



**POLITECNICO
DI TORINO**

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**Call for applications for the
Executive Master's Programme in
Project Management for
Business Performance & Innovation
(2nd Edition)**

Academic Year 2019/2020

(Annex "A" - Rector's Decree no. 852/2019)



ART. 1 Programme overview

The second edition of the Executive Master's programme in Project Management for Business Performance & Innovation is offered for the academic year 2019/2020.

The administrative seat of this Executive Master's Programme is Politecnico di Torino - Office of Specializing Master's programmes and Lifelong Learning (Ufficio Master e Formazione Permanente).

The Programme is managed by the Specializing Master's programmes and Lifelong Learning School (Scuola di Master e Formazione Permanente).

The Advisory Board is composed of Professors Marco Cantamessa (Politecnico di Torino), Alberto De Marco (Politecnico di Torino), and Carlo Rafele (Politecnico di Torino).

The Programme Director is Alberto De Marco, Associate Professor (Department of Management and Production Engineering at Politecnico di Torino).

The Selection Board is in charge of the admission process and of the assessment of the applications. A successive Rector's Decree will appoint the members of the Selection Board.

ART. 2 Training objectives, learning contents and organization of the activities

The Executive Master's programme in Project Management for Business Performance and Innovation aims to provide students with the necessary knowledge and skills to develop an interdisciplinary approach to Project, Programme and Portfolio Management to drive innovation and technological change processes in project-based organizations

The expected educational outcomes include managing projects, enhancing individual and interpersonal skills, strengthening organizational competences of project portfolios. The Programme combines theoretical knowledge with practical competencies in business strategic leadership, projects portfolio governance and soft skills.

By the end of the Programme, participants will improve their background knowledge and expand their skills in Project, Programme and Portfolio Management. Participants will be supported in an immersive experience and undertake a path to improve their organizational Project Management readiness and maturity and to participate in a team-oriented development process.

Participants of this multifaceted programme are expected to cover different corporate jobs and represent various industrial sectors in the socio-economic environment. They will bring their specific experience in running lean and rapid projects within organizations in the government, industry and research sectors.

The Executive Master's Programme requires strong engagement not only with academics and lecturers, but also with mentors, advisors, professionals and established game-changing entrepreneurs and managers.

Upon successful completion of all requirements, participants obtain an international certificate as a Project Manager awarded by the International Project Management Association (IPMA) as a certification body (Level D Certified Project Management Associate or higher level).

The Executive Master is a part-time programme lasting one academic year for a total of 30 ECTS; it will start in January 2020 and end in December 2020.

Lectures will be held in English at Politecnico di Torino. Lectures include class attendance, project work, teamwork, webinars and distance-learning activities with academic teaching staff.

The teaching programme includes 10 long weekends (from Thursday to Saturday) of class attendance over a period of 10 months plus 10 months of distance learning activities. A long capstone project teamwork will be developed throughout the Programme. The 300hrs of total training activities will be composed of:

- 210 hours of class attendance (lectures, case-based discussions, industry conferences, etc.);
- 10 hours of online webinars;
- 50 hours of individual online distance learning (readings, videos, etc.);
- 30 hours of instructor-assisted teamwork to develop a programme-long capstone project work.

The full list of the Executive Master's courses is available in Table n.1 - *Organization of the courses*.

Table n.1 – Organization of the courses

N.	Course	ECTS
7	Planning (Basics)	3



2	Standards and Methodologies	3
3	Strategy	3
4	Organizing	3
5	Processes	3
6	Risk Management	3
7	Planning (Advanced)	3
8	Monitoring and Control	3
9	Soft Skills	3
10	Knowledge management	3

ART. 3
Admission requirements

The Executive Master's programme is open to a maximum of 30 participants.

The programme is intended for both Italian and foreign citizens who must:

- have earned a Bachelor's degree (or equivalent or higher academic qualification)
- prove at least a six-month professional experience after graduation
- prove knowledge of the English language (minimum CEFR B2-level).

You may be admitted to the programme by the Selection Board even though you do not have a Bachelor's degree, provided that you have proven professional experience and knowledge of the English language (minimum CEFR B2-level).

You must prove your knowledge of the English language in one of the following ways:

- a) a language certificate included in the list of accepted certificates (check Table n. 2 - *English language certificates* in order to know the required level and accepted certificates);
- b) a Bachelor's degree (or a Master's degree or a higher academic qualification) awarded by an academic institution with English as medium of instruction. In this case, you do not need to submit these certificates and the academic institution must issue a transcript of records stating that *The medium of instruction is English*;
- c) an interview with the Selection Board that will test your English language skills.

