

Announcement of competition for Admission to the

CONTINUING EDUCATION COURSE

**Health as a right: vocational course in the organization of health
and social services (for staff coming from foreign countries).**

Headquarter of *Bologna*

code: 8506

Academic Year 2010/11

Deadline : April 15, 2011



ART. 1

GENERAL INFORMATION

Alma Mater Studiorum – University of Bologna, headquarter of Bologna, pursuant to art. 6 of law no. 341, November 19, 1990, and the Decree of the Ministry of Education, University and Research October 22, 2004 no. 270, art. 3, will run for the academic year 2010/11, the Continuing Education Course of “**Health as a right: vocational course in the organization of Health and Social Services (for staff coming from foreign countries)**”.

Aim of the course is to update managers and local Health and Social Services staff operating on a participatory and economic-social-local sustainability.

The Program has, as expected result, to prepare students in managing decisional processes and logics within their institutional environments of origin and to become a working instrument for improvement and dissemination of knowledge and specializations.

In particular, the course is reserved to:

- foreign Health and Social care officers and staff
- foreign officers promoting policies for innovation and development of Health and Social systems
- foreign public officers from various department of Ministries of Health
- foreign consultants for evaluation and organization of Health and Social Services

Further information on objectives, professional setting and didactic programme are found on the course presentation sheet published on the website

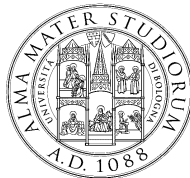
<http://www.unibo.it/Portale/Offerta+formativa/AltaFormazione/default.htm>.

Health and Social structures management is gaining importance nowadays. Strategies, at organizational level, influence interventions. Relationships with healthcare staff represent one of the most valuable efficiency indicators. An additional issue is related instead to rapid and deep changes in the epidemiologic field. Best management practices should then start from a mid- and long- term planning, within the health and social field. A third issues is represented by the relation with patients. Health and Social structures have to face an ever growing demand for efficiency from an external society more and more willing to get informed on health matters.

Every country and culture are facing such problems in different ways. A critical issue that affects, first of all, underdeveloped or emerging countries and economies. But even in those countries, theoretically more advanced, the issues of the relationship with the health care receivers, of epidemiologic transformations and organizational complexities are becoming key aspects.

W.H.O. has recently launched a new strategy to ensure universal health care that lies on 4 main pillars:

- improve health equity through universal access to basic health services;
- reform health services performances towards a more “human being” focused approach;
- improve citizens’ trust towards health systems through a change in leaderships strategies;
- promote public policies reforms in order to create local-community-based-sanitary systems;



Emilia-Romagna Region worked out a well-appreciated model of health system and excellent structures. The course aims to share ideas with health managers, starting from experiences gained in this Region.

At the end of the course students will acquire:

- technical and legal criteria to analyse and define issues that need to be addressed in Health and Social service management
- methods for analysis and identification of objectives
- evaluation techniques of services management processes
- tools for services, programs and projects design
- strategies and methods for implementation and monitoring of services, programs and projects
- planning methods taking in consideration necessary adjustments of local sanitary epidemiology

The Course will assess the overall educational activity based on a total of **10** university educational credits.

At the end of the Course a Continuing Education certificate will be issued which is conditioned upon the attendance of 70% of the total number of course hours.

The programme is run with the administrative and organizational support of Fondazione Alma Mater and of CESTAS.

ART.2

ADMISSION REQUIREMENTS

The Course is reserved to graduates and upper secondary schools graduates with a relevant professional experience in Health and Social field in possession of the following admission qualifications:

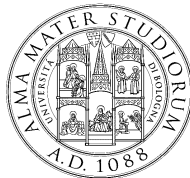
- graduates (University degree, Post-graduate degree)
- Upper Secondary Schools (Diplomas of at least five years) with a relevant professional experience in Health and Social field
- knowledge of English Language (good knowledge or mother tongue)

All candidates must have a personal computer with a working internet connection, webcam, headphones and microphone to attend E-learning sessions.

The requested qualifications must be obtained by the candidate before the deadline of this call.

