



UFFICIO MASTER E CORSI

Rectoral decree

Classification: III/7

No. of annexes: 0

**CALL FOR APPLICATIONS FOR THE SUMMER SCHOOL IN  
MEDICAL WRITING  
A.Y. 2020/2021**

**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 and in the University Bulletin no. 132, as modified by Rectoral Decree no. 8/2020 of 09.01.2020, published on the University's online register on 09.01.2020;
- 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;
- 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 decision of the Academic Senate of the University of Siena on 7 April 2020 in which it was decided that, starting from the academic offering of academic year 2021-2022, the proposed characterization of a University Master as "Executive" be assessed by the Committee under ex art. 3, comma 3 of the University Regulations governing university Master's programmes, Advanced training courses, refresher courses, training courses and Summer and Winter schools. Furthermore, it has been decided to derogate from the scheduling of university Master's, programmes, Advanced training



- programmes, Training programmes, and summer and winter schools at the University of Siena;
- 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 Advanced Training/Refresher/Training courses and Summer Schools proposed for academic year 2020/2021 by the Department lecturers;
  - Having verified that the proposals in the point above are contained in the SIMACO programme, and that, although not physically attached to this notice, are an integral part thereof;
  - Considering that the Department Board proposed the institution of Advanced Training, Continuing Development and Training Courses for academic year for AY 2020/2021;
  - Having regard to the 2 April 2019 report by the Committee, set up pursuant to art. 3, par. 3 of the Regulations on University Masters of the University of Siena and designated by the Academic Senate at the meeting of 20 April 2017;
  - Having regard to rectoral decree no. 752/2020 of 30.04.2020, subject to ratification by the Academic Senate and the Council, which besides postponing second instalment payment deadlines for Master's programmes in AY 2019/2020, orders that all university Master's programmes, Advanced training courses, refresher courses, training courses and Summer and Winter schools being activated for AY 2020/2021 have a minimum number of enrolled students to ensure cost sustainability and that there are no added expenses to the University;
  - Given that the Committee under art. 3, par. 3, of the Regulations governing University Master's programmes at the University of Siena, in the 18 April 2020 report provided for some amendments for some courses;
  - Having verified that the Head of the Department of Medicine, Surgery and Neuroscience at the University of Siena on 3.04.2020 endorsed the creation of a Summer School in MEDICAL WRITING for academic year 2020/2021 and undertakes to have it approved during the next Department Meeting;
  - Given that the Academic Senate of the University of Siena on 26.05.2020 approved the establishment of a Summer School in MEDICAL WRITING for academic year 2020/2021;
  - Given that the Council of the University of Siena on 29.05.2020 approved the creation of a Summer School in MEDICAL WRITING for academic year 2020/2021

HEREBY DECREES

#### **Subject of the notice**

1.1 The University of Siena hereby establishes, for academic year AY 2020/2021, a Summer School in MEDICAL WRITING of the Department of Medicine, Surgery and Neuroscience

1.2 The Summer School in "Medical Writing" aims to teach or improve methods for writing clinical, medical and surgical scientific works to be submitted to journals with a high Impact Factor. Students will acquire or improve skills in performing critical literature reviews (peer reviews) and learn how to structure a research grant proposal for submission to public or private institutes. The course is not only theoretical but also includes a practical part in which students may present their own scientific articles for practicing critical review before submission to the journal's editorial board for publication.

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

-Prof. Luigi Marano, Viale Bracci 3, 53100, SIENA, Tel: 0577585153 Fax: 0577233337 email:



luigi.marano@unisi.it

-Prof. Franco Roviello, Viale Bracci 3, 53100, SIENA Tel: 0577585157 Fax :0577233337 email: franco.roviello@unisi.it

-Prof. Daniele Marrelli, Viale Bracci 3, 53100, SIENA Tel: 0577585882 Fax: 0577233337 email: danielle.marrelli@unisi.it.

### Admission requirements

2.1 Anyone interested in the topics addressed may apply for admission to the course.

2.2 The number of places available on the Course has been set to a minimum of 10 and a maximum of 30.

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 Course 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 4procedure 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 25 hours and awards 3 CFU (university credits).

### Application submission

3.1 Applications must be submitted **no later than 3 September 2021** 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 "Admission Test";
  - 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
- DEGREE THESIS ABSTRACT, IF ANY
- 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 Italian 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](mailto: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 refused.



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 Programme 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 20/30
- Specialization diplomas or certificates and professional qualifications 5/30
- Other qualifications 5/30

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 highest 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 programme

#### 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 course regarding the deadline for registration 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.

Payment of stamp duty must be made from the personal area using the **PagoPA system**: students can pay directly or opt for deferred payment.

At the end of the online procedure, if it has been completed correctly, the student shall be able to print out the registration receipt.

**Registration 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 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".

Enrolment is confirmed once it has been verified that the applicant meets the requirements for admission to the course. Until then, enrolment is conditional.

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.

5.2 The tuition fee amounts to **250 Euros**, net of any duties and bank fees. This sum must be paid as a single instalment, to which the amount of € 16.00 must be added for virtual stamp duty, must be paid at the time of registration.

Payments must be made through the **PagoPA system** in accordance with instructions at <https://segreteriaonline.unisi.it>; further information is available at <https://www.pagopa.gov.it/>.

Proper enrolment in University of Siena programmes is subject to payment of the amounts due.

Payment of fees secures enrolment.

- The following applies if tuition fees are to be paid by a third party (Public Institution, Foundation, Company, Payments by private agencies or companies must be made through the **PagoPA system** once the University sends them a notice for payment;
- Payments by public agencies must be made through *Girofondo* to the account *Contabilità Speciale* n. 0038125 held by the University of Siena at *Banca d'Italia*. The procedure is in accordance with Law 27/2012, for Special Accounting.

Payment of tuition fees by a third party must be declared in a formal letter of commitment submitted by the deadline for enrolment.

5.3 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.

5.4 In the event that the minimum number of students indicated under art. 2, par. 5 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.

### Administrative bodies

6.1 The administrative bodies of the Course are:

- the Director, Professor FRANCO ROVIELLO;
- the Board of Directors, comprising the Director and professors MARANO LUIGI, MARRELLI DANIELE.

### Programme of study

8.1 Attendance is mandatory. Absences are not permitted.

8.2 The Course will begin in September 2021 and end in September 2021.



8.3 The calendar will be communicated by the Course Management.

8.4 Teaching activities will take place at:

Teaching complex *Policlinico Le Scotte* (Siena Hospital);

8.5 Courses will be delivered in: ITALIAN, ENGLISH.

Adequate proficiency in both languages is required.

The programme comprises the following modules:

PRINCIPLES AND FOUNDATIONS FOR A SCIENTIFIC STUDY

University credits = 0.5

PLANNING A SCIENTIFIC STUDY

University credits = 0.5

FROM THEORY TO PRACTICE: HOW TO WRITE A SCIENTIFIC ARTICLE

University credits = 0.5

SECONDARY RESEARCH: SYSTEMATIC REVIEW AND META-ANALYSIS

University credits = 0.5

#### **Final exam**

9.1 The final exam, which confers 1 CFU (university credit), will consist of:

INTERVIEW TO ASSESS ACQUIRED KNOWLEDGE

9.2 The final exam will be marked 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](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.

11.3 Withdrawal does not entitle students to receive any reimbursement of fees paid.

#### **Changes to the notice**

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

12.2 It is incumbent on the Course Management 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](mailto:rettore@pec.unisipec.it), or the e-mail address [segreteria.rettore@unisi.it](mailto: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 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