Table n. 2 - English language certificates

EXAMINATION BOARD	CERTIFICATE	MINIMUM REQUIREMENTS
IELTS www.ielts.org	IELTS ACADEMIC or GENERAL TRAINING	5.5
PEARSON https://pearsonpte.com/	Pearson Test of English Academic	59
ETS www.ets.org	TOEFL IBT	≥72
	TOEIC	Listening: 400 Reading: 385 Speaking: 160 Writing: 150
CAMBRIDGE Assessment English https://www.cambridgeenglish.org/ formerly known as: Cambridge English Language Assessment	All certificates*	Cambridge English Scale score ≥162
	Cambridge English: PRELIMINARY (PET) obtained before 2016	Pass with Distinction (≥91) Statement of Results is required
	Cambridge English: FIRST (FCE) obtained before January 2015	≥62 Statement of Results is required
	Cambridge English ADVANCED/CAE obtained before 2015	Any score
	Cambridge English: PROFICIENCY/CPE obtained before January 2015	Any score

*B1 Preliminary - B1 Business Preliminary - B2 First - B2 Business Vantage - C1 Advanced - C1 Business Higher - C2 Proficiency



Your Application will be assessed by the Selection Board in accordance with art. 5.

Art. 4 Application and deadlines

You can apply for admission for this Executive Master's programme ONLY through the Application Form available at:

https://didattica.polito.it/master/project_management/2020

DO NOT apply by e-mail, fax or mail because these applications will not be considered.

You will be able to apply for admission from August 26th 2019.

Applications are due by the following deadline:

- November 30th 2019 at 1 p.m. - CET.

Applications are evaluated on a first come first served basis, up to the maximum number of participants (30).

You can find the list of mandatory documents that you must attach to your application.

Please note: only documents in English or in Italian will be accepted.

MANDATORY DOCUMENTS
<ul style="list-style-type: none">– Valid identification document (passport for extra-EU applicants)– Curriculum Vitae (CV must include the authorization to the processing of personal data – in compliance with the General Data Protection Regulation (EU Regulation 2016/679) and the Personal Data Protection Code, Legislative Decree 30 June 2003 no. 196 and subsequent amendments);– Application form and questionnaire– English language certificate– Residence Permit (only for non-EU citizens)– Bachelor's degree (or equivalent or higher academic qualification):<ul style="list-style-type: none">o If your degree was awarded by a <u>non-Italian University</u> or by a <u>private Italian University</u>: official transcript of records, issued by the University of origin, produced on letter-headed paper, containing the graduation final grade and the date of degree conferral. <p>or</p> <ul style="list-style-type: none">o If your degree was awarded by an <u>Italian Public University</u>: self-certificate (<i>dichiarazione sostitutiva di certificazione</i> - Art. 46 DPR 28 December 2000, n. 445) in which you declare that you earned a degree. Your self-certificate must include: name of degree programme, name of the University, date of degree conferral and graduation final grade. In compliance with art. 75 of D.P.R. 445/2000, should your self-certificate be found to be false or incorrect, you will lose any benefit acquired based on your untruthful declaration.
OPTIONAL DOCUMENTS
<ul style="list-style-type: none">– Motivation Letter: max 1 page– Reference letter

If you fail to attach even one of the above mandatory documents, you will be excluded from the admission process.

Art.5 Admission process

Applications are evaluated on a first come first served basis, up to the maximum number of participants (30).

Your Application will be assessed by the Selection Board according to the following criteria:

CRITERIA	INDICATORS	SCORES
1. English language level	Successful Interview	5
	Minimum score of the English language certificate	5
	Score of the English language certificate higher than minimum	10
2. Academic background	Bachelor's degree	20



	Bachelor's degree + 1 st Level Specializing Master's diploma	25
	Master's degree	35
	2 nd Level Specializing Master's diploma, PhD or other postgraduate degree	45
3. Work experience and its relevance to the Executive Master's programme	Professional experience	1 pt. per 6-months (MAX 20)
4. Evaluation of Curriculum Vitae. Specific training in Project Management	Project Management specific courses, if attended	1pt per 5-hrs (MAX 5)
5. Evaluation of Curriculum Vitae. Experience as a professional in a project, program or portfolio management role	Specific professional experience	2 pt. per 6-months (MAX 20)
6. Evaluation of Curriculum Vitae. Competencies in project, program or portfolio management	Ability to use Project Management SW Tools	5
	Experience in managing a project with budgeted greater than €1mil.	5

You will not be admitted to the programme by the Selection Board if:

- you do not meet all the requirements (in accordance with art. 3);
- you do not score at least 26 points according to the score-table above ;
- you do not upload all the required documents.

