master's Program in Microsurgery – a.y. 2024/2025"</p>

Annex 1 – MASTER'S PROGRAM FORM (ZMC)

SELECTION PROCESS	QUALIFICATIONS Minimum Score: 30 Maximum Score: 70	
EVALUATION OF QUALIFICATIONS		
	QUALIFICATIONS	CRITERIA
	Curriculum vitae e studiorum	Up to a maximum of 30 points
	Documented interest in topics related to the course: scientific articles authored or co-authored by the candidate, certificates of attendance at courses or congresses relevant to the course topics (to be submitted as attachments along with the qualifications)	Up to a maximum of 30 points
	Knowledge of the English language, assessed based on the certificates declared by the candidates	Up to a maximum of 10 points
DATE OF PUBLICATION OF THE FINAL ADMISSION DECISION (RANKING LIST OR DIRECT ADMISSION – see Art. 4.4 of the call for applications) AND OF THE NOTICE DETAILING ENROLLMENT PROCEDURES AND DEADLINES	31/07/2025 (unless otherwise postponed by official notice)	
ENROLLMENT FEE (including the €16.00 stamp duty paid virtually)	€ 3,016.00 (three thousand and sixteen/00) This amount must be paid according to the following method and deadline: Single installment: - € 3,016.00 upon submission of the enrollment application.	
REGIONAL TAX FOR THE RIGHT TO EDUCATION	€ 167.50, to be paid upon submission of the enrollment application.	

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APPLICATION FOR EVALUATION OF POSSESSED QUALIFICATIONS

STATEMENT MADE IN ACCORDANCE WITH ARTICLES 46 AND 47 OF PRESIDENTIAL DECREE No. 445
DATED 28/12/2000.

To the President of the Examination Committee
for the admission competition to the Second Level
Master's Program in "MICROSURGERY"
Academic Year 2024/2025
e-mail: postlaurea.sanitapubblica@unina.it

The undersigned _____
(please indicate surname and first name)

Tax code

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phone: _____ **E-mail** _____

(enter regular e-mail address and, if available, certified e-mail address – PEC)

having read the call for applications and accepted all the conditions and provisions therein,
requests the evaluation of the qualifications listed below.

For this purpose, being aware of the criminal penalties provided for in the case of false declarations and of the forfeiture of any benefits obtained as a result of measures issued on the basis of untruthful statements (Articles 75 and 76 of Presidential Decree No. 445 of December 28, 2000),

declares under their own responsibility (*)

1) ☐ **to hold a degree in**

belonging to the class of Specialized/Master's Degrees No. _____⁽¹⁾ in
_____ **obtained on (date) _____**
presso _____ with a final grade of _____,
thesis title: _____

2) To hold the following additional qualifications for which evaluation is being requested ⁽²⁾:

- _____

- _____

¹ In the case of a degree obtained under the system in effect prior to Ministerial Decree No. 509/1999 and subsequent amendments (pre-reform degree), please indicate "V.O."

² ACADEMIC QUALIFICATIONS – Specify the name of the degree, date, grade/evaluation, and the University/Institution that awarded the qualification.

OTHER QUALIFICATIONS/CERTIFICATES – Specify the date, location, issuing institution, duration, and any evaluation or grade, if applicable.

- _____

- _____

- _____

- _____

- _____

- _____

TO BE COMPLETED ONLY IF SUPPORTING DOCUMENTATION IS ATTACHED:
The undersigned attaches the following qualifications to this declaration:

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

The undersigned, under their own responsibility, and aware of the criminal penalties provided for in Article 76 of Presidential Decree No. 445/2000 and subsequent amendments in cases of false statements and forged documents, declares that the photocopies of the documents listed above and attached to this substitute declaration are true copies of the originals.

Date _____

Signature _____

Privacy Notice pursuant to Article 13 of Regulation (EU) 679/2016 on the Protection of Personal Data
The data collected through this form are processed for the purposes of the procedure for which they are provided and will be used exclusively for this purpose and, in any case, within the scope of the institutional activities of the University of Naples Federico II.
The data controller is the University, represented by the Rector and the Director General, according to their respective areas of responsibility.

For issues specifically related to non-compliant processing of personal data, the data subject may contact the Data Controller by sending an email to: ateneo@pec.unina.it; or the Data Protection Officer at: rpd@unina.it; PEC: rpd@pec.unina.it.
For any other matter related to this specific procedure, please contact the Office for Specialization Schools and Master's Programs: specializzazioni.master@unina.it; specializzazioni.master@pec.unina.it.

Data subjects have the rights set out in Articles 15–22 of the EU Regulation.
Full information regarding the processing of collected personal data is available on the University's website:
<http://www.unina.it/ateneo/statuto-e-normativa/privacy>

Notices / Warnings

(*) The statements made in this form, if correctly completed, constitute self-certification (pursuant to Presidential Decree No. 445/2000 and subsequent amendments) of the qualification held as a requirement for admission and of the qualifications subject to evaluation, in accordance with Article 2 and the Master's program description attached to the call for applications. Therefore, the candidate must provide all necessary details to allow the Administration to perform the appropriate verifications. The declarant is criminally liable in the case of false declarations (Art. 76 of Presidential Decree No. 445/2000). Any declarant who provides false information will forfeit any benefits obtained as a result of the measure issued on the basis of the untruthful declaration (Art. 75 of Presidential Decree No. 445/2000).

(**) Please note that qualifications submitted for evaluation, as indicated in the call for applications, may be presented as photocopies accompanied by a substitute declaration of certification (*dichiarazione sostitutiva di atto di notorietà*), pursuant to Articles 19 and 47 of Presidential Decree No. 445/2000 and subsequent amendments, attesting that they are true copies of the originals, or self-certified pursuant to Article 46 of the same decree. In addition, theses and publications must be submitted in copy, along with a substitute declaration of certification, pursuant to Articles 19 and 47 of Presidential Decree No. 445 of December 28, 2000 and subsequent amendments, confirming their conformity with the original documents.

For publications, each submitted work must clearly show the candidate's surname and first name. In the case of co-authored works, the candidate's surname must be highlighted.

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