The requested qualifications must be obtained by the candidate before the deadline of this call (**April 15, 2011**). Diplomas or University degrees (with an exception for those obtained in Italy) must be evaluated and validated by the Italian Embassy / Consulate responsible for the country where it has been released.

Any registration made in the absence of the necessary qualifications or requirements will result in the exclusion from the Course without the return of the registration fee.



Please note that the Continuing Education Courses do **NOT** fall within the prohibition provided by art. 142 T.U. 1592/33 (impossibility of concurrent enrolment in more than one University Programmes) therefore candidates for this call can apply in the same academic year for another Continuing Education Course, Permanent Education Course, Master, Specialization School, PhD, First and Second Degree Programme.

ART. 3

REQUIREMENTS AND FORMALITIES FOR ADMISSION

The Course has enrollment limits.

The minimum number of enrolled students is 5 while the maximum is 20 identified according to the selection procedure mentioned in Art. 6.

Failure to achieve the minimum number of participants will not allow the activation of the course.

ART. 4

PRE-REGISTRATION TO SELECTION: FIRST STEP

ONLINE REGISTRATION

In order to be admitted to the course, the applicant shall use the online service AlmaWelcome (www.amawelcome.unibo.it). In particular he/she shall:

A) **Register** by introducing, compulsorily before 1:00pm **April 15, 2011** the **fiscal code, personal data** and **qualification** details.

The applicant will then receive username and password.

Who already has an username and a password can use them to complete the registration.

Should the applicant encounter problems with the online application procedure, he/she may contact the Help-desk Service dialling +39 (0) 51 209 98 82, from 9:00am to 1:00pm, Monday to Friday, or sending an e_mail to help.almawelcome@unibo.it

He/She may, as well, contact the **Almawelcome Points**, whose list and location are available on the website <http://www.unibo.it/Portale/Servizi+online/AlmaWelcome/default.htm> or the **Ufficio Master**, via Zamboni, no. 38, 40126 Bologna, where the applicants will be assisted by dedicated staff when entering their data.

B) Print the Summary Form ("Scheda riepilogativa").

The online pre-registration is valid only if made before the deadline of this announcement.



Due to Patron Saint's Day celebrations, on Monday 4th of October, the Help desk service, the Ufficio Master and the Almawelcome Points will be closed.

ART.5

PRE-REGISTRATION TO SELECTION SECOND STEP:

SUBMISSION OF DOCUMENTS

A. Directives for candidates in possession of an Italian degree.

Once the registration as per art. 4 of this announcement is done, applicants must send, by registered mail or by handing them in at the Didactic Headquarter at the following address CESTAS (Centre for Health Education and Appropriate Health Technologies):

Via Ranzani 13/5/A – 40127 Bologna, Italy.

Tel. +39 051 255053- fax +39 051 4211317

Cristina Falcaro: e-mail cristina.falcaro@cestras.org

opening days and hours: from Monday to Friday from 9.00am to 6.00pm

- the Summary form (“scheda riepilogativa”), duly signed by the candidate;
- a certificate of the University degree or upper secondary school diploma (diplomas of at least five years);
- the following qualifications: relevant professional experience in Health and Social field (in case of upper secondary school) - knowledge of English Language (good knowledge or mother tongue) – curriculum vitae - letter of previous professional experience given by the employer – letter of motivation – any further qualification which can be helpful in order to select the candidates (languages or other courses)

The aforementioned documents must **be received by April 15, 2011.**

In case there are doubts about the qualifications required please contact:

Tel. +39 051 255053- Cristina Falcaro: e-mail cristina.falcaro@cestras.org

B. Directives for students in possession of a degree earned abroad.

Once the registration as per art. 4 of this announcement is done, **EU citizens who earned a degree or an upper secondary school diploma abroad and non-EU citizens who earned a degree or an upper secondary school diploma abroad, but are residing in Italy** shall hand in at the Ufficio Master, by **April 15, 2011:**

- a copy of the Degree Certificate authenticated by the Italian Embassy/Consulate, translated and legalized and a Declaration of Value issued by the Italian Embassy/Consulate of the country where the certificate was earned, reporting the applicant's final graduation mark;