The admission process will be completed for each application within 7 calendar days of the submission.

After that the Selection Board has assessed each application on a first come first served basis, Politecnico di Torino will constantly update the list of applicants provisionally admitted to the Executive Master's programme and the list of applicants not admitted on the programme website (*Admission outcomes* page): https://didattica.polito.it/master/project_management/2020.

In case you have been provisionally admitted, you must pay an advance fee (see art. 6) in order to reserve your place and confirm your participation in the programme.

If you do not pay this fee before the deadline (see art. 6), your application will be cancelled and you lose your right to apply again.

Once the maximum number of participants (30) is reached, any further application that will meet the admission requirements will be placed on the reserve list. Applicants placed on the reserve list will be contacted, according to their order on the list, if one or more applicants provisionally admitted renounce to confirm the participation in the programme.

After the deadline, Politecnico di Torino will publish the final admission outcomes on the online University Bulletin and on the programme website (*Selection outcomes* page): https://didattica.polito.it/master/project_management/2020.

The person in charge of the administrative procedure is Mr. Alberto Pusceddu (Head of the Specializing Masters Programmes and Lifelong Learning Office).

ART. 6 Participation and enrolment fee

Participation and enrolment fee

The participation fee is 10.000,00 Euro (ten thousand/00) + 19,53 Euro (nineteen/53)* as enrolment fee.

The total amount must be paid to Politecnico di Torino according to the following instalments:

- 2.000,00 Euro advance fee upon request of the Office of Specializing Master's programmes. You may receive this advance fee payment request within 15 calendar days of the publication of the admission outcome related to your application. This payment is mandatory to confirm your participation in the Executive Master's programme; if you do not pay your advance fee by the deadline, your application will be cancelled and you will lose your right to apply again;
- 4.000,00 Euro upon enrolment + 19,53 Euro (nineteen/53) before January 22nd 2020;
- 4.000,00 Euro before June 30th 2020.

The participation fee and the enrolment fee can be paid through the *Apply@polito* platform.



Your advance fee (2.000 Euro) can be reimbursed only in the following cases:

- if the Italian Embassy does not issue your Visa (for extra-EU citizens only)
- if the programme does not start, which happens only if the minimum number of participants is not reached.

If you withdraw from the programme or are excluded from it, you will not be reimbursed your participation fee and enrolment fee under any circumstances.

Participation sponsored by Third Parties

If your participation in the programme is sponsored by Third Parties (payment of one or more instalments), it will be processed as follows:

- the sponsor must complete and submit the form available at https://didattica.polito.it/master/home/it/finanziamento_quote_per_il_dipendente
- After the end of the admission process, the sponsor will receive a message with:
 - the list of admitted sponsored candidates.
 - payment methods
- The Executive Master's Programme in Project Management for Business Performance & Innovation is included in the course catalogue of Politecnico. Therefore, participation and enrolment fees are VAT exempt (Article 4 of DPR 633/72). Upon payment, Politecnico di Torino will issue a payment receipt.

In case of participations sponsored by Third Parties, Politecnico di Torino may provide for exceptions from the provisions related to the number of instalments and to the deadlines scheduled for the payment of the participation and enrolment fee.

If you are enrolled in the Executive Master's Programme in Project Management Business Performance & Innovation, including if you are sponsored by Third Parts, you are subject to the rules and provisions of the Tuition Fee Guide concerning failure to pay or late payment and hold on academic progress.

**16,00 Euro enrolment revenue stamp + 3,53 Euro premium for accident insurance. The insurance premium may change due to the stipulation of a new insurance contract.*

Art. 7 Enrolment

Enrolment

If you are admitted, you must enrol at Politecnico before the programme starts. You will receive an e-mail with useful information for your enrolment. You are not allowed to be simultaneously enrolled in another Specializing Master's programme nor in any other university programme. If you are enrolled in another programme, you must finish your studies or suspend them before enrolling in the Executive Master's Programme in Project Management for Business Performance & Innovation.

