



UNIVERSITÀ  
DEGLI STUDI  
FIRENZE

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#### Disclaimer

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This document is a translation of the official public notice for the admission and enrolment procedure to the Professional Master Course established at the University of Florence, drafted in Italian and issued with [Decree of the Deputy number 873 \(record 158006\) of 25<sup>th</sup> of July 2022](#). Such notice is the only official and legally binding version of the notice.

This document cannot be used for legal purposes and has the sole purpose to supply information in English on the content of the public notice.

**CALL FOR APPLICATIONS  
FOR ADMISSION TO PROFESSIONAL MASTER COURSES  
ESTABLISHED AT THE UNIVERSITY OF FLORENCE  
ACADEMIC YEAR 2022/2023**

CALL FOR APPLICATIONS TO PROFESSIONAL MASTER COURSES  
UNIVERSITY OF FLORENCE  
ACADEMIC YEAR 2022/2023

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### **Art. 1. Activated Professional Master Courses**

Public selections are announced for admission to the first- and second-level Professional Master Courses (henceforth Masters) reported in Annex A established for the academic year 2022/2023, of one-year, two-year or three-year duration, the main characteristics of which are indicated in the fact sheets in Annexes A.1 (course outlines) and A.2 (study plans).

On the page:

<https://www.unifi.it/master>

under the respective Master title, you will find:

- A fact sheet containing the main information about the course, as per Annex A.1 of this call;
- The study plan, as per Annex A.2 of this call;
- Timetable, published by subsequent executive decree;
- Information related to internship locations.

### **Art. 2. ADMISSION REQUIREMENTS AND INCOMPATIBILITIES**

#### **2.1. Access qualifications**

To access a Professional Master Course, you must hold a university degree as follows:

- First level Masters: Bachelor's Degree (Laurea), Master's Degree (Laurea Magistrale), Single-Cycle Master's Degree (L.M. ciclo unico), Former Regulations (V.O.) Degree and equivalent degrees under current regulations;
- Second level Master's Degree, Single-Cycle Master's Degree, Former Regulations (V.O.) 4 or 5-year Degree.

The entry qualifications required for admission are detailed for each Master in the attached fact sheets; in some cases, additional qualifications or prerequisites may be required (registration with the bar, third-level degree).

Other university degrees of the same level (according to the Italian Qualifications Framework - Q.T.I. available on the website [Qti \(quadrodeititoli.it\)](http://quadrodeititoli.it)) other than those specified in the attached fact sheets, in the presence of an upper secondary school diploma allowing access to university and in the presence of a curriculum proving adequate training consistent with the chosen Master course.

Any titles considered equivalent, by virtue of specific legislative provisions, to the titles required for admission to the Masters of this call, may be evaluated only if the applicant holds a high school diploma that allows access to University education.

#### **2.2. Incompatibility**

Law No. 33 of April 12, 2022, *Provisions on Concurrent Enrollment in Two Courses of Higher Education*, provides for the option of concurrent enrollment in two courses of higher education and refers to subsequent decrees to be adopted within sixty days of the law's enactment to regulate the modalities to facilitate concurrent enrollment for students. Information on the new discipline will be available on the University website [www.unifi.it](http://www.unifi.it) after the publication of these decrees.

### **Art. 3. PROCEDURE TO SUBMIT AN APPLICATION**

For each Professional Master Course you wish to apply, you must fill in a separate online application by logging on to the portal

<https://ammissioni.unifi.it/INFO/>

selecting the type of course you intend to enroll in (Master 1<sup>st</sup> level, Master 2<sup>nd</sup> level) and then ticking the box for the chosen Master.

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The procedure will be active within the **terms indicated** for each Master in the executive decree containing the timeline, which will also indicate the deadline (ordinarily set for **12:30 pm, Italy time zone**)

After the deadline, the link will be deactivated, and it will no longer be possible to apply. **Please note that the application is mandatory if you seek admission.**

For instructions regarding the completion of the application please refer to the files “Instructions for the completion of application for admission” posted at the following link

<https://www.unifi.it/master>

**PLEASE NOTE:** Applicants entitled to **free of charge places** must still complete the application with the **payment of the €50.00 participation fee**, as explained below.

