

CALL FOR APPLICATIONS FOR THE
LEVEL I UNIVERSITY MASTER IN
“PEDAGOGISTA IN EDUCATIONAL SERVICES FOR EARLY
CHILDHOOD”

Academic Year 2011/2012

RECTOR

- GIVEN the Charter of the University of Studies of Modena and Reggio Emilia, issued with rectorial decree no. 24 of 14 April 1994 and its subsequent amendments and supplements;
- GIVEN Ministerial decree no. 270 of 22 October 2004, “Amendments to the Regulations containing norms concerning the teaching autonomy of universities, approved with decree of the Ministry of the University and Scientific and Technologic Research no. 509, dated 3 November 1999 and published within the Official Gazzette no. 266 of 12 November 2004;
- GIVEN the University Educational Regulations;
- GIVEN MIUR (Ministry, Instruction, University, Research) note of 18 May 2011 relative to the registrations of foreign and EU students within state-owned and private Italian universities which are authorized to issue degrees that are legally effective;
- GIVEN the University Master Regulations;
- GIVEN the resolutions dated 19/04/2011 and 24/05/2011 with which the Board of Directors and Academic Senate respectively approved the formation and activation of the University Master for the AY 2011/12;

D E C R E E S

ARTICLE 1 - Formation

The University of Studies of Modena and Reggio Emilia, in accordance with Ministerial Decree no. 270 of 22/10/2004, hereby opens the following University Master for the AY 2011/12;

Level I University Master in “*Pedagogista of educational services for early childhood*”.

MINIMUM NUMBER OF AVAILABLE POSITIONS	MAXIMUM NUMBER OF AVAILABLE POSITIONS	TOTAL REGISTRATION QUOTA
20	30	€ 3,000.00 ¹
<p>ADMISSION REQUIREMENTS</p> <p>Individuals with first level Degrees belonging to the following Classes may, in accordance with Ministerial Decree no. 509/99 and Ministerial Decree no. 270/04, be admitted to the Master;</p> <ul style="list-style-type: none"> • Science of education and training (class: 18, L-19); • Psychological sciences and techniques (class: 34, L-24); <p>In addition, individuals with Degrees issued in accordance with the system pursuant to Ministerial Decree no. 509/99 (old degree system) and those with University Diplomas created in accordance with Law no. 341/90 which are considered equivalent - for the purposes of accessing the Master – with the Degrees listed above may be admitted to the Master.</p>		
<p>Deadline for admissions applications: Friday, September 9th, 2011, 1.30 pm</p>		
<p>Professional profile which the course intends to develop:</p> <p>The professional profile which the course intends to develop is that of the pedagoga-pedagogical coordinator of educations services from 0 to 6 years of age: infant-toddler centres, preschools and “new types of services”. A professional position which is being re-defined in terms of its role and job duties and which – along with the traditional duties which aim towards a pedagogical qualification of services and their coordination across the territory – is being increasingly characterized as a professional role with more extended and complex tasks that deals with services even in light of a general overview of the system and the problems which the management of this system entails: determination of needs, management and identification of resources, connections between the educational, cultural and social environment, the protection and control of quality. This implies that the pedagogical coordinator must be trained in a variety of organizational, pedagogical, relational and social skills which allow him/her to act as a coordinating figure within the system of educations services for early childhood.</p>		
<p>Educational objectives:</p> <p>The skills with the respective expected learning results that the course intends to impart to the student are as follows:</p> <ul style="list-style-type: none"> ➤ Local and collegial preparation of the educational project and monitoring: <ul style="list-style-type: none"> • Theoretical knowledge in the pedagogical and psychological arenas. • Knowledge and capacity to understand different educational aspects and problems of childhood services. • Capacity to prepare an educational project. • Capacity to analyze and reflect on educational practices. 		

¹ *This amount includes an annual pro-capita premium – charged to students – in relation to the “Accident” insurance policy as well as the “Third party and employer liability” insurance policy.*

- Management and organization of services:
 - Knowledge of organizational and managerial problems of a service.
 - Capacity to manage a work team.
 - Capacity to utilize methodologies as well as observation and assessment tools.
- Training on location for the various professional profiles:
 - Capacity to utilize methodologies for educational research for educational purposes (automatic learning of practices).
- Territorial coordination:
 - Capacity to coordinate a network of services within the territory and interact with various institutional figures.

Director of the Master: Prof. Antonio Gariboldi

Information:

For information of educational nature, contact the Educational Curriculum Manager: Prof. Antonio Gariboldi, tel. 0522 523143, e-mail antonio.gariboldi@unimore.it

For information of educational-organizational nature, please refer to Dr. Moira Nicolosi, within the International Center Loris Malaguzzi, Via Bligny 1/A 42100, Reggio Emilia, tel. 0522 513752, e-mail moiranicolosi@reggiochildren.it.

