

**UNIVERSITY OF NAPLES FEDERICO II,  
LEOPOLD-FRANZENS-UNIVERSITY OF INNSBRUCK  
PALACKY UNIVERSITY IN OLMOUC**

STUDENT AFFAIRS OFFICE

TEACHING AREA SOCIOLOGY

**THE RECTOR**

**CONSIDERING** the current European legislation on the development of joint degree programmes and the provision of joint degrees offered by several higher education institutions across Europe, with a view to the establishment of the European degree recognised throughout the EU12;

**CONSIDERING** the EURIDICE Cooperation Agreement that establishes the structure, the didactic organisation, the financial procedures and the Study Plan of the European Joint Master Programme in *Digital Society, Social Innovation and Global Citizenship* (DIGISOC) signed on 1/10/2024 by the following three universities awarding the Joint Master Programme: University of Naples Federico II, Leopold-Franzens-University of Innsbruck and Palacky University in Olomouc;

**CONSIDERING** the Memorandum of Understanding between the universities awarding the joint Master Programme and the associated universities, referred to in the Cooperation Agreement;

**CONSIDERING** the Personal Data Joint Controllershship Agreement signed by the universities awarding the Joint Master Programme, attached to the Cooperation Agreement;

**CONSIDERING** the fact that the institutions belonging to the Consortium of the European project *EURIDICE - European Inclusive Education for Digital Society, Social Innovation and Global Citizenship* are part of the international network AURORA Alliance;

**CONSIDERING** the fact that the European Joint Master Programme in *Digital Society, Social Innovation and Global Citizenship* is awaiting accreditation by the three National institutions;

**CONSIDERING** the Didactic Regulations of the European Joint Master Programme in *Digital Society, Social Innovation and Global Citizenship* (DIGISOC) Class LM 92 (Master Programmes in Theories of Communication);

**CONSIDERING** the Decree of the Director of the Department no. 24 of 4<sup>th</sup> February 2025, ratified by the Council of the Department of Social Sciences in its meeting of 27<sup>th</sup> February 2025, concerning the scheduling of university courses and the limited number of students who can be admitted to the Joint Master Programme in *Digital Society, Social Innovation and Global Citizenship* (DIGISOC) (Master Programmes



in Theories of Communication); with a total of 90 places, distributed among the three training university locations as follows: University Federico II - San Giovanni Campus (Italy): 30 places; location of the University of Innsbruck Leopold-Franzens (Austria): 30 places; location of the Palacky University in Olomouc (Czech Republic): 30 places;

**TAKING INTO ACCOUNT** that the accreditation procedure by ANVUR for the Master Programme *Digital Society, Social Innovation and Global Citizenship* (DIGISOC) (LM-92 - Master Programmes in Theories of Communication) is in progress for the academic year 2025/26, and that the procedure itself will be concluded in June with a special ministerial decree by the Italian Ministry of University and Research;

**CONSIDERED** to proceed, in waiting for the outcome of the accreditation process, with the publication of the call for applications in order to give maximum visibility to the new Joint Master Programme;

**CONSIDERED** that Selexi s.r.l. is the Company entrusted to manage the admission tests to the university courses with a limited enrolments and that, therefore, it is entirely responsible for the management of all the phases of the online tests;

## DECREES

### ARTICLE 1

#### CALL FOR APPLICATIONS AND PLACES AVAILABLE

On the condition that the Joint Master Programme in *Digital Society, Social Innovation and Global Citizenship* (DIGISOC - a Master Programme in Theories of Communication - Class LM 92 according to the Italian classification) is accredited by the Italian Ministry of University and Research, a public selection for the admission to the Master Programme is announced for the academic year 2025/26. This will be provided by the Department of Social Sciences of the University of Naples Federico II, the Leopold-Franzens-University of Innsbruck and the Palacky University in Olomouc, for a total of **90 places**.

The course awards the Joint Master Programme in *Digital Society, Social Innovation and Global Citizenship* Class (DIGISOC - a Master Programme in Theories of Communication - Class LM 92 according to the Italian classification), conferred by the University of Naples Federico II, Leopold-Franzens-University of Innsbruck and Palacky University in Olomouc.

