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DI TRENTO

Public selection for admission to the Two-Year Master's Degree in Sociology and Social Research

Academic year 2022/2023

(English translation)

The only binding version is the Italian one.

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Art. 1 Public Selection

1. The Department of Sociology and Social Research at the University of Trento announces a public selection based on qualifications and (if appropriate) interview, in order to select students for admission to the first year of the Master's Degree Programme offered for the academic year 2022/2023. Entry is restricted to **6 places** reserved for non-EU citizens permanent resident abroad.
2. The Master's Degree provides teaching in the fields of sociology and social research.
3. The official language of the course is English.

Art. 2 Admission Requirements

1. Applications are accepted to the selection process from citizens of non-EU countries living abroad who satisfy the following requirements:
   i. a bachelor's or higher degree awarded in Italy or other qualification recognized as equivalent awarded abroad that must be **equal to 90 out of 110 points or superior** (for candidates with Italian title) and has to be **equivalent** for candidates with international title. 1/3 of the previous study programme (e.g. 60/180 ECTS, 60/180 credit points) has to refer to at least two of the following fields: Sociology/ Economics and Statistics/ Law, Political science, Social policy/ History, Anthropology, Psychology, Social Psychology and Pedagogics.
   Undergraduate candidates are also accepted providing that they will obtain their bachelor's degree **before 30 June 2022**;
   ii. good knowledge of the **English language**, at least **B1 level** of the Common European Framework of Reference for Languages attested as follows:
      a) English Language qualification awarded from an internationally-recognized entity[1]
      b) self-declaring in the on-line application to be a citizen of an English-speaking country;
      c) self-declaring in the on-line application that the Bachelor's or Master's degree achieved has been officially taught in English;
      d) self-declaring in the on-line application to have passed an English Language test, at least B1 level, during the Bachelor's degree.
   iii. a personal background with suitable professional vocational and academic experience appropriate to the nature of the degree course.In case of missing English certificate- as above indicated- the Admission Committee may interview the candidate or evaluate further uploaded documents.

[1] List of recognized certificates: https://international.unitn.it/ssr/how-to-apply

Art. 3 Application procedures and submission dates

1. Candidates seeking admission to the selection process must complete the online application form at Application according to the following procedures.
2. Submission of applications must be done **between 15 December 2021 and 04 March 2022 (at noon Italian time)**;
3. Technical problems in filling out the online application must be immediately communicated by email to mastersrs@unitn.it . Applications submitted after the application deadline and/or in different ways will not be accepted.
4. To complete the online application correctly, candidates must upload the following documents:
   a. a copy of passport (only pages relating to personal information);
   b. copy of bachelor's degree certificate or registration certificate attesting the expected graduation date[2], according to the given instructions.
   c. transcript including a list of all courses, exams and marks awarded in the previous study path. Please attach an official translation if this document is not in Italian or English with GPA expressed in percentage (ex: 75/100 or 75%) and the pertinent exams and Bachelor mark scale for the specific University[3].
      The transcript must include: the list of exams for the qualification to be awarded, the weighted average mark and the minimum to maximum range of marks.
   d. transcript of marks obtained in all exams taken during any post-graduate degree (Master's) awarded before the submission of this application showing the final mark, any weighting of exams and indicating the range of minimum to maximum marks possible.
      Please attach an official translation if this document is not in Italian or English with GPA expressed in percentage (ex: 75/100 or 75%) and the pertinent exams and final mark scale for the specific University;
   e. at least one reference letter (preferably written by a university lecturer);
   f. curriculum vitae in English following the 'European' model
   g. English Language qualification;

[2] Italian students or students enrolled in an Italian University may submit a self-declaration according to DPR 445/2000. Not mandatory for UniTrento students.
[3] UniTrento can request a statement of verification and/or a statement of comparability whether **a** verification of the authenticity of the international qualification is needed (procedure available at the page diploma verification)

h. statement of purpose - brief personal statement in English in which the candidate supports her/his application (max. 4000 characters, spaces incl.).