Duration and location of the Master: annual; lessons will be held from the month of October 2011 (start on 24 October) to the month of June 2012 and will be held from Monday to Friday, from 9.30 am to 5 pm (lessons on Saturday are planned).

Lessons will be held within the *International Center Loris Malaguzzi, Via Bligny 1/A 42100, Reggio Emilia*.

Internships will be held within the collaboration of infant-toddler centres and preschools of the city of Reggio Emilia.

The Master will end with a defense of a thesis in the month of October 2012.

Registration fees: First installment, € 1,600.00, at the time of registration; second installment € 1,600.00 within 30 April 2012.

Total hours: 1,500 hours (of which 250 hours dedicated to direct lessons in a classroom, 120 hours dedicated to other forms of training, 580 hours reserved for individual study, 450 hours for seminars and 100 hours for the final thesis).

Periodical reviews are also planned at the end of each teaching module and consist of a written and/or oral test.

In addition, a final test will be conducted and will involve the presentation and discussion of a text in which the candidate is called upon to illustrate and defend – in light of the theoretical, cultural and practical contributions that were acquired in the different training modules – the most significant aspects of the educational approach in infant-toddler centres and preschools within the Municipality of Reggio Emilia, analyzing this topic from an international perspective and with particular reference to the professional figure of the pedagista.

The lessons will be conducted in the Italian language; certain seminars and lessons are planned in English with foreign lecturers.

Teaching staff: The teaching staff is composed of professors, university researchers and experts of the sector at both the national and international level.

Selection methods: by qualifications.

The following qualifications will be assessed:

- Educational degree;
- Professional experience in the educational field;
- Other qualifications and documents which are deemed useful for evaluation of the candidate.

Foreign students must declare their level of knowledge of Italian within the CV. Italian students must declare their level of knowledge of English within their CV.

Evaluating Commission: Prof. Antonio Gariboldi, Dr. Paola Cagliari, Dr. Angela Barozzi, Dr. Benedetta Barbantini, Dr. Moira Nicolosi.

Alma Laurea - Database: in order to allow the Alma Laurea Interuniversity Consortium to constantly update their monitoring of the educational training provided by university master's, the students registered in the course will be called - by email and from the Department of State Exams, Doctorates and Masters – to fill out (optionally) the "Questionnaire on the opinions of attendees" about one month before the end of the course.

ARTICLE 2 – Admission requirements

The admissions test is open to those who – on the expiration date of the call for applications, and without limits on age and citizenship – have an educational degree that is attained in Italy and pursuant to Article 1 of this call for applications, or which have analogous academic degrees from foreign universities.

Candidates holding foreign academic degrees must ensure receipt of documentation in order for the latter to be verified (certificate of degree with exams; or a description of the degree with a list of completed exams, while potentially using the fax form, Attachment A) by the Department of State Exams, Doctorates and Masters (Via Università n. 4, 41121 – Modena); the documents must

be attached to the admissions application by using the online procedure pursuant to Article 3.

Italian and foreign citizens with a foreign academic degree must present - within the registration deadline and in compliance with currently effective norms pertaining to admissions of foreign students - the following documentation:

- ♦ Translated academic degree that is authenticated by an Italian representative office (embassy or consulate) in the country where it was attained;
- ♦ "Certificate of equivalence of qualification" that must be requested to the same representative office.

For additional information, consult the site www.miur.it – University – Students – Foreign Students.

The information sent from the candidates will be the subject of an in-depth analysis on the part of the competent offices in order to verify its veracity.

Candidates are admitted to the selective procedure with reservation of verification of the abovementioned pre-requisites.

ARTICLE 3 – Admission applications

The applications for admission to the selective procedure and other potential attachments (degrees and documents which are deemed useful for the purposes of the selective procedure) must be presented to this Administration, upon penalty of exclusion, within the peremptory deadline specified in Article 1, and exclusively by means of the following online procedure:

- Through the Internet at the website of the University and the page <http://www.unimore.it> - Services– IT services – ESSE3 window (it is first necessary to register within the site under the link "Registration", for registered users, select the link "Login" and follow these steps: enter the user name, password and then, within the Student Area, follow the steps "Admissions" - "Registration" - "Master").

The degrees and documents which are considered useful for the purposes of the selective procedure must be exclusively attached in .pdf or .rtf format with a maximum size of 20 MB. Attachments with sizes greater than 20 MB must be divided into several parts.

