



MASTER'S AND COURSES OFFICE

Rectoral decree

Classification: III/7

No. of annexes: 0

**CALL FOR APPLICATIONS FOR THE TRAINING COURSE IN
PROJECT MANAGER OF SUSTAINABILITY REPORT/INTEGRATED REPORT
Academic Year 2019/2020**

THE RECTOR

- Having regard to Presidential Decree no. 162 dated 10 March 1982 (*Reorganization of vocational schools, postgraduate schools and advanced training programmes*) and in particular articles no. 16 and 17;
- Having regard to Law no. 341 dated 19 November 1990 (*Reform of the university educational system*) and in particular art. 6 par. 2;
- Having regard to Ministerial Decree no. 270 of 22 October 2004 (*Amendments to the regulations on the educational autonomy of universities, approved by decree no. 509 of the Ministry of Universities, Scientific Research and Technology on 3 November 1999*) and art.3, par. 9 in particular;
- Having regard to the Inter-ministerial Decree issued by the Ministry of Education, Universities and Research (MIUR) and the Ministry for Public Administration, and the change implemented on 9 July 2009 regarding the equivalence of the university degrees of the classes referred to in the ministerial decrees of 4 August 2000 and 2 April 2001 and the university degrees of the classes referred to in the ministerial decrees of 16 March 2007 and 19 February 2009;
- Having regard to the MIUR Inter-ministerial Decree and the Ministry of Public Administration and Innovation of 9 July 2009 concerning the equivalence of degree diplomas under the regulations not yet reformulated pursuant to Ministerial Decree 509/99, granted by state and non-state universities authorized to issue legally valid qualifications, and the second cycle degrees (*laurea specialistica*) of the classes referred to in the ministerial decrees of 28 November 2000, 2 April 2001 and 12 April 2001, and the second cycle degrees (*laurea magistrale*) of the classes referred to in the ministerial decrees of 16 March 2007 and 8 January 2009;
- Having regard to Italian Law no. 240 of 30 December 2010 concerning the organisation of universities, academic staff and recruitment, and the Government's mandate to improve the quality and efficiency of the university system
- Having regard to the Inter-ministerial Decree issued by the Ministry of Education, Universities and Research (MIUR) and the Ministry for Public Administration, and the change implemented on 11 November 2011 concerning the equivalence of the diplomas issued by the three-year specialization programmes, instituted pursuant to Italian Presidential Decree no. 162/1982, and of university degrees under Law no. 341/1990 of the same duration, to degrees falling under former Ministerial Decrees 509/1999 and 270/2004, for the purpose of participating in public competitions;
- Having regard to the Statute of the University of Siena issued by Rectoral Decree no. 164/2012 of 7 February 2012, published in the Official Gazette No. 49 of 28 February 2012, as amended by Rectoral Decree no. 93/2015 of 28 January 2015, published in the Official Gazette No. 37 of 14 February 2015, and in the Official Siena University Bulletin - Supplemented under no. 114 - in force since 14 February



2015;

