

INPS

Istituto Nazionale Previdenza Sociale



NOTICE

SEARCH AND SELECTION OF FIRST- AND SECOND-LEVEL UNIVERSITY MASTERS AND SPECIALIST UNIVERSITY COURSES

**for the provision of scholarships for children and orphans of
members of the Unified Management of Credit and Social Benefits
and of retired public management employees**

**2017 – 2018
Academic Year**



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1 SUBJECT-MATTER OF THE NOTICE

1.1 By the present notice, the Institute initiates a procedure aimed at the search and selection of the initiatives referred to in Article 2, by envisaging, following an appropriate subsequent invitation to tender, the funding of scholarships in favour of children and orphans of pensioners who are users of the public employees Management or subscribers to the single Management of credit and social benefits, aimed at participation in the above-mentioned training initiatives. The Institute will proceed with the agreement with the proposing subjects for each academic initiative deemed appropriate following the aforementioned selection procedure.

2. TRAINING INITIATIVES CAPABLE OF ACCREDITATION

- 2.1 Search and selection process concern the first- and second-level university Masters activated in terms of article 3(9) of the Ministry of Education, University and Research (MIUR)'s Decree No. 270/2004.
- 2.2 The search and selection process also covers specialist university Courses, set up in terms of the Decree of the President of the Republic of 10 March 1982, No. 162, activated under Art. 6, paragraph 2c) of Act No. 341/1990.
- 2.3 Equivalent to university Master's and/or specialist university Courses are first-level and second-level Master's degree programmes based on the Anglo-Saxon system and university courses, of a one-year or a two-year duration, organized by foreign Universities/Schools, recognized and authorized to award academic degrees under the National System of higher education of the Country where they are registered, that award educational qualifications that correspond to academic qualifications of the second and third cycle of the Italian university system.

3. OFFERING SUBJECTS

3.1 The following are offering subjects:

- (a) state and non-state Universities (Universities, national Institutes, High Schools) and distance learning Universities, recognized by the Ministry of Education, University and Research (*Ministero dell'Istruzione, dell'Università e della Ricerca, MIUR*) for the award of academic qualifications in Italy;



- (b) university and inter-university Consortia whose legal personality has been recognized by decree by the Ministry of Education, University and Research and university Foundations, set up in accordance with Act No. 388/2000 and with the Decree of the President of the Republic No. 254/2001 and established by means of Art. 16 of Act No. 133/2008, provided they are associated with a university that is recognized by the Ministry of Education, University and Research for the award of academic qualifications;
- (c) Universities/foreign Schools that are recognized and authorized to award academic qualifications under the National System of higher education in the Country where they are registered.

3.2 The offering subjects, referred to in the previous paragraphs 1 a) and b), must be in possession of the minimum requirements under Ministerial Decree No. 15 of 27 January 2005 and subsequent amendments.

3.3 On the date of expiry of this Notice, the offering subjects referred to in paragraph a) and b) must be registered or have applied for enrolment on the Electronic Register of Employment Agencies, Section III, sub-section III.1 "Special systems to match supply and demand in the employment sector" in accordance with Article 6, paragraph 1 of Act No. 276/03, as replaced by Art. 29 Title II, paragraph 1 of Act No. 111 of 15.07.2011.

4. REQUIREMENTS OF THE TRAINING INITIATIVES OFFERED

- 4.1 The Masters and the specialist university Courses in respect of which accreditation is sought must be undertaken by the same offering subject for at least three editions prior to the date of the present notice.
- 4.2 As an exemption to what is stipulated in the preceding paragraph 4.1, new Masters and specialist university Courses might be granted whenever the offering subject has undertaken, for at least three editions finalized as at the date of the present notice, first- and second-level Masters and specialist Courses in the same disciplines.
- 4.3 Master's courses at Level I and II and courses that are equivalent to Master's courses, referred to in Art. 2, paragraph 2.3., must make due provision in their area of study to conduct an internship/apprenticeship that will have the characteristics that are laid down in the ensuing Art. 6.



