



ANNOUNCEMENT OF ESTABLISHMENT OF THE FIRST LEVEL MASTER DEGREE
COURSE IN
FOOD CULTURE AND COMMUNICATIONS:
MEDIA, REPRESENTATIONS, AND HIGH-QUALITY FOOD
ACADEMIC YEAR 2012/2013

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: Media, Representations, and High-Quality Food” (hereinafter referred to as “Master”) to be held in Academic Year 2012/2013.

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 November 21, 2012 and is worth 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 enrol more students that pass the selection test, 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 carry out 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 the University shall refund enrolled students of the fee 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 kind of degree. Final-year students' applications will be considered only if their degree has been 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 courses.

Section 3

Admission application and procedure

Phase I -Pre-enrolment to selective admission tests

In order to be admitted to selective admission tests required for the Master, applicants should carry out the pre-enrolment procedure using the UNISG website (www.unisg.it).

Phase II -Enrolment to selective admission tests

After carrying out the pre-enrolment procedure, applicants must send their application dossier (downloaded from 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 – Via Amedeo di Savoia, 8 – 12042 Pollenzo (CN), Italy. The application dossier must be postdated no later than June 29, 2012.



It is advisable that your dossier reaches at least one week before this deadline. Applications that arrive after this due date might be excluded from the admissions process. The ranking list of accepted candidates will be published on UNISG website by July 3, 2012.

The dossier must contain the following documents:

- Completed and signed application form
- Curriculum Vitae (resumé)
- A colour passport-size photo (jpeg format, no more than 300 k)
- A copy of your passport
- A copy of your degree
- Official university transcripts
- "Dichiarazione di Valore" of your university degree (If your degree was awarded outside Italy.)
- Cover letter explaining your motivations for applying to the Master
- Optional letter of recommendation (in an originally sealed envelope or sent directly to the university)
- Optional awards or certificates of participation in relevant extra-curricular activities

Incomplete applications or applications submitted after the due date might not be taken into account.

Important note:

- **students who have obtained their degree outside Italy** must provide the Dichiarazione di Valore (declaration of value) and a copy of the degree certificate certified by the Italian diplomatic and consular missions in the country where the degree has been obtained, containing also the degree score. If the degree certificate does not contain the degree score, it is necessary that such score can be deduced from another document issued by the University where the degree has been attained, a document containing also the list of the exams taken by the student with the relevant scores and the score system used at the University. This document must be translated into English.
- In addition to this announcement non-UE citizens must submit the application and the required documents (the dossier) to the diplomatic and consular missions of the country where the student lives; the institution shall then send these documents to the UNISG within the deadline set forth in the announcement.

Section 4 Tuition fee

The Master's tuition fee is 16,000.00 Euro, or 21,000.00 Euro for students who avail of the accommodation. An additional fee of 1,300.00 Euro covers the lunch service. The annual fee is payable in three instalments as follows:

- First instalment: within 8 days from the date of the notification of admission
- Second instalment: before the beginning of the classes
- Third instalment: April 30, 2013

You'll find payment terms and conditions below:

	Fee WITHOUT accommodation and WITHOUT dining service	Fee WITHOUT accommodation WITH dining service	Fee WITH accommodation WITHOUT dining service	Fee WITH accommodation and WITH dining service
1 st instalment	2,000	2,000	2,000	2,000



2 nd instalment	8,000	8,000	13,000	13,000
3 rd instalment	6,000	7,300	6,000	7,300
Total	16,000	17,300	21,000	22,300

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 tuition fee prior to the start date of the Master will be eligible for a fee reduction of 250,00 euro.

The instalments shall be paid by bank transfer on the following account in the San Paolo IMI Bank, Bra (Cuneo) branch, 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: BCITTTMM), in the name of “Università degli Studi di Scienze Gastronomiche” (University of Gastronomic Sciences), indicating the student’s name in the reference field.

The University will issue a certificate of enrolment and, on request, a payment receipt. No invoice will be issued since the Master is regarded as part of the University’s institutional activity and not as a commercial service.