- Having regard to University of Siena Course Regulations issued through Rectoral Decree no. 1332 dated 26 September 2016, and in particular letters e) and f), par. 1 of art. 8 which specify that the university may activate the following in collaboration with public or private subjects:
 - continuing education training courses that are tailored also to those already in the job world;
 - advanced training and refresher courses.
- Having regard to the decision of the Council dated 21 December 2018 regarding the determination and allocation of deductions withheld from funding for teaching activities, non-commercial research activity and other external funding;
- Having regard to the Regulations concerning university Master's programmes, Advanced training courses, refresher courses, training courses and the Summer and Winter schools of the University of Siena, issued by Rectoral Decree no. 1564/2017 dated 13.12.2017 and published on the University's online Register on 14.12.2017;
- Having regard to the Regulations governing the assignment of teaching duties issued by Rectoral Decree no. 1529 dated 17 October 2012, posted on the University's online register on 18.10.2012 and published in University Bulletin no. 101, as amended, as well the guidelines for the educational offering;
- Having regard to the decision of the Academic Senate of 4 November 2009 which gives the technical and administrative personnel of the University of Siena with contracts of employment, indefinite or fixed term, who have competed at least 6 months of service, a 50% reduction in tuition fees; this personnel must be considered over and above the admission quota for advanced training, refresher and training courses activated by the University;
- Having regard to the Decision of Siena University's Academic Senate on 6 November 2012 which sets out that Master's, specialization, refresher and training programmes, as well as summer schools, pertain to the proposing Department;
- Having regard to the resolution of the Academic Senate of 17 December 2012, which establishes the requirements for holding any online meetings among the collegial bodies of the postgraduate schools, Doctoral and First or Second level Master's programmes and Advanced training courses;
- Having regard to the Resolution of the Academic Senate of 2 December 2014 which approved the new scheduling of the First and Second level university Master's programmes, Advanced training courses, Training courses, Refresher courses and Summer Schools on offer starting in academic year 2015/2016, and in particular the provisions which set out that in the presence of agreements between the University and other public or private agencies for creating Masters and Courses, in the case of norms or forms of funding enabling the possibility/opportunity to activate special training courses, it is possible to submit reasoned proposals to activate masters and courses which do not respect the normal schedule set out in the general calendar;
- Having regard to the resolution of the University of Siena's Academic Senate of 16 January 2018, which established the standard agreement schemes for First and Second level university Master's programmes, Advanced training programmes, Training programmes, Refresher courses and Summer Schools;
- Having regard to the University's provisions concerning compliance with regard to self-employed work contracts, occasional or coordinated and continuous;
- Having regard to art. 11, par. 1 of the University of Siena Regulations governing university Master's programmes, Advanced training courses, refresher courses, training courses and Summer and Winter schools, which establishes that proposals for instituting university Master's programmes must be

approved by the Departments;

- Having regard to the agreement between the University of Siena and Siena University Hospital (*Azienda Ospedaliera Universitaria Senese*, AOUS) regarding the enrolment over and above the prescribed number of AOUS employees on university Master's programmes and Courses organized by the University of Siena;
- Having regard to the proposed creation of Refresher and Training courses for academic year 2019/2020 by professors of the Department of Education, Human Sciences and Intercultural Communication;
- Having regard to the proposed Refresher and Training courses of the Department of Education, Human Sciences and Intercultural Communication require approval for their delivery outside the scheduled calendar set out by the Academic Senate on 2 December 2014, inasmuch as they are funded by MIUR through the Forward project - "Practices for multicultural management and programmes to counter radicalization (ID 85901 - FORWARD) and of the KA2 Erasmus+ Project "PMIR – Project Manager of Integrated Report/Sustainability Report";
- Given that on 26.06.2019 the Board of the Department of Education, Human Sciences and Intercultural Communication approved the activation of the following courses for academic year 2019/2020:
 - Refresher course in "Soft-skills for multicultural health services";
 - Refresher course in "Management of cultural diversity in penitentiary contexts through the activation of transformative learning processes";
 - Training course in "Project manager of sustainability report/integrated report";
 - Training course in "Arab Language for Mediation and Security";
- Given that the Committee, set up pursuant to art. 3, par. 3 of the Regulations governing master's programmes at the University of Siena and designated by the Academic Senate at the meeting of 20 April 2017, in the report of 01.07.2019 requested the change to the minimum number of participants, indicated as 5, in the Training Course in Project manager of sustainability report/integrated report;
- Having regard to the 03.07.2019 provision of the Director of the Department of Education, Human Sciences and Intercultural Communication, in which approve the variation from 5 to 11 in the minimum number of participants in the Training Course in Project manager of sustainability report/integrated report and undertakes to submit it for ratification during the first possible meeting of the Department Board;
- Having verified that the Board of the Department of Education, Human Sciences and Intercultural Communication of the University of Siena on 26 June 2019 proposed the activation in academic year 2019/2020 of a Training Course in PROJECT MANAGER OF SUSTAINABILITY REPORT/INTEGRATED REPORT, derogating from the general schedule approved by the Academic Senate of the University of Siena on 2 December 2014, inasmuch as UNISI/DISFUCI, are partners in the Erasmus+ KA2 "PMIR – Project Manager of Integrated Report/Sustainability Report" project, with Estra Spa as the lead partner. The project became eligible for funding in 2017 through the Decision of the General Manager no. 222 dated 20 July 2017, project no. 2017-IT01-KA202-006244. Training is part of project activities, in particular the Intellectual Output IO3 "Training Through MOOC and Webinair", with UNISI/DSFUCI as scientific coordinator. The change in scheduling is motivated by the need to complete project activities within the required timeframe and to reach the expected objectives, so that participants may be trained as set out in the project. The training course will have no costs, as all expenses shall be covered by the Erasmus+ PMIR project. For this reason, the training course is provided free of charge;
- Given that the Academic Senate of the University of Siena on 9 July 2019 approved the establishment of a Training Course in PROJECT MANAGER OF SUSTAINABILITY REPORT/INTEGRATED REPORT for academic year 2019/2020 ;



