

SAPIENZA UNIVERSITY OF ROME**FACULTY OF ECONOMICS - ACADEMIC YEAR 2013/2014****PUBLIC NOTICE OF THE MASTER OF THE FIRST LEVEL IN
"EUROPEAN AND INTERNATIONAL POLICIES AND CRISIS MANAGEMENT"****DIRECTOR: Prof. Maurizio Boccacci Mariani****Master code number: 14382****THE RECTOR**

WHEREAS The Law n. 341 of 19 November 1990;

WHEREAS The Ministerial Decree 22 October 2004 n. 270;

WHEREAS Articles 3, 5, 18 and 19 of the Sapienza University Didactic Regulation (first part) issued on 3 June 2008 with Rector's Decree n. 000547;

WHEREAS The Regulation D.R. n. 000502 of 20 May 2010 for founding, activating and managing University Master courses, Advanced Qualification and Qualification courses;

WHEREAS The resolution of the Academic Senate dated 15/09/2011, with which the Master was founded;

WHEREAS The resolution of the Academic Senate dated 14 May 2013, with which the list of courses offered by the Sapienza University for the academic year 2013/2014 was approved;

DECREES

the activation of the First Level University Master in "European and International Policies and Crisis Management", for the academic year 2013/2014, at the Faculty of Economics of the Sapienza University of Rome.

1 – Goals

The First Level Master course on **"European and International Policies and Crisis Management"** provides a postgraduate training answering to the need for professionalism in national and international bodies and no-profit organizations. The Master provides the students with theoretical and professional preparation on different issues connected to the functioning of International Organizations as well as with the professional know-how necessary for the operational management of regional, national and international institutions, for policy-making and good governance in public, private and no-profit organizations.

2 – Organization of formative activities

The course is taught entirely in the English language and it has an interdisciplinary nature.

The formative activity is equivalent to 1,500 hours of study, of which at least 300 hours are classes and 250 hours' workload for the final project work. The remaining hours are dedicated to individual study and an Internship (or alternative activity assigned by the Scientific and Didactic Committee).

The Master teaching activity is organized in modules related to specific professional profiles. In the following, the credits of each formative activity (one credit corresponds to 25 hours student workload), including the final exam, are reported:

DIDACTIC ACTIVITIES	UNIVERSITY FORMATIVE CREDITS
Module 1 – European Statistics Contents: Analysis of European databases, in particular Eurostat. The structural indicators and the Europe 2020 indexes are analysed. Students, through laboratory activities, learn how to write a report based on European data.	4
Module 2 - European Integration Policies Contents: The European integration process, including the Single Market and relevant economic policies and the management of European Union's policies, are studied and investigated.	4
Module 3 – Geopolitics Contents: International relations among States, geopolitical and global security issues are studied. Problems concerning the geopolitics of energy, environment, and their implications for world security are also considered. The geo-economics and geopolitical perspectives of some States are analyzed in depth.	4
Module 4 – Economics Contents: After an introduction devoted to the dualism State-market, the functioning of an economic system, with the related flows of money, goods and services is studied. The consequences of the international financial crisis on national economies, the fragmentation of production, multinational enterprises and global public goods are also examined.	4

Module 5 - International organisations and international relations Contents: Moving from the theory and history of international relations, foreign policy, international cooperation and international organizations, as well as the relationships between State and globalization are considered. Elements necessary to understand and manage issues concerning the international dimension of political, economic and social problems are also included. International policies are also analyzed via simulations.	4
Module 6 - Institution building Contents: The module is dedicated to the institutional aspects concerning the constitution and reform of democratic structures in developing countries.	4
Module 7 - Humanitarian affairs and human rights legislation Contents: The promotion, protection and monitoring of human rights (in particular, the protection of economic and social rights in EU Law, the freedom of expression and religion, and the fight against terrorism) are considered. Humanitarian action and international cooperation, as well as prevention, management and the mediation of conflicts are also studied.	4
Module 8 - Crisis prevention and management Contents: Instruments, techniques and methods for prevention, assistance and relief in crisis situations and emergency scenarios are dealt with. In particular, issues regarding the prevention and management of natural catastrophes and human-made crises, as well as the interventions necessary to sustain States and international organizations, are studied.	4
Module 9 - Environmental sustainability Contents: Aspects regarding the environment and issues concerning sustainable development (such as Agenda 21: objectives and implementation modalities) are studied. Issues concerning environmental risks and the role of energy technologies with particular reference to climate change are also considered. The instruments for a correct environmental data retrieval and management are also given.	4
Module 10 – Welfare Economics Contents: With reference to the European countries, the module describes and analyzes, individually and comparatively, the composition, temporal dynamics, determinants of demand and supply, and main public policies, of welfare spending. Education and health will be particularly examined.	
Total of the Modules credits	40
OTHER FORMATIVE ACTIVITIES	UNIVERSITY FORMATIVE CREDITS
Internship	10
Final Project Work	10
Total of the credits	60

