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University of Studies of Naples "Parthenope"
Department of Law

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Call for admission to FIRST-LEVEL UNIVERSITY MASTER COURSE

EU TRANSPARENCY AND CORRUPTION PREVENTION POLICIES WITHIN PUBLIC ADMINISTRATION

Academic year 2019-2020
Napoli, Italy



In collaboration with

Agencija za državnu službu Bosne i Hercegovine | Civil Service Agency of Bosnia and Herzegovina
Agencija za državnu službu FBiH | Civil Service Agency of Federation of BiH
Agencija za državnu upravu Republike Srpske | Civil Service Agency of Republic of Srpska
Pododjeljenje za ljudske resurse of Brčko Distric | Human Resources of Brčko Distric

With the support of

Direkcija za evropske/europske
integracije |
Directorate for European
Integration





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ART. 1 GENERAL INDICATIONS

The Department of Law of the UNIVERSITY OF STUDIES OF NAPLES "PARthenOPE" announces a public selection based on qualifications and interview for admission to 1st level University Master Course in "EU Transparency and Corruption prevention policies within public administration" (henceforth then Master) for the academic year 2019-2020 to be held in Napoli (Naples, Italy) at the *Parthenope* University.

The establishment and activation of the Master course is planned within the project "Stabilization and Integration Policies for the BiH Public Administration system" – S.I.P.P.A.S. assigned and financed to the *Parthenope* University by the European Commission - Delegation of the European Union to Bosnia and Herzegovina, in accordance with Grant Contract n. 2018/402-867.

In the framework of the general objective of the S.I.P.P.A.S. Project, namely to support the integration process of Bosnia and Herzegovina in the European Union through the harmonization of the local public system with European principles and policies, the Master has the specific objective of providing to participants an intensive preparation and skills on the efficiency, transparency and cost-effectiveness of the local public services, contributing to spread the culture of legality.

Director of the S.I.P.P.A.S. Project and Director of this Master is Prof. Alberto De Vita, Full Professor of Criminal Law in *Parthenope* University of Naples.

Course Coordinator of the S.I.P.P.A.S. Project and Coordinator of this Master is Prof. Fabrizio Rippa, Research Fellow of Criminal Law in *Parthenope* University of Naples.

The participation to the Master course is free of charge and it will be open to 15 citizens, who are also the civil servants of Bosnia and Herzegovina. Participants must possess all requirements specified in the following Art. 4.

The participants will receive a scholarship to cover travelling expenses, meals, study materials accommodation, subsistence and additional expenses to participate in the training sessions.

The lessons will be held in English.

ART. 2 PURPOSES AND TRAINING OBJECTIVES

The specific purpose of the Master is to allow 15 civil servants of Bosnia and Herzegovina to implement their professional skills by attending an intensive training program designed to provide an advanced knowledge related to:

- European Union strategies for the integration of Member States and "pre-accession" countries, specifically by improving their internal policies about anti-corruption and Public Authority efficiency and transparency,
- The economic, legal and sociological analysis of the phenomenon of corruption in the national as well as in the international framework.

Subsequently, the Master will focus on the study and analysis of some European experiences in matter of anticorruption and transparency. A special attention will be paid to the Italian regulatory system and its most recent legislative reforms in the field of prevention and repression of corruption and illegal practices in the Public



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Administration system, Italian anti-corruption plans as well as the functions and powers of the Italian Anti-Corruption Authority (ANAC).

The participants will have the opportunity to put into practice the knowledge acquired during the lessons, mainly through practical activities. The Master module "learning by doing" will be finalized to the acquisition of the technical and practical know-how necessary for the adoption and implementation of procedures and mechanisms (possibly also "codes of conduct") that favor, even in the short term, the improvement of the services and prevention of illegal behavior in public offices.

ART. 3 CREDITS AND EDUCATIONAL QUALIFICATIONS AWARDED. PROGRAM AND DURATION OF THE COURSE

The Master has an academic annual duration and assigns 60 university formative credits (60 ECTS) (as foreseen by the art. 7, paragraph 4, of the Italian DM 22/10/2004, n. 270), corresponding to 1500 hours of total commitment training for each student, which includes 376 hours of lectures, plus exercises, seminars, workshops, individual study and research activities.

Classes will be held exclusively in English.