- the Summary form (“scheda riepilogativa”), duly signed by the candidate;
- the following qualifications: relevant professional experience in Health and Social field (in case of upper secondary school) - knowledge of English Language (good knowledge or mother tongue) – curriculum vitae - letter of previous professional experience given by the employer – letter of motivation – any further qualification which can be helpful in order to select the candidates (languages or other courses)

For non-EU citizens resident abroad who carried out the pre-registration procedures as per art. 4 of the present announcement, the above mentioned documents shall be submitted to the Ufficio Master (Via Zamboni 33, 40126 Bologna) directly by the competent Italian Embassy/Consulate.

The relevant legislation is available at:

http://www.studiare-in-italia.it/studentistranieri/testo_delle_norme.html

In case of shipment, to be done by registered mail, the address is: Alma Mater Studiorum - Università di Bologna, Settore Post Lauream, Ufficio Master, via Zamboni, 33, 40126 Bologna (Italy). Applications are date stamped on arrival and that date is the only conclusive evidence for admission.

In case of hand delivery, the address is: Ufficio Master, Via Zamboni, 38 – 40126 Bologna (inner courtyard) – opening days and hours: Monday, Tuesday, Wednesday, Friday from 9.00am to 11.15am / Tuesday and Thursday from 2.30pm to 3.30pm.

Applicants with disabilities, pursuant to law n. 104, 05 February 1992, must explicitly request any adjustments which may be necessary, as well as any extra time needed in order to take the tests specified in the present call.

The Administration disclaims all responsibility for any communication gone astray due to imprecise indication of the addresses, missing or delayed information regarding changes of address, nor for mistakes in deliveries however attributable to third parties, chance or *force majeure*.

Should any relevant statement contained in the application or in the enclosed documentation be false or mendacious, remaining confirmed the penalties imposed by art. 76 of the DPR no. 445, of 28 December 2000, candidates will be refused admission and the fees paid will not be refund. Finally, the mendacious statements above mentioned might result in the claim for damage compensation by other parties involved.



ART. 6

SELECTION PROCEDURES AND SCHEDULE

Admission to the Course is conditional on successful and positive evaluation of the qualifications.

The Director of the Course is responsible for the selection procedures.

Selections will take place starting from April 18, 2011.

The minimum score to meet the eligibility is set at 60/100.

ART.7

DEFINITION AND APPROVAL OF ADMISSION RANKING

Applicants will be admitted to the Course, within the limits of the available places, according to their position in the admission ranking which is drawn up on the basis of the total score for admission earned by each applicant.

In cases of ex-aequo, the applicant with the highest score will come first in the valuation of qualifications. In cases of further ex-aequo, the youngest applicant will lead.

The admission ranking will be available online at www.almawelcome.unibo.it by accessing with username and password.

Once the admission ranking has been published candidates may request any information on selections by contacting the Didactic and Scientific Headquarters at the contacts provided in Art. 12.

ART. 8

TUITION FEES

The contribution requested is of € **1500** to be paid as a single instalment upon registration.

ART. 9

PAYMENT OF CONTRIBUTION BY THIRD PARTIES

It is possible that the cost of registration to the Course of one or more candidates is supported by third parties (public body, foundations, corporations, etc.).

In this case students are invited to contact as soon as possible the Didactic Headquarter Cristina Falcaro – cristina.falcaro@cezas.org Ph. + 39 051 255053 in order to arrange the payment modalities for enrolment.

In any case, the payment of the contribution by a third party, must be formalized (in the form of a letter of commitment or agreement) before the opening of matriculations: otherwise it will not be



possible to authorize alternative payment modalities other than the Almalwelcome procedure referred to in the next article 10.

ART. 10 ENROLMENT AND PAYMENT

The instalment is of € **1.500** .

Candidates admitted according to the published ranking, will have to, within the peremptory **deadline** specified on the webpage of the present Course <http://www.unibo.it/Portale/AltaFormazione/default.htm>:

A) Carry out the **matriculation procedure** by accessing Almalwelcome webpage (www.almawelcome.unibo.it), with username e password issued upon pre-registration. If you cannot do the online registration, you may contact the Help-desk service, dialling +39 051 2099882, from 9.00am to 1.00pm, Monday to Friday, or send an email to: help.almawelcome@unibo.it.