At the end of one or more module, written or oral or multiple choice tests will be carried out to assess the level of learning achieved by the participants.

Altogether the aforementioned didactic activities allows the acquisition of 60 university formative credits (UFC), in addition to the credits acquired during previous study required to gain access to the Master programme. The didactic activities will be carried out in Rome at the Faculty of Economics, Via del Castro Laurenziano 9, or in the premises of partner institutions of Sapienza University of Rome.

The internships, in area subjects related to the Master, will be carried out in national or international, public or private bodies. A partial list of the main organisations offering internships is available at: www.eurosapienza.it.

The organization where the internship will be done will be communicated directly to each students well in advance of its commencement. The Master lectures begin on **20 January 2014** and end in **July 2014**. The other activities are completed by the end of **December 2014**.

Attendance is obligatory (the signature of the participants to each class is collected). If the hours of absence of a participant overcomes the 25% of the total number of hours of class activities, he or she cannot get the Master Degree. In case of poor attendance or profit or unacceptable behavior, the Master Scientific and Didactic Committee may decide the suspension or exclusion of the participant. In such cases, the already paid fees are not reimbursed.

3 – Duration and number of available posts

The Master course lasts one year. The maximum number of participants is fixed at 30. The minimum number of registered students necessary to activate the Master is 12.

4 – Admission requirements

In order to participate in the Master, candidates should master the English language and be holders of any at least three year degree or any other qualification which is considered in Italy equivalent to a university degree.

Holders of a Degree issued according to the university system preceding the law 509/1999, or of an equivalent qualification issued by a Higher Education Institution and/or in the frame of inter-university agreements of cooperation and mobility, may be admitted to the Master after prior evaluation of the cultural coherence of this qualification made by the Master's Scientific and Didactic Committee.

4.1 – Qualified Admission (admission with reservation)

Graduating candidates can be admitted "with reservation" to the selection and they must inform the Master's office as soon as they get the title within:

- **the 15th** of January 2014 for students attending a BAC 3 at the Sapienza University of Rome (art. 30, par. 2 of the General Study Programme);
- **the 31st** of January 2014 for students attending a Master of Science or Arts at Sapienza University of Rome (art.8, par. 4 of the General Study Programme);
- **the 17th** of December 2013 for students attending courses in other Italian universities (art.30, par. 3 of the General Study Programme).

Students admitted with reservation cannot participate in competitions for scholarships based on the admission evaluation list.

4.2 - Admission of students sitting in on lessons

In accordance with art. 4 of this notice, holders of a university qualification, who would like to deepen specific Master subjects and/or enrich their professional preparation, may be admitted as “Students sitting in on lessons” to attend Master modules (for a number of credits not exceeding 20). At the end of the related modules, participants will get a certificate of attendance by the Master Director.

5 – Incompatibility

In accordance with art. 142 of T.U. 1592/1933, it is not allowed the contemporary registration to courses of study of the same or another level, in Italian or foreign Universities or Higher Education Institutions. On the other hand, courses of Professional and Higher Qualification are compatible.

6 – Participation modalities

In order to participate in the admission competition, candidates must comply with the following modalities:

6.1 – Registration with the Infostud information system

Before presenting the application, Master candidates must previously register with the information system of Sapienza University of Rome. Candidates must follow the instructions in the website: www.uniroma1.it/studenti/ and click on “REGISTRATI”. **At the end of the registration, the system will release a matriculation number which must be reported in the application form.**

If the candidate is already registered as a student of Sapienza University of Rome, **he/she need not register again**, but must use his/her previous matriculation number in the application form.