The Master will take place at Napoli (Naples, Italy) in the *Parthenope* University locations, mainly in the headquarters in Via Generale Parisi n. 13, starting from the second week of September 2019 and up to the beginning of July 2020, with an estimated commitment of 4 days a week and in total of 16 hours/week. Some activities could be organized in other locations or cities.

The mandatory attendance of the course activities must not be less than 75% of the total hours planned.

The teaching plan is divided into 7 training modules/sub modules as described below:

1	PUBLIC ADMINISTRATION IN THE INTERNATIONAL AND EUROPEAN CONTEXT: INTERNATIONAL AND EUROPEAN LAW AND EU STUDIES
1.1	EU studies and Legal harmonization/transposition of the European <i>acquis</i> and legal translation in the public sector
1.2	The multilevel system of the EU juridical context
1.3	Evolution of anti-Corruption policies in the supranational and European context
1.4	The challenges of the future and the new horizons of the anti-corruption strategy at supranational and European level
2	PUBLIC ECONOMY AND PERFORMANCE OF THE PUBLIC ADMINISTRATION: STUDIES RELATED TO THE DISCIPLINES OF PUBLIC ECONOMY, ECONOMIC AND ORGANIZATIONAL BUSINESS STUDIES, EUROPEAN ECONOMIC POLICY, PUBLIC LAW, CRIMINAL LAW AND ADMINISTRATIVE LAW
2.1	European Monetary Union, European economic integration, EU funds and EU pre-accession assistance programs
2.2	Organizational models and anti-corruption plans in the private and public sectors: the Italian case (d.lgs. 231/2001)
2.3	The system of responsibility for civil servants in Italy: criminal, civil, labour and administrative profiles. Responsibility and accountability of public employees
2.4	The discipline of public contracts in the system of prevention of corruption
3	THE ILLICIT PRACTICES IN THE P.A.: STUDIES ON CRIMINAL LAW, ADMINISTRATIVE CRIMINAL LAW AND LABOUR LAW
3.1	The system of offences against public administration in the Italian Criminal Code: the reforms of the Criminal Code and anti-corruption strategies from the XX Century until today
3.2	The bribery and corruption crimes in the Italian and the International context



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3.3	Some "all-Italian crimes": traffic of illicit influences, "indebita induzione" and "concussione" as unicum in the comparatistic landscape
3.4	The fight against corruption in Italy and the challenges of modern law: the new discipline of whistleblowing with comparative aspects and the "Bribe destroyer Bill" (i.e. the Italian "Legge SpazzaCorrotti"). Future perspective

4	CRITICAL ANALYSIS OF CORRUPTION, BRIBERY AND OTHER CRIMES OF PUBLIC SERVANTS. RESPONSIBILITIES OF PUBLIC MANAGERS. THE P.A. INTERNAL ORGANIZATION. STUDIES IN THE FIELD OF CRIMINAL LAW, ADMINISTRATIVE CRIMINAL LAW, CRIMINAL PROCEDURE LAW, PUBLIC LAW AND LABOUR LAW"
4.1	The role and powers of the National Anti-Corruption Authority in the Italian system: the national anticorruption plan (PNA) and the three-year anti-corruption plans in public administrations
4.2	The discipline of transparency in the public administration and the regulations on access to the acts of the PA (FOIA)
4.3	The prevention of conflict of interest and corrupt risk in the Public Administration: the rules concerning public administration position, <i>pantouflage</i> and codes of conduct
4.4	The measures of temporary management and support of companies in case of corruption : the so-called " <i>commissariamento</i> " of companies

5	THE PUBLIC ADMINISTRATION SYSTEM IN ITALY AND BIH: A COMPARATIVE ANALYSIS. STUDIES IN MATTER OF INTERNATIONAL LAW, EU STUDIES, CRIMINAL LAW AND ADMINISTRATIVE CRIMINAL LAW, CRIMINAL PROCEDURAL LAW, PUBLIC LAW AND LABOUR LAW
5.1	The system of public administration in BiH. A comparative analysis with EU Countries context
5.2	Prevention and transparency in the Public Administrations of BiH and analysis of anti-corruption practices and models adopted in Italy
5.3	The contrast to corruption in Juridical experiences. A comparative analysis
5.4	International corruption: issues and cases

6	LEARNING BY DOING
6.1	Workshop on drafting of an anti-corruption compliance program and a three-year plan
6.2	Laboratory on the drafting of an internal conduct code for the PA directors and employees
6.3	Laboratory on the drafting of guidelines for good performance and good practices in the provision of public service

7	MASTER'S THESIS or PROJECT WORK
	This module will be dedicated to a final examination or dissertation of a thesis, possibly exhibited in a workshop, to assess the level of preparation achieved by the participants

At the end of each module, tests could be carried out to verify the progression.

