



**ANNOUNCEMENT OF THE ESTABLISHMENT OF THE 1° LEVEL  
MASTER IN CONTEMPORARY FOOD HERITAGE  
ACADEMIC YEAR 2022/2023**

**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 1° level Master in Contemporary Food Heritage (hereinafter referred to as “Master”) to be held in the Academic Year 2022/2023.

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 program starts on **March 14, 2023** 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. 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 an undergraduate, bachelor or other post-secondary degree in any field, comprising a minimum of the equivalent of three years of full-time study, and worth university credit. Final-year students may start the Master program as auditors if they are still to obtain their undergraduate degree.



### Section 3

#### Admission procedures

##### Online registration, motivational test and application dossier

In order to participate in the admissions to the Master, applicants must carry out the registration procedure on the UNISG website ([www.unisg.it](http://www.unisg.it)).

It consists in:

- registering online;
- completing a motivational test;
- uploading the documents for the application dossier.

The application dossier consists of the following documents:

- Motivation Test (downloadable from the online application page);
- Motivation Letter (download guidelines from the online application page);
- Curriculum Vitae (résumé);
- University transcripts and scanned copy of bachelor diploma;
- Legalization document for your Bachelor's Degree\*;
- A copy of your passport's photo page;
- Optional letters of recommendation (could be from academic and/or professional experience);
- Optional certificates of participation in relevant extra-curricular activities.

Please upload documents in either PDF, Word or JPG format.

The application deadline is: **November 4, 2022**.

It is advisable that the application dossier reach UNISG at least one week before the aforementioned deadlines. Incomplete applications or applications submitted after the due date may not be considered. The ranking list of accepted and waitlisted candidates will be published on the UNISG website by **November 11, 2022**.

##### **\*Note:**

The following legalization documents will be accepted (with issuing authority indicated in parentheses) for diplomas accredited:

- within Italy: self-certification of final grade and title (self-generated) or certificate of graduation (registrar);
- within the EU, EEA, Turkey and Switzerland: "Diploma Supplement" (registrar);
- outside of the EU, EEA, Turkey and Switzerland: "Declaration of Value" (Italian consulate), "Statement of Comparability" (ENIC-NARIC - CIMEA), Degree Verification (National Student Clearinghouse) or digitally authenticated transcripts (e.g., National Student Clearinghouse, GlobalSign, Transcripts Network).

A digital copy of the relevant legalization document must be received by the Registrar Office no later than the first day of the Master.

For more information, please also see the [Bureaucratic Procedures](#) page of our website.

All Non-EU candidates are required to pre-enroll through the consulate, a process that must be completed online through the [University portal](#), in order to then apply for a study visa. As appointments are limited, such students should book an appointment with the relevant consular



representative even prior to their admission to the program in order to complete the pre-enrollment and visa request processes successfully and within the necessary time frame. Students from all countries are eligible to apply.

#### Section 4 University Fee Payment Regulations

The university fees for the Master program amount to 16,500.00 Euros and are payable in three installments as follows:

- Deposit: within 8 days of the date of online notification of admission
- First installment: no later than March 8, 2023;
- Second installment: no later than August 31, 2023.

The following is a summary of payment terms and conditions:

	Master Program University Fees
Deposit	2,000
1 <sup>st</sup> installment	8,500
2 <sup>nd</sup> installment	6,000
Total	16,500

All UNISG students who have graduated or are in the process of successfully graduating from either the Three-Year Undergraduate, 2-Year Graduate or on of the Master programs at UNISG with a minimum grade of 103/110, and who then go on to enroll in a second program at UNISG, are eligible to receive a discount applied to the second installment of the university fees for the second program.

All payments must be made by bank transfer to one of the following accounts:

BANK: UNICREDIT BANCA  
ACCOUNT NO.: 000041352940  
IBAN: IT 48 V 02008 46041 000041352940  
BIC/SWIFT: UNCRITM1R34

OR

BANK: BANCA INTESA SANPAOLO - FIL. MILANO  
ACCOUNT NO.: 100000101172  
IBAN: IT 05 K 03069 09606 100000101172  
BIC/SWIFT: BCITITMM

Payee: Università degli Studi di Scienze Gastronomiche

Reference: the student's first and last name, along with the words "university fees" and the program code "CFH 22-23".

Students with Italian bank accounts can also pay the university fees via PagoPA. This service may be accessed by clicking the "Pay with PagoPA" button, found on the "University Fee Payment Schedule" page of the online personal portal, in the "Registrar" section.



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 include 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);
- private insurance policy covering urgent healthcare for non-European students;
- access to Career Office services (food sector job placement);
- enrollment certificates, receipts of payment, official transcripts and international legalization of diploma for non-Italian students, including mailing fees.

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 as indicated in the schedule outlined below:

Deadline to Withdraw	% of deposit to be reimbursed	% of 1st installment to be reimbursed (if paid)	% of 2nd installment to be reimbursed (if paid)
20 days prior to Master start date	75%	100%	100%
30 days following Master start date	0%	30%	80%
90 days following Master start date	0%	0%	80%

Students who fall behind in their payments will not be allowed to proceed with their studies (i.e. to take exams or participate in study trips).

## 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 component 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 component 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 outlined herein, and of the resulting obligation on the part of the student to pay all of the 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 all of the 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 that 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 30% 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 Academic Office when evaluations are made for granting a 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 Degree from UNISG.

Admitted non-degree students (auditors) who complete the entire master program will receive a Certificate of Attendance from UNISG. This certificate is not an academic qualification and grants no university credits.

## **Section 8 Non-degree students (Auditors)**

The Master administration may choose, at its own discretion, to open enrollment to the Master to students who, though lacking the necessary academic requirements to enroll as students, have a solid professional background in the relevant sectors for the Master (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 component 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 70% 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.

#### INFORMATION

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