Candidates must **assure that their academic qualifications** for the admission to the Master are included in their Infostud profile after following these steps on the Internet:
log in with matriculation number and password – DATI UTENTE – INF. ANAGRAFICHE – TITOLI UNIVERSITARI.

Graduating candidates, instead of inserting their graduation date, must follow the same steps of in the previous box and check LAUREANDI.

In case of **loss of the matriculation number or password**, it is possible to ask for them following the instructions on <https://stud.infostud.uniroma1.it>, "Password e/o Matricola dimenticati? Clicca [qui](#)". It is also possible to send an e-mail to settoremaster@uniroma1.it indicating the personal data and attaching a scanned copy of a valid and signed identity card or Passport. An alternative way is to download the form <http://www.uniroma1.it/sites/default/files/allegati/Richiestadati.pdf>, and send it, duly filled, to Settore Master - Fax No. +390649912710 together with a scanned copy of a valid and signed identity card or Passport.

For any other information regarding the registration, it is possible to contact the CIAO office:

Address: P.le Aldo Moro, 5 - University Rectorate (opposite to the Aula Magna)

The CIAO office is open from Monday-Friday 9.30 a.m. - 5 p.m.

e-mail: ciao@uniroma1.it ; hello@uniroma1.it (for foreign students)

Website: www.uniroma1.it/studenti

6.2 – Selection fee and Tax

Candidates must pay a selection fee of € 35.00 plus a tax of € 16.00. **The total amount of € 51.00 may be paid** in any bank office of Unicredit Bank in Italy **before and not later than this notice's expiry date (deadline for admission to the Master's course)**. The payment of € 51.00 may also be made online by DINERS, VISA or MASTERCARD credit cards (see <http://www.uniroma1.it/studenti/tasse/pagamenti.php>). To do the online payment, candidates must get in advance the personalised form available at: www.uniroma1.it/studenti/infostud, (click on ACCEDI DIRETTAMENTE), insert matriculation number and password and follow the steps: **TASSE – PROVA DI ACCESSO - write the Master's code number: 14382 - AVANTI - STAMPA.**

If the number of candidates does not reach 12 and the selection process is not done (neither through qualification nor through competition), the selection fee of € 35 will be reimbursed (the tax of € 14.62 is not reimbursable) following a written communication from the Master's Director submitted to the Sapienza University Master Office.

6.3 – The application

The application form is attached to this notice (Annex 1). It must be presented duly filled and signed together with the following documents:

- Photocopy of a valid identity document, duly signed and easy to read (ID card - driving license - passport);
- Photocopy of the Italian Tax Code (from abroad, it can be provisionally be obtained on the internet <http://codicefiscale.it/> by inserting in the proper fields: Surname (Cognome), Name (Nome), Gender

(Sesso), non-Italian State of birth, date of birth (day/month/year).

- Photocopy of the receipt of the payment made to participate in the selection;
- Self-certification, as of the D.P.R. 445/2000, regarding: a) the Degree (declaration including the date in which it was obtained and the final grade/mark), and b) the transcript of exams passed with indication of the related grades/marks (final-year students must declare the expected Degree session and final date indicated in art. 4.1);
- Curriculum of the studies and professional activities;
- Declaration of consent to use personal data (Annex 3);
- Self-certification (as of D.P.R. 445/2000) of any other document or qualification the candidate would like to present for evaluation in the selection process.

Presentation of the application by candidates with non-Italian qualifications

By the expiry date of this notice, candidates with non-Italian qualifications must present to the EuroSapienza office, together with the application form (Annex I), the following documents:

- Degree certificate with the list of exams and marks, translated and legalized by the Italian Embassy or Consulate in the Country in which the qualification was issued;
- Declaration of value (Dichiarazione di valore) of the Degree released by the Italian Embassy in the Country where the Degree was issued. The declaration of value is necessary to evaluate if the level of the title allows the admission to the Master.

All admission requirements have to be fulfilled before the application deadline.

The Declaration of value of the Title of study obtained in a non-Italian country must be annexed to the application.

The duly filled-in application form, together with the documents listed in 6.3, not later than the **16th of December 2013**, must **reach** the Master Director, Prof. Maurizio Boccacci Mariani.

