

Marche Polytechnic University

Engineering Faculty

Admission Rules

POST-GRADUATE DEGREE

“HUMANITARIAN LOGISTICS”

A.Y. 2019/2020

ART. 1- GENERAL INFORMATION

The Università Politecnica delle Marche offers a one-year postgraduate degree course in “Humanitarian Logistics” at the Faculty of Engineering for the Academic Year 2019/2020, as per Ministerial Decree no. 270 22/10/2004. The number of the students admitted to the course will range from a minimum of 18 to a maximum of 25. Two additional positions will be assigned to operators of the Italian Red Cross. The course will be delivered in English.

ART. 2- EDUCATIONAL OBJECTIVES

The course in Humanitarian Logistics aims to prepare students who plan to work in the field of humanitarian logistics, development and emergency response.

The course is intended for graduates wishing to pursue a humanitarian career, and professionals wishing to deepen their knowledge and experience. It integrates science into practical professional schemes by means of innovative learning approaches.

At the end of the course, students will be equipped with the necessary skills to meet promptly and effectively the ever-growing demand of development- and emergency-based organisations for skilled and trained humanitarian workers.

The course in Humanitarian Logistics will enable students to build up the requisite theoretical and empirical knowledge through a highly interdisciplinary and intersectorial training programme. The course includes independent, yet complementary, modules as well as laboratory activities, individual and group workshops, seminars, case studies and guided simulations. Classes will be taught by academically and professionally qualified teams of staff and will involve a strong practical component with exercises, simulations, presentations and debates on single case studies. Students are required to complete a field experience at the Humanitarian Response Depot (UNHRD) in Brindisi. At the end of the course, students will have to complete a work experience at humanitarian relief organizations, aid agencies or businesses, providing hands-on experience to complement and implement the skills and accomplishments achieved.

The high level of the course is guaranteed by its features, including the following:

1. Classes activities will be taught by nationally and internationally outstanding academics, experts and professionals;
2. Classes and training activities will be designed and organized with the collaboration of highly-experienced professionals, supply-chain experts and specialists of humanitarian programmes and innovation;
3. The students completing the course will be awarded with credits and academic certification.

As for the first point, classes will be taught by outstanding academics and highly qualified and experienced professionals of the humanitarian field.

As for the second point, the collaboration with third sector organizations, governmental organizations and associations working for national and international humanitarian programmes has proven crucial for the planning, management and implementation of the course.

ART. 3- COURSE MANAGEMENT

The course management is based at the Department of Industrial Engineering and Mathematical Sciences.

ART. 4- ADMISSION REQUIREMENTS

To be admitted to the course in Humanitarian Logistics you need to have completed at least a three-year Bachelor Degree Course at an Italian University.

Foreign academic degrees

All candidates with a degree obtained at a non-Italian University will need to have their qualification recognised by the Authorizing Committee, for the sole purpose of admission to the Course. The Authorizing Committee will be in charge of recognizing the foreign academic degree as equivalent

in duration and content to the qualifications required. Candidates shall submit a copy of their degree certificate along with its translation, legalization and “declaration of value” issued by the Italian diplomatic representative offices in the countries where the university issuing the degree is located. Certifications from ENIC– NARIC centres will also be accepted, as well as the Diploma Supplement for EU-students.

ART. 5 - APPLICATION

The application for admission shall be submitted by **26 october, 2020 at 1 p.m.** Please, follow the instructions below:

1) Fill in the on-line form in the Esse3 web-platform <https://esse3web.univpm.it>, following the instructions published on the webpage of the course. You will be asked to provide your contact email address. If you do not provide your contact email address, the registration procedure will not be considered valid. Once the application has been completed, applicants shall pay the first instalment of the registration fee, amounting to Euro 2.900. Payments shall be made exclusively via PagoPa or MAV.

2) Submission of application. The printed-out signed application form along with all the other required documents must be submitted to Ufficio Didattica e Diritto allo Studio, Via Oberdan 8, Ancona (opening hours at https://www.univpm.it/Entra/Didactic/Master_Universitari) by **26 October 2020** in one of the following ways:

- by hand delivery;

- by certified e-mail to protocollo@pec.univpm.it. The application shall be sent, along with a copy of the applicant’s ID card or passport, from another certified email address. Applications sent from a non-certified e-mail address will not be considered valid;

- by post. Please, note that the postmark will not be considered as evidence of on-time mailing.