The admissions application includes a fee of € 39.62 (including a contribution for administrative services of € 25.00 and the revenue stamp of € 14.62), which is not reimbursable. The payment may be exclusively implemented with one of the following methods:

- 1) online by credit card;
- 2) within any Unicredit Bank Branch Office, by using the relative payment slip which is printed at the end of the procedure for filing the admissions application.

The payment of € 39.62 must be implemented within the peremptory deadline specified in Article 1.

The admissions application will only be considered correctly filed with an “explicit confirmation of validity of the application” on the part of the candidate during the course of the IT procedure mentioned above (consult the "Guide for admissions applications" published within the website of the university at the following link: <http://www.unimore.it/didattica/master.html>).

Before the “explicit confirmation of validity of the application”, but in any case within the deadline of the call for applications, the candidate may add, amend or delete the entered degrees and documents by connecting to the URL link shown above (it is necessary to select the link

"Login" and follow these steps: enter the user name, password and then, within the Student Area, select "Admissions", the name of the Master to which the candidate is registered and the link "Modify Registration").

It is not possible to file an application with relative attachments by email or fax.

For any technical and/or operational problem, the following email address is available:
webhelp@unimore.it .

Admissions requests that are submitted in accordance with the abovementioned methods will be considered filed on time if received by this Administration within the peremptory deadline for the call for applications. In addition, any requests presented after the expiration date of this deadline, as well as those received with methods that differ from the above, will be excluded.

During the course of the IT procedure for filing the application, the candidate must declare the following under his/her own responsibility:

- name and surname;
- location and date of birth;
- residence, landline/mobile, domicile elected for the purposes of the admissions test and email address;
- tax identification code (for those which have one; individuals without a tax id code must only confirm the one that is automatically calculated by the system);
- citizenship;
- possession of an educational degree (old or new educational system) or an analogous academic degree from a foreign university;
- the exact name of the Master in which he/she intends to participate;
- a CV;
- degrees and other documents which may be useful for the purposes of assessment;
- in the case of candidates with handicaps, and in accordance with law no. 104 of 5 February 1992, the potential type of aid which is necessary to undergo the examinations.

By presenting the admissions application, the candidate simultaneously commits:

- a) to promptly communicating any potential change in his/her residence or address;
- b) to transmitting – in the case of an Italian or foreign citizen with a foreign degree - the degree itself along with a list of completed exams as well as a translation into Italian and authentication in addition to a "certificate of equivalence of qualification" prepared by a competent Italian diplomatic-consular representative for the territory, in compliance with currently effective norms pertaining to admissions of foreign students to courses in Italian universities and within the peremptory deadline - upon penalty of exclusion - for the call for applications.

The exclusion of candidates may be officially communicated to the affected party at any time due to a lack of the admission requirements or due to an application filed or received after the established deadline or filed with methods differing from those specified in this call for applications or which does not specifically denote the master to which the candidate intends to participate.

The Administration does not assume any responsibility in the case of loss of communications due to inaccurate specifications or due to a lack or delayed communication of a change in the address or caused by technical issues or causes ascribable to third parties or haphazard or uncontrollable circumstances. In addition, the Administration will not assume any responsibility relative to the failed receipt of documentation due to causes ascribable to third parties or in the case of errors on the part of the candidate when entering the attachments or due to losses of online connectivity.

DEGREES and DOCUMENTS:

Candidates must attach the following - by means of the online procedure - to the admissions application:

- a copy of the receipt of payment of € 39.62 (if the payment is implemented within a Unicredit Bank Branch Office): Electronic copy of the payment slip printed at the end of the procedure for filing the admissions application and containing a stamp of the bank and the date of payment; or, if the payment is implemented online by means of a credit card: a copy of the confirmation email); it should be noted that the "explicit confirmation of validity of the application" must only be provided after having attached the receipt;
- Certificate of the University Degree or Diploma, with exams or potential self-certification pursuant to Articles 46 and 47 of Decree of the President of the Republic 445/2000;
- CV
- Other degrees and documents which are deemed useful for the evaluation and the relative list;
- Candidate with a foreign academic degree: certificate of degree with exams; or a description of the degree with a list of sustained exams, potentially utilizing the fax *Attachment A*.

The certificates issued by the competent authorities of the country in which the foreigner is a citizen must comply with the provisions that are currently effective in the country itself and must also be translated and authenticated by the competent Italian consular authorities.

A translation into Italian – certified as a true copy of the foreign text - must be attached to the deeds and documents which are drafted in the foreign language; the translation must be drafted by the Italian diplomatic or consular representative offices of competence or by an official translator.