Teaching activities will take place at the three universities listed below with an indication of the places available:

1. **University of Naples Federico II (U.C. San Giovanni), Italy: 30 places;**
2. **University of Innsbruck Leopold Franzens, Austria: 30 places;**
3. **Palacky University in Olomouc, Czech Republic: 30 places.**

## **ARTICLE 2**

### **ADMISSION REQUIREMENTS**

To take part in the admission procedure, candidates must hold a Bachelor Degree in one of the following fields - or equivalent - according to the International Classification of Education (ISCED-F-2013):

- 011 Education;
- 018 Interdisciplinary programmes and qualifications involving education;
- 021 Arts;
- 022 Humanities (excluding languages);
- 023 Languages;
- 028 Interdisciplinary programmes and qualifications involving the arts and humanities;
- 031 Social and behavioural sciences;
- 032 Journalism and information;
- 038 Interdisciplinary programmes and qualifications involving social sciences, journalism and information;
- 041 Economics and Administration;
- 042 Law;
- 048 Interdisciplinary programmes and qualifications involving economics, administration and law;
- 052 Environment;
- 054 Mathematics and Statistics;
- 061 Information and Communication Technology (ICT);
- 068 Interdisciplinary programmes and qualifications involving Information and Communication Technology;
- 0714 Electronics and Automation;
- 073 Architecture and Construction;
- 092 Social Services;
- 098 Interdisciplinary programmes and qualifications involving health and social services;
- 101 Personal services;
- 1022 Occupational health and safety;
- 108 Interdisciplinary programmes and qualifications involving services;
- Other equivalent three-year degrees (equivalence will be determined or assessed by the Admission Committee).



All candidates must certify their proficiency in the English language at the B2 level according to the CEF (Common European Framework) through one of the following methods:

- Documents of an educational institution proving successful completion of a school-leaving certificate, a Bachelor's programme or an at least 2-year long Master's programme in English;
- Positive mark in English in the annual school report preceding the school-leaving certificate or on the school-leaving certificate issued from a school within the EU, the EEA or Switzerland, "Sprachenzentrum" (Language Center) at the University of Innsbruck: successful completion of English course at advanced level III (B2);
- One of the following English language certificates not older than two years from the date of the examination:
  - Test of English as a Foreign Language (TOEFL)
  - TOEFL iBT Test: from 72 Scores
  - British Council: International English Testing System (IELTS)
  - IELTS: from 5,5 Scores
  - Cambridge Assessment English
  - B2: First (= First Certificate in English, FCE)
  - Pearson Test of English
  - PTE Academic: from 59 Scores

Candidates may apply *sub conditione* if:

- a) They have not obtained their Bachelor's degree within the application deadline, provided they declare that they will obtain it by 30/07/2025;
- b) They have not obtained certification of their English language proficiency within the application deadline, provided they declare that they will obtain it by the date of enrolment.

If the Bachelor's degree was awarded in a European Union country, a Diploma Supplement must be provided in addition to the degree certificate.

If the Bachelor's degree was awarded in a country outside the European Union, a Declaration of Value (DOV) issued by the relevant Embassy or a comparability and authenticity certificate issued online by CIMEA (<https://www.cimea.it/EN/pagina-attestati-di-comparabilita-e-verifica-dei-titoli>) must be provided, in addition to the degree certificate.

The University of Innsbruck requires certified documents, even if the original documents are presented. The only exceptions are for documents from countries with which Austria has an agreement exempting them from legalization. Applicants



presenting documents from the People's Republic of China must have them additionally certified by the Austrian Academic Evaluation Centre (APS) in Beijing. Further information on this process can be found on the homepage of the Academic Evaluation Centre/Cultural Department of the German Embassy in Beijing (<https://www.aps.org.cn/nachzertifizierung>).

For further information on document certification, please consult the following link: [https://www.uibk.ac.at/studium/anmeldung-zulassung/informationen\\_auslaendisches-reifezeugnis.html.en](https://www.uibk.ac.at/studium/anmeldung-zulassung/informationen_auslaendisches-reifezeugnis.html.en).

Documents in foreign languages must be translated into German or English by a sworn translator. All notarized documents must also be translated, and the translator's signature must be certified by the competent authority (e.g., Ministry of Foreign Affairs). This requirement does not apply to translations by sworn translators in Austria. The translation and the certified document must be inseparably linked.