- Given that the Council of the University of Siena on 26 July 2019 approved the creation of a Training Course in PROJECT MANAGER OF SUSTAINABILITY REPORT/INTEGRATED REPORT for academic year 2019/2020

HEREBY DECREES

Subject of the notice

1.1 The University of Siena hereby establishes, for academic year 2019/2020, the Training course in PROJECT MANAGER OF SUSTAINABILITY REPORT/INTEGRATED REPORT of the Department of Education, Human Sciences and Intercultural Communication.

1.2 The course aims to transfer the knowledge, skills and competencies required to draft and coordinate an Integrated Report /Sustainability Report within large companies, as well as small and medium businesses, institutions and non-profit organizations. The professional profile has been defined in the KA2 Erasmus+ project "PMIR – Project Manager of Sustainability Report/Integrated Report" at level EQF 7 and 8, in which UNISI/DSFUCI is a partner. A PMIR is a professional who acts as a link among different business areas and is able to coordinate and draft complex documents that describe the company from multiple perspectives. This person must have a wide range of skills (economics and business management, project management, statistics, communication, soft skills, etc.) in order to be able to plan and implement a sustainability reporting process within a business/organization.

The course is offered within the framework of the KA2 Erasmus+ project "PMIR – Project Manager of Sustainability Report/Integrated Report" which became eligible for funding in 2017 through the Decision of the General Manager no. 222 dated 20 July 2017, project no. 2017-IT01-KA202-006244. All lecturers are representatives of the organizations partners in the project, as indicated in the Multibeneficiary Agreement stipulated with the National Agency, in which they undertook to provide training activity of the quality requested under the Erasmus+ Programme and by the UNISI/DSFUCI Course Coordinator.

1.3 The contact person for the course organization and teaching activities (lectures, calendars, lecture rooms, etc. is:

Prof. Carlo Orefice, tel. 0575 926274 Viale Cittadini 33, 52100 Arezzo Tel:0575 926274 email: carlo.orefice@unisi.it.

Course website <http://www.pmir.it>.

Admission requirements

2.1 Anyone interested in the topics addressed may submit an application.

2. The number of places available on the Training Course has been set at a minimum of 11 and a maximum of 100. Ten extra places are reserved for University of Siena employees.

2.3 Students with disability percentages greater than or equal to 66% who declare an ISEE (Equivalent Economic Situation Indicator) value no greater than € 22,000.00 shall be admitted over and above the prescribed number provided that they meet the requirements for admission to the programme and have passed any required selection procedures.

Students to whom this paragraph refers are entirely exempted from payment of the registration fees, and are not taken into consideration for the purpose of calculating the minimum number of programme places to be filled. The latter may not constitute more than 10% of the total number of students, unless the relevant body makes a motivated decision to allow otherwise; whatever the case, this number may not be less than 1.



In the event that the number of students satisfying both requirements should exceed the limit specified above, the benefit will be awarded in accordance with the admission ranking.

In the event that the number of applications for admission should not exceed the number of places indicated in the selection notice, the programme's decision-making body will determine the objective criteria for granting the aforementioned benefits.

In order to apply for this benefit, the interested students must fill out the appropriate fields during the online procedure, and attach a photocopy of their disability certificate and an ISEE (Equivalent Economic Situation Indicator) self-certification showing that their family unit does not have an income value greater than € 22,000.00.

