



**CALL FOR ADMISSION TO  
II LEVEL HONOURS COURSES OF  
MASTER'S DEGREE IN INNOVATION MANAGEMENT  
2023 – 2024 ACADEMIC YEAR**

**Art. 1**

**Admission to the School and available places**

1. The Sant'Anna School of Advanced University and Postgraduate Studies (hereafter, the School) announces a public competitive procedure **for academic qualifications and examination for 2 places on II Level Honours Courses** for the 2023-2024 academic year, on the following Master's Degree Course: "*Master Degree in Innovation Management*" - Scientific-Disciplinary Area of Economic and Management Sciences - organised in co-operation with the University of Trento. The number of places may be increased after the publication of this announcement, if additional financial and logistical resources become available. In this case the School will ensure adequate disclosure through publication on its institutional website, [www.santannapisa.it](http://www.santannapisa.it), in the area dedicated to admissions.
2. Selected candidates must be eligible for **admission** to the following Master's Degree Programme: "*Master Degree in Innovation Management*" and then enrol in the first year of the Programme in question at the University of Trento.
3. II Level Honours Courses envisage supplementary educational programmes for University studies in applied sciences, which aim to ensure the high quality of the studies and the cultural and personal development of the students, based on a close connection between training and scientific research, as well as through the interdisciplinary co-operation among the School's scientific and disciplinary areas. The students concerned participate in highly qualified training activities, exchanges with foreign countries and internships at Italian or foreign organisations and companies. In addition, the School undertakes to provide students with advanced linguistic training which, at the end of the Courses, will enable them to acquire a level of knowledge that is comparable to the standards required by international certifications.
4. Students are provided with free accommodation within the School's facilities.

**Art. 2**

**Admission requirements, grounds for exclusion and disqualification**

1. The competitive procedure is open to students who declare that they:
  - a) have submitted an application for admission to the first year of the following Master's Degree Programme: "*Master Degree in Innovation Management*" at the University of Trento for the 2023-2024 academic year;
  - b) have gained the Degree envisaged for admission to the above-mentioned Programme, *or* undertake to obtain the Degree within 31st October 2023, *or* have an academic qualification obtained abroad, *or* undertake to obtain the academic qualification within the above-mentioned deadline;
  - c) have a certificate attesting a knowledge of the English language that corresponds to level B2.
2. Furthermore, candidates must have an arithmetic average of the marks of examinations taken in the Degree Course required for admission to the Master's Degree programme of at least 27/30, or an equivalent mark for foreign candidates. This assessment will be carried out by the Examination Board, prior to the assessment of the academic qualifications, and will only allow admission to the selection procedure described in art. 3 by candidates who have the required average mark or for whom an equivalent mark has been established.
3. Candidates declare that they meet the admission requirements in their application form, in accordance with articles 46 and 47 of Presidential Decree (D.P.R.) No. 445 dated 28th December 2000, as subsequently amended and supplemented. The School reserves the right to verify the truthfulness of the statements made in the applications to participate in the competitive procedure and to verify that candidates meet the prescribed requirements, at any time, even after the successful candidates have been selected. Failure to meet the requirements will result in exclusion from the competitive procedure, or will entail in disqualification from the place awarded, if discovered after the successful candidates have been selected. Exclusion or disqualification and the respective reasons will be notified in writing to the persons concerned via the e-mail address indicated in the application.
4. Further grounds for exclusion from the competitive procedure and disqualification from the place awarded are envisaged in this call for admissions in arts. 3, 4, 5 and 6.



### **Art. 3**

#### **Selection**

1. The selection procedure consists in assessing the academic qualifications and an examination. The selection aims to ascertain the high level of knowledge, the candidates' potential for cultural and educational development, the candidates' aptitude and motivation, as well as their suitability for the chosen Course of Study, and their willingness to live in a college environment.
2. The candidate is required to indicate in his/her *curriculum vitae et studiorum*, the academic qualifications referred to in art. 4 and any other professional or cultural qualification which he/she considers may be useful to the Examination Board in its assessment.
3. The entrance examination consists of an interview, conducted in Italian or English, depending on the candidate's preference, aimed at verifying the candidate's knowledge of business administration and management subjects, the study programme and the reasons which have led him/her to submit an application for the "*Master Degree in Innovation Management*" Master's Degree Programme.
4. The entrance examination may also be organised on-line using procedures which ensure the candidates' identification and publication of the entrance examination, if it is not possible for the School or the Examination Board to hold the oral test face-to-face, due to force majeure. Any situations declared by individual candidates as preventing them from taking the oral test face-to-face will be assessed, at the Examination Board's sole discretion, as justifying the use of the on-line procedure.
5. The candidate's failure to sit the entrance examination, for whatever reason, including force majeure will result in the candidate's exclusion from the competitive procedure.

