



UNIVERSITÀ
DI SIENA
1240

MASTER'S PROGRAMME AND COURSES
OFFICE

Decree of the Dean
Classification: III/7

No. annexes: 0

**NOTICE REGARDING ADMISSION TO THE SUMMER SCHOOL PROGRAMME AT THE
"ROSELLE: MAKING A URBAN GIS FOR CULTURAL HERITAGE"
A.Y. 2017/2018**

THE DEAN

- In view of Law no. 341 of 19 November 1990 (Reform of university educational systems), and art. 6 paragraph 2 in particular;
- In view of Italian Ministerial Decree no. 270 of 22 October 2004 (Amendments to the regulations on the educational autonomy of universities, approved by Decree of the Ministry of Universities and Scientific and Technological Research no. 509 of 3 November 1999), and article 3 paragraph 9 in particular;
- In view of the Inter-ministerial Decree issued by the Ministry of Education, Universities and Research (MIUR) and the Ministry for Public Administration, and the change implemented on 9 July 2009 regarding the equivalence of the university degrees of the classes referred to by the Ministerial Decrees of 4 August 2000 and 2 April 2001 and the university degrees of the classes referred to by the Ministerial Decrees of 16 March 2007 and 19 February 2009;
- In view of the Inter-ministerial Decree issued by the Ministry of Education, Universities and Research (MIUR) and the Ministry for Public Administration, and the change implemented on 9 July 2009 concerning the equivalence of the degrees referred to in the laws not yet redrafted pursuant to Ministerial Decree no. 509/99, granted by state and non-state universities for the issuance of legally valid qualifications, and the specialised degrees of the classes referred to by the Ministerial Decrees of 28 November 2000, 2 April 2001, and 12 April 2001, and the Master's degrees of the classes referred to by the Ministerial Decrees of 16 March 2007 and 8 January 2009;
- In view of Italian Law no. 240 of 30 December 2010, concerning the organisation of universities, academic staff and recruitment, and the Government's mandate to improve the quality and efficiency of the university system;
- In view of the Inter-ministerial Decree issued by the Ministry of Education, Universities and Research (MIUR) and the Ministry for Public Administration, and the change implemented on 11 November 2011 concerning the equivalence of the diplomas issued by the speciality schools instituted pursuant to Italian Presidential Decree no. 162/1982, with a duration of three years, with the degrees falling under Ministerial Decrees 509/1999 and 270/2004, for the purposes of participating in public competitions;
- In view of the Statute of the University of Siena issued with Decree of the Dean no. 164/2012 of 7 February 2012, published in the Official Gazette No. 49 of 28 February 2012, as amended by Decree of the Dean no. 93/2015 of 28 January 2015, published in the Official Gazette No. 37 of 14 February 2015, and in the Official Gazette of the University - Supplemented under no. 114;
- With reference to the University of Siena's school regulations issued with Decree of the Dean no. 1332 of 26/09/2016 and in particular art. 8, paragraph 1, letters e) and f), which specify that the University can



UNIVERSITÀ DI SIENA

1240

launch the following, even in collaboration with public and private bodies:

- continuing education courses designed to promote life-long learning, even intended for people already in the workforce;
- professional master's and professional development courses.
- With reference to the Regulations governing the amounts received by the University of Siena for contract work and by way of donations, issued by Decree of the Dean no. 814/2002-03 of 9 June 2003, published in the Official Gazette of the University no. 45, amended by Decree of the Dean no. 349/ 2016 of 09/03/2016 posted on the University's on-line register on 09/03/2016 and published in the Official Gazette no. 122, and in particular Tab. A;;
- With reference to the Regulations governing the granting of teaching assignments issued with Decree of the Dean no. 1529 of 17 October 2012, posted on the University's on-line register on 18/10/2012 and published in the Official Gazette no. 101, as amended, as well the acts pertaining to the educational courses and programmes offered;
- Taking into account the resolution adopted by the University of Siena's Academic Senate on 13 February 2006, which determined that the changes to the master's, professional development, and training courses resolved by the Faculties would be immediately transposed into administrative acts with no need for any subsequent declaration by the Academic Senate itself, and established the necessary procedure for identifying the professors and teaching assistants, as well as the masters' evaluation procedures;
- Taking into account the resolution of the Academic Senate of 4 November 2009, which rendered it possible for the University of Siena's technical and administrative staff with open-ended or fixed-term contracts with at least six months of completed service to obtain a reduction in tuition fees equal to 50% of the amount required for registration, to be considered as surplus, in master's, professional development and training courses offered by the University;
- Taking into account the resolution of the University of Siena's Academic Senate of 6 November 2012, which established the criteria for registering in master's programmes, master's, professional development and training courses, and summer school programmes with the Departments proposing their institution;
- Taking into account the resolution of the Academic Senate of 17 December 2012, which establishes the requirements for holding any telematic meetings among the collegial bodies of the Graduate, PhD and 1st or 2nd-level specialising Master's Schools and the Supplementary courses;
- Taking into account the resolutions of the University of Siena's Academic Senate of 11 June 2014 and of the University of Siena's Board of Directors of 20 June 2014, which established the provisions concerning withdrawal from studies for master's, professional development and training courses and Summer School programmes, and the relative effects upon the payment of registration fees;
- Taking into account the resolution of the Academic Senate of 8 April 2014 and the resolution of the University of Siena's Board of Directors of 11 July 2014, which established the provisions concerning surplus admissions and fee exemptions for students with disabilities who apply for enrolment in University Master's Programmes, Master's, Professional Development, and Training Courses, and Summer/Winter School Programmes;
- Taking into account the resolution of the Academic Senate of 2 December 2014, which, starting in A.Y. 2015/2016, establishes the new schedule for the 1st or 2nd-level specialising Master's Programmes, Master's courses, Training courses, Professional Development courses, and Summer School programmes offered;



UNIVERSITÀ DI SIENA

1240

- Taking into account the University's provisions concerning compliance with regard to independent, occasional, or coordinated and continuous work contracts;
- Having ascertained that, with resolution no. 89/2015, during its meeting of 24 April 2015, the Board of Directors expressed a favourable opinion on the amendments to the Regulations concerning the University of Siena's Master's Degree Programmes, enacted with Decree of the Dean no. 1900 of 09/12/2013, posted on the University's on-line register on 09/12/2013, partially rectified with Decree of the Dean no. 4 of 20/12/2013, published in the O.G. no. 108 and amended with Decree of the Dean no. 1102 of 17/07/2014, published in the O.G. no. 112, last amended with Decree of the Dean no. 683 of 05/05/2015, published in the O.G. no. 117, which was then partially rectified under Art. 3, paragraph 1 with Decree of the Dean no. 1631 of 9/11/2015, and published in the O.G. no. 120, excluding the regulation's application to the Summer/Winter School Programmes;
- Having ascertained that the Summer School programmes fall within the scope of the courses indicated by art. 6, paragraph 2 of Italian Law no. 341 of 19 November 1990 (Reform of the university educational systems);
- Having ascertained that, on 29/03/2017, the Council of the University of Siena's Department of History and Cultural Heritage proposed the institution of a Summer School programme for the 2017/2018 academic year called "ROSELLE: MAKING A URBAN GIS FOR CULTURAL HERITAGE";
- Whereas on 15/05/2017 the University of Siena's Academic Senate expressed a favourable opinion concerning the institution of a Summer School programme for the 2017/2018 academic year called "ROSELLE: MAKING A URBAN GIS FOR CULTURAL HERITAGE";
- Whereas on 26/05/2017 the University of Siena's Board of Directors resolved for the institution of a Summer School programme for the 2017/2018 academic year called "ROSELLE: MAKING A URBAN GIS FOR CULTURAL HERITAGE"

HEREBY DECREES

Subject of the notice

1.1 The University of Siena hereby institutes a Summer School programme for the 2017/2018 academic year called "ROSELLE: MAKING A URBAN GIS FOR CULTURAL HERITAGE", within the Department of History and Cultural Heritage.

1.2 The purpose of the course is to teach the management of excavation data using the GIS platform. The course will focus upon the data from the town of Roselle, a multi-layered site, and the students will have the opportunity to learn the digitalisation and registration methods for both unpublished and previously published excavation data. Seminars will be held during the course in order to allow for in-depth study and discussion regarding the digitalisation issues encountered and the analysis of the data entered.

The course is specifically intended for foreign university students enrolled in humanities-related degree programmes.

1.3 Contact person for the course's organisation and teaching (lessons, calendar, classrooms, etc.):

Dr. Carlo Citter, no. 56 Via Roma, 53100 Siena, Italy Tel: +39-333-650-7998 email: citter.carlo@gmail.com.