Candidates are required to pay an application fee of €15.00, using one of the methods requested during the online application process within the given deadline for applications (**04 March 2022**). Failing to pay the application fee within the given deadline will automatically lead to the exclusion of the applicant.

Art. 4 Selection and ranking

1. The admissions Committee is made up of three members chosen from among the teaching staff at the Sociology and Social Research (UniTrento) and ensures that the selection procedures are correctly observed. The Committee may choose to meet via video conference.
2. The admission Committee will evaluate whether candidates fulfil the entry requirements set out in the regulations governing the Master's Degree course in Sociology and Social Research and listed in article 2 and 3 of this document.
3. The evaluation is carried out by allocating points in accordance with the following criteria:

Academic background and reference letter	**Tot. max 45**
Bachelor's final mark, weighted average mark, any other curricular activities, publications, professional experiences, stage and voluntary work, knowledge of foreign languages, reference letters.	0-45
Relevance of previous studies and experience to the course objectives	**Tot. max 35**
The relevance of the candidate's previous studies (Bachelor's or Master's) and extracurricular activities (work placements, summer schools, jobs, etc.) to the nature and objectives of the SRS course. A previous background in methodology and social research will be considered.	0-35
Statement of purpose	**Tot. max 20**
The following are given particular consideration: clarity, strength of motivation, relevance to the course applied for, ability shown in English, originality.	0-20
Application score	**0-100**

Applicants might be invited to interview (in person or conference call), only if the Selection Committee requires to collect further information on applicants' academic skills and personal competencies

4. Candidates awarded a score of **50/100 or more** will be considered suitable.

5. In the event that two or more candidates obtain the same score in the ranking list, preference will be given to the youngest.
6. On completing the evaluation process, the admissions committee will place the candidates found suitable on a final list that will be published **by 14 April 2022** at the page how to apply.

Art. 5 Admission and enrolment

1. Suitable candidates who have passed the selection procedure will have pay an Enrolment confirmation fee of €100.00 (one hundred euro) within the date published in the shortlist to confirm their acceptance of the place. This payment will not be reimbursed in any case.
2. Successful candidates who fail to complete the steps set out in the point above shall be considered as having renounced their place. Candidates who intend to renounce their place for whatever reason are required to notify the committee as soon as possible, by e-mail to mastersrs@unitn.it .
3. Should any places become available, either as a result of failure to matriculate on the part of successful candidates or for any other reason, the committee reserves the right to invite other suitable candidates from the ranked list to enroll on the first year of the Master's degree course in Sociology and Social Research, up to the number of places available.
4. Non-EU citizens living abroad who apply and pay the Enrollment confirmation fee must pre-enroll at the Italian diplomatic representative in their own country. The pre-enrolment must be submitted by the deadline indicated in the "Italian Government regulations for the enrollment of Visa requesting students" document[4]. Pre-enrolment is compulsory in order to obtain the Visa. All candidates are advised to read the procedures that must be followed at the webpage Non-Eu citizens living outside Italy.
5. Information about how and when to enroll will be available after the publication of the shortlist.

Art. 6 Tuition fees non-EU citizens living abroad

1. The maximum tuition fees for non-EU citizens resident abroad is € 6,000 per academic year; further details are available at the pageTuition fees.
2. For first-year students, the amount of the tuition fees can be reduced on the basis of the application score as follows:

[4] The information will be published at the following webpage Studiare in Italia.

Tuition Fees Amount	Application score
Exemption from paying tuition fees	Application score between 90/100 and 100/100
€ 1000	Application score between 70/100 and 89/100
€ 2.000	Application score between 60/100 and 69/100
€ 4.500	Application score between 50/100 and 59/100

3. Top scored NON-EU candidates living abroad will be entitled to receive a scholarship from the University of Trento provided that they get a score of at least 70/100 according to scholarships availability. Students who benefit from the scholarship are waived from tuition fees.
   Students who turn out to be in the "fee waiver" bracket are not necessarily entitled to receive a scholarship from the University of Trento.