Procedures related to admission and subsequent enrollment in the Masters covered by this notice are managed by:

- Postgraduate Admin Office, Capponi Campus: [master@adm.unifi.it](mailto:master@adm.unifi.it). - All Masters activated by the Departments of **Science, Social Sciences, Technology, Humanities and Education Areas** (i.e. ALL non-medical courses):
- Postgraduate Admin Office, “Integrated Teaching with Regional Health Service and School of Human Health Sciences” Unit, [master-bio@unifi.it](mailto:master-bio@unifi.it) - Masters activated by the **Biomedical Area** Departments

In the following document, both facilities are referred to as “Student Admin Office.” Phone numbers and opening hours can be found on the University’s website at this page: <https://www.unifi.it/master>

Please note that the Offices of the University of Florence are closed on Friday, August 12 and Tuesday, August 16; Monday, October 31; and Friday, December 9, 2022. For any additional days when the University Offices or individual “Student Admin Offices” are closed, please consult the University website.

Applicants with **foreign degrees** should refer to the provisions of Article 6 below of this Call for Applications.

Failure to meet the deadline specified for submitting the application will result in exclusion from the selection for admission.

What to upload with your online application

1. payment receipt of the €50.00 fee;
2. your resumé;
3. any documents required for admission to the chosen master’s program, if required in the individual Master Course’s fact sheet;
4. copy of a valid personal identification document (non-EU citizens: copy of valid passport).

If you pre-register for more than one Master Course, each application must be accompanied by the above listed documents and the corresponding fee of €50.00 must be paid. You are considered to be **duly enrolled in the selection only after you have the payment of the aforementioned fee made by the application deadline indicated in the timeline.**

The Student Admin Office will proceed with the reimbursement of the admission fee, with the exception of stamp duty, **exclusively** in the event that by the end of the admission procedures, including any extensions of deadlines, the number of applications from full-fee-paying applicants is less than the minimum number required for the activation of the course and therefore the selection is not carried out.

The application shall serve as a declaration in lieu of certification of the qualification required for admission to the Professional Master Course. The University of Florence reserves the right to make appropriate verifications at the institutions that issued the degrees.

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Documents, if any, must be produced in a copy declared to be a true copy of the original

Pursuant to Article 40 of Presidential Decree No. 445/2000, as amended by Article 15 of Law No. 183/2011, in dealings with bodies of the public administration and managers of public services, certificates and affidavits are always replaced by the declarations referred to in Articles 46 and 47 of the same decree.

Citizens of States not belonging to the European Union regularly residing in Italy may use the declarations set forth in Articles 46 and 47 of Presidential Decree No. 445/2000 limited to states, personal qualities, and facts certifiable or attestable by Italian public entities (see Article 3, paragraphs 2, 3 and 4, of Presidential Decree 445/2000).

The Administration of the University is not liable in case of dispersion of communications due to inaccurate information on residence, domicile, and address provided by the applicant, or failure/late communication of the change of the same, nor for any postal or electronic misunderstandings not attributable to the Administration itself.

Applicants with disabilities or specific learning disorders ( ) can take the Master Course's admission tests (where applicable) with customized aids; they need to make an explicit request to the Student Admin Office, which will provide the necessary detailed information.

#### **Art. 4. SELECTION PROCEDURE**

The selection process will be carried out according to the procedures indicated, for each Professional Master Course, in the annexed fact sheets. Regarding timing and technical directions (in-person/distance test, test location, etc.), please refer to the timeline available on page <https://www.unifi.it/master> under the course title. More information can be obtained from the addresses listed in each fact sheet's "contact person" box.

If there are no preferential requirements in individual fact sheets, should cases of equal merit arise, the Commission will adopt the criterion of the youngest age.

#### **Art. 5. SELECTION RESULTS, ENROLMENT OF WINNERS AND SUB-RECIPIENTS**

##### **5.1. Publication of the ranking list**

The ranking list will be made public from the date indicated in the Master Course's schedule by publication on

<https://ammissioni.unifi.it/INFO/>

in the section dedicated to the Master of interest.

The publication of the ranking list serves as official communication to the interested parties.

##### **5.2. Enrolment of E.U. and non-E.U. applicants with qualifications obtained in Italy**

To finalize the enrolment, applicants who were successfully placed in the ranking should follow the enrolment instructions that will be posted on:

<https://ammissioni.unifi.it/INFO/>

in the section dedicated to the Master of interest.

Admitted applicants must enroll from the date of publication of the ranking list until the date shown in the timeline.