Prerequisites

2.1 Any individuals interested in the topics covered may apply for admission to the Course.

Foreign university students enrolled in humanities-related degree programmes will be given priority for admission to the Summer School programme.



UNIVERSITÀ
DI SIENA
1240

2.2 The number of spots available for admission to the Course has been established at a minimum of 15 and a maximum of 25, plus 1 surplus spot reserved for University of Siena employees.

2.3 Students with disability percentages greater than or equal to 66% who declare an ISEE (Equivalent Economic Situation Indicator) value no greater than € 22,000.00 shall be admitted as surplus participants provided that they meet the requirements for admission to the Course and have passed the required selection processes.

The students to whom this paragraph refers are entirely exempted from paying the registration fees, and are not taken into consideration for the purpose of calculating the minimum number of course spots to be filled. Unless otherwise determined by the competent body with appropriate justification, the latter may not constitute more than 10% of the total students; whatever the case, this number may not be less than 1. In the event that the number of students meeting both the foreseen requirements should exceed the limit specified above, the benefit will be granted based on the admission ranking.

In the event that the number of applications for admission should not exceed the number of course spots indicated in the selection notice, the Course's decision-making body will determine the objective criteria for granting the aforementioned benefits.

In order to apply for this benefit, the interested students must fill out the appropriate fields during the on-line procedure, and attach a photocopy of their disability certificate and an ISEE (Equivalent Economic Situation Indicator) self-certification showing that their family unit does not have an income value greater than € 22,000.00.

Applicants with disabilities pursuant to Italian Law no. 104 of 5 February 1992, and the subjects referred to by Italian Law 68/1999 and 170/2010, must contact the Disability Accommodation and Learning Disability Services Office – no. 55 Via Banchi di Sotto – Siena, Italy – Tel. +39-0577-235415.

2.4 The Course has a duration of 120 hours.

Submission of applications

3.1 Applications can only be submitted via the website <https://segreteriaonline.unisi.it> operated by the University of Siena, and must be submitted **by 01 June 2018**. Applications will no longer be accepted after this deadline.

3.2 Instructions for completing the application

a) before completing the application, it is necessary to login to the system :

- I. by clicking on "Registration" (only if you do not have an active or previously existing account with the University). Once the registration process has been completed, you will be issued a **username** and **password** that can be used to log in to the system in order to access the services offered and modify the data entered. Your login credentials will be shown on the screen, can be printed from the registration confirmation page, and will be sent by email to the private e-mail address indicated during the procedure.

otherwise, if you already have an active or previously existing account with the University

- II. by clicking on the "Recover UNISIPASS credentials" (if you have forgotten your username and/or password)

b) after having logged in with your credentials (if you have another account, select it to continue), click on the "Secretary" menu and choose the "Admission Test" item

c) choose the course type

d) choose the course in which you wish to pre-register

e) complete the application



UNIVERSITÀ
DI SIENA
1240

Once the procedure has been completed, the system issues the application confirmation for the selection process.

3.3 During the on-line process, the applicants **must** attach the following documents in the "**Qualifications and assessment documents management**" section:

- CURRICULUM VITAE ET STUDIORUM, in which the students must provide a self-certification of their own basic computer knowledge (MS office, internet use)
- for students with disability percentages greater than or equal to 66% only: a self-certification indicating an ISEE (Equivalent Economic Situation Indicator) income value no greater than € 22,000.00 for their family unit.

As of 1 January 2012, with the entry into force of article 15 of Italian Law 183/2011, administrations can no longer accept certifications issued by other Public Administrations or by public service operators with regard to states, personal qualities, and facts. The certificates are always replaced by declarations in lieu of certification or by affidavits.

3.4 If the user is unable to perform the on-line procedure, he/she can consult the International Place – Integrated International Service Desk (Mon-Fri 9:30 a.m. to 1:00 p.m. Tue and Thu also 3:00 p.m. to 5:00 p.m.) by calling the toll-free number 800-221-644 (from an Italian landline only) or the number + 39-0577-232111, or else by sending an e-mail to internationalplace@unisi.it.

The International Place also offers assistance to international students (accommodations, permits, healthcare, and language support).

3.5 It is not permitted to make generic reference to documents and qualifications submitted to this Administration as attachments to applications for admission to other courses.

3.6 The Administration shall not bear any responsibility for any lack of communication resulting from incorrect contact information provided by the applicant or the applicant's failure or delay in providing a change of e-mail or mailing address, nor for any problems attributable to third parties, unforeseeable circumstances, or force majeure events.