For information on document translations, please refer to the Glossary on the University of Innsbruck website (<https://www.uibk.ac.at/studium/anmeldung-zulassung/glossar/index.html.en>).

### ARTICLE 3

#### APPLICATION TO PARTICIPATE

The application for participation in the admission procedure must be submitted exclusively via the online application form available on [www.digitalsociety4innovation.eu](http://www.digitalsociety4innovation.eu), starting from the publication date of this announcement and no later than 2:00 p.m. on June 20, 2025. The application procedure is detailed in Annex 2A.

**The online application procedure will strictly close at 2:00 p.m. on June 20, 2025, after which no further applications will be accepted.**

Failure to submit the application by the deadline and according to the specified procedures will result in exclusion from the admission process.

**Participation in the admission procedure is free of charge.**

In the application form, candidates must indicate their preferred Degree-Awarding University for attending the training activities. Each candidate may specify a first, second, and third choice.

This order of preference is binding for the preparation of the admission ranking, which will be organized by university location.

Candidates with disabilities or specific learning disorders (SLD) may request additional time for the admission test. For further details, please refer to Annex 2B.



## **ARTICLE 4 SCHOLARSHIPS**

Students may apply for scholarships to cover mobility expenses related to onsite activities, such as Summer Schools which are integral to their study programme. These scholarships will be awarded through a public selection process.

Detailed information on the application process and selection criteria will be published on [www.digitalsociety4innovation.eu](http://www.digitalsociety4innovation.eu).

The scholarship grant is compatible with other Erasmus+ mobility grants for study purposes.

## **ARTICLE 5 PUBLICATION OF ADMISSION PROCEDURE DOCUMENTS**

This call for applications and all related annexes will be published online on the Official Notice Board of the University of Naples Federico II, accessible via the university's website at <https://www.unina.it/ateneo/albo-ufficiale>.

The online publication on the Official Notice Board of the University of Naples Federico II serves as an official notification, and no individual communications will be sent to applicants.

The conditions governing the admission procedure, including the selection process, will also be published on the Joint Master Programme website ([www.digitalsociety4innovation.eu](http://www.digitalsociety4innovation.eu)) and on the websites of the three Degree-Awarding Universities:

[www.unina.it](http://www.unina.it)  
<https://www.uibk.ac.at/en/>  
<https://www.upol.cz/en/>

## **ARTICLE 6 ADMISSION TEST**

The admission test consists of 80 multiple-choice questions, each with four answer options, only one of which is correct.

The test is designed to evaluate candidates' critical thinking skills, defined as the ability to thoroughly analyze written and visual information, interpret its meaning, and draw logical conclusions.



The syllabus for the admission test is attached to this call for applications (Annex 1) and will be available on the Joint Master Programme website: [www.digitalsociety4innovation.eu](http://www.digitalsociety4innovation.eu).

## **ARTICLE 7**

### **TEST PROCEDURES AND CANDIDATES' OBLIGATIONS**

The admission test will be conducted online on July 2, 2025, and will have a duration of 75 minutes.

Selexi S.r.l. has been entrusted with the administration of the admission test for all limited-enrolment study programs at the University of Naples Federico II. As such, the company is responsible for overseeing the admission test procedure for the Joint Master Programme. Selexi S.r.l. will manage the process through its own personnel, maintaining direct contact with candidates during the test. Additionally, the company will communicate with the Head of the Procedure and the Admission Committee as needed to facilitate the adoption of any necessary measures.

For general guidelines on participation in the admission test, please refer to Annex 2C of this call for applications.

## **ARTICLE 8**

### **ADMISSION COMMITTEE AND ASSESSMENT CRITERIA**

The Admission Committee — designated by the Department of Social Sciences and appointed by Rector's Decree — shall be composed of faculty members from the three awarding universities.

The Committee shall select candidates for admission to the Master Programme based on the selection procedure and in accordance with the established admission criteria.

Successful candidates will be enrolled at all three awarding universities. To complete their enrolment, candidates must meet the admission requirements of each institution. Enrolment is finalized only upon payment of the required tuition fees.

The admission test will be assessed according to the following criteria:

- 1 point** for each correct answer;
- 0.25 points** for each incorrect answer;
- 0 points** for each unanswered question.

## **ARTICLE 9**

### **CREATION OF THE ADMISSION RANKING**



For each university location—pursuant to Article 1 of this call for applications — an admission ranking will be drawn up based on the points obtained by each candidate.