**Those who failed to complete their enrolment by the due date (by filling out the online registration application and paying the registration fee) will be considered forfeiting their place.**

PLEASE NOTE
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- **Payment** of the registration fee indicated in the fact sheet for the Course of interest and the stamp duty must be made **by the due date indicated in the fact sheet** and is a necessary condition for the completion of enrolment. **The winner is considered enrolled only after payment of the enrolment fee and stamp duty.**
- **Those entitled to fee-exempt places** must still complete their enrolment with the **payment** of the amount related to stamp duty, **or they will lose their places.**
- In cases where the **registration fee** and stamp duty is **paid by a party other than the successful applicant** (e.g., by the employer, a Scientific Society, etc.), the applicant must make contact with the Student Admin Office prior to the payment and **well in advance of the deadline**, so that it may properly show- including for tax purposes- as having been made by the paying party in favor of the beneficiary party.

Applicants with foreign degrees should refer to the provisions of Article 6 below of this Call for Applications.

### 5.3.Sub-recipients

Any places that become available due to express or tacit renunciation or forfeiture of the right to enrolment will be assigned by scrolling the ranking list until it is exhausted. Information regarding any new admissions as a result of the scrolling will be posted on:

<https://ammissioni.unifi.it/INFO/>

in the section dedicated to the Master of interest.

## Art. 6.PROCEDURE FOR ADMISSION AND ENROLMENT OF APPLICANTS WITH FOREIGN DEGREES AND RULES FOR FOREIGN NATIONALS

Italian and foreign citizens who hold a degree from a **foreign university (E.U. or non-E.U.)**, equivalent to one of the degrees provided as a qualification for admission to the chosen Course, may also apply for **admission** to the Professional Master Courses for a.y. 2022/23.

**Enrolment** remains subject to academic degree recognition and passing the admission process.

As indicated by the "[Procedures for the Entry, Stay, Enrolment of International Students and Related Recognition of Qualifications, for Courses of Higher Education in Italy valid for the Academic Year 2022-2023](#)", to qualify for admission, international applicants must hold an academic qualification that is **comparable in level, nature, content, and academic rights** (access to additional courses) **to the Italian academic degree required** for access to the chosen course.

Applicants should apply for a Professional Master Course according to the following procedure:

The applicant applies for admission according to the directions published at

<https://ammissioni.unifi.it/INFO/>

in the section dedicated to the Master of interest.

**If an in-person admission test is scheduled**, applicants need to apply for a student visa through the portal [UNIVERSITALY](#). For participation in the in-person admission test, the study visa will have a conventional validity of 100 days.

**If an in-person test is not scheduled**, applicants should apply for a student visa only after the publication of the admission ranking list, where your name is in the list of admitted candidates.

At the time of admission, the applicant has to submit their degree, duly accompanied by the documents required for enrolment as stated in Article 6.2. Following confirmation of acceptance by the University,

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applicants request the Diplomatic Representation for a student visa, with validity related to the course duration. In case the applicant has participated in an in-person admission test and therefore has already obtained a residence permit, he or she should apply for an extension of the residence permit without having to return to the home country.

The Student Admin Office, which receives the application for admission to the Master Course, notifies the student's acceptance or the successful completion of the admission tests to the relevant Diplomatic Representations.

**6.1. Admission procedure for applicants with foreign academic qualifications**

For each Professional Master Course for which applicants wish to apply, they must complete an online application by logging on to the link

<https://ammissioni.unifi.it/INFO/>

For each Master the procedure will be active within the **terms indicated** in the executive decree containing the timeline, which will also indicate the date and time of the deadline (ordinarily set for **12:30 pm (Italy time zone)**)

After the deadline, the link will be deactivated, and it will no longer be possible to apply.

Please note that the application for admission is mandatory.

Please refer to the files "Instructions for the completion of the application for admission" posted on the page for instructions on completing the application <https://www.unifi.it/master>

PLEASE NOTE: Applicants entitled to fee-exempt places must still complete the application with the payment of the €50.00 participation fee, as explained below.

Procedures related to admission and subsequent enrollment in the Masters covered by this notice are managed by

- Postgraduate Admin Office, Capponi Campus, [master@adm.unifi.it](mailto:master@adm.unifi.it) - All Masters activated by the Departments of **Science, Social Sciences, Technology, Humanities and Education Areas** (i.e. ALL non-medical courses)
- Postgraduate Admin Office, "Integrated Teaching with Regional Health Service and School of Human Health Sciences" Unit, [master-bio@unifi.it](mailto:master-bio@unifi.it) – All Masters activated by the **Biomedical Area** Departments

In the document, both facilities are referred to as "Student Admin Office." Phone numbers and opening hours can be found on the University's website at this page: <https://www.unifi.it/master>

Please note that the Offices of the University of Florence are closed on Friday, August 12 and Tuesday, August 16; Monday, October 31; and Friday, December 9, 2022. For any additional days when the University Offices or individual "Student Admin Offices" are closed, please consult the University website.