- 4.4 Throughout every training proposal referred to in Art. 2, provision must be made for the organization of vocational training project work.
- 4.5 The proposed training initiatives, referred to in Art. 2, should have an allocation of at least 600 hours for educational activities, however structured (lessons, tutorials, group work, applied projects, workshops), of which at least 400 hours will consist of classroom lectures. Within the lecture hours, provision must be made for a guidance module of at least 24 hours dedicated to changing conditions in the youth and international labour market, to new legal instruments for active policies, to the setting up of business enterprises and to self-employment, to individual placement skills (the preparation of a CV, job interview techniques, etc.), to continuing education courses. The training initiatives referred to in Article 2.1 will also have to guarantee to each graduate the issuance of a minimum of 60 credits.
- 4.6 Distance teaching universities must ensure the same total number of hours for training programmes and credits that are referred to in the preceding paragraph, with the sole exception of procedures for the unfolding of classroom lectures that might be online. Distance learning courses must, however, be provided through a network according to criteria established by Ministerial Decree of 17 April 2003 and its Technical Annex as amended by Ministerial Decree of 15 April 2005.
- 4.7 The teaching component of each training programme, besides taking into account the need to develop knowledge, should apply innovative methodologies, aimed at updating the operational and management capabilities of students and at adapting existing skills to achieve the skills that are necessary to reach the specific objectives of the programme; provision should therefore be made for field project work, designed to test the ability to apply tools in real situations.

5. TERMS OF COURSE ACTIVATION

- 5.1 The first- and second-level master, the specialist Courses and equivalent Courses referred to in Art. 2, shall have to be activated **by no later than 31 March 2018**, and shall have to end within the time limits to be laid down, in respect of every type of training program, in the accreditation proposal. Breach of the aforesaid terms shall entail the resolution of the accreditation convention.



6. INTERNSHIP/APPRENTICESHIP

- 6.1 The internships/apprenticeships shall last a minimum 320 of hours and a maximum of 800 hours, and shall have to take place within a minimum period of 2 months up to a maximum 6 months, at institutions, public administrations, and at Italian or foreign-based companies.
- 6.2 For each academic initiative the proponent must indicate whether throughout the internship/apprenticeship – and for its whole duration – reimbursement of monthly expenses in favour of the student is expected to be made by the company/hosting institution contracted with the proponent, indicating the relative amount.
- 6.3 Foreign proponents, referred to in Art. 3 paragraph 3.1c), are required to provide the same information also in application of the respective national reference legislation.

7. EDUCATIONAL DIRECTOR/COORDINATOR, LECTURERS AND TUTORS

- 7.1 Every training activity referred to in Art. 2 shall have to envisage, an Educational-Scientific Director/Coordinator, a lecturer – trainer of verified experience, spanning 10 years at least, in the training sector.
- 7.2 Every training initiative referred to in Art. 2 shall have to envisage the presence of an internal Faculty, or the presence of lecturers of the offering subject's structure boasting one of the following requirements:
- a) a lecturing job, at the offering subject, over at least 2 editions of the same Master/specialist Course or Master/specialist Course within the scope of the same discipline;
 - b) expertise in the teaching covered by the training program of at least 2 years and/or at least 5 years' professional experience in the subject covered by the teaching.
- 7.3 No less than 40% of the educational activity hours shall have to be ensured by lecturers with a specific professional expertise, of 5 years at least, accumulated in the relevant subjects.
- 7.4 The offering subject shall have to ensure continuous assistance and support to the students' learning process through the presence of an appropriate number of tutors.