B) pay the **instalment**:

- through the online payment system of Almalwelcome;
- by going to any branch of “UniCredit Banca”, “Unicredit Banca di Roma” and “Banco di Sicilia” using the payment code issued by the Almalwelcome system. The Bank accepts only cash or non-negotiable cashier’s checks addressed to UNICREDIT BANCA – CASSIERE UNIVERSITA’ DI BOLOGNA; Post deposit slips and payments through other banks are not allowed.

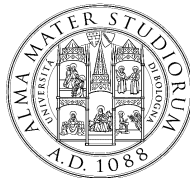
For students whose tuition fee is financed by a corporation or other third parties, the “Matriculation Form” (“Modulo di iscrizione”) will be immediately available on the Almalwelcome account, at the end of the opening page.

C) **hand in** at the Ufficio Master:

- the **application form for enrolment**, printed from the Almalwelcome system, duly filled in and signed;
- the **receipt of payment** of the instalment;
- if foreign citizens (**in case the course lasts more than three months**), the **entry visa** (or a copy of the receipt proving the request of this permit);
- a two-sided photocopy of a **currently valid ID**;

Applications with incomplete documentation will not be accepted.

Payment of the instalment does not imply enrolment: this will have to be refined by presenting to the Ufficio Master the appropriate application form and the necessary documents within the peremptory deadline.



Failing this, the admitted candidate forfeits the right to matriculation, whatever the cause of the delay might be.

Applicants are allowed to send the application forms for enrolment by registered mail to the address: Alma Mater Studiorum – Università di Bologna, Settore Post Lauream, Ufficio Master, via Zamboni, 33 – 40126 Bologna, provided that they are complete of all the documents requested (in this case the postmark date shall be proof of dispatch). The Ufficio Master shall not be held responsible for any delay in delivery, lost or missing documents.

Furthermore, it shall not be possible to obtain information over the phone on the delivery of the documents but the advice of delivery for the registered mail shall be the only proof of dispatch.

ART. 11 RESIGNING MATRICULATION

Candidates that decide to resign voluntarily to enrolment are requested to immediately inform the Ufficio Master through FAX +39 051 2098039, attaching a two-sided photocopy of a valid ID, in order to reallocate the places.

ART. 12 INFORMATION AND CONTACTS

Information of scientific and didactic nature can be requested to CESTAS -Via C. Ranzani 13/5/F - 40127 Bologna (Italy) – Ph. +39 051 255053 - Fax +39 051 4211317 - Email: cristina.falcaro@cestras.org.

For **administrative information** please contact:

Ufficio Master, Via Zamboni, 38, 40126 Bologna (inner courtyard)

Tel. +39 051 2098140

Fax +39 051 2098039

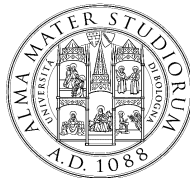
E-mail master@unibo.it

Opening days and hours: Monday, Tuesday, Wednesday, Friday from 9.00am to 11.15am – Tuesday and Thursday from 2.30pm to 3.30pm.

For **general information** see online: www.unibo.it

Please note that the only means of publicity, besides the present announcement, are the communications published on the University of Bologna webpage.

For any changes to application, selection and enrolment deadlines, etc. please refer to and periodically consult <http://www.unibo.it/Portale/Master/default.htm>.



ART. 13

PERSONAL DATA PROCESSING

Personal data transmitted by candidates in their application forms will only be processed for the purposes of the selection procedure and eventually of the matriculation procedures, in accordance with the principles and provisions for personal data and confidentiality protection as established by the Decree 30/06/2003 no. 196.

The Alma Mater Studiorum will assess the overall results and the quality of the educational activities conducted during the course through a survey of student satisfaction: The questionnaire will be administered anonymously at the time of graduation.

Bologna, _____

ALMA MATER STUDIORUM
UNIVERSITA' DI BOLOGNA:

The Executive
(Dott.ssa Elisabetta De Toma)