The order of preference indicated in the application form is binding for the purpose of compiling the rankings. The rankings will be determined primarily based on the candidates' **First Option** as stated in their application. Consequently, only candidates who have achieved a qualifying position in the admission ranking and have selected a specific university location as their **First Option** will be considered admitted or admissible to that location.

Should any places remain available after all eligible candidates for the **First Option** have been placed, new rankings will be created for each location, considering the candidates' **Second Option**.

If places are still available after filling the **Second Option** shortlists, further rankings will be drawn up based on the candidates' **Third Option**.

Enrolment will continue until all available places, as specified in Article 1 of this call for applications, have been filled.

In the event of a tie, precedence will be given to the candidate with the highest **Bachelor Degree grade**. If a tie persists, the **youngest candidate** will be given priority, in accordance with Article 2, paragraph 9 of Law 191/98.

## ARTICLE 10 PUBLICATION OF THE ADMISSION RANKING

The results of the admission test will be announced by **July 10, 2025**, exclusively through online publication on the **Official Notice Board** of the University of Naples Federico II, on the website of the **Master Programme** ([www.digitalsociety4innovation.eu](http://www.digitalsociety4innovation.eu)), and on the websites of the three awarding universities: ([www.unina.it](http://www.unina.it); <https://www.uibk.ac.at/en/>; <https://www.upol.cz/en/>)

Notices published online in the **Official Register** of the University of Naples Federico II will constitute **official notification**, and no personal communications will be sent to candidates.

By **July 17, 2025**, admitted candidates must confirm their acceptance of the offered place by sending an email to **euridice@unina.it** from the email address provided in their application.

## ARTICLE 11 REGISTRATION OF SUCCESSFUL CANDIDATES





By no later than **August 1, 2025**, admitted candidates will receive, at the email address provided in their application, detailed instructions for completing the payment of the tuition fees. Specifically, candidates must pay:

a **tuition fee** of **€2,000.00**;

a **regional tax** of **€167.50**;

a **stamp duty** of **€16.00**.

The payment must be made **exclusively via the online procedure** by **September 1, 2025, at 12:00 p.m.** Failure to complete the payment within the specified deadline and according to the prescribed procedure will result in **automatic forfeiture** of the candidate's right to enrolment.

Once enrolled at the **University of Naples Federico II**, students will receive further instructions via email on how to complete their enrolment at the **Leopold-Franzens University of Innsbruck** and the **Palacky University in Olomouc**.

To finalize registration, candidates must also pay the **Austrian Student Union fee** of currently **€25.20/per semester**. Additionally, students planning to reside on the **Olomouc University campus** for a period exceeding three months in 2026 will be required to pay an **additional municipal waste tax**.

## ARTICLE 12 ARRANGEMENTS FOR ALLOCATING THE REMAINING PLACES

Once the **registration deadline** (September 1, 2025) has passed, any remaining places will be allocated to eligible candidates.

To this end, the **list of eligible candidates** entitled to enrolment will be published, as specified in **Article 5** of this call for applications, no later than **September 8, 2025, at 12:00 p.m.**

Eligible candidates must complete their enrolment **from the date of publication of the ranking** and no later than **September 15, 2025, at 12:00 p.m.**, following the procedures outlined in **Article 11** of this call for applications.

Candidates who fail to comply with these requirements within the specified deadline will be deemed to have **tacitly renounced** their place and will **permanently forfeit** their right to enrolment.

Should vacancies remain after all eligible candidates have been considered, these places will be reallocated using the same procedure.



**ARTICLE 13**  
**ACCESS TO DOCUMENTS, PERSONAL DATA INFORMATION, AND**  
**PROCEDURE RESPONSIBLE PARTY**

Candidates are entitled to access the documentation related to the admission procedure in accordance with the applicable regulations. This right shall be exercised in compliance with the procedures established by the **University Regulations** on administrative procedures and access to documents, as set forth in **Rector's Decree No. 2386/98** and its subsequent amendments and additions.

Personal data, including special categories of personal data collected for this procedure, will be processed in accordance with **Regulation (EU) 2016/679** (General Data Protection Regulation), the **Personal Data Protection Code**, and the **Personal Data Joint Controllershship Agreement**. Under this agreement, the three awarding universities jointly define the purposes and methods of personal data processing in the execution of the **Cooperation Agreement**, as well as their respective responsibilities in ensuring compliance with **EU Regulation 2016/679**.