8. LOGISTICS AND FACILITIES



- 8.1 As regards the training programs referred to in Art. 2, the educational office must have a clear and autonomous location and precise visibility.
- 8.2 The classroom in which the teaching activity is conducted shall have to be adapted, in terms of surface area and provision of educational equipment, to the number of students and course characteristics. In addition, there shall have to be an adequate number of classrooms/spaces appositely equipped for group activities (one every 6-8 participants).
- 8.3 In all the premises within the offering subject's availability, compliance shall have to be ensured with the legislation in force in the fields of fire prevention and legislation on the prevention of workplace accidents.
- 8.4 The instrumental equipment of every course shall have to consist in at least 1 pc for every 3 course participants, linked to a network and boasting access to Internet, as well as the presence of printers and photocopying machines at the students' disposal. There must in addition be areas with free Wi-Fi access to Internet.
- 8.5 Every equipment shall have to be accessible at the site where courses are actually conducted.
- 8.6 There must moreover be quantitatively and qualitatively suitable equipment, available online as well, of bibliographical material for use by participants, such as books, manuals, CD's, subscriptions to newspapers, periodicals and specialized magazines, and online subscriptions to databases.
- 8.7 The requirements of paragraphs 8.2, 8.3, 8.4 and 8.5 of this Article shall not apply to distance learning Universities which should still, however, ensure the quality and the full provision of online facilities with technologically advanced communications systems.

9. ATTENDANCE REGISTER

- 9.1 The offering subject undertakes to keep an attendance register of participants whose course is funded, wholly or in part, by the Institute. Attendance records must be sent, at quarterly intervals, to the Central Support Directorate to non-self-sufficiency or to the Regional Directorate/INPS Coordinating Metropolitan Directorate that is responsible for the region where the head office of the proposing subject is based.



10. SELECTION OF PARTICIPANTS

10.1 Selection procedures for admission to Master/specialist Courses fall under the responsibility of the proponent. Criteria and procedures for the selection process must be made public and accessible to all candidates.

10.2 The list of candidates admitted to each Master/specialist Course, with an indication of the individual marks for admission (given in hundredths), will be made available by proponents to the Institute, with a view to the identification of those candidates who are entitled to a scholarship following the relative procedures in the contest organized by the Institute.

11. PROMOTION OF THE ACCREDITED TRAINING

11.1 The contest that the proponent will organize to promote the training programme that is subject to the accreditation process, must clearly make provision for a number of places reserved for children and orphans of:

- members of the single Management of the pension fund and social security benefits;
- pensioners, members of the INPS - public employees Management.

11.2 The promotion of the initiative shall have to be jointly activated and coordinated with the Institute.

11.3 With regard to the masters and specialist courses, accredited and affiliated to, the offering subject shall have to organize a day specially set aside for the public presentation of the aforesaid training initiatives, during which the intervention of a public speaker representing the Institute shall have to be envisaged.

11.4 The proponent must organize a day that is allocated to the award of diplomas and certificates during which the Institute reserves the right to participate with its own representative.

12. MODALITIES AND TERMS OF PRESENTATION OF THE TRAINING PROJECT

12.1 The accreditation and affiliation contracts shall have to be formalized by utilizing the form set out in Attachment 1 to the present Notice.



12.2 Proponents referred to in Art.3, paragraphs 3.1a) and b) must submit the model referred to in the previous paragraph 12.1, with each section filled in and duly signed by the legal representative of the proponent, to the Regional Directorate or to the INPS Coordinating Metropolitan Directorate that is responsible for the region where the head office of the offering subject is based, through certified electronic mail (PEC). The addresses of Regional Offices can be found on the Institute's website under the section captioned "Contatti" (Contacts).

12.3 Proponents referred to in Art. 3 paragraph 3.1c) must submit the model referred to in the preceding paragraph 12.1, filled in each section and duly signed by the legal representative of the proponent, to the Central Support Directorate to non-self-sufficiency, civil Invalidation and other Benefits, by means of registered letter to the address *Direzione Centrale Sostegno alla non autosufficienza, Invalidità civile e altre Prestazioni* (Central Support Directorate for non-self-sufficiency, civil Invalidation and other Benefits – Social Benefits Area), *Via A. Ballarin, 42 – 00142 Roma* or by email to the following address: prestazioniwelfare.dccw@inps.it.

