

Operational Guidelines for the Admission to Second Cycle Master Degree Programmes in Engineering (2-year courses).

Art. 1. Introduction

This Operational Guidelines describe the mandatory admission procedures to Second Cycle Master Degree Programmes (2-year courses). This is the preliminary administrative procedure that the candidate must follow before the enrolment procedure to a Master Degree course at Politecnico di Bari, for the purpose of verifying if the candidate meets all the admission requirements for the study course.

This procedure applies to candidates for enrolment to a Second Cycle Master Degree Programme (2-year course), including non-UE candidates residing abroad and any candidates with international education qualifications within a foreign system.

The procedural provisions and requirements of this document represent a summary of what is contained in our *Regolamenti didattici* (didactic regulations) of each Master Degree Course at Politecnico di Bari.

It's always necessary to refer to the *Regolamenti didattici* (didactic regulations) of each Master Degree Course at Politecnico di Bari.

This document does not replace the *Regolamenti didattici* (didactic regulations) of each Master Degree Course at Politecnico di Bari.

Art. 2. Access requirements for Second Cycle Master Degree Programmes (2-year courses) of Politecnico di Bari

Pursuant to the mentioned procedure, here the "admission requirements" (in this order):

1. Curricular requirements concerning:

a) The possession of the eligible entry qualification (1st Cycle Degree or any other achieved and adequate higher-education qualification) defined by the Regolamento didattico (didactic regulation) of the desired Master Degree course.

b) The possession of a specific minimum number of achieved ECTS - this control is carried out on the basis of specific groups of Italian Scientific Disciplinary Sectors (SDS) if they are established by the Regolamento Didattico of the desired Master Degree Course.

2. Individual competences and skills suitability: examination of the individual knowledge according to the Regolamento Didattico of the desired Master Degree Course;

3. Language proficiency verification: a) examination of the English language knowledge according to the minimum level defined by the Regolamento Didattico of the desired Master Degree course (IMPORTANT: for non-EU candidates who need a Study VISA for Italy please read art. 6);

Art. 3. Admission requirements verification

All candidates for enrolment to a Master Degree course of Politecnico di Bari must submit the admission form for the desired Master Degree course - through a specific procedure on Esse3 Platform - and wait for the eligibility for enrolment. This eligibility will be communicated within the reserved area on Esse3 Platform at each candidate whose the possession of all the admission requirements have been verified.

Art. 4. Curricular requirements

1. Qualification achieved according to the Italian system

Candidates having an higher-education qualification achieved within the Italian system must provide a self-declaration of their own previous academic career by filling the form that Politecnico will publish on its website within the procedure page. According to the Italian law 183/2011 and its subsequent amendments and integrations, these candidates will not be asked to produce and provide certifications.

2. Qualification achieved according to foreign system

• Candidates with a foreign qualification are obliged to certify their academic career through the following documents:

o certificate of their final secondary educational leaving qualification issued by the foreign institution and the official translation (in Italian or in English);

o Certificate of their 1st cycle academic qualification– including the list of the achieved exams – and the **certified translation**¹

o the language proficiency certificate – if necessary.

During the enrolment phase, Politecnico di Bari will require the *Dichiarazione di Valore* (Declaration of Value) issued by the Italian Diplomatic Authority in the Country where the qualification was achieved. This document is mandatory during the enrolment procedure, but it is not required during the preevaluation phase.

3. Examination of curricular requirements

The evaluation can result in the following outcomes:

a) **positive evaluation**. The curricular admission requirements examination is fulfilled therefore it is possible to go through the examination of the individual competence and skills suitability – described within the dedicated paragraph (art. 5.).

b) **admission with conditions**. If the curricular evaluation highlights any noncompliance with the minimum requirements defined by the Regolamento Didattico, the Didactic Committee will evaluate the possibility of integrating any other curricular requirement necessary for the enrolment to the Master Degree Course. There are two kinds of assigned conditions:

♣ Curricular integrations: didactic activities in specific Scientific Disciplinary Sectors, defined by the didactic board in charge, to be fulfilled before the enrolment to the Master Degree Course through the registration to **Single Courses** which are present within our study offer Curricular integration can not exceed 60 ECTS.

♣ enrolment with customized study programme: in this case, the Didactic Committee assigns and defines distinguished study paths in accordance with the educational objectives of the Master Degree Course and on the basis of the final qualification within 120 ECTS.

¹ With exception to high-school and higher-education qualifications held by recipients of international protection (holders of refugee, exile or subsidiary protection status) for which Politecnico di Bari will carry out the evaluation on the basis of the available documents. These candidates can benefit of a service of certification issued for free by CIMEA.

Art. 5. Individual competences and skills suitability

The examination of the individual competences is mandatory in any case. This verification is carried out only for those students holding the curricular requirements.

The competences and skills suitability - with the exception of the English language proficiency verification - is automatically fulfilled if the final degree mark is equal to or greater than the minimum defined by the Regolamento Didattico of the Master Degree Course the candidate wants to apply for.

In all the other cases the competences and skills suitability will be verified through an interview with a Committee appointed by the Degree Course. The interview contents are defined by the Regolamento Didattico of the desired Master Degree Course.

After the interview, the committee can assign curricular integration through the same procedures laid down in art. 4, paragraph 3, letter b), that is to say through specific Scientific Disciplinary Sectors, or through enrolment with customized study programme.

Interview dates for each Department will be published on Politecnico di Bari website.

Art. 6. Language proficiency verification

The required level of knowledge of the **English language** can be proved through one of these options, if it's required from the Didactic Regulation of the Study Course chosen:

a) certificate of language proficiency recognized by Politecnico di Bari according to the Common European Framework of References for languages (**CEFR**). For certificates issued by the Trinity College, Politecnico di Bari accepts only "ISE" certificates ("GRADE" certificates are not accepted).

b) **English test at our Centro Linguistico di Ateneo** – the test must be carried out and passed before the enrolment procedure;

c) For Master Degree Courses for which it is required a B1 English level, candidates must have passed at least one English language exam within the achieved bachelor degree career.

d) The Italian language proficiency verification is mandatory for non-EU candidates residing abroad and asking for a study VISA and who want to apply for Master Degree Courses taught in Italian.

ATTENTION: if you are a non-EU candidate needing a Study VISA for Italy, carefully read and fulfil all your duties described in the Procedures issued by the Italian Ministry for Universities and Research for Entry, Residency and Enrolment at Higher Education Institutions for Students Requiring VISAS for higher Education Courses in Italy ([Circolare 2022 2023 EN.pdf \(studiare-in-italia.it\)](#))

Art. 7. Procedures deadlines and indications

All candidates who want to enrol for a Master Degree Course of Politecnico di Bari must obligatory submit the request through the dedicated procedure on Esse3 Platform within the dates defined by the Senato Accademico (academic senate) according the established university deadlines for students careers. In order to be able to enrol, the admission requirements examination must have been carried out with the positive outcome of eligibility for enrolment.

Only candidates who have already achieved the required entry qualification can submit the application. Students who are about to graduate can not apply, as the final degree mark is an essential requirement for the evaluation.

The eligibility for enrolment is communicated on Esse3 Platform only after the transmission of the didactic evaluation outcome or the positive outcome of the interview for the verification of the individual competences suitability. After obtaining the eligibility for enrolment, candidates can enrol on Esse3.

Dates and deadlines for enrolment will be yearly defined by the Senato Accademico (academic senate).