The **Head of the Student Affairs Office – Teaching Area** of the **University of Naples Federico II**, **Mrs. Carmela Sorvillo**, is responsible for all matters related to this admission procedure that do not fall under the competence of the **Admission Committee** or the **Company managing the admission test**. **Mr. Cristiano Preiner** will assist in carrying out these responsibilities.

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**ARTICLE 14**  
**Referral**

For all matters not expressly covered in this call for applications, the applicable regulations in force shall apply.

**Naples, [date]**

**The Rector**  
**Matteo Lorito**

Didactics and Student Services Area The Director Mr. Maurizio Tafuto Organisational unit responsible for the procedure Student Affairs Office - Teaching Area Person in charge of the procedure Mrs. Carmela Sorvillo Delegate of the person in charge Mr. Cristiano Preiner
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## ANNEX 1

### ADMISSION TEST SYLLABUS

The Joint Master Programme DIGISOC is open to well-motivated and qualified candidates. The number of students for each intake of DIGISOC is targeted at 90. Fairness and equal opportunities of access for all qualified candidates will be ensured through a selection procedure based on an online supervised test.

The DIGISOC test will consist of 80 multiple-choice items and will be administered in 75 minutes.

All the test items will focus on and assess candidates' Critical thinking, intended as a habit of mind characterized by the comprehensive exploration of written and visual information, the ability to interpret it and the capacity to draw logical conclusion from it.

More in detail, the indicators of critical thinking skills which will underlie the test items are:

#### 1) Making Inferences

*Candidates will be provided with written or visual information. A subsequent list of possible inferences will follow, and candidates will be asked to rate if they are true, false, possibly true, possibly false or whether it is not possible to say it based on the information in the passage.*

#### 2) Recognizing Assumptions

*The candidate will have to decide if an assumption has been made in making the statement. An assumption is something someone effectively takes for granted. The candidate will have to select whether an assumption has or has not been made.*

#### 3) Making Deductions

*Candidates will be provided with written or visual information and will need to evaluate a list of deductions made based on that information. The candidate must select which deductions follow and which do not follow.*

#### 4) Interpreting Information

*Candidates will be provided with written or visual information and a list of related possible conclusions. Candidates will need to interpret the information and decide if each conclusion follows based on the presented information. The decisions must solely be based on the information given.*

#### 5) Analyzing and Evaluating the Argument

*Candidates will be provided with a written and/or visual information and a list of arguments about the information presented. The candidate will need to assess if each argument is strong or weak. The argument is considered to be strong if it directly relates to the statement and weak if it is not directly related to the statement. (Watson & Glaser, 2002).*

All the written and visual information used to prepare the test will be drawn from the following list of readings. All the readings present and discuss issues, topics, transformations, challenges and problems connected with the three key pillars of the DIGISOC Joint Master Programme: the rise of the digital society and the challenges for social innovation and global citizenship in the context of the digital society. In their preparation to the test, candidates are warmly invited to read the following documents carefully.

## READINGS

UN Global Digital Compact (2024) - A comprehensive framework for global governance of digital technology and artificial intelligence - [https://www.un.org/global-digital-compact/sites/default/files/2024-09/Global%20Digital%20Compact%20-%20English\\_0.pdf](https://www.un.org/global-digital-compact/sites/default/files/2024-09/Global%20Digital%20Compact%20-%20English_0.pdf)

European Declaration on Digital Rights and Principles for the Digital Decade 2023/C 23/01 - PUB/2023/89 - [https://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:32023C0123\(01\)](https://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:32023C0123(01))

EU Report on the state of the Digital Decade 2024 - <https://digital-strategy.ec.europa.eu/en/library/report-state-digital-decade-2024>

Transforming our world: the 2030 Agenda for Sustainable Development (2015) - <https://sdgs.un.org/sites/default/files/publications/21252030%20Agenda%20for%20Sustainable%20Development%20web.pdf>

UNESCO Recommendation on Education for Peace and Human Rights, International Understanding, Cooperation, Fundamental Freedoms, Global Citizenship and Sustainable Development (2023) - <https://www.unesco.org/en/legal-affairs/recommendation-education-peace-and-human-rights-international-understanding-cooperation-fundamental?hub=87862>