Applicants with disabilities pursuant to Law no. 104 of 5 February 1992, and the subjects referred to by laws 68/1999 and 170/2010, must contact the *Ufficio accoglienza disabili e servizi DSA* (Disability Services) – Via Banchi di Sotto no. 55 – Siena, Italy – Tel. 0577-235415

2.4 The Course lasts 48 hours and awards 6 university credits (CFU).

Submission of applications

3.1 Applications must be submitted **no later than 6 September 2019** exclusively online through the University of Siena website <https://segreteriaonline.unisi.it>. Applications submitted after the deadline will be refused.

3.2 Instructions for completing the application

a) before completing the application, students must login to the system:

- I. click on "Registration" (only if you do not have an active or previously existing account with the University). Once the registration procedure has been completed, you will be issued a **username** and **password** that can be used to login to the system in order to access the services offered and modify the data entered. Your login credentials, shown on the screen, can be printed from the registration confirmation page, and will be sent by email to the private e-mail address indicated during the procedure.

or, if you already have an active or previously existing account with the University

- II. click on "Recover UNISIPASS credentials" (if you have forgotten your username and/or password)

b) after having logged in with your credentials (if you have another student record, select it to continue), click on the "Registrar" menu and choose the "Admission Test" item

c) choose the programme type

d) choose the programme in which you wish to pre-enrol

e) fill in the application.

Once the procedure has been completed, the system issues a receipt of application for admission to the selection procedure.

3.3 During the online procedure, applicants **must** upload the following documents in the section "**Gestione titoli e documenti per la valutazione**" ("Management of qualifications and documents submitted for assessment"):

- CURRICULUM VITAE (CV)
- ANY PUBLICATIONS

for students with disability percentages greater than or equal to 66% only: a self-certification indicating an ISEE (Equivalent Economic Situation Indicator) income value no greater than € 22,000.00 for their family unit.



For those holding qualifications awarded abroad:

- **for non-European Union citizens resident abroad**, a copy of the qualifications obtained abroad indicating the legal duration of the programmes;
- **EU and equivalent applicants**, a copy of the qualifications translated into Italian, authenticated, legalised and provided with the declarations of value required.

As of 1 January 2012, with the entry into force of article 15 of Law 183/2011, administrations can no longer accept certifications issued by other Public Administrations or by public service operators concerning conditions, personal qualities or facts. The certificates are always replaced by self-certifications or affidavits.

Please note that documentation NOT EXPRESSLY REQUESTED by this notice and attached through the online registration procedure will not be taken into consideration for evaluation by the relevant selection committee.

3.4 Applicants holding foreign citizenship and EU citizens with an academic qualification obtained abroad must, during the online procedure, attach the qualifications indicated in art. 4 hereunder. Non-EU citizens residing in Italy must also provide a copy of their residence permit.

Those who are unable to complete the online procedure can contact the International Place – (Mon-Fri 9.30 am - 1 pm, Tue and Thu also 3 pm - 5 pm) by calling the freephone number 800-221-644 (from an Italian landline only) or telephone + 39-0577-232111, or by sending an e-mail to internationalplace@unisi.it.

The International Place also offers assistance to international students (accommodation, permits, healthcare assistance, and language support).

3.5 Applicants cannot generally refer to documents and qualifications submitted to this Administration as attachments to applications for admission to other programmes.

3.6 The Administration shall bear no responsibility for any lack of communication resulting from incorrect contact information provided by the applicant or from the applicant's failure or delay in notifying a change of e-mail or mailing address, nor for any problems attributable to third parties, unforeseeable circumstances, or force majeure.

3.7 Applications submitted with incomplete or incorrect documentation will be rejected.

3.8 Based on their individual needs, applicants with disabilities pursuant to Law no. 104 of 5 February 1992, and the subjects referred to in laws 68/1999 and 170/2010, must make specific requests regarding any assistance required and the potential need for additional time in order to take any admission tests. For this purpose, they must contact the *Ufficio accoglienza disabili e servizi DSA* (Disability Services in Via Banchi di Sotto no. 55 – Siena – Tel. 0577-235415).

Evaluation and exams

4.1 If the number of applications for admission received are fewer than the number of places available, the selection test will not take place, and the applicants will be contacted directly for enrolment.