It can be either hand delivered or sent by courier (or "Postacelere" or registered mail), to the following address of:

Secretariat of the Master in European and International Policies and Crisis Management
EuroSapienza Research Centre, Sapienza University of Rome, Faculty of Economics, Via del Castro Laurenziano 9, 00161-Roma -ITALY.

Applications with incomplete documentation or arriving after the deadline will not be accepted.

In case of postal sending, only the receiving stamp (and not the expedition one) is valid. Candidates sending the application by mail do accept the risk of its late arrival.

The application may be delivered by hand to the Master Secretariat on Tuesdays, Wednesdays and Thursdays from 10 a.m. to noon, located at the EuroSapienza Research Centre of the Sapienza University of Rome, Faculty of Economics (2nd floor), Via del Castro Laurenziano 9, 00161-Rome ITALY.

The application may be presented in only one of the ways described above.

7 – Selection process

The admission to the Master depends on a positive evaluation of academic qualifications and their validity. **An interview on general culture and knowledge of the English language is foreseen. The interview will take place on the 19th of December 2013, at 10 a.m. in the Faculty of Economics (classroom XIII), Via del Castro Laurenziano 9, Rome.**

The candidates will be interviewed by the Master Director and a Selection Committee.

At the end of the selection, at least 20 days before the enrolment fee payment date, as stated in the following art. 8. the Committee will publish the list of merit of the candidates on the *EuroSapienza* news board, on the website www.eurosapienza.it and on the Sapienza website www.uniroma1.it/didattica/offerta-formativa/master. This publication is officially informing all interested parties and therefore no individual communication will be sent on the selection results.

8 – Registration

Selected students only may register with the Master. To be regularly registered, the selected students must pay a fee of € 4,700. The payment may be made either in one installment by 3 February 2014 or in two installments of € 2,350 each, the first by the 1st of February 2014, and the second by the 30th of April 2014. To make the payment, students must download the relevant form on <https://stud.infostud.uniroma1.it>, by entering the matriculation number and password and then selecting, in order: TASSE – IMMATRICOLAZIONE – MASTER/SPECIALIZZAZIONE – **insert course code: 14382 - AVANTI - STAMPA**. After printing the paying-in slip from Infostud, the payment may be made in any Italian branch of UniCredit Bank:

- **at a Bank office** – the list of the UniCredit branches may be found at:

<https://locator.unicredit.it/it/?fromweb=www.unicreditbanca.it&select=AGENZIE>.

If the student is holder of a UniCredit account, he/she must write its number and sign the payment slip;

- **online** - by credit card (Diners, Visa, MasterCard), by filling in the form in www.uniroma1.it/didattica/tasse/pagamenti; the data requested are those in the payment slip printed from Infostud; The outcome of the operation will be communicated by UniCredit via email to the address given by the student during the payment process. Students who pay online via credit card must therefore ensure that they receive the aforementioned notification via email.

- **with direct charge on a bank account**, only for UniCredit online clients, on <https://www.unicredit.it/it/privati.html>;

- **by a bank account cheque** issued by UniCredit or another bank, with same amount as the fee, issued:

1) **either** in favour of the student, as the beneficiary, and endorsed while paying the fee;

2) **or** issued from the bank account of the student to UniCredit.

In both cases, the cheque has to be “non-negotiable” and will be accepted by the bank “subject to clearance” and without any expenses for the depositor.

Note that, to pay the fees online, it is not necessary to open an account at the UniCredit bank.

The enrolment may be reimbursed solely if the course is not activated.

In that case, the student may submit to the Master Director a request for reimbursement.

Sitting-in students must pay a fee of € 1,000 for each module they wish to attend; an amount of € 700,00 must be added to the fee as a fixed university tax. Both amounts must be paid in one installment by the date fixed by the Master Director. Students sitting in on lessons do not pay the selection fee.

9 - Scholarships

If the Master receives financial contributions from sponsors, they will be assigned, to partially or totally cover the registration fee, by taking into account the admission list of merit.

In the event of complete financing of the enrolment fees, the sponsors are required to pay the entire amount in one installment no later than the deadline for the second installment of the enrolment fees.

If the student has a personalized sponsor, and/or employer with the duty to finance the enrolment fees on behalf of the student, such procedure must be authorized ahead of time by the Master's Director; the payment will need to be made in one installment no later than the deadline for the second installment of the enrolment fees. If payment is made after the deadline the student will be required to pay a fine for late payment as described in section 10.