ARTICLE 4 – Methods for admission and publication of the candidate list

The selection methods and the test calendar are reported in Article 1.

At the end of the selection procedure, the commission will proceed with drafting the final rankings list.

The candidates will be admitted to the Master, by means of a decree of the Rector after having ascertained the regularity of the deeds, in accordance with the ranking list order and up until the attainment of the free posts in the Master.

The list of admitted parties will be made public in the following manner:

- billposting on the official list of the University;
- Publication on the website of the University <http://www.unimore.it> – Teaching – Master.

NO TELEPHONE INFORMATION WILL BE PROVIDED NOR WILL HOME COMMUNICATIONS BE SENT.

In the case of effective placement in more than one list, the candidate may register in only one Master given the prohibition of simultaneous registration in more than one Master program. It is also not possible to simultaneously register within a Specialization School, a Research Doctorate, a University Degree or Specialized Degree.

ARTICLE 5 – Registration of admitted candidates

Upon penalty of cancellation and within the peremptory deadline of twelve days – effective as of the day following the date of publication of the final list within the University List - the candidates which are effectively placed within the final ranking list must exclusively register within the Master according to the following methods:

- through the Internet:

Connect to the website of the University at the following URL: www.esse3.unimore.it (select the link “Login” and - by using the username and password assigned by the system at the time of registration for the admissions test, or those which were already possessed if students of the University of Modena and Reggio Emilia – follow these steps in the Student Area: “Registration” – “Registration to courses with programmed list access”; if the username and password are not known, send an email to webhelp@unimore.it);

or

- through the self service center:

utilize the tax identification code.

In both of the methods listed above, the candidates who are effectively listed in the final ranking must confirm the data which they previously entered at the time of filing of the admissions application and must print the following documentation:

- a) application for registration in the Master;
- b) payment slip reporting the amount of the first instalment of the registration quota of the Master, as specified in Art. 1.

Payment of letter b) above may be exclusively implemented with one of the following methods:

- 1) Online by credit card;
- 2) in any Unicredit Bank Branch Office, by using the relative payment slip which is printed at the end of the procedure for registering the admissions application.

Payment of the second installment must occur within the deadline pursuant to Article 1 of this call for applications, and exclusively with one of the following methods:

- 1) online by credit card;
- 2) in any Unicredit Bank Branch Office, by using the relative payment slip which is printed in the relative page.

In the case of default and/or delayed payment of the all installments after the first, an amount of **€ 30.00** will be due as a penalty within the abovementioned deadlines if the students pay the instalment within 15 days from the expiration date, otherwise an amount of **€70.00** will be due from the 16th day.

Sole payment of the first instalment and the printout of the forms described above do not complete the registration to the Master.

The candidates, upon penalty of cancellation and within the peremptory deadline of twelve days – effective as of the day following the date of publication of the final lists- must send the following documentation to the Department of State Exams, Doctorates and Masters (Via Università 4, 41121 Modena) by means of DIRECT DELIVERY during the days and times when this department is open to the public (from 1 May to 31 August: Monday from 1.30 pm to 3.30

pm, Tuesday and Thursday from 11 am to 1.30 pm; from 1 September to 30 April: Monday from 1.30 pm to 3.30 pm, Tuesday from 11 am to 1.30 pm; Wednesday from 3 pm to 5 pm; Thursday and Friday from 11 am to 1.30 pm) or by REGISTERED LETTER or POSTAL COURIER (it is not the delivery date of the envelope but rather the date of receipt by the University Administration which is relevant):

- a) Registration request;
- b) Receipt of payment of the first instalment;
- c) Receipt of payment of € 39.62, in accordance with Article 3;
- d) Recent photograph in card format;
- e) Photocopy of the valid identity document, duly undersigned;
- f) Photocopy of the tax id code card.

Italian and foreign citizens with a foreign degree must present the Department of State Exams, Doctorates and Masters - upon penalty of exclusion and within and not later than the registration deadline, using the methods listed above or by FAX to the number 059/2056574 – with the degree certificate and the list of completed exams along with a translation into the Italian language and authentication in addition to a “Certificate of equivalence of qualification” prepared by a competent Italian diplomatic-consular representative for the territory.

Foreign citizens which do not possess a tax identification code must request one from the Internal Revenue Service and must provide a copy of the card issued by the latter - within 30 days from the start date of the Master - to the Department of State Exams, Doctorates and Masters; this copy must be exclusively sent by fax to the number 059/2056574.

Any candidates which have not formalized their registration within the deadlines and in accordance with the methods listed above will be considered renunciatory.