3.7 Applications submitted with incomplete or incorrect documentation will be rejected.

3.8 Based on their individual needs, applicants with disabilities pursuant to Italian Law no. 104 of 5 February 1992, and the subjects referred to by Italian Law 68/1999 and 170/2010, must make specific requests regarding any assistance required and the potential need for additional time in order to sustain any admission tests. For this purpose, they must contact the Disability Accommodation and Learning Disability Services Office – no. 55 Via Banchi di Sotto – Siena, Italy – Tel. +39-0577-235415.

Evaluation and testing

4.1 If the number of applications for admission received are fewer than the number of spots available, the selection test will not be carried out, and the applicants will be contacted directly for registration.

4.2 If, on the other hand, the number of applications for admission is greater than the number of spots available, admission to the Course will be determined via the assessment of the curriculum vitae et studiorum submitted by each applicant, and the establishment of a merit-based ranking. Qualifications falling under any one of the following categories will be taken into consideration:

- 10/30 Educational Qualifications
- Specialised diplomas or certificates and professional qualifications 10/30
- 10/30 Other Qualifications

In order to gain admission, the applicant must obtain a score of at least 18/30.

4.3 The criteria for the evaluation of these qualifications will be established beforehand by the competent



UNIVERSITÀ
DI SIENA
1240

body during the first meeting.

4.4 The commission must prepare a summary sheet for each applicant containing a detailed list of his/her qualifications divided into the various categories and the corresponding scores.

4.5 Admission will be granted to the applicants with the highest rankings.

4.6 In the case of equal merit rankings among multiple applicants meeting the acceptance criteria, the youngest will be admitted.

4.7 In the event that an applicant should waive his/her admission, the applicant with the next highest ranking shall be admitted. Replacements will be made in this manner up until the beginning of the courses.

Registration

5.1 The Master's Programme and Courses Office will send each applicant admitted to the course a specific notice at the private email address indicated during the on-line registration process, which will indicate the deadline by which they must register with the "On-line Secretary" service.

Alternatively, the notice can be sent by regular mail, telegram or fax.

Once the procedure has been completed, the system generates the payment form for the first instalment of the tuition fees, in the amount established under art. 2 below.

The surplus students indicated under art. 2 paragraph 3 are exempt from the payment of tuition fees, but will nevertheless be required to pay the telematic stamp duty in the amount of € 16.00 using the MAV pre-printed payment slip.

The MAV form in question is a payment slip that can be printed and used to make the payment at any bank in Italy.

The student can pay the tuition fees on-line, even via credit card.

The payment confirmation is normally received by Esse3 (the computer system that manages the students' accounts) within 48 hours.

Once the on-line procedure has been properly completed, the student can print the registration confirmation.

The registration only becomes effective once the fee has been paid. Those who are found not to have paid the fee at the beginning of the courses will have their accounts closed due to forfeiture.

The registration process is only considered to be effective once it has been verified that the applicant has met the Course prerequisites. Up until that time, the applicant's registration is to be understood as provisional.

The Administration shall not bear any responsibility for any lack of communication resulting from incorrect contact information provided by the applicant or the applicant's failure or delay in providing a change of e-mail or mailing address, nor for any problems attributable to third parties, unforeseeable circumstances, or force majeure events.

Pursuant to article 75 of Italian Presidential Decree no. 445 of 28/12/2000, and without prejudice to the provisions of art. 76 in criminal matters, in the event that the verification of the declarations in lieu of certification should reveal any falsehoods contained therein, the applicant in question shall forfeit any benefits resulting from the false declaration itself.

5.2 The registration fee amounts to € **470**, excluding any additional bank fees and commissions. This amount must be paid in a single instalment, in addition to the telematic stamp duty amounting to € 16.00, which must be paid at the time of registration using the special form downloaded during the on-line procedure.

If paid using the MAV pre-printed payment slip, it is recommended to send a copy of the fee's payment to



UNIVERSITÀ
DI SIENA
1240

the Master's Programme and Courses Office by e-mail (master-corsi@unisi.it) or by fax in order for the procedure to be completed quickly and without any problems.

5.3 As the Course falls within the scope of the University's institutional activities, and not its commercial activities, the fees are not subject to V.A.T., and therefore no invoice can be issued.

5.4 In the event that the minimum number of students indicated under art. 2 paragraph 2 of this notice should not be reached, the course will not be held and the Administration will arrange for the reimbursement of the registration fee, excluding the amount of € 16.00 paid for telematic stamp duty.