### **Art. 4**

#### **Examination Board, test scores and ranking lists**

1. The Examination Board is appointed by a Rector's Decree and is composed of the School's teaching staff, assistant professors and research fellows. The teaching staff, assistant professors and research fellows from other Universities, external experts and scholars may also be invited to take part in the Examination Board.
2. The Examination Board will assess the candidates' qualifications, in accordance with art. 3 regarding candidates who have been admitted to the following Master's Degree Programme: "*Master Degree in Innovation Management*" on the date the Examination Board holds its meeting.
3. The Examination Board will only assess the academic qualifications of the candidates who have obtained the average mark required under art. 2 of the call for admissions.
4. The academic qualifications to be assessed include the following:
  - *curriculum vitae et studiorum* listing the examinations taken in the Degree Course required for admission to the Masters' Degree Programme and the relative marks awarded;
  - Degree thesis or, alternatively, another document produced for the purpose of obtaining the academic qualification;
  - publications;
  - foreign-language certificates and certifications, other than English;
  - study, degree and/or scholarship awards;
  - any other academic qualifications submitted.

In its first session the Examination Board will indicate the criteria to assess the academic qualifications, considering that the Board has 50 points available for this assessment. Candidates will be admitted to the entrance examination, if they have obtained at least 35/50 in the assessment of their academic qualifications.

5. The Board has a total of 50 points available for the entrance examination. In the first session the Examination Board will indicate the criteria to be adopted to assess the entrance examination. Candidates who achieve a score of at least 35/50 will pass the test, therefore, failing to pass the entrance examination will result in the candidate being ineligible, even if the final score achieved is higher than 70/100.
6. At the end of the procedure the Examination Board will draw up a **merit-based ranking list of eligible candidates**, expressed in hundredths, by adding together the marks gained in the assessment of the academic qualifications and in the oral test. Candidates who passed the assessment with an overall mark of not less than 70/100 will be considered eligible for admission to the School.
7. In the event of a tied score preference will be given to the score obtained in the entrance examination and in the event of a further tied score the successful candidates will be declared, firstly, by applying the criterion of the least represented gender in the same ranking list, and secondly, by applying the criterion of the youngest in age.



8. The Rector will issue a Decree to approve the competitive procedure records and the final ranking and will announce the successful candidates within the limits of the places available. The general merit-based ranking list of the eligible candidates is published on the School's institutional website at the end of the competitive procedure.
9. In order to be declared successful candidates, eligible candidates will be required to prove that they have been **admitted** to the following Master's Degree Programme: "*Master Degree in Innovation Management*" and **to have enrolled** in the first year of the same Programme at the University of Trento, which is the administrative headquarters of the Degree Programme. Candidates who have not yet been enrolled are admitted under reservation. Failure to enrol at the University of Trento will entail forfeiting the place awarded.
10. Any changes in the ranking lists will normally be possible within 31st December 2023.
11. Successful candidates will be invited to accept their place within 7 days of the publication of the ranking lists on the School's institutional website and, therefore, to attend the School, in accordance with the communication that will be sent by e-mail.
12. Failure to attend the School, after having received the notification, without a justified reason, will entail forfeiting the place awarded.