The tuition fee includes the following:

- all academic activities, including conferences, tastings, and seminars
- study material (handouts and power point presentations)
- 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
- health insurance coverage
- wifi internet access on campus and in student housing
- all Registrar Office certificates

Please remember that each student wishing to benefit from University Lodging is bound to 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, that student will be eligible for a partial reimbursement of the tuition fee 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 1 st and 2 nd instalment of tuition fee to be reimbursed	% of 3 rd instalment of tuition fee 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 should be understood that, in the event that the student withdrawing has made use of University housing, the University will not reimburse the student for the portion of the tuition fees attributable to housing services. Therefore the above reimbursement percentages should be considered to apply exclusively to the sum of 16.000,00 Euro or 17.300,00 Euro, constituting the total tuition fees less the cost of housing services.

As per Art. 5, paragraph 4, of this announcement, students who have paid the first and second instalments of the university fees, and who then decide to withdraw from the program, will be required



to pay 20% of the third instalment if they withdraw within 90 days of the start of the Master, and 100% of the third instalment 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 payment of the first instalment of tuition 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 amount of the first instalment paid.

Section 5

Selection and admission of applicants

Selection and subsequent admission of candidates to the Master is carried out, with unappealable judgment by the 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 case two candidates have the same score the younger candidate ranks before the older.

The list of students admitted to the Master will be published on the UNISG website not earlier than the date already mentioned in Section 3, that is July 3, 2012. Admitted students will be notified by e-mail and must pay the first instalment of the tuition fee within 8 days from the date of the notification of admission and send a payment confirmation via email; the notification may also contain any extension of the payment deadline. Students who do not pay the first instalment of the tuition fee within the aforesaid deadline will be regarded as having forgone their admission to the Master and their place might be taken by a student of the waiting list.

Payment of the first instalment 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 tuition fee, 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 instalments grants UNISG the right to remove the insolvent student from the Master and to cease providing him/her any related service. Such student is nonetheless bound to pay the whole tuition fee. Considering that the costs and charges borne by UNISG to organise the Master are mostly fixed and non-recoverable (a fact the admitted students acknowledge), any refund of all or part of the tuition fee is impossible, with the exception of the terms and conditions defined in section 4.

Section 6

Attendance

Attendance to classes and activities is compulsory. Each student's absences shall not exceed 20% of the total amount 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 during the evaluation for the purpose of deciding whether awarding the Master's Degree or not.

Section 7

Certifications

Admitted students who complete the whole course and pass all the exams and tests will receive the First Level Master's Degree in "Food Culture and Communications: Media, Representations, and High-Quality Food" from UNISG (non-graduated students will receive the Master's Degree provided they attain the First Level Degree before the Master's end). Admitted non-degree students who complete the whole master course and pass all the exams and tests will receive a certificate of attendance to the



“Food Culture and Communications: Media, Representations, and High-Quality Food”” course from UNISG. This certificate is not an academic qualification and it grants no university credits.

Section 8

Non-degree students

The Master Management may choose, at his own discretion, to open enrolment to the Master to up to 5 students who, though lacking the necessary academic requirements to enrol 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 shall submit their dossier (which will consist of a small sized “passport” photo; curriculum vitae; a letter containing the student’s motives for choosing the master;) according to the deadlines and modalities set forth in section 4 of this announcement. Non-degree students are subject to payment deadlines and all conditions 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 the sole competence of UNISG. Admitted students will be notified by UNISG that they have been admitted and shall pay the first instalment of the tuition fee within 8 days from the date of the notification of admission; the notification may also contain any extension of 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 Decree no. 509 of 1999; non-degree students who attend at least 80% of the Course activities will receive a certificate of attendance to the “Food Culture and Communications” course from UNISG. This certificate is not an academic qualification and it grants no University Credit.

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.

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 request in the event that the student extends his or her internship longer than 2 months.

The official request for the activation of a traineeship lasting longer than 2 months 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 extended internship 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 extended internship.

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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