



**ANNOUNCEMENT OF THE ESTABLISHMENT OF THE 1° LEVEL  
MASTER IN WINE CULTURE, COMMUNICATION & MANAGEMENT  
FROM JANUARY 2019 TO DECEMBER 2019  
ACADEMIC YEAR 2018/2019**

**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 Wine Culture, Communication & Management (hereinafter referred to as "Master") to be held in the Academic Year 2018/2019.

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 lasts 1 year, starts on January 23, 2019 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 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. It is forbidden to enroll 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.

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| [info@unisg.it](mailto:info@unisg.it) | [unisg.it](http://unisg.it) |



### 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 must contain the following documents:

- Motivational Test (downloadable from inside the online application process)
- Personal essay describing your motivations and reasons for applying to the Master (approx. 400-500 words)
- Curriculum Vitae (résumé)
- Official final university transcripts and scanned copy of bachelor diploma (or *autocertificazione* for degrees awarded in Italy, or [Diploma Supplement](#) for degrees awarded within the EU, EEA and Switzerland)
- “Dichiarazione di Valore” (academic accreditation) of your university degree (applies only if your degree was awarded outside of the the EU, EEA and Switzerland).
- A color passport-size photo (JPEG format, no larger than 300 kB)
- A copy of your passport’s photo page
- Optional letter of recommendation (should be sent directly to [segreteria@unisg.it](mailto:segreteria@unisg.it) via email)
- Optional awards or certificates of participation in relevant extra-curricular activities.

The admission process is on a rolling basis. Candidates will be informed of their admission status upon evaluation. The last date to submit your complete dossier is:

November 6, 2018.

It is advisable that the application dossier reach UNISG at least one week before the aforementioned deadline. Incomplete applications or applications submitted after the due date may not be considered.

The list of accepted and waitlisted candidates will be published on the UNISG website by November 13, 2018.

#### **Note:**

Students from all countries are eligible to apply. Note that for all degrees awarded outside of the the EU, EEA and Switzerland, official translations and an Italian consular accreditation (“Dichiarazione di Valore”) must be obtained by the student and delivered to the Registrar Office. The original document must be received at the Registrar Office no later than the first day of the Master and will be kept by the university for the duration of the program. (The consulate may choose to send the document directly to UNISG.) Application to UNISG from non-EU students must be completed through an Italian consular representative. Those applicants should contact their local Italian consulate as early as possible to endure adequate time for all consular processes.

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## Section 4 University fee payment regulations

The university fee for the Master program is 16,500.00 Euros and is payable in three installments as follows:

- Deposit: within 8 days of the date of online notification of admission
- First installment: prior to the beginning of classes (no later than January 16, 2019)
- Second installment: prior to May 30, 2019

The following is a summary of payment terms and conditions:

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

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

Payee: Università degli Studi di Scienze Gastronomiche  
Reference: the student's first and last name, along with the words "university fee"  
Bank: BANCA PROSSIMA - FIL. MILANO  
Address: P.zza Paolo Ferrari 10 - Milano 20121  
ABI 03359  
CAB 01600  
CIN O (as in "Oscar")  
C/C 100000101172  
IBAN IT49 0033 5901 6001 0000 0101 172  
BIC/SWIFT BCITITMX

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)
- private insurance policy covering urgent healthcare for non-European students
- 4000 credits on your lunch cards to be used at UNISG Academic Tables (corresponds to €400)
- access to Career Office services (food sector job placement)

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:

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Days within which the student withdraws from the Master	% of deposit and 1 <sup>st</sup> installment of university fees to be reimbursed	% of 2 <sup>nd</sup> 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%

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 outlined 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 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 20% of the total number of Master activity hours. Any absence exceeding this limit, if due to illness or

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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 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.

#### **INFORMATION**

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