



**ANNOUNCEMENT OF THE ESTABLISHMENT OF THE FIRST LEVEL MASTER
DEGREE PROGRAM IN
FOOD CULTURE AND COMMUNICATIONS:
HIGH-QUALITY PRODUCTS
FROM SEPTEMBER 2013 TO SEPTEMBER 2014
ACADEMIC YEAR 2013/2014**

Section 1

General information

The Università degli Studi di Scienze Gastronomiche, pursuant to Ministry of Education Decree no. 270 of October 22, 2004 establishes the First Level one-year Master Degree in “Food Culture and Communications: High-Quality Products” (hereinafter referred to as “Master”) to be held in the Academic Year 2013/2014.

The Master is established by the Università degli Studi di Scienze Gastronomiche, Piazza Vittorio Emanuele 9, Pollenzo-Bra (Cuneo), hereinafter referred to as "UNISG".

The Master course lasts 12 months, starts on September 18, 2013 and comprises a total of 90 CFU credits.

Section 2

Admission requirements

The maximum number of students that may be enrolled is 25. The Board of Directors may decide to exceed the above-stated limit and enroll more students that meet the selection criteria, however the aforesaid limit may not be exceeded by more than 16%. The minimum number of students that may be enrolled is 15. Should this lower limit not be reached, UNISG has the right to not undertake the Master. Students who enrolled in the Master shall be informed of such a decision by email or registered mail. Within 7 days of the aforesaid decision UNISG shall refund enrolled students any fees they have already paid without any surcharge and/or additional expense due to accrued interests and/or currency appreciation.

The Master is open to all graduated students in possession of any type of undergraduate, bachelor or other post-secondary degree, comprising a minimum of the equivalent of three years of full-time study. Applications from students in their final year of studies will be considered only if their degree will be obtained no less than one week before the Master begins. It is forbidden to enrol in the Master and at the same time in any other first or second level degree programs. Final-year students may start the Master program as auditors if they are still to obtain their undergraduate degree, provided the exam session belongs to the previous academic year.

Section 3

Admission procedures

Phase I –Online registration and admission tests

In order to be allowed to take the admission tests required for the Master, applicants must carry out the registration procedure on the UNISG website (www.unisg.it).

Phase II –Admission process

Once the registration and admission tests have been received and reviewed by UNISG, applicants will be contacted with the follow-up steps in the admissions process.



Applicants must send their application dossier (the list of required documents can be viewed at www.unisg.it) both by email (master@unisg.it) in PDF format and by registered mail to:

Università degli Studi di Scienze Gastronomiche – Segreteria Master
Piazza Vittorio Emanuele 9
12042 Pollenzo, Bra (CN)
Italy

The application dossier must be postdated no later than June 5, 2013.

It is advisable that your dossier reaches UNISG at least one week before this deadline. Applications that arrive after this due date may be excluded from the admissions process. The ranking list of accepted and waitlisted candidates will be published on the UNISG website by June 12, 2013.

The dossier must contain the following documents:

- Completed and signed application form
- Curriculum Vitae (résumé)
- A color passport-size photo (JPG format, no larger than 300 kB)
- A copy of your passport's photo page
- A copy of your university degree
- Official university transcripts
- "Dichiarazione di Valore" of your university degree (Applies only if your degree was awarded outside Italy. See the note below for details.)
- Personal essay describing your motivations and reasons for applying to the Master
- Optional letter of recommendation (in signed and sealed envelope or sent directly to the university)
- Optional awards or certificates of participation in relevant extra-curricular activities
- Signed housing regulations form, for students who request UNISG student lodging

Incomplete applications or applications submitted after the due date may not be considered.

Note:

Students from all countries are eligible to apply. Note that for all educational documents (diplomas, degrees, certificates, transcripts) granted outside of Italy, official translations and an Italian consular accreditation ("Dichiarazione di Valore") must be obtained by the student and delivered to the Master Registrar's Office. The original document must be received at the Registrar's Office no later than the first day of the Master and will be kept by UNISG for the duration of the program. (The consulate may choose to send the document directly to UNISG.) Application to UNISG must be completed through an Italian consular representative. Applicants should contact their local Italian consulate as early as possible to endure adequate time for all consular processes.