4.2 If, on the other hand, the number of applications for admission is greater than the number of places available, admission to the Course will be in accordance with a merit-based ranking drawn up on the basis of the submitted CV's. Qualifications falling under any one of the following categories will be taken into consideration:

- Academic qualifications 10/30



- Specialization diplomas or certificates and professional qualifications 10/30
- Other qualifications 10/30

Suitable applicants are those who score at least 18/30.

4.3 The criteria for the evaluation of these qualifications will be established beforehand by the appropriate body during the first meeting.

4.4 The committee shall prepare a summary sheet for each applicant containing a detailed list of his/her qualifications divided into the various categories and the corresponding scores.

4.5 Admission will be granted to applicants suitably positioned in the ranking.

4.6 In the case of equal merit, preference will be accorded to the younger applicant.

4.7 Should an applicant decline the offer of admission, the next person in the ranking shall be admitted. Replacements will be made in this manner up until the start of the course.

Enrolment procedure

5.1 The *Ufficio Master e Corsi* (Master's and Courses Office) will send, via the private email address indicated during the online registration procedure, specific notice to each applicant admitted to the Master's Programme regarding the deadline for enrolment through the "Segreteria online" service

Alternatively, notification may be sent by regular mail, telegram or fax.

Once the procedure has been completed, the system generates the payment form for the first/single instalment of tuition fees, in the amount established under par. 2 of this article.

The excess students indicated under art. 2 par. 6 are exempt from payment of tuition fees, but will nevertheless be required to pay the € 16.00 virtual stamp duty using the MAV bank form.

The MAV form in question is a payment slip that can be printed out and used at any bank in Italy.

Students can also pay tuition fees online using a credit card.

Esse3 (the computer system that manages student records) normally receives payment confirmation within 48 hours.

Once students have completed the online procedure correctly, they can print out their enrolment receipt.

Enrolment only becomes effective once the tuition fee has been paid. Those who have not paid the fee by the start of the programme will be considered withdrawn and will lose their student status.

Applicants of foreign and EU citizenship with an academic qualification obtained abroad must, on pain of exclusion from the programme, deliver or post the following documents to the Master's and Courses Office by the deadline indicated in the notification:

- a) original qualifications indicated in art. 4 above for applicants of foreign and EU citizenship with an academic qualification obtained abroad;
- b) copy of the residence permit for non-EU citizens as per art. 4, par. 1;
- c) non-EU citizens resident abroad must also present a copy of the passport with a specific entry visa for non-tourist reasons.

The original documents referred to in point "a" must be delivered or posted to the Master's and Courses Office, no later than 6 months from the start of the programme, under penalty of forfeiture. Until then, foreign students or students with a qualification obtained abroad will be considered "provisionally enrolled".

The enrolment procedure is only considered to be effectively completed once it has been verified that the applicant has met the admission requirements. Up until that time, enrolment is to be understood as provisional.



The Administration shall bear no responsibility for any lack of communication resulting from incorrect contact information provided by the applicant or the applicant's failure to notify or delay in notifying any changes in e-mail or mailing address, nor for any problems attributable to third parties, unforeseeable circumstances, or force majeure.

Pursuant to art. 75 of Italian Presidential Decree no. 445 of 28/12/2000, and without prejudice to the provisions of art. 76 in criminal matters, in the event that verification of self-certifications should reveal any false statements, the applicant in question shall forfeit any benefits resulting from the false statement itself.

6.2 To enrol in the course students must pay the € 16.00 virtual stamp duty at the time of enrolment using the form specially downloaded during the online procedure.

To quickly complete the procedure without any error, applicants are advised to send a copy of the MAV payment receipt to the Master's and Courses Office by e-mail (master-corsi@unisi.it) or fax. Proper enrolment in University of Siena programmes is subject to payment of the amounts due; payment of the first instalment secures enrolment.

6.3 As the programme falls within the scope of the University's institutional activities, and not its commercial activities, the fees are not subject to V.A.T. and no invoice can therefore be issued.

6.4. In the event that the minimum number of students indicated under art. 2, par. 2 of this notice should not be reached, the programme will be cancelled and the Administration will arrange for the reimbursement of the enrolment fee, excluding the amount of €16.00 paid for virtual stamp duty

Course administration

7.1 The administrative bodies are:

- the Director, Professor CARLO OREFICE;
- the Managing Committee, comprising the Director and professors ERINA GURAZIU and CLAUDIO MELACARNE.