Art. 7 Admission to the second year

1. A transfer application to the Master's degree course in Sociology and Social Research can be submitted only in case of positive evaluation by the selection committee. Students can be admitted at the II year only if the result of the credit transfer pre-evaluation is of **at least 50 credits**.
2. The Academic transfer credit pre-evaluation form must be sent to mastersrs@unitn.it by **15 February 2022**.
3. UniTrento will send you the evaluation results by **15 March 2022.**

Art. 8 Further Information

1. Information concerning the pre-enrolment procedures and academic documentation required for non-EU citizens resident abroad is available at the webpage Bachelor's and Master's degrees in English - Non-EU citizens living outside Italy
2. Information concerning the study documentation required for EU citizens with degrees awarded in EU countries other than Italy is available at the webpage Bachelor's and Master's degrees in English - EU citizens
3. Information concerning ministerial pre-enrolment procedures and study documentation required for non-EU citizens living in Italy are available at the following webpage Bachelor's and Master's degrees in English - Non-EU citizens living in Italy
4. Information about the cost of living in Trento is available at the following webpage Cost of living.

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Note 1 – Information on the processing of personal data

Regulation (EU) 2016/679, the "General Data Protection Regulation" (hereinafter "GDPR"), provides that everyone has the right to the protection of personal data concerning him or her.
In compliance with Article 13 of the EU Regulation 2016/679, the University of Trento provides the present notice to persons who want to participate in this selection procedure (hereinafter "data subjects").

1. Data controller

The Data controller is the University of Trento, via Calepina 14, 38122 Trento; email: ateneo@unitn.it; ateneo@pec.unitn.it.

2. Contact details of the Data Protection Officer (DPO)

The DPO can be contacted to request information on personal data at the following email address: dpo@unitn.it.

3. Purpose of the processing and legal basis

The University of Trento shall process personal and particular data exclusively for the management of this selection procedure, as part of the performance of its public interest tasks as well as for the fulfilment of legal obligations (article 6(1), points e) and c) of the GDPR).

4. Acquisition of data

The provision of personal data for the purposes indicated above is mandatory to participate in the selection procedure; failure to provide it will make it impossible to participate. The provision of particular data is optional and failure to provide it will make it impossible for the University to guarantee the use of the facilities requested.

5. Data processing methods

The processing of personal data shall be carried out manually and by automated means by authorised staff, according to their tasks. Personal data shall be processed lawfully, fairly and transparently, confidentially, in a manner that is adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed (GDPR, article 5(1)).
No profiling is carried out, and decision are not taken by automated means.

6. Recipients of personal data

Personal data will be disclosed to all the University personnel acting for the above-mentioned purposes.
In any case, personal data must be disclosed in compliance with legal obligation and/or a provision of the judicial Authorities.
Personal data may be published on the University website in fulfilment of the obligations of publicity and transparency provided for by current legislation.

7. Data retention period

Personal data will be stored as long as necessary to fulfil the purposes for which they were collected, and in any case as long as it is necessary by law. In any case, the data will be stored as long as necessary by the regulations in force and/or by University regulations on the storage of administrative documents relevant to the performance of its services.

8. Rights of the data subjects

At any time the data subject can exercise the rights referred to in article 15 et seq. of the GDPR towards the Data Controller, at the contact details indicated above, and in particular: the access to his/her own personal data and to other information as mentioned in art. 15 of GDPR; the request of rectification of his/her own personal data when inaccurate and/or their integration when incomplete; the erasure of his/her own personal data, except when the University is obliged to data storage to comply with article 17 (3) of the GDPR; the restriction of processing as per article 18 of the GDPR; the object to processing of personal data concerning him or her when allowed as per art.21 GDPR.
This is without prejudice to the right to lodge a complaint with the Supervisory Authority pursuant to Art. 77 of the GDPR and/or to take the appropriate judicial offices.