Section 4 University Fees

The university fees for the Master are 16,000.00 Euros, or 21,000.00 Euros for students who avail themselves of university accommodations. The payment of the entire accommodation fee (5000€) is included in the first instalment. The annual fees are payable in three installments as follows:

- Deposit: within 8 days of the online date of notification of admission
- First installment: prior to one week before the beginning of classes (no later than September 11, 2013)
- Second installment: prior to February 28, 2014

The following is a summary of payment terms and conditions:

	University fees WITHOUT accommodation	University fees WITH accommodation
Deposit	2,000	2,000
1 st installment	8,000	13,000
2 nd installment	6,000	6,000
Total	16,000	21,000

In the event that payment is not received by the university according to the terms defined above, an additional fee of 100.00 Euros will be levied against the student.

Those students who pay the entire fees prior to the start date of the Master will be eligible for a fee reduction of 250.00 euro.

All payments must be made by bank transfer to the following account:

Bank: San Paolo IMI

Branch: Bra (Cuneo)

Address: via Principi di Piemonte 30/32,

BBAN account number 100000015669

ABI: 03069

CAB: 46040

CIN: D

IBAN: IT42 D 030 6946 0401 0000 0015 669

BIC/SWIFT: BCITITMM

Account holder name: "Università degli Studi di Scienze Gastronomiche" (University of Gastronomic Sciences)

Please indicate the student's name in the reference field.

UNISG will issue a certificate of enrollment and, on request, a payment receipt. No invoice will be issued as the Master is considered a part of the University's institutional activities and not as a commercial service.

The university fees includes the following:

- all academic activities, including conferences, tastings, and seminars
- study material (in digital format)
- all study trip expenses as programmed, including travel, food and lodging
- participation in all UNISG and Slow Food events as included in the Master program
- civil insurance coverage (during academic activities)
- national health insurance (for non-EU students)
- wifi internet access on campus and in student housing
- all Registrar Office certificates



Please remember that students choosing to avail themselves of university accommodations must sign and adhere to the “Student Lodging Regulations” (downloadable from www.unisg.it).

In the event that a student chooses to withdraw from the Master after having accepted entry into the program, the student will be eligible for a partial reimbursement of the university fees only if such withdrawal is made within the first thirty or ninety days after the start date of the Master, as indicated in the schedule outlined below:

Days within which the student withdraws from the Master	% of deposit and 1 st installment of university fees to be reimbursed	% of 2 nd installment of university fees to be reimbursed, if already paid
30 days after the start date of the Master	30%	80%
90 days after the start date of the Master	0%	80%

It is to be understood that, in the event that the student withdrawing has made use of university housing, UNISG will not reimburse the student for the portion of the university fees attributable to housing services. Therefore the above reimbursement percentages should be considered to apply exclusively to the sum of 16.000,00 Euro constituting the total university fees less the cost of accommodation services.

As per Art. 5, paragraph 4, of this announcement, students who have paid the deposit and first installment of the university fees, and who then decide to withdraw from the program, will be required to pay 20% of the second installment if they withdraw within 90 days of the start of the Master, and 100% of the second installment if they withdraw after 90 days of the start of the Master.

Finally, in the event that a student has completed the application process and has made the initial deposit of university fees, as per section 5, and then decides not to accept entry into the program, that student will be eligible for a reimbursement of 50% of the deposit.

Section 5

Selection and admission of applicants

Selection and subsequent admission of candidates to the Master is carried out, with unappealable judgment by UNISG. Selection and admission are based on the evaluation of the applicant’s dossier. Each applicant will be given a score according to his/her dossier, applicants will be ranked according to their scores; the top X applicants (where X is the maximum number of students) will be admitted. In the event that two candidates have the same score, a qualitative judgement will be made by UNISG.