Programme of study

8.1 Attendance is mandatory. Justified absences are permitted up to a maximum of 20% of the planned activities.

8.2 The Course will begin in October 2019 and end in December 2019.

8.3 The calendar will be communicated by the course management.

8.4 Teaching activities will be held at the following location:

Training will be provided at different times through the MOOC platform and Webinars developed by the PMIR project;

8.5 Courses will be held in: ENGLISH.

The course comprises the following modules:

AREA 1 – ECONOMICS AND BUSINESS

credits= 0.5

AREA 2 – ECONOMICS AND LAW

credits= 0.5

AREA 3 – GENERAL PEDAGOGY



credits= 0.5

AREA 4 - DATA MANAGEMENT

credits= 0.5

AREA 5 - DATA MANAGEMENT

credits= 0.5

AREA 6 - COMMUNICATION THEORY AND TECHNIQUES

credits= 0.5

AREA 7 – BUSINESS COMMUNICATION AND PUBLIC RELATIONS

credits= 0.5

AREA 8 - ECONOMICS AND BUSINESS

credits= 0.5

AREA 9 - SOCIOLOGY

credits= 0.5

AREA 10 ENVIRONMENTAL SCIENCE

credits= 0.5

Final exam

9.1 The final exam, which confers 1 university credit, will consist of:
A WRITTEN EXAM TO ASSESS KNOWLEDGE ACQUIRED

9.2 II The final exam will be assessed as points out of one hundred and ten.

Awarding of the certificate

10.1 At the end of the course, the Board issues a certificate of attendance, in accordance with the relevant laws in force, to students who have completed activities and fulfilled obligations. Students must submit a special request for certification using the form available at the Master's and Courses Office.

Withdrawal

11.1 Students may withdraw from studies provided that they are up to date with the payment of fees owed up to the day they submit the specific withdrawal form available at
http://www.unisi.it/sites/default/files/allegati/modulo_rinuncia_corsi_master_4.pdf.

11.2 Failure to pay fees does not constitute tacit withdrawal from studies: students who do not pay the instalments due cannot continue their studies in any way but have not terminated their relationship with the University of Siena and cannot carry out any other enrolment.

Changes to the notice

12.1 Any changes to this notice will be posted on the University's online register (www.unisi.it) and on the University's specific programme web pages.

12.2 It is incumbent on the Management of the university master's programme to notify the entitled parties



of any changes to this notice.

Processing of personal data

13.1 The processing of applicants' personal data is carried out by the University of Siena exclusively for institutional purposes and for managing this competition notice. Information on the processing of students' personal data is available in the Privacy section of the University Portal <https://www.unisi.it/ateneo/adempimenti/privacy>

13.2 The University undertakes to respect the confidential nature of the data and information provided by the applicant, which will be processed in accordance with EU Regulation 679/2016 on the protection of personal data and Legislative Decree no. 196/2013 Privacy Code, for provisions that are not incompatible with the Regulations. The Data Controller is the University of Siena, legally represented by the Rector pro-tempore, Prof. Francesco Frati.

The Applicant may assert his/her rights (articles 15 and subsequent of the EU Regulations) by contacting the Data Controller; send a message to the certified email address rettore@pec.unisipec.it, or the e-mail address segreteria.rettore@unisi.it;

13.3 The provision of data is required to manage the relationship between the Student and the University (e.g. selection, admission, enrolment, managing student records, etc.). Refusal to allow said processing will lead to exclusion from the competition.

Procedure manager

14.1 Pursuant to articles 4, 5 and 6 of Law no. 241/1990, as amended, the Procedure Manager is hereby identified as Dott. Paolo Genovese, Head of the Master's and Courses Office at the University of Siena.

Final provisions

15.1 For all matters not covered by this notice, please refer to the Regulations governing University Master's Programmes and the internal rules and regulations of the University of Siena, as well as the applicable national legislation.

Siena, date of the digital signature

The Rector
Francesco Frati

Approved by
The Procedure Manager
Paolo Genovese

Approved by
The Deputy Managing Director
Giovanni Colucci