10 – Late payment of the registration fee

Students paying the registration fee are regularly registered and covered by insurance.

If a student does not pay the first installment within the deadline, he/she is considered dropped out. Late registrations may be accepted only if authorized by the Master Director and only after scrolling the list. In case of non-compliance with a payment deadline, an extra-fee of € 62 (for delayed payment) must be paid for each late installment. If the delay overcomes 60 days, **the extra-fee for late payment is € 124 for each late installment.**

The form including the **late payment fee** will be prepared by the Master Office once the late payment has been authorized by the Master Director.

The last-year student and those admitted with reservation will pay the Master fees without fines after their graduation.

11 – Moving to another Master

Transfer from one Master course to another is not allowed.

12 – Renunciation

Admitted participants who would like to withdraw from the course must inform in writing the Master Director. The EuroSapienza Secretariat will send this information to the Master Office.

The registration fees already paid by dropped out students are not refundable.

13 – Tax for the final exam of the Master

Before the final exam, participants are required to pay a graduation fee of € 70. The related form may be downloaded from the website www.uniroma1.it/studenti/infostud, by inserting the matriculation number and password and selecting in order: - TASSE – DIRITTI DI SEGRETERIA – **tipo di bollettino: select the option “Esame finale Master” – choose year 2014 – insert the course code: 14382 – AVANTI – STAMPA.**

Note that the emission date printed on the paying-in slip has an emission date which is equal to the expiry date. A student who has not passed the Master final exam and would like to register for another course for the following academic year, must pay the tax for the final exam before the matriculation with the new course.

14 – AlmaLaurea Questionnaire

Before the final exam, students must fill in an AlmaLaurea Questionnaire on the Internet <https://www.almalaurea.it/lau/registrazione/>. Students must register through **Registration** (step 1), insert **username and password** in the LOGIN section (step 2), fill in, print the document (step 3), and deliver it to the EuroSapienza Secretariat.

15 – Obtaining the Degree

At the end of the Master course, to obtain the Master degree, students must pass a final exam consisting in the preparation and discussion of a Project work.

To be admitted to the final exam the students must have:

- attended the Master activities,
- received the necessary credits for the master formative activities,
- paid the registration fees and the tax for the final exam,
- filled in the AlmaLaurea questionnaire,
- printed the related document to be delivered to the EuroSapienza Secretariat.

The final Project work must be presented and defended in front of a Committee which will give its evaluation on a scale up to 110 (one hundred and ten). The minimum grade to get the Master Diploma is 66/110 (sixty-six). The Committee may unanimously add honors (lode) to the maximum grade 110.

The Master Diploma is issued by the Sapienza University of Rome only after a check of the regularity of the career and administrative position of the student.

The final Master Poster does not report the grade, except if it was achieved with honors.

It will be handed out to the graduated students by the Master Director.

16– Information

Information concerning the **Master** is available at: www.eurosapienza.it.

For Enquiries:

Prof. Maurizio Boccacci Mariani

EuroSapienza Research Centre

Faculty of Economics

Via del Castro Laurenziano 9, 00161 Roma

Tel. +390649766515

e-mail: maurizio.boccaccimariani@uniroma1.it

Master Secretariat:

Dr. Gabriele Jori

EuroSapienza Research Centre

Faculty of Economics

Via del Castro Laurenziano 9, 00161 Roma

Tel. +390649766287

e-mail: international@uniroma1.it

Rome, 4 ottobre 2013

SIGNED BY THE RECTOR

To the 1st Level Master on “European and International Policies and Crisis Management”
Academic Year 2013 – 2014

To the *Director of the MASTER on*
EUROPEAN AND INTERNATIONAL POLICIES AND CRISIS MANAGEMENT
Prof. Maurizio Boccacci Mariani
Centro di ricerca EuroSapienza, Sapienza Università di Roma, Facoltà di Economia
Via del Castro Laurenziano, 9 - 00161 Roma

Mr/Mrs/Ms _____
Matriculation n. _____ fiscal code _____
born in _____ on _____ nationality _____
living in (City/State) _____
address _____ ZIP code _____
Phone _____ Mobile _____ e-mail _____
Italian place of stay (*only for foreigners living abroad*) CITY _____
ZIP code _____ Province _____
Italian Phone _____
Fax _____
Holder of the degree: _____
Issued on (date) _____
by the (University or HEI) _____ with the final grade
(over the max grade) _____/_____

Requests to be admitted to

the First level Master in **EUROPEAN AND INTERNATIONAL POLICIES AND CRISIS MANAGEMENT**

carried out by the Faculty of Economics, Sapienza University of Rome, academic year 2013/2014.