Applicants must attach:

- ✓ their signed and dated résumé
- ✓ scientific publications
- ✓ documents proving the applicants’ experiences in activities closely related to the course subjects
- ✓ copies of any other certificates or qualifications which the Board may consider relevant for the admission.
- ✓ Copy of a valid identity document

Candidates with a degree obtained in a non-Italian university will have to apply through the online procedure, print out the application and send it along with the required documents. However, they must not pay the fee before they are notified that their admission to the course has been approved by the Authorising Committee. The application fee must be paid within three days after they have received via email the above-mentioned approval from the Ufficio Didattica e Diritto allo Studio.

Candidates with a degree obtained in a non-Italian university must send their application along with their degree certificate and its translation in Italian, legalization and declaration of value issued by one of the Italian diplomatic representative offices located in the country governing the university that issued the degree certificate or any of the other documents written in art. 4

Admission requirements.

Ex-EU students will be admitted under condition, until their application for the Italian residence permit has been approved.

For more information, please visit the website of the Italian Ministry of Education (MIUR) at the following links:

<http://www.studiare-in-italia.it/studentistranieri/>
http://www.studiare-in-italia.it/studentistranieri/moduli/2019/Circolare_2019_2020_parte7.pdf

Candidates living abroad can also apply to take the examination remotely (via Skype). The request must be sent along with the application. This opportunity is reserved exclusively to candidates living abroad. Candidates staying in Italy must not apply for a remote examination.

The University cannot be held responsible for any late delivery or undelivered mail due to given incorrect address, unnotified changes of address or circumstances beyond the University's control.

Applications which are incomplete or not-compliant with the requirements of this article will not be considered for admission.

All candidates are conditionally admitted. After the admission committee has examined all the applications, candidates who do not meet the admission requirements will be notified of their non-admission. Any candidate found guilty of untrue or misleading statements is liable to prosecution pursuant to Presidential Decree 445 of 28 December 2000 and will automatically be excluded from the admission procedure and will not have the paid fees returned.

ART. 6- ADMISSION

The number of students that can be admitted to the course ranges from minimum 18 to maximum 25.

Before the beginning of the course, the Authorising Committee may decide to change the minimum number of students necessary to start the course, according to the funds available.

If the number of applications is less than or equal to the maximum number of the places available, i.e. 25, admission to the course will be automatic.

If the number of applications is higher than the maximum number of the places available, a shortlist will be made by a Commission composed by three members appointed by the Rector.

The Commission will assign 100 points, 40 of which will be given for qualifications and degrees and 60 for the interview that will take place if the admission requirements have been met.

The 40 points for qualifications and degrees will be awarded as follows:

- up to 10 points for the final mark of their university degree
- up to 10 points for scientific publications. Only those related to the subjects of the course will be considered;
- up to 10 points for experiences in activities related to the subjects of the course;
- up to 10 points for other qualifications, knowledge and experience which the Commission will consider relevant for the participation to the course.

The interviews will take place on .

Candidates living abroad can be interviewed remotely (via Skype), only if they have submitted a specific request along with the application. When requiring for a remote interview, candidates will need to provide their personal contact / address and ensure the use of a webcam to allow their identification. In the days indicated, candidates must be available at the personal address

provided, and show the same identity document which they attached in the application, before the interview starts. The non-compliance with the above-mentioned obligations will result in the exclusion of the candidate from the admission procedure. The time when the interview should be held can be agreed upon by the commission and the candidate.

The ranking shortlist will be published on 10 november 2020.

ART. 7- THE COURSE

The course will last for one year, for a total of 1500 hours (60 CFU-ECTS), subdivided as follows:

40 CREDITS for classes, divided in:

448 hours for frontal lessons;

288 hours for individual study;

264 hours for alternative teaching programs (e-learning; written-graphic exercises).

20 CREDITS for internships with Project Work and final thesis elaboration:

300 hours for internship programs;

200 hours for the final examination (Project Work elaboration and thesis presentation)

The 300 hours of internship are key to help the students to gain valuable work experience. Internships can be carried out in the UNIVPM Departments, or at other Institutions, Public Bodies, companies, non-governmental organizations. During the internship students will be closely assisted by tutors, who will help them to develop new skills and identify and reinforce the existing ones. Interns will have to work on a project that will result from the knowledge and skills acquired by the student during the course.

The course will start in January 2020 and will take place at UNIVPM and at the premises of UNIVPM partners (Civil Protection Department, Red Cross and WFP).

Classes will be held from Monday to Friday (except for an intensive week of simulations at the Humanitarian Response Depot (UNHRD) in Brindisi).

The traineeship period will start in mid-July and will finish in mid-October.