#### Art. 5

##### Admission application and submission deadlines

1. The application is free of charge and must be registered on-line using the electronic procedure accessible on the School's institutional website, in the area dedicated to the admission procedure: [www.santannapisa.it](http://www.santannapisa.it) . Computer identification ensures that the on-line application is traceable to the candidate.
2. The deadline for submitting admission applications to the competitive procedure is **12pm on August 25<sup>th</sup>, 2023**.
3. The candidate is required to declare the following details in the competitive procedure application, pursuant to article 46 of Presidential Decree No. 445 dated 28th December 2000:
  - a) name, surname, place and date of birth and tax code;
  - b) nationality;
  - c) place of residence, or domicile address, if different, telephone number and e-mail address elected for the purposes of the competitive procedure in order to receive communications, and an undertaking to notify any changes in the foregoing information;
  - d) that they have not been convicted or found guilty of any criminal offence;
  - e) that they meet the admission requirements indicated in art. 2;
  - f) that they have the required academic qualification entitling the holder to access the Master's Degree Programme, indicating the type of Degree obtained, the University that awarded the Degree, the place and date the Degree was obtained, as well as the mark awarded *or* an undertaking to obtain the Degree within 31st October 2023, or that they have gained an academic qualification obtained abroad indicating the type of Degree obtained, the name of the University that awarded the Degree, the place and date the Degree was obtained and the mark awarded, or an undertaking to obtain the Degree within the deadline indicated above;
  - g) that they have obtained the arithmetic average of the marks awarded in the examinations taken in the Degree Course valid for admission to the Master's Degree Programme, equal to at least 27/30, as envisaged in art. 2 of this call for admission, or an equivalent assessment for foreign candidates;
  - h) that they have read the admission procedure and they accept the relative provisions without reservation;
  - i) that they are aware of and acknowledge the information notice regarding the processing of personal data envisaged in art. 8 below;
  - j) that they wish to take advantage of assistance to sit the entrance examination, since the conditions set out in article 20 of law No. 104 dated 5th February 1992 apply;
  - k) the existence of any family relationship, within the 4th degree for immediate family members and within the 2nd degree for family members by marriage, with a member of the teaching staff, an assistant professor or a member of the School's administration and technical staff, as provided for in art. 7 of the School's Code of Ethics.
4. Candidates are required to enclose the following with their application:
  - their *curriculum vitae et studiorum* listing the examinations taken in the Degree Course required for admission to the Master's Degree Programme, and the relative marks awarded;
  - the Degree thesis or an alternative document (in Pdf format), for candidates who have already graduated or candidates who obtain their Degree after the deadline envisaged for the call for admission;
  - the academic qualifications the candidates intend to submit for assessment by the Examination Board (specific spaces to upload documents will be available for this purpose in the on-line application procedure);



- a copy of the candidate's valid identity document;
- a reasoned request in the case of candidates with a disability, to be accompanied by appropriate certification, in which they indicate, in relation to their specific condition, the assistance required to sit the examination, as well as the possible need to be given additional time, in accordance with Law No. 104 dated 5th February 1992, as subsequently amended and supplemented. The Examination Board will assess whether to grant assistance and allow additional time in relation to the specific disability, based on the documentation received and the Honours and Master's Degree Students Office will promptly inform the admitted candidate accordingly;
- a reasoned request in the case of candidates with specific learning disabilities, to be accompanied by appropriate certification, in which they indicate that they wish to be granted additional time and the necessary compensatory tools, in accordance with Law No. 170/2010, as subsequently amended and supplemented. The Examination Board will assess whether to grant the compensatory tools and allow additional time, based on the documentation received and the Honours and Master's Degree Students Office will promptly inform the admitted candidate accordingly.

5. All the data listed in the application to participate and the attached declarations constitute declarations in lieu of certification, pursuant to art. 46 of Presidential Decree No. 445/2000 and declarations in lieu of affidavits, pursuant to art. 47 of Presidential Decree No. 445/2000, as subsequently amended and supplemented. Candidates are therefore required to attach a copy of their valid identity document to the application.

6. Candidates whose applications are received after the deadline or are submitted in a form other than as indicated will be excluded from the selection procedure. Please ensure that you have received notification by e-mail that the application submission procedure has been definitively closed.

7. The School accepts no responsibility for any malfunctions due to technical problems and/or the overloading of lines of communication and/or of the application systems; candidates are therefore requested not to wait until the last few days preceding the deadline. In the event of any difficulties please contact the following address: [concorso.allievi2@santannapisa.it](mailto:concorso.allievi2@santannapisa.it).

8. The School will not be liable for the non-receipt of communications due to inaccurate information regarding the candidate's address, or due to the late notification of a change of the address indicated in the application, nor for any misunderstandings attributable to third parties, and unforeseeable circumstances and force majeure.

9. The School will promptly inform candidates if their application form is inadmissible and the relative reasons.

10. Candidates may communicate with the School via the following address: [concorso.allievi2@santannapisa.it](mailto:concorso.allievi2@santannapisa.it). The School will communicate with candidates via the e-mail address indicated in the application form.