The achievement of the Master degree follows the verification of the regular attendance of the course and is also subjected to the presentation of a final paper or thesis, which certifies the level of the overall competences acquired through a judgment of suitability.

The 60 ECTS credits foreseen by the 1st level Master Course will be divided among the above 7 Modules according to the following scheme:

MODULES	ECTS	ACTIVITY
1	9	Lectures
2	9	Lectures
3	10	Lectures
4	10	Lectures



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MODULES	ECTS	ACTIVITY
5	9	Lectures
6	5	Laboratories, workshops, seminars, conferences
7	8	Individual Preparation for the final thesis
Tot.	60	

At the conclusion of the course, following the positive individual study path evaluation and the final thesis, a **first level University Master's Degree** will be awarded in "Public Transparency and Corruption Prevention Policies" to the attendees, who have fulfilled their obligatory attendance and who have attained 60 ECTS required by the Master.

The final grade will be expressed with a judgment of suitability according to art. 16 of the Regulations for specialization courses, professional refresher courses and continuing educational courses and courses of first and second level University Masters, based on the Rectoral Decree of *Parthenope* University n. 425 of June 15, 2009.

The studies covered by the Master program will mainly concern the following disciplinary sectors:

PRIVATE and PUBLIC LAW, ECONOMIC LAW, LABOUR LAW, CONSTITUTIONAL LAW, ADMINISTRATIVE LAW, INTERNATIONAL LAW, EU LAW, CRIMINAL PROCEDURAL LAW, CRIMINAL LAW, COMPARATIVE PUBLIC LAW, POLITICAL ECONOMY, ECONOMIC POLICY, BUSINESS ECONOMY, ECONOMY AND MANAGEMENT OF BUSINESSES, BUSINESS ORGANIZATION.

ART. 4 ADMISSION REQUIREMENTS

Admissions are open to the citizens of Bosnia and Herzegovina, who fulfill by the deadline of the application, the following minimum conditions:

1. Hold a permanent position as a civil servant in a Public Administration at any level of government in Bosnia and Herzegovina.
2. Hold minimum a Bachelor Degree obtained after a three-year program of study or an equivalent foreign qualification, recognized by the "Parthenope" University of Naples according to the procedure indicated in the Art. 8 of this call;
3. Must know English language at least to the Independent user B2-Level according to the "Common European Framework of Reference for Languages" approved by the Council of Europe CEFRL.
4. Must not exceed the age of 45 years by the deadline of the call.

N.B: Referring to the art. 142 of the Italian law "Testo Unico" no. 1592/1933, simultaneous enrollment in three-year degree courses, specialist degree courses, research doctorates, specialization diploma courses and master's degrees at the same or other university is prohibited; therefore, in the case of admission, in order to take part in the Master the participant must suspend any other training activities, which conflicts with the above law.

ART. 5 TEACHING AND ACADEMIC BOARD

The professors from the University of Study of Naples "Parthenope" as well as professors from other Universities and other institutions, and experts and specialist figures in the relevant scientific disciplines to be covered by Master training program, will conduct teaching.

Prof. Alberto De Vita, as S.I.P.P.A.S. Project Director and Director of this Master, chairs and is part of the Academic Board

The Academic Board is composed by:

- **Prof. Marco Esposito**, Full Professor of Labour Law and Head of the Department of Law at "Parthenope" University of Naples;
- **Prof. Federico Alvino**, Full Professor of Business Economics at "Parthenope" University of Naples;
- **Prof. Carla Pansini**, Full professor of Procedural criminal law at "Parthenope" University of Naples;



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- **Prof. Fabrizio Rippa**, Teaching and Research fellow of Criminal Law at "Parthenope" University of Naples and Courses Coordinator of the S.I.P.P.A.S. Project;
- **Prof. Mauro Catenacci**, Full Professor of Criminal Law at the University of Studies Roma Tre;
- **Prof. Gian Luigi Gatta**, Full Professor of Criminal Law at the University of Studies of Milan