Attendance at classes and seminars is mandatory; absences must not exceed 25% of the total class time. Attendance at traineeship activities is mandatory; absences must not exceed 25% of the total traineeship time.

Training	Name of the activity	Type	Context - SSD	CFU-	Structure
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modules		*(see the legend)		ECTS			
					Hours of frontal lessons	Hours of alternative teaching	Hours of individual study
First module. Definition of the Setting	Team building	C	SECS - P/10 – Corporate Structure	2	28	4	18
	Humanitarian Emergency system and cooperation to development	A	SPS/04 Political Sciences	2	28	4	18
	Project cycle management	B	ING-IND/17- Mechanical industrial plant	2	28	4	18
Second module. Humanitarian Logistics	Humanitarian Logistics - 1 - General introduction	A	ING-IND/17- Mechanical industrial plant	2	28	4	18
	Humanitarian Logistics - 2 - Supply chain and procurement	A	ING-IND/17- Mechanical industrial plant	4	56	8	36
	Humanitarian Logistics - 3 - Fleet management and Transportation	A	ING-IND/17- Mechanical industrial plant	2	28	4	18
	Humanitarian Logistics - 4 - Energy management	A	ING-IND/10- Industrial Technical Physics	2	28	4	18
	Humanitarian Logistics - 5 - Radio management and communication	A	ING-INF-03 - telecommunications	2	28	4	18
Third module. Humanitarian logistics: thematic areas	HEALTH	B	ING-IND/17- Mechanical industrial plant	2	28	4	18
	WASH (Water Sanitation and Hygiene)	B	ING-IND/25 – Chemical plant	2	28	4	18
	SHELTER (refugee camps and	B	ING-IND/31-	2	28	4	18

	temporary residences)		Mechanical industrial plant				
	NEEDS ASSESSMENT	B	ING-IND/17-Mechanical industrial plant	2	28	4	18
Fourth module: Soft skills	Safety	B	ING-IND/17-Mechanical industrial plant	2	28	4	18
	First Aid course	C	MED-09 – Internal medicine	2	28	4	18
	Self-development, guidance and CV	C	SECS - P/10 – Corporate structure	2	28	4	18
Additional activities	On-field Simulation	A	ING-IND/17-Mechanical industrial plant	2		50	
	E -learning	B	ING-IND/17-Mechanical industrial plant	3		75	
	Project work	B	ING-IND/17-Mechanical industrial plant	3		75	
	SUB-TOTAL			40	448	264	288
	FINAL TEST			8		200	
	STAGE			12		300	
	TOTAL			60		1500	

LEGEND: Type of Training activity

- A. Basic
- B. Core
- C. Related or Supplementary
- D. Elective
- E. For final and foreign language test
- F. Others (Art.10, par. 1 letter f of Ministerial Decree 509/99)

ART. 8- FINAL EXAM

At the end of the course the student will have to submit a dissertation and take a practice test.

ART. 9- FEES

The course fees amount to 5.900 euros. You can pay the full amount in one instalment during registration, or in two instalments. If you pay in two instalments, you will have to pay the first instalment of euros 2.900 during registration, whereas the other of euros 3.000 within 180 days after registration.

The course fees include the regional tax for the right to study, virtual stamp duties, student insurance, printing of diplomas, stamp duties for release of diplomas and legalization of parchments.

The two candidates who will be admitted additionally will have to pay 50% of the registration fees.

If the course is not provided, paid fees will be refunded.

ART. 10- PERSON IN CHARGE OF THE PROCESSING

According to law No. 241 of 7 August 1990, and more specifically Article 5, paragraph 3, the organizing unit is the Divisione Didattica – Ufficio Didattica e Diritto allo Studio. The person responsible for the procedure is Mrs. Bruna Maria Anderlini.

ART. 11 - DATA PROCESSING

All personal data supplied by the candidates shall be processed by Università Politecnica delle Marche for the purposes of selection and admission to the courses, pursuant to Legislative Decree no. 196 of 30 June 2003 (the “Data Protection Code”), as amended by the Legislative Decree no. 101 of 10 August 2018, and in accordance with the EU Regulation 2016/679 (GDPR) of the European Parliament of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data..

ART. 12-PUBLICITY

This call will be published on the website of the University www.univpm.it.

ART. 13-FINAL RULES

For anything not provided for in this call, please refer to the University Regulations “Master universitari” and to the relating provisions currently in force.

INFORMATION

Divisione Didattica
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<http://www.univpm.it> seguendo il percorso: “Didattica” “Master”

THE RECTOR
Prof. Ing. Sauro Longhi