Those candidates which issued false declarations will be considered forfeit.

The posts which become available will be assigned to other candidates, in accordance with the final ranking list.

If, at the end of the selection procedures, there are still vacant posts, admissions applications which were presented after the deadline of the call for applications but within the start date of the lessons may be taken into consideration and will include a € 30.00 penalty on the potential registration.

If the minimum number of registered candidates is not attained, the course will be revoked and in this case the paid taxes will be reimbursed.

ARTICLE 6 - Replacement

In the case of vacant posts, entitled parties will be requested – by email and/or telegram – to register, upon penalty of forfeiture and in accordance with the methods outlined in the previous article - within the peremptory deadline of four days as of the day following the date of delivery of the email and/or telegram.

The University of Modena and Reggio Emilia declines all responsibilities in the case of incorrect addresses specified by the candidate or changes of address which are not promptly communicated by fax to the Department of State Exams, Doctorates and Masters (059/2056574).

ARTICLE 7 – Attendance methods

Attendance in lessons is mandatory and the minimum requirements for the issue of the degree are:

- Attendance for a period of not less than 70% of the overall duration of the theoretical lessons;
- Attendance for a period of not less than 70% of the overall duration of the internship;
- Passing intermediate tests;
- Passing the final test.

ARTICLE 8 – Educational credits and issued degree

The University Master pursuant to Article 1 grants 60 educational credits, in accordance with Article 7, paragraph 4 of Ministerial Decree no. 270/2004.

At the end of the course, and following a pass for the final test, a degree will be issued for the Level I University Master in “Pedagogista of educational services for early childhood”.

ARTICLE 9 – Personal data handling

The University Administration, in implementation of Legislative Decree no. 196/2003, commits to utilizing the personal data supplied by the candidate for the implementation of the selection procedure and for institutional purposes.

Participation in the selection procedure implies, in compliance with the principles pursuant to Legislative Decree 196/2003, an expression of tacit consent to the publication – within the Internet site of the University of Modena and Reggio Emilia – of the personal data of candidates and the data relative to the admissions tests.

ARTICLE 10 - Information

Information of educational nature may be requested from the Educational Curriculum Manager: Prof. Antonio Gariboldi, tel. 0522 523143, e-mail antonio.gariboldi@unimore.it

For information of educational-organizational nature, please refer to Dr. Moira Nicolosi, within the International Center Loris Malaguzzi, Via Bligny 1/A 42100, Reggio Emilia, tel. 0522 513752, e-mail moiranicolosi@reggiochildren.it.

In addition, all information is available at: www.unimore.it

Information of administrative nature may be requested from:

Department of State Exams, Doctorates and Masters - Via Università, 4 - 41121 Modena, tel. 059-2056423 (Monday, Wednesday and Thursday from 9.30 am to 11.00 am), fax 059-2056574, e-mail: segr.postlaurea@unimore.it.

Opening to the public in the following days and times:

- **from 1 May to 31 August:** Monday from 1.30 pm to 3.30 pm, Tuesday and Thursday from 11 am to 1.30 pm;
- **from 1 September to 30 April:** Monday from 1.30 pm to 3.30 pm, Tuesday from 11 am to 1.30 pm; Wednesday from 3 pm to 5 pm; Thursday and Friday from 11 am to 1.30 pm.

The Manager of the Procedure is the Manager of the Department for Services to Students.

Modena, 24 June 2011

THE RECTOR
(Prof. Aldo Tomasi)

Attachment A

Fax to be utilized for candidates with a foreign degree

DESCRIPTION OF DEGREE (Degree, Master of Science or other)

INFORMATION RELATIVE TO THE INDIVIDUAL HOLDING THE DEGREE

Surname _____

Name _____

Location of birth _____

Date of birth (day/month/year) _____

Citizenship _____

E-mail for correspondence _____

INFORMATION RELATIVE TO THE DEGREE

Level of Educational Degree (Degree, Master of Science or other) _____

Degree in _____

Degree attained within the University of _____

Degree attained on (day/month/year) _____

Final grade / Assessment _____

Field _____

Language(s) of teaching and for evaluation of qualification _____

Normal duration of the course (in years) _____

Prerequisites for accessing the course _____

INFORMATION ON EXAMS AND ATTAINED RESULTS (Details relative to courses and evaluations/grades/credits)

DATE	COURSE	EVALUATION	GRADE	CREDITS

Additional useful information relative to exams and results _____

INFORMATION RELATIVE TO THE UTILIZATION OF THE DEGREE IN THE COUNTRY IN WHICH IT WAS ATTAINED

Access to additional studies _____