## ANNEX 2A

### SUBMISSION OF THE APPLICATION TO PARTICIPATE

The procedure for filling in the application to participate is carried out online.  
Procedure for applying to take part in the admission procedure:

1. Log on to the website [www.digitalsociety4innovation.eu](http://www.digitalsociety4innovation.eu);
2. Go to the 'Apply now' section;
3. Fill in the application form with the required data (personal information, previous university career, language skills, choice of university location, disability conditions and specific learning disorders, if any);
4. Upload the following documents:
  - Photo
  - Identity document
  - Document proving residence
  - Degree certificate
  - Diploma supplement
  - English language certificate of at least B2 level
  - CV in Europass format (<https://europass.europa.eu/it/create-europass-cv>)
  - Letter of motivation
  - Certificate of disability and/or specific learning disorders (SLD).
5. Confirm the data entered and submit the application;
6. Download the application confirmation in pdf format.

**Failure to submit the application as indicated is grounds for exclusion from the admission procedure.**

The application submission procedure may be carried out 24 hours a day and from any computer connected to the network, but must be completed **no later than 2:00 p.m. on 20th June 2025.**



## ANNEX 2B

### APPLICANTS WITH DISABILITIES OR SPECIFIC LEARNING DISORDERS (SLD)

**Candidates with disabilities and/or specific learning disorders (SLD)** – as defined by the World Health Organization in the International Classification of Functioning, Disability and Health – **may benefit from additional time during the test by making a request.**

The above request must be accompanied by certification – either in the original or in a certified copy on plain paper – of disability or SLD, issued by the medical board responsible for the area in which the candidate resides, confirming the type of disability or specific learning disorder recognized. This certification, if in a language other than English or Italian, must be accompanied by a sworn translation into English or Italian.

Requests for additional time from the above-mentioned candidates, submitted according to the procedures indicated below, will be assessed by the Department of Social Sciences with the technical collaboration of the University Service Centre for Active and Participatory Inclusion of Students (S.In.A.P.S.i.). The outcome of these assessments will be communicated to the concerned individuals.

Candidates with disabilities may be granted additional time not exceeding **50%** of the time allocated for the test.

Candidates with SLD will be granted additional time equal to **30%** more than the time defined for the admission test.

The condition of disability or SLD will only be recognized if it is consistent with the criteria established by Italian law.



## ANNEX 2C

### GENERAL INSTRUCTIONS FOR PARTICIPATION IN THE TEST

Starting from the seventh day before the scheduled test date, all candidates will receive instructions on how to take the test, including specific guidance on checking technical requirements, from **convocazioni@ilmiotest.it** to the email address provided during the application process.

If you do not receive an email from **convocazioni@ilmiotest.it**, please check your junk mail folder. If the message is not found there, please report the issue to **convocazioni@ilmiotest.it** and request a new email to be sent.

Candidates must also verify the quality and stability of the reception signal from the station where they will take the test and ensure that the environment in which the station is located (isolated room) meets the required conditions.

Any malfunction of the reception signal during the test will be the candidate's responsibility. If a signal malfunction prevents monitoring of the private environment in which the test is taking place, the Committee may exclude the candidate at any time.

Candidates must adhere to all other detailed instructions issued by **Selexi**, both during the preparation phase and the test itself, particularly regarding connection times, in order to ensure punctuality and smooth test administration for all candidates.

By activating the video link, the candidate consents to the recording of images and any other personal data that may allow for the reconstruction and tracking of events during the admission test.

### SOFTWARE EQUIPMENT AND CONNECTIVITY

In order to take the test, it is essential to have:

A **PC** (with Windows 8 or later, or LINUX) or **MAC** (with macOS 10.14 or later), equipped with a **webcam** and **microphone**, and the **mandatory use of GOOGLE CHROME** (minimum version 81.0) as the browser. You will be required to install a Google Chrome plug-in on your PC.

**Internet connectivity** with a minimum upload and download speed of **1.5 Mbps**. Access to the exam is subject to a system check, during which you will be asked to perform a verification session for the equipment and connectivity in the exam environment in the days leading up to the test.