12.4 The model must be sent to the Regional Directorate/Coordinating Metropolitan Directorate or to the Central Support Directorate to non-self-sufficiency, civil Invalidation and other Benefits **not later than 12:00 hours of 08 June 2017**.

13. INVESTIGATION OF THE TRAINING INITIATIVES

13.1 The training proposals submitted will be administered by the relevant Regional Offices and, in the case of proponents referred to in Art. 3 paragraph 3.1c), by the Central Support Directorate for non-self-sufficiency, civil Invalidation and other Benefits.

13.2 Whenever the offering subject omits to fill in one of the sections which the form consists of, the training proposal shall be rejected.

13.3 The Central Support Directorate for non-self-sufficiency, civil Invalidation and other Benefits reserve for themselves the right to obtain further clarifications/supplementary information, by forwarding a request to that effect via certified e-mail (PEC) or by e-mail.

13.4 Whenever the offering subjects fail to supply, pursuant to the transmission modalities set out in the preceding paragraph, the requested clarifications or supplementary information,

within 5 (five) working days from date of receipt of the request, the training proposal shall be rejected.

14. ASSESSMENT OF THE PROPOSED INITIATIVES

14.1 At the end of the investigation, the training proposals shall be forwarded to the Central Support Directorate for non-self-sufficiency, civil Invalidation and other Benefits, so as to be subsequently examined by a specific Commission that is going to operate on the basis of the criteria set out in the following paragraphs hereof.

15. ASSESSMENT CRITERIA FOR first- and second-level MASTERS

15.1 The proposed masters shall be assessed on the basis of the following criteria and scores:

- **With regards to the internships carried out in the last edition, already completed, of the Master:**

- more internships carried out in private companies or professional firms compared to those carried out in Public institutions	2 points
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- **Placements taken in hand following the last edition, already completed, of the Master, described in detail***

- if no initiative has been taken	0 points
- if any initiatives were undertaken that were described briefly and documented	1 point
- if any initiatives were undertaken that were described briefly and documented and if this was followed by the publication of student curricula or of their project work	2 points
- if any initiatives were undertaken that were described briefly and documented and if this was followed by the publication of student curricula and of their project work	3 points
- if the initiatives led to entry into the world of work and if this was documented	6 points

* the points of the table above are not cumulative

- **Number of applications (including those of non-scholarship INPS students) for admission to the Masters in the three previous editions (arithmetic mean):**



- Up to 14 (if a telematic University, up to 30)	0 points
- From 15 to 24 (if a telematic University, from 31 to 50)	1 point
- From 25 to 50 (if a telematic University, from 51 to 100)	3 points
- Over 50 (if a telematic University, over 100)	5 points

- **Apprenticeships to be organized in the 2017-2018 edition of the Master:**

Reimbursement of expenses to students for internships/apprenticeships referred to in Art. 6

- not expected	0 points
- monthly amount up to €250	2 points
- monthly amount higher than €250	3 points

- **Innovative teaching methods to be activated within the 2017-2018 Master edition:**

Score from 0 to 4

16. ASSESSMENT CRITERIA FOR THE SPECIALIST UNIVERSITY COURSES

16.1 The specialist university Courses shall be assessed on the strength of the following criteria and scores:

- **Placements taken in hand following the last edition, already completed, of the specialist Course, described in detail***

- if no initiative has been taken	0 points
- if any initiatives were undertaken that were described briefly and documented	1 point
- if any initiatives were undertaken that were described briefly and documented and if this was followed by the publication of student curricula or of their project work	2 points
- if any initiatives were undertaken that were described briefly and documented and if this was followed by the publication of student curricula and of their project work	3 points
- if the initiatives led to entry into the world of work and if this was documented	6 points