For this purpose, I enclose:

- Photocopy of a valid identity document, duly signed and easy to read (ID card - driving license - passport);
- Photocopy of the Italian Tax Code;
- Photocopy of the receipt of payment of the fee to participate in the selection;
- Self-certification on the obtained Degree (with the date in which it was obtained and final grades/mark), and transcript of the passed exams with related grades/marks (last-year students have to certify the attainment of the title by the date indicated under the art. 2.2.) (Annex 2);
- Curriculum of the studies and professional activities;
- Declaration of consent to the use of personal data (Annex 3);
- Self-certification regarding any other documents or title useful for the evaluation in the selection process.

I declare to having read, and agreed with, each article of the public notice of the Master admission, to fulfill all the requirements and to be aware that, as of the D.Lgs. 445/2000, giving false or incomplete declaration is a felony.

Place and Date_____

Candidate signature

SELF-CERTIFICATION ON THE ACADEMIC TITLE

To the Director of the Master code 14382
Prof. Maurizio Boccacci Mariani
Sapienza University of Rome
EuroSapienza Research Centre
Faculty of Economics
Via del Castro Laurenziano, 9 - 00161 Rome

I undersigned

born in _____ on

_____ Fiscal code

Taking an advantage of art. 2 of the Law n. 15/68 as modified and completed by the Law n. 127/97 and D.P.R. n. 403/98, and aware of the penalties foreseen by articles 483, 495, and 496 of the Italian criminal code concerning false certifications and mendacious declarations

UNDER MY PERSONAL RESPONSIBILITY, DECLARE THAT

within the Degree course _____ at
the Faculty of _____ of the
(University or Institution) _____ I have passed the following exams, with
related grades (grade/max grade) and ECTS University credits:

Subject	Grade/	ECTS	Date
1.			
2.			
3.			
4.			

5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			

(If a Degree has already been achieved fill in the following):

- therefore I have achieved the Degree _____ (B.A., M.A.,
other) in _____ on _____ at the
Faculty of _____ University _____
in the academic year _____ with the final grade of _____ and
final thesis (if any) title“ _____ ”
Mentor’s name _____

(If the candidate is a last-year student fill in the following):

- the achievement of the Degree _____ (B.A., M.A., other) in
_____ is expected by the
date _____ in the academic year _____ at the Faculty of
_____ of the _____ University
_____ and final thesis (if any) is titled
" _____ "

Mentor's _____ name
_____.

Place and Date _____

Candidate signature

Declaration of consent to the use of personal data
(in compliance with the Legislative decree “Decreto Legislativo 196/2003”)

In compliance with D.Lgs. 196/2003, I declare to be aware that the enrollment with the **first level Master in European and International Policies and Crisis Management** implies the possibility that Sapienza University of Rome uses my personal data and that it might communicate them to other Institutions, private or public bodies, in Italy as well as abroad.

I also declare to be aware that Sapienza University of Rome will use my personal data solely with the modes and for the purposes related to the aim for which they have been supplied and in any case will respect the law protecting personal data.

Therefore, concerning the use of my personal data by the University or other above-mentioned bodies, in order to be admitted to the **first level Master in European and International Policies and Crisis Management**, I declare to be aware that a lack of my consent will not allow the Sapienza University of Rome to proceed with the enrolment and management of the related procedures:

☐ I give my consent

☐ I deny my consent

Concerning the use of my personal data for informational and promotional purposes (cultural initiatives organized by the Sapienza University of Rome or third parties) through announcements in periodic communication:

☐ I give my consent

☐ I deny my consent

Concerning the use, by the Sapienza University of Rome or other parties, of my personal data for market research or customer satisfaction surveys regarding the University activities and services:

☐ I give my consent

☐ I deny my consent

Place and Date _____

Candidate signature