Failure to meet the deadline specified for submitting the application will result in exclusion from the selection.

The following documents must be uploaded to the online application:

1. the payment receipt of the €50.00 fee;
2. your resumé;
3. any qualifications and documents required for admission to the chosen Master's program: refer to the "selection" field of each individual fact sheet;
4. copy of your degree, accompanied by a statement of value ("Dichiarazione di valore in loco") or CIMEA statements of comparability and verification issued, where available;

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1. certificate showing the examinations taken and their grade (Transcript of Records);
2. any other documentation deemed useful for assessing the eligibility of the title held (European format resumé, etc.);
3. translation of the documents indicated in the previous points into Italian (if not already written in English, French or Spanish), by an official translator;
4. copy of a valid personal identification document (copy of valid passport, if non-EU citizens);

**Failure to apply by the deadline will result in exclusion from the selection.**

The Administration of the University is not liable in case of dispersion of communications due to inaccurate information on residence, domicile and address provided by the applicant, or failure/late communication of the change of the same, nor for any postal, electronic misunderstandings not attributable to the Administration itself.

Applicants with disabilities or specific learning disorders ( ) can take the Master Course's admission tests (where applicable) with customized aids; they simply need to make an explicit request to the Student Admin Office, which will provide the necessary detailed information.

Please note that, for applicants with a degree obtained abroad who intend to apply for admission to Professional Master Courses that include attendance with practical healthcare activity at hospital facilities, it will be mandatory to hold a license to practice in Italy and consequent registration in the relevant professional register. In case the applicant already has the above-mentioned documentation at the time of application, he/she must attach it to the completed online application. Otherwise, the applicant must submit the required documentation to the Student Admin Office as soon as he or she has it and, in any case, before the start of the activity at the hospital facilities.

**6.2. Admission procedure for applicants with foreign academic qualifications**

The ranking list will be published starting from the date indicated in the Master Course's schedule by publication on

<https://ammissioni.unifi.it/INFO/>

in the section dedicated to the Master of interest.

The publication of the ranking list serves as official communication to the interested parties.

In order to complete their enrolment, Italian and foreign citizens holding a **degree from foreign universities (E.U. or Non-EU)** who obtained a place in the ranking shall

- follow the enrolment instructions published on:

<https://ammissioni.unifi.it/INFO/>

- proceed to apply the portal [UNIVERSITALY](#) as indicated above.

At the time of enrolment, applicants must submit (if they have not already done so at the time of application):

- Copy of their degree, legalized or apostilled, and bearing a declaration of value issued by the competent Italian Diplomatic Representation. If not written in French, English, or Spanish, the title must also be accompanied by an official translation into Italian.

or

- copy of their degree, accompanied by CIMEA statements of comparability and verification to be requested on the *Diplome* portal (<https://cimea.diplo-me.eu/firenze/#/auth/login>)

PLEASE NOTE



**Submission of the degree complete with the supplementary documentation specified above is essential** to finalize enrolment; lack of such documentation will not allow the completion of the procedure with the **consequent loss of the place**.

**Payment** of the registration fee indicated in the fact sheet for the Course of interest and the stamp duty must be made **by the due date indicated in the fact sheet** and is a necessary condition for the completion of enrolment. **The winner is considered enrolled only after payment of the enrolment fee and stamp duty.**

**Those entitled to free places** must still complete their enrolment with the **payment** of the amount related to stamp duty, **or they will lose their places**.

In cases where the **application fee and stamp duty is paid by a party other than the successful applicant** (e.g., by the employer, a Scientific Society, etc.), the applicant must make contact with the Student Admin Office prior to the payment so that it can properly show - including for tax purposes - as being made by the paying party in favor of the beneficiary party.

#### **Art. 7. SINGLE MODULES IN PROFESSIONAL MASTER COURSES**

Some Masters may offer subjects in the form of single modules to the maximum extent of 12 credits (CFU).

This information can be found, if provided, in the individual Master fact sheets. Please refer to Articles 3, 4, and 5 above and the timeline of the course of interest for application and enrolment procedures.