ART .6 PROCEDURES AND TERMS FOR SUBMITTING APPLICATIONS

The application of admission, filled in according to the form attached to this invitation, must be received no later than 1.00 pm on the 30th day from the publication of the call on university official journal clearly reported together with this tender, by registered post or by hand delivery or courier, in a sealed envelope to one of the following address:

University of Studies of Naples "Parthenope" c/o:

- **Civil Service Agency of Bosnia and Herzegovina / Agencija za državnu službu Bosne i Hercegovine**
(Trg Bosne i Hercegovine 1, 71000 Sarajevo, Bosnia and Herzegovina)

or

- **Civil Service Agency of Federation of BiH/ Agencija za državnu službu FBiH**
(Kulovića 7, Sarajevo 71000 Bosnia ed Erzegovina)

or

- **Civil Service Agency of Republic of Srpska/ Agencija za državnu upravu Republike Srpske**
(Vladike Platona bb 78000 Banja Luka)

or

- **Subdivision for human resources of Brčko District / Pododjeljenje za ljudske resurse of Brčko District**
(Bulevar Mira 1, 7610 Brcko District).

Each participant will send the application to the respective Civil Service Agency.

Any application received after the deadline will be automatically rejected.

Applications sent by any other means (e.g. fax, email) or delivered to other addresses will be rejected.

The envelope, containing the application, must indicate externally the NAME, SURNAME and the ADDRESS of the candidate and the following call reference of the course:

"EU TRANSPARENCY AND CORRUPTION MASTER COURSE"

and the sentence:

"NOT TO BE OPENED BEFORE THE OPENING SESSION NE OTVARATI PRIJE SJEDNICE KOMISIJE"

The application is considered complete only if the following documentation is included within the envelope:

1.	Application form filled and signed.
2.	Curriculum vitae in English (European CV Europass format template is mandatory (https://europass.cedefop.europa.eu/documents/curriculum-vitae) signed by the candidate, completed with personal data, postal address, telephone numbers and e-mail address and skype contact.
3.	At least B2 level English language certificate or, alternatively, a coherent signed self- declaration of B2 English language knowledge¹.

¹ Candidate with certification will be preferred. The level of the English proficiency could be tested during the evaluation process and in case of false declaration, the candidate will be excluded from the selection process.



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4.	A copy of a valid identity document or valid passport that certifies the BiH citizenship.
5.	An employer commitment to authorize, in case of successful selection, the candidate to attend the course.

Incomplete unsigned applications, those lacking the personal data and those that for whatever reason, will be delivered after the call's deadline or that do not comply with the procedure specified above will not be taken into consideration.

The following qualifications could be evaluated for selection if they are related to the subject of the course:

- other academic qualifications (Research Doctorate, Scholarships, Research Grants, Master degrees);
- post-graduate specialization courses, training courses, specialization;
- work and/or professional experiences, teaching and university experiences;
- knowledge of other foreign languages;
- professional qualifications.

The above elements should be attested by a signed self-declaration in English. The qualifications, for which it is not possible to identify the institute or the place or the date of the achievement or the relative nature and / or validity will not be taken into consideration.

The Director of the courses will appoint a Commission, according the specification of art.7, to evaluate the applications, to carry out individual interviews and to verify the declared competence levels and/or request the original/copies of documentations related to the self-declarations.

"Parthenope" University of Naples reserves the right to request the original documentation following the formulation of the final ranking.

ART. 7 ADMISSION CRITERIA

The following seats are reserved at least to:

- 3 for candidates belonging to Institutions of Bosnia and Herzegovina;
- 3 for candidates belonging to Institutions in the Federation of BiH;
- 3 for candidates belonging to Institutions of Republic Srpska;
- 1 for candidates belonging to Institutions of Brčko District.

For each of the reserved seats a separate graded list will be prepared according to the following specifications:

Evaluation elements	Score
Curriculum vitae, qualifications, training experiences and length of service	max 40
Current job position	max 30
Knowledge of English	max 10
Interview	max 20

The weight element will be assigned coherently to the pertinence to the course fields.