* the points of the table above are not cumulative



- **Innovative teaching methods to be activated within the 2017-2018 specialist Course edition:**
Score from 0 to 4
- **Number of applications (including those of non-scholarship INPS students) for admission to the specialist Course in the three previous editions (arithmetic mean):**

- Up to 14 (if a telematic University, up to 30)	0 points
- From 15 to 24 (if a telematic University, from 31 to 50)	1 point
- From 25 to 50 (if a telematic University, from 51 to 100)	3 points
- Over 50 (if a telematic University, over 100)	5 points

17. FUNDABLE SCHOLARSHIPS

17.1 On the basis of the points awarded to each training programme, the following number of scholarships will be awarded, without prejudice to the provisions of paragraphs 17.4 and 17.5:

- For Master at first level or second level:

Score achieved	Total fundable scholarships
Up to 4	3
From 5 to 8	5
From 9 to 12	7
From 13 to 16	10
From 17 to 20	12

- For specialist university Courses:

Score achieved	Total fundable scholarships
Up to 3	3
From 4 to 7	5
From 8 to 11	7
From 12 to 15	10



17.2 The unallocated scholarships relating to a training proposal might not result in an increase in scholarships relating to another training proposal, albeit one granted by the same offering subject.

17.3 Academic initiatives with the same title and content, submitted by individual offering subject, even if activated in different teaching locations, will be considered only once for the purpose of the assignment of marks and the allocation of the relative scholarships, unless there is a difference in the level (Master at first level or second level), with documented differences in the target and in the curriculum between the two routes.

17.4 For all the Master/Courses selected and placed in competition in the previous 2016/2017 edition that were not activated or in respect of which in the 2016/2017 academic year, a smaller number of scholarships were issued than the number of scholarships awarded by the INPS for that year, the total number of scholarships granted following the awarding of scores referred to in Articles 15 and 16 of this notice shall be reduced by the percentage indicated in the following table:

Scholarships awarded compared to those awarded in the academic year 2016/2017 (as a percentage)	Reduction to be applied on the outcomes of this notice (as a percentage)
From 0 to 25%	50%
From 26% to 50%	30%
From 51% to 75%	20%

- To determine the number of scholarships these will be rounded by default.

17.5 The Institute reserves for itself the right to readjust the number of fundable scholarships whenever the overall cost of the same is found to exceed the available resources.

18. SIGNATURE OF CONVENTION

18.1 Following accreditation, an agreement will be signed between the Institute and the offering subject that will set the mutual obligations and that will establish on a formal basis the final number of scholarships. The Institute will provide the aforementioned scholarships in favour



of children and orphans of retired public management employees or of members of the Unified Management of Credit and Social Benefits, pursuant to an appropriate contest proclaimed by the Institute itself.

19. COSTS TO BE MET BY THE INSTITUTE AND PAYMENT MODALITIES

- 19.1 For each Master and specialist university Course or equivalent Course, referred to in the preceding Art. 2, the proponent shall indicate the cost of participation in the training initiative, net of any taxes that are an exclusive charge on the student.
- 19.2 The maximum amount payable to proponents for each scholarship assigned to the actual winning participants of the contest will be €10,000.00 to cover in whole or in part the cost of an individual Master/Course.
- 19.3 For accredited courses with distance learning universities, the maximum amount payable for each scholarship awarded to actual winning participants in the contest will amount to €5,000.00 to cover in full or in part the cost of an individual Master/Course.
- 19.4 The cost of a Master/Course must not exceed the amount requested by the proponent to other participants not chosen by the Institute.
- 19.5. The proponent must declare if the holder of the scholarship is entitled to a benefit. In this case the Institute, within the limits of the maximum amount, will pay the reduced fee.
- 19.6 The amount of the scholarships financed, actually assigned to winners of the respective contest, will be paid directly to the proponent according to procedures referred to in the following paragraphs that will also be laid down in the Agreement. The offering subject will not be able in any case to ask for this amount, even in part, by way of an advance to the holder of the scholarship of the Institute.
- 19.7 Payment of the quota resting on the Institute shall be made on the basis of the actual number of participating beneficiaries pursuant to the following modalities:
- 50% within 60 days from date of receipt of the formal request from the offering subject, to be forwarded to the Institute after the commencement of the training program;
 - 50% within 60 days from date of receipt of the formal request from the offering subject, to be forwarded to the Institute after the conclusion of the training program.