#### **Art. 8. PERSON IN CHARGE OF THE PROCEDURE**

Pursuant to Article 4 of Law No. 241 of August 7, 1990 (New rules on administrative procedures and the right of access to administrative documents), as amended, Dr. Maria Orfeo, Head of the Educational Services Unit (Area Servizi alla Didattica) is appointed as being in charge of the Procedure related to the tests of selection. [maria.orfeo@unifi.it](mailto:maria.orfeo@unifi.it)

Applicants are entitled to exercise their right of access to the records of the selection tests in the manner provided for in Presidential Decree No. 184 of April 12, 2006 (Regulations governing access to administrative documents in accordance with Chapter V of Law 241/90).

Queries can be addressed to the following bodies:

##### **For Masters offered by Biomedical Area Departments**

- Maria Maradei, Head of Integrated Teaching with Regional Health Service and the School of Human Health Sciences, [master-bio@unifi.it](mailto:master-bio@unifi.it), phone number: 055 2751966 on Monday, Tuesday, Wednesday mornings 9.30 am - 12.30 pm, Thursday afternoons 3 pm - 4.30 pm.

##### **For Masters offered by Departments in the Areas of Science | Social Sciences | Technology | Humanities and Education**

- Silvia Caldini, Head of Functional Unit "Capponi and Postgraduate Student Admin Office." [master@adm.unifi.it](mailto:master@adm.unifi.it), Phone number: 055 275 6700 Tuesday mornings 9:30 am-12:30 pm and Thursday afternoons 3 pm-4:30 pm.

Any changes on the indicated times will be posted on the University website at <https://www.unifi.it/master>

#### **Art. 9. COURSE ACTIVATION CONDITIONS AND POSSIBLE REFUNDS**

Failure to reach the minimum number of full-fee paying applicants indicated in the individual fact sheets, will not allow the activation of the Master. In this case, the enrolment fee paid will be refunded.

## **Art. 10.SAFETY IN THE WORKPLACE**

Attendance at some Master's programs, particularly in the medical area, may require a fitness-for-duty examination and/or attendance at mandatory training courses in accordance with Decree 81/2008. Any information will be made known through the <https://www.unifi.it/master> correspondence of each course fact sheet.

## **Art. 11.CONCESSIONS**

### **11.1.Fee reductions**

A total exemption of the enrolment fee is reserved for students with a disability recognized by the National Health System between 66 percent and 100 percent or with recognition of disability under Article 3, Paragraph 1, of Law No. 104 of February 5, 1992. The exemption request must be made on the application by the deadline and cannot be changed after the application deadline. Detailed information with respect to the type of exemption must then be provided during enrolment. Stamp duty is still due. Those enrolled with exemptions do not count toward the minimum number required for the Master to be activated.

If the student with a disability is enrolled in a two-year or three-year Master, the student will be required, for the second or third year, to pay the stamp duty and the insurance premium for accidents and third-party liability.

Students with disabilities are invited to contact the student academic career office of the Master in which they are enrolled for information regarding attendance arrangements.

### **11.2.Places reserved for employees of the University and affiliated Companies**

In some courses, places may be provided free of charge or with subsidized fees reserved for employees of the University, Public Entities, or Public or Private Companies under specific agreements entered into by the University or individual Departments.

However, the participation of the University's technical-administrative staff is subject to positive evaluation according to the procedures on the page [Participation in courses organized by structures of the University | Personnel | University of Florence | UniFI](#)

Enrolment of personnel from the Meyer University Hospital (AOUM), Careggi University Hospital (AOUC), and Local Health Unit Toscana Centro is subject to authorization by the entity to which they are affiliated.

### **11.3.Places reserved for staff serving in public administrations**

The University of Florence has joined the Minister for Public Administration's initiative aimed at strengthening the skills and knowledge of Italian public administration personnel. A subsequent order will indicate which—among the courses covered by this notice—will be accessible to civil servants at subsidized fees.

### **11.4.Scholarships**

Based on the ranking formulated at the end of the academic year related to the last enrolment, according to the criteria in the next paragraph, refund scholarships are allocated in the amount of the tuition fee and are subject to taxation, to be paid by the recipient, in accordance with current regulations. These grants are awarded to 10% of the paying enrolled students who, at the time of enrolment, have submitted a specific application and have an ISEE 2023 value for subsidized benefits for the right to university study up to €13,000.00, the limit of the first bracket established in Section 13.1.1 of the [Manifesto degli Studi 2022/23](#) for full-time enrolment in bachelor's bachelor's, combined-cycle, master's degree programs, and specialization schools in the Area of Archaeological Heritage, Architectural and Landscape Heritage, Historical-Artistic Heritage, Legal Professions, Non-MD Access Health Care.