Candidates who have achieved a score of at least 50 points of 80 points available will be called for the interview; missed participation to the interview will automatically exclude the candidate; no reimbursement of expenses will be provided to the candidates to take part in the selection procedure, including the interview.

In the event of parity between two candidates, the younger candidate will prevail, followed by female gender.

The list of candidates, who will be called for the interview, will be published on the websites of the project (<http://www.sippas.eu>). Analogous information should be available on the websites of the respective Civil Service Agency (<http://www.ads.gov.ba>, <http://www.obuke.adsfbih.gov.ba>, <http://www.adsfbih.gov.ba>, <http://adu.vladars.net>, <http://www.bdbih.gov.ba>) and of the *Parthenope* University of Naples (<http://www.uniparthenope.it>).

Applications and candidates will be examined by a Commission appointed by the Director of the Master which will be composed of:

- 1 member designated by the Delegation of the European Union to BiH;
- 1 member designated by Civil service agency of Bosnia and Herzegovina;



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- 1 member designated by Civil service agency of Federation of BiH;
- 1 member designated by Civil Service Agency of Republic of Srpska;
- 2 members designated by the Parthenope University

At the end of the selection, the graded list will be approved and the candidates admitted to the course will be declared, under condition to provide the documentation as specified in art 8.

The results of the selection will be published on the project website (<http://www.sippas.eu>); analogous information should be available on the website of the European Delegation of BiH (<http://europa.ba>), on that of the Directorate for EU integration of BiH (<http://www.dei.gov.ba>) and of the respective Civil Service Agencies (<http://www.ads.gov.ba>, <http://www.obuke.adsfbih.gov.ba>, <http://www.adsfbih.gov.ba>, <http://adu.vladars.net>, <http://www.bdbih.gov.ba> and on the *Parthenope* University website (<http://www.uniparthenope.it>)

All communications concerning the call and selection will be published on the project website, personal message will not be sent to the candidates and no responsibility could be addressed to *Parthenope* University in case of missed/delay of updates on local institution websites.

In the event that, at the end of the admission procedures, there is a residual availability of places, the application to the course may be accepted, in chronological order, subject to verification of the admission requirements.

ART. 8 FINAL ENROLLMENT TO THE MASTER COURSE

At the end of the selection, candidates admitted to Master must confirm their participation within 15 days from the publication of the ranking list, according to the instruction published on the project website, with:

- The authentic copy of the Degree accompanied by an official translation in English or Italian and bearing "the Apostle of the Hague" (Aja Apostille) with "Declaration of Value" issued by the Italian diplomatic-consular representation in Bosnia and Herzegovina, which certifies the equivalence of the degree held outside of Italy to the Italian three-year degree. The declaration of value must be complete with data details of the overall education starting from the first class of the primary school and also certifying if the University of origin is recognized in Bosnia and Herzegovina;
- The employer authorization to attend the course;
- Visa to Italy for study reasons (<http://vistoperitalia.esteri.it/home/en>);
- Bank account belonging to the candidate.

The costs connected to the preparation of above documents are part of the scholarship.

ART. 9 BENEFITS FOR PARTICIPANTS

The EU contribution to S.I.P.P.A.S. project cover the Master enrollment fees for the 15 participants admitted to the program.

Additionally, the participants will receive a scholarship to cover travel, accommodation and subsistence expenses while participating in the training sessions, paid on a bimestrial basis, for an amount up to 8.500,00 € and upon verification of the regular attendance of the course. An advance payment will be set for 1.500 euros to cover the preliminary expenses and those connected to mandatory documents required in the art 8. The 1st payment will follow the student final enrollment and their arrival in Italy.

Furthermore, the University will refund up to two return flight from BiH to Italy for a value of no more than 300€ each, upon presentation of the original ticket receipts and boarding passes.

Optional traveling cost to reach training location out of Naples in Italy will be covered or refunded by university based on real cost incurred and upon authorization of Master Director.

The further payment will be set each two months based if it is confirmed by Course Coordinator the student participation to the master activities



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The Master participants should open an Italian bank account to avoid payment delays, currency and bank fees because; other way University could be no responsible for problems connected to bank procedures.

The University will give instructions to the participant on modality and procedure to finalize resident permits and other legal and administrative recommendations for a comfortable stay in Italy and Naples. The University will open its services to the BiH students, according the existing regulations for the student attending its courses, from library services to student study classrooms, etc: for more information please refers to University website [https://www.uniparthenope.it/section/campus & service/carta dei servizi](https://www.uniparthenope.it/section/campus%20&service/carta%20dei%20servizi).