5.5 The students will be required to pay a second "service contribution" for room and board amounting to € **750**. The management of the payment will be handled by the management in charge of the course or the Department.

Course Management Bodies

6.1 The Course management bodies are as follows:

- The Course Director, Professor CARLO CITTER;
- the Management Committee, which consists of the Director and professors GIANCARLO MACCHI JANICA and ELENA CHIRICO.

Training course

7.1 Attendance is mandatory. Justified absences are permitted up to a maximum of 0% of the planned activities.

7.2 The Course will begin in July of 2018 and will end in July of 2018.

7.3 The calendar will be disseminated by the Course Management.

While the teaching activities will consist of a several hours of lectures aimed at providing an overview of the historical and archaeological aspects of the territory, the majority of the lessons will be held in the laboratory on the open source GIS platform.

7.4 The teaching activities will be held at the following locations:

The University of Siena's Grosseto Campus - no. 2 Via Zanardelli. (Polo grossetano);

7.5 The courses will be held in: ENGLISH.

A good knowledge of the English language is required

The training course consists of the following lessons:

FUNDAMENTALS OF GIS USE IN ARCHAEOLOGY

RELATIONAL DATABASES AND GEODATABASES

FROM PAPER TO VECTORIZATION

FROM THE PUBLISHED ARCHAEOLOGICAL DATA TO THE GIS BASE

Final exam

8.1 The final exam will consist of:

- a discussion of the activities conducted, which will focus upon the production of the GIS documentation for a multi-layered site excavation.



UNIVERSITÀ
DI SIENA
1240

8.2 The results of the final exam will be expressed based on a maximum score of one hundred and ten.

8.3 In order to take the final exam (mandatory procedure, even for courses without a final test), the student must login to his/her "On-line Secretary" profile, click on "Graduation"-*"Graduation Notice Board"* in the left hand column, and follow the procedure by selecting the session present.

For more details about the commands, please refer to the web page <https://www.unisi.it/didattica/summer-school>

Issuance of the final certificate

9.1 At the end of the Course, the students who the Board deems to have carried out the necessary activities and fulfilled their obligations will be issued a certificate of attendance in accordance with the current applicable laws. The issuance of the certificate is subject to the receipt of a special application, which must be completed using the form available at the Master's Programme and Courses Office.

Withdrawal

10.1 A student may withdraw from the study programme provided that he/she is up to date with the payment of the fees owed as of the date that the withdrawal application is submitted, which must be done using the form available on the website http://www.unisi.it/sites/default/files/allegati/modulo_rinuncia_corsi_master_4.pdf.

10.2 In this case, the non-payment of the fees does not constitute a tacit withdrawal from the study programme: in addition to not having the possibility of carrying out any student account activities, students who do not pay the amounts owed will not be able to consider their relations with the University to have been concluded, and will therefore not be able to register in other courses.

10.3 Withdrawal does not entitle the student to receive any reimbursement for the fees paid.

Changes to the notice

11.1 Any changes to this notice will be posted on the University's on-line register (www.unisi.it) and on the University's specific postgraduate web pages.

11.2 The Course Management is responsible for notifying the entitled parties of any changes to this notice.

Personal data processing

12.1 Pursuant to Italian Legislative Decree no. 196 of 30/06/2003, the personal data provided by the applicants will be collected by the University of Siena – Student Services Area - for the purpose of admission management, and will even be processed after the applicants' eventual registration in the course for purposes relating to and arising from the management of the relationship itself.

12.2 The concerned party has the rights indicated under art. 7 of the aforementioned Legislative Decree, including the right to access any data concerning him/her.

12.3 These rights may be exercised by writing to the University of Siena, no. 55 Via Banchi di Sotto - Siena, Italy, in its capacity as Data Controller.

Procedure manager

13.1 Pursuant to articles 4, 5 and 6 of Italian Law no. 241/1990, as amended, the Procedure Manager is hereby identified as Dr. Paolo Genovese, manager of the Master's Programme and Courses Office at the University of Siena.



Final provisions

14.1 For all matters not covered by this notice, please refer to the internal rules and regulations of the University of Siena, as well as the applicable national legislation for the sector.

Siena, digital signature date

The Dean
Francesco Frati

Approved by
The Procedure Manager
Paolo Genovese

Approved by
The Deputy General Manager
Giovanni Colucci