#### **Art. 6**

##### **Degree**

1. Candidates who declare they have not obtained a Degree within the deadline to submit the application form, undertake to obtain a Degree within the timeframe indicated to access the Master's Degree Programme. Failure to obtain the Degree within the timeframe indicated and the consequent impossibility of enrolment will result in forfeiting the place awarded.

2. Candidates who declare they have obtained an academic qualification abroad will be admitted to the competitive procedure subject to certain conditions. If they are eligible, access to the School will be subject to enrolment in the Master's Degree Programme at the University of Trento, and therefore, to an assessment by the latter University regarding the foreign academic qualifications gained. A failure to obtain academic recognition of the foreign academic qualifications for admission to the Master's Degree Programme will result in forfeiting the place awarded.

3. Please refer to the provisions prescribed by the Ministry of Education, University and Research (MIUR) regarding the enrolment of foreign students for the 2023-2024 academic year in the case of candidates with academic qualifications obtained abroad and for candidates who are citizens of non-European Union countries. The circular and the respective annexes can be downloaded at the following link: <http://www.studiare-in-italia.it/studentistranieri/>.

#### **Art. 7**

##### **Timetable for entrance examination**

1. The entrance examination will be held at the location and according to the timetable that will be published on the School's institutional website within **September 1<sup>st</sup>, 2023**. Any changes will be announced in the same form.

2. The lists of candidates admitted to the entrance examination will also be published on the institutional website within **September 6<sup>th</sup>, 2023** in the area dedicated to the competitive admission procedure to II Level Honours Courses with an indication of the day and time set for the entrance examination. This indication is valid as an invitation to sit

the entrance examination, without the need for further communications. If the entrance examination is to be held using electronic means, then the respective arrangements will be published on the institutional website.

3. Candidates are required to attend the entrance examination with a valid identity document.

#### **Art. 8**

##### **Coordinator of competitive procedure, processing of personal data and anti-corruption measures**

1. In accordance with the provisions of art. 5 of Law No. 241/90, as subsequently amended and supplemented, the Coordinator of the competitive procedure referred to in this call for admissions is the Head of Honours and Master's Degree Students Office - Training Department of the Sant'Anna School of Advanced Studies - Piazza Martiri della Libertà, No. 33, 56127 Pisa, tel. 050/883372 - 273, e-mail: [concorso.allievi2@santannapisa.it](mailto:concorso.allievi2@santannapisa.it).

2. Pursuant to GDPR 679/2016 (General Data Protection Regulation) the School is the Data Controller of the personal data provided in the application form or as otherwise acquired as part of the competitive procedure. The provision of personal data is required for the purpose of participating in the procedure. The personal data is processed in order to perform the following institutional activities:

- implementing the competitive procedure;
- access by students and their stay in the School's facilities;
- establishing an academic record of achievement;

3. providing placement services to students.

3. The rules contained in the GDPR 679/2016 "General Data Protection Regulation" apply to the personal data processing carried out by the School.

4. The data will be processed by the administrative staff of the Honours and Master's Degree Students Office and by the Competitive Procedure Committees, as well as for the purposes of the placement service provided by the Placement Office for the Third Mission Area, and carried out at the School's Headquarters in Piazza Martiri della Libertà, No. 33, Pisa, through the use of computerised procedures, and in any event, in accordance with the procedures and within the limits necessary to fulfil the purposes indicated above, also in the case of any disclosure to third parties. The data will be rendered anonymous and will be used for statistical processing.

5. Candidates are entitled to the rights set out in GDPR 679/2016 and, in particular, the right to access their personal data, to request their rectification, updating and deletion, if incomplete, incorrect or collected in violation of the law, as well as to object to their data being processed for reasons recognised by the law, by sending a request to: Sant'Anna School of Advanced Studies, Honours and Master's Degree Students Office, Piazza Martiri della Libertà, No. 33, 56127 Pisa, e-mail: [concorso.allievi2@santannapisa.it](mailto:concorso.allievi2@santannapisa.it). Please contact the "Personal Data Protection Officer" for the School at the following e-mail address for further clarifications and information: [dpo@santannapisa.it](mailto:dpo@santannapisa.it).

6. The School operates in compliance with the anti-corruption and transparency regulations (Law No. 190/2012, and Legislative Decree No. 33/2013, as subsequently amended and supplemented) by applying the measures identified in the "[Three-year Anti-corruption and Transparency plan 2022-2024](#)", published in the "Transparent Administration" area of the institutional website.