For this purpose, the student must have signed the Dichiarazione Sostitutiva Unica at a CAF/I.N.P.S. to obtain the Indicator of Equivalent Economic Situation Certificate of the year 2023 **valid for subsidized**

**benefits for the right to university study and associated to his or her tax identification number.** Other types of ISEE are not eligible. **ISEE statements with omissions or discrepancies are always subject to the University's control. Verifications of statements submitted by students are conducted both individually and on a random basis. Under Article 76 of Presidential Decree No. 445/2000, in the event of untrue statements, in addition to the loss of the benefits granted, the University will report the fact to the competent judicial authority to verify the existence of any offenses.**

Students residing abroad may refer to the [Manifesto degli Studi](#) (Students' Regulations) for further information regarding ISEE declaration.

Ranking list information will be made available through the <https://www.unifi.it/master> webpage, under each course's fact sheet.

Where the number of eligible applicants is greater than the number of available scholarships, reference shall be made to the grade obtained by each in the final Master's examination; in the event of a further tie, to the lesser seniority.

Each Master may provide for the award of scholarships funded by external institutions; allocation is subject to the successful completion of the Agreement between the Department offering the course and the external institution concerned. Any information will be made known through the <https://www.unifi.it/master> under each course's fact sheet.

#### **11.5.Cumulation of financial aids**

A student enrolled in a Master is not eligible for more than one scholarship in the same course and academic year.

#### **Art. 12.Teaching mode**

Teaching delivery methods are indicated in the individual fact sheets. It is understood that any changes due to adopting emergency measures will be published on the University website.

#### **Art. 13.Additional notes**

Any changes and additions to the contents of this Call for Applications will be made known through:

- publication on the University's Official Journal;
- publication on the website of the University of Florence <https://www.unifi.it/master> under the fact sheet for each course

All applicants are conditionally admitted to the selection process and attendance at the Professional Master Courses.

The University Administration may, at any time and by reasoned decision, order exclusion for failure to meet the prescribed requirements. Such action will be communicated to the person concerned by registered mail with a return receipt or PEC

If the documentation submitted contains untruthful statements or information and the use of false documents - without prejudice to the penal sanctions provided for by the Penal Code and the special laws on the subject (Articles 75 and 76 D.P.R. No. 445/2000) - the applicant will be automatically excluded from the Professional Master Course and will lose all financial aid that may have been obtained. Any untruthful statement will result in exposure to action for damages by the concerned counterparts, and registration fees paid by the interested party will not be refunded.

#### **13.1.Enrolment fees and refunds**

Where installments of the tuition fee are provided, the amount of the different installments and the due date for the second installment (or subsequent installments in the case of multiple-year Masters) is

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indicated in the time schedule. For two-year or three-year Masters, the amount of the first installment for years after the first is supplemented with the amount related to stamp duty.

Please note that the second installment of the two-year/three-year Masters includes the premium for accident and third-party liability insurance. Therefore failure to meet the above deadline will result in the student not being covered by insurance.

Payments made after the deadline for the second (and any subsequent) installment are subject to an administrative charge of €100.

After enrolment in a Master referred to in this notice is finalized, students are not entitled to any refund of fees paid.

Failure to pay the total amount of the enrolment fee and any administrative charge that may have accrued will result in students not being admitted to take the final examination and internship.

Subsequent to enrolment, which is finalized with the payment of the stamp duty and the enrolment fee if due, any forfeiture does not entitle students to a refund of the amount paid and is subject to the administrative charge of € 100 provided by the [Manifesto degli Studi 2022/2023](#) (13.3 *Summary Table of Additional Costs*).

### **13.2. Personal data processing**

Pursuant to Legislative Decree No. 196 of June 30, 2003, and E.U. Regulation 2016/679, the University undertakes to respect the confidential nature of the information provided by the applicants: all data provided are processed only for purposes related and instrumental to the selection and possible management of the relationship with the University, in compliance with the provisions in force.

### **Art. 14. Contacts for further information**

<b>Masters offered by Departments in the Areas of Science   Social Sciences   Technology   Humanities and Education</b>	<b>Masters offered by Departments in the Areas of Biomedical</b>
Capponi Student Admin Office and post-graduation via Gino Capponi 9, 50121 Florence	Integrated teaching with Regional Health Service and the School of Human Health Sciences Largo Brambilla 3 - 50134 Florence
master@adm.unifi.it	master-bio@unifi.it

Any public opening hours will be posted on the University website <https://www.unifi.it/master>.

### **Art. 15. Final Provisions**

Please refer to current regulations as compatible for anything not covered in this notice.