The list of students admitted to the Master will be published on the UNISG website not earlier than the date noted in Section 3. Admitted students must pay the deposit of the university fees within 8 days of the online notification of admission and send a payment confirmation via email. Possible extensions of payment deadlines may be communicated by email. Students who do not pay the deposit of the university fees within the aforementioned deadline will be regarded as having forgone their admission to the Master and their place may be given to a student from the waiting list.



The deposit shall, moreover, constitute acceptance by the admitted candidate of the general conditions outline herein, and of the resulting obligation on the part of the student to pay the entire university fees, with the understanding of the student's right to withdraw under the terms defined in the previous article. Failure to pay any of the subsequent installments grants UNISG the right to remove the insolvent student from the Master and to cease providing him/her with any related services. Such a student is nonetheless required to pay the whole university fees. In consideration of the fact that the costs and charges borne by UNISG to undertake the Master are in the majority fixed and non-recoverable (a fact the admitted students acknowledge), any refund of all or part of the university fees is not possible, with the exception of the terms and conditions defined in section 4.

Section 6 Attendance

Attendance in classes and activities is compulsory. Individual student absences may not exceed 20% of the total number of Master activity hours. Any absence exceeding this limit, if due to illness or otherwise serious reasons (backed by adequate evidence), shall be taken into account by the Management Office when evaluations are made for granting Master's Degree.

Section 7 Certifications

Admitted students who complete the entire program and pass all the exams and tests will receive a First Level Master's Degree in "Food Culture and Communications: High-Quality Products" from UNISG (non-graduated students will receive the Master's Degree provided they attain their Undergraduate Degree before the Master's end). Admitted non-degree students (auditors) who complete the entire master program will receive a certificate of attendance in the "Food Culture and Communications: High-Quality Products" program from UNISG. This certificate is not an academic qualification and grants no university credits.

Section 8 Non-degree students (Auditors)

The Master Management may choose, at his own discretion, to open enrollment to the Master to a maximum of 5 students who, though lacking the necessary academic requirements to enroll as students, have a solid professional background in the food and wine sector (these students will be hereinafter referred to as non-degree students). Non-degree students (auditors) shall submit their dossier according to the deadlines and modalities set forth in section 4 of this announcement. Non-degree students are subject to all payment deadlines and all conditions as set forth in section 4 of this announcement. The selection and subsequent admission of non-degree applicants to the Master may not be appealed and is at the sole discretion of UNISG. Admitted students will be notified by UNISG that they have been admitted and shall pay the deposit of the university fees within 8 days of the date of the notification of admission; the notification may also contain any extension to the payment deadline. Non-degree students have no obligation to take tests or exams and will not receive the First Level Master Degree, pursuant to Ministry of Education Decree no. 270 of October 22, 2004; non-degree students who attend at least 80% of the program activities will receive a certificate of attendance from UNISG. This certificate is not an academic qualification and it grants no university credits.



Section 9

Information pursuant to Legislative Decree no. 196 of 2003

Pursuant to the laws in force regarding processing of personal data, UNISG hereby states that it will use applicants' and students' personal data only for internal and administration purposes and that personal data will be treated with respect to and within the laws in force. Non-sensitive personal information may be used on the websites managed by or related to UNISG and/or its sponsors and through other forms of publication.

Appendix Section. 1

The total duration of the Master is 12 months.

After careful consideration by the academic director of the Master, the duration of the program may be extended to a maximum of 18 months upon written request, if the student intends to extend his/her course of study in order to complete the thesis over a period of time longer than the 2 months provided.

The official request for the extension of the program up to a maximum of 6 months must be submitted to the Director of the Academic Master within 12 months following the start date of the Master, as defined by this notice.

Students who have been granted an extension of their program for a duration of between 2 to 6 months, which consequently would extend the duration of the Master up to a maximum of 18 months, will obtain their Master's degree upon completion of the Master, coinciding with the conclusion of the extension granted.

For students from outside Europe, the above-mentioned extension of the Master's duration is subject to the renewal of the residence permit for study purposes, in accordance with the legislation in force at the time of the student's application submission.

INFORMATION

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