A **smartphone** or **tablet** (Android version 4.1 or later, or iOS version 8 or later) equipped with a **camera**. The use of Wi-Fi is also recommended. During the procedure, you will be asked to download an **app** (34MB) from **Google Play** or the **App Store** (depending on whether you are using an Android or iOS device).





The tablet can **ONLY** be used in place of the smartphone, not as a substitute for the PC (or Mac).

## STEP-BY-STEP PROCEDURE DESCRIPTION

### Check requirement

Starting from the SEVENTH DAY before the date of the admission test, candidates will receive an email at the address they provided when submitting their application for the admission test, containing instructions on how to check their technical requirements. Specifically, they will be asked to perform the following steps:

Installation of a free Google Chrome plug-in;

Installation of the ProctorExam App on the smartphone (or tablet) that will be used during the test.

The candidate must follow the procedure to test the correct setup and operation of:

the PC's audio and microphone;

the webcam on the PC;

the webcam on the smartphone;

the internet connection.

### Convocation e-mail

Only after the **check requirement** has been fulfilled, the candidate will receive a **second email** containing the link to access the exam, along with the **date and time** of the convocation.

It is recommended to strictly adhere to the time indicated in the email in order not to delay the identification procedures before the test and to avoid the risk of being excluded from the selection.

### Test day

The procedure involves setting up and connecting the instruments that have already been checked during the 'check requirement', followed by filming the location and environment in which the test is to take place using the smartphone's webcam. Next, the candidate must connect the smartphone to a power socket and position it behind them so that it can always frame the surroundings.

The identification procedure requires **two photos** to be shown and taken: one of the identity document and the other of the candidate's face. The following identification documents are allowed: identity card, photo-issued driving licence, passport, postal card, state-issued identity card, and gun permit.



At the end of this phase, the candidate must click on the link to the test and will find instructions regarding the test application (test duration, scoring, how the platform works, and behavioral rules to be followed for proper test performance).

The candidate will have time to read the instructions and must wait on the same page without clicking anything. The waiting time may vary depending on the progress of the identification operations for all candidates. If necessary, assistance can be contacted via the CHATBOX available on the platform.

As soon as the Admission Committee authorizes the start of the test, the button **'Start test'** will appear at the top left of the screen. Only then can the candidate start the test by clicking the appropriate button.

At the end of the test, the candidate may either wait for the time limit to expire or click the **'Close test'** button. They must then click the **'logout'** button. Once returned to the start page, the **'End test'** button in the top right-hand corner must be clicked.

During the test, the use of one blank sheet of paper and a pen for any calculations or notes is permitted; it is advisable for the candidate to prepare these before the test starts, so as not to have to leave the test station while the test is in progress.

**It is not permitted, under penalty of exclusion from the test, to use or consult other applications, browsers, or web pages. Therefore, all web pages and any programs that may be open must be closed.**

The platform pages, on the other hand, must remain open at all times. In the event of technical problems, the candidate can always turn to the **'Contact us' live chat** during the test, which can be accessed by clicking 'Do you need help?' on the test platform, and for any doubts or clarifications, the candidate can contact the Proctor's chat.

**It is not permitted, under penalty of exclusion from the examination, to carry with you during the test:**

additional devices (additional monitors, keyboards, mice);

headphones or earphones;

calculators;

mobile phones (other than the one acting as an environmental camera).

**It is not permitted, under penalty of exclusion from the test, during the course of the test:**

speak;

leave the room for any reason;

consult books, texts, or web pages.

**The environment in which the candidate takes the test must obligatorily have the following characteristics:**

sufficiently lit room;  
absence of other people;  
correctly positioned webcams (PC and smartphone/tablet).

Candidates will not be allowed access to the test if they log on after the end of the recognition operations or if they are not in possession of a valid identification document. Candidates who, for any reason, are absent from the test after the closure of the above-mentioned recognition operations shall be deemed to have withdrawn from the test.

**Infringement of any of the above prescriptions will result in the exclusion of the candidate from the admission procedure and the cancellation of the test, even if the infringement is ascertained after the end of the test itself.**

From the moment of access to the IT platform and until the end of the test, a continuous technical assistance service will be provided to candidates.

**The test will begin at the end of the identification of candidates. The absence of a candidate on the day and time of the convocation for the test will be considered as renunciation of the test itself, whatever the cause.**