A tutor will support the students during their stay in Italy to promote as much as possible the socialization with the new culture.

ART. 10 WAIVER AND FORFEITURE OF THE COURSE

Those admitted to the Master and who have not confirmed the participation, according the specification of art 8, will automatically forfeit their participation to the course.

The participants must comply with EU immigration regulations and are obliged to follow procedure to get the Italian resident permit (https://www.portaleimmigrazione.it/Download_Inglese.aspx#): the connected procedures are under responsibility of the participants and university is exempted from any responsibility and obligations.

If an attendee of the course does not come in Italy or he/she does not attend the course regularly or it is proven that he/she does not possess sufficient aptitude for carrying out the training project, he/she will be excluded from the course and will not receive the master degree, losing the right to receive the fellowship and other course benefits.

In case of above-mentioned situations, a waiting list, based on the merit of the applicants, will be prepared and, if the conditions are feasible, a substitution will be applied.

ART. 11 RESPONSIBLE FOR THE PROCEDURE

For responsibilities that are not directly attributable to the Academic Board, the Head of the Procedure (pursuant to law 241/1990) is the Department of Law of the "Parthenope" University of Naples.

More information on the Master can be taken from the website www.sippas.eu or requested in English to the Master secretariat by sending an email to the following email address: info@sippas.eu.

ART. 12 PROCESSING OF PERSONAL DATA

The personal data transmitted by the candidates with the application will be processed for the purpose of managing the selection procedure.

At any time, interested parties may exercise their rights according the EU Regulation 2016/679 (hereafter "GDPR"). More information on this aspect could be require to the Master Secretariat by sending an email to email address indicated in the previous Article.

Napoli, 14/06/2019



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Application form for selection and access to

FIRST-LEVEL UNIVERSITY MASTER COURSE:
in
**"EU TRANSPARENCY AND CORRUPTION PREVENTION POLICIES
WITHIN PUBLIC ADMINISTRATION"**

Academic year 2019-2020

Napoli, Italy

PERSONAL DATA	
Name	Surname
date of birth	place of birth
Citizenship	
email address	
Phone	
skype	
RESIDENCE	
Address	
postal code	city
BACHELOR DEGREE (at least a three-year program)	
Title of degree	specialization
WORK POSITION	
civil servant <input type="checkbox"/> Yes <input type="checkbox"/> no <input type="checkbox"/> Temporary <input type="checkbox"/> Permanent	
current work position	
Name of the Employer Public Administration	
address of Employer Public Administration	
<p>The Candidate <i>requests to participate to the selection for the First-level University Master course in "EU TRANSPARENCY AND CORRUPTION PREVENTION POLICIES WITHIN PUBLIC ADMINISTRATION"</i> organized by the Department of Law of the UNIVERSITY OF STUDIES OF NAPLES "PARTHENOPE" within the project "<i>Stabilization and Integration Policies for the BiH Public Administration system – S.I.P.P.A.S.</i>" assigned and financed by the European Commission, <i>accepting the terms of reference of the call published on project website www.sippas.eu.</i></p>	



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The candidate declares under his/her own responsibility that he/she is in possession of the following additional qualifications¹ (as following detailed), related to the subject of the course:

academic qualifications (Research Doctorate, Scholarships, Research Grants, Master degrees):

post-graduate specialization courses, training courses, specialization:

work and/or professional experiences, teaching and university experiences:

knowledge of other foreign languages:

professional qualifications:

The candidate authorizes the processing of his/her personal data according the EU Regulation 2016/679 (hereafter "GDPR").

The candidate declares do not attending to specialist degree courses, research doctorates, specialization diploma courses and master of any university.

Candidate attaches the documents listed below:

Curriculum vitae in English (European cv Europass) signed by the candidate, completed with personal data, postal address, telephone numbers, e-mail address and skype contact;

Copy of at least B2 level English language certificate Signed self-declaration of B1 English knowledge;

A copy of a valid identity document or valid passport with BiH citizenship;

An employer commitment to authorize, in case of successful selection, the candidate to attend the course.

date _____

Signature _____

¹ Please write in English and in block letters, more lines could be added