With regard to two-year courses, payment shall take place pursuant to the same modalities set out here above.

19.8 In the case of withdrawal from the course by the student holder of the scholarship, after an express acceptance, by the middle of the training programme, the proponent will be granted 50% of the cost of the scholarship being funded. If the withdrawal takes place after the middle of the course or the student does not achieve the final diploma/certificate, a further 30% of the value of the scholarship will be granted. The offering subject shall not in any case request the holder of the scholarship of the Institute any additional amounts, even partial, by way of reimbursement.

20. CUSTOMER SATISFACTION

20.1 Participants in any initiative might express their own assessments about the teaching and the degree of individual satisfaction. To that end, the offering subject shall have to ascertain, every four months and after completion of the training initiative, by means of suitable questionnaires, the aforesaid assessments. The results of the said ascertainment shall have to be forwarded to the Institute within 30 days from date of submission of the relevant questionnaires.

20.2 The Institute reserves for itself the right to ascertain participants' judgments and assessments of the finalized training experience, and based on the results may reduce the score that determines the number of scholarships awarded in the research Notice for the academic year 2018/2019.

21. PUBLICATION OF CV's OF PARTICIPANTS IN THE TRAINING INITIATIVE

21.1 The offering subject shall have to publish on its institutional Internet website the CV's of those who have attained the qualification relating to the selected training initiative and to draw up an "electronic catalogue" of the CV's themselves, to be divulged to at least 50 employers' associations and/or companies operating in the economic sector covered by the training initiative itself.

21.2 Access to the Internet site and to the "electronic catalogue" shall have to be free of charge.



21.3 The CV publication format shall have to conform to the provisions of Ministerial Decree of 20 September 2011 and related attachments.

22. FINAL PLACEMENT

22.1 At the end of the training initiatives, it is envisaged that the offering subject embarks upon a suitable placement action for the participants who have obtained the relevant qualification.

22.2 What is meant by placement is every action (career days, job days, etc.) aimed at promoting the occupational integration of participants into public and private companies.

22.3 The offering subjects shall have to forward to the Institute, within 1 year from date of finalization of the course, the results of the aforesaid placement actions, together with the description of the utilized methodology and a detailed analysis of the results.

23. VERIFICATIONS AND CHECKS

23.1 The Institute reserves for itself the right to carry out verifications and checks relating to the prescriptions laid upon the offering subject as set out in the present notice.

23.2 In the event of non-compliance with the aforesaid prescriptions, the Institute might exclude the offering subject from subsequent accreditation procedures, up to a maximum of 5 years proportionately to the seriousness of the ascertained non-compliance.

24. APPEALS

24.1 The competent forum for any judicial appeal is that of Rome.

INFORMATIVE NOTES

The person who is responsible for the accreditation process for proponents referred to in Art. 3, paragraphs 3.1a) and b) is the Manager responsible for the welfare of the Regional Directorate/ INPS Coordinating Metropolitan Directorate that is responsible for the area.

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Istituto Nazionale Previdenza Sociale



The person who is responsible for the accreditation process for proponents referred to in Art. 3, paragraph 3.1c) is the Manager of the Social Performance Department of the Central Support Directorate to non-self-sufficiency, civil Invalidity and other Benefits (e-mail: prestazioniwelfare.dccw@inps.it).

Rome, 09 May 2017

The Central Director
Rocco Lauria
(illegible signature)