Documents submission

After completing the enrolment process, admitted students must present the original documents uploaded to their Application Form to the Office of Specializing Master's programmes before the programme starts (please refer to art. 5).

If your degree was awarded by a non-Italian University, upon enrolment you must submit the original copy of the Dichiarazione di Valore/Statement of validity (related to your degree) issued by the Italian Diplomatic Mission in the country where the qualification was awarded or Attestato di Comparabilità /Statement of Comparability issued by the CIMEA Centre.

If your degree was awarded by a European university, you can submit your Diploma Supplement instead of the Dichiarazione di Valore/Statement of validity.

If you do not submit your Statement of validity, you can enrol in the programme with condition, but you must present this document within 6 months of the beginning of the programme. If you do not provide the above-mentioned mandatory document by the deadline, you are placed on hold and cannot progress in your studies until you actually present this document.

If you are a non-EU national, you are required to comply with the norms on entry visa and residence permit. You have to submit:

- Student Visa – type D for participants who are non-EU citizens residing abroad;
- Valid residence permit for non-EU citizens residing in Italy.

Politecnico di Torino reserves itself the right to check the truthfulness of the declarations included in self-certificate sent by the applicants (pursuant to Article 46 of DPR. no. 445 of 28 December 2000) and Politecnico excludes them from the ranking list in the event of false declarations.



Art. 8

Additional positions for Politecnico di Torino employees

Politecnico di Torino reserves itself the right to assign additional positions in the programme to its employees up to a maximum of 4 participants. These candidates need to meet all the admission requirements (in accordance with art. 3) and must go through a specific selection procedure.

ART. 9

Evaluation and qualification

Student obligations

The Executive Master's Programme requires a part-time commitment. Attendance to the activities is mandatory for at least 80% of the Programme.

Absences will be allowed up to a maximum of 20% of total classroom hours. Absences for more than 20% of total classroom hours will lead to exclusion from the Executive Master's Programme.

Withdrawal from the Programme must be put in writing.

In order to complete successfully the Programme, participants' behaviour need to stick to academic integrity, honesty, responsiveness and active commitment policies.

Detailed policies, as well as the rules for the certification Programme and other useful information, will be provided on the opening day.

Evaluation method

At the end of the Programme, participants will be assessed on the basis of their final presentation of the Capstone Project.

Upon successful completion of the final IPMA certification test, participants will earn a Level D (Certified Project Management Associate). A higher IPMA certification level (C, B or A) may be released if the participant can prove experience as a Project Manager according to IPMA regulations. An extra fee will be charged in this case.

Qualification

After completing the Programme, participants who have regularly attended the activities and reached the total amount of 30 ECTS required for completing successfully the Programme, will be awarded the Executive Master's in "Project Management for Business Performance & Innovation" by Politecnico di Torino. The certificate will be issued in English.

Art.10

Competent office

The competent office is the Office of Specializing Master's Programmes and Lifelong Learning of Politecnico di Torino.

For any inquiries or additional information, please contact:

Office of Specializing Master's Programmes and Lifelong Learning

Corso Duca degli Abruzzi, 24 - 10129 Torino (ITALY)

e-mail: formazione.permanente@polito.it

Art. 11

Privacy policy and access to documents

In accordance with the General Data Protection Regulation (EU Regulation 2016/679) and the Code regarding the protection of personal data (Legislative Decree No. 196 of 30th June 2003 and further amendments), Politecnico di Torino processes personal data exclusively for the admission and enrolment processes in pursuit of the university aims and in accordance with the transparency purposes imposed by the law. The processing of personal data is based on the principles of correctness, lawfulness and relevance of purposes. More information on the processing of personal data is available at: <https://didattica.polito.it/privacy/>

The Data Controller is Politecnico di Torino, represented by the Rector, with statutory seat in Corso Duca degli Abruzzi, 24-10129 Torino.

You can contact the Data Controller at politecnicoditorino@pec.polito.it (certified e-mail)

For further information and inquiries write to privacy@polito.it

You can contact the Data Protection Officer (DPO) of Politecnico di Torino for inquiries on the processing of your personal data and your rights at: dpo@polito.it; dpo@pec.polito.it (certified email)



**Art. 12
Final provisions**

Communication with candidates will take place primarily through the Apply@Polito platform. Specific communications might be sent via email or SMS using the contact details provided by candidates during registration on the platform.

Politecnico does not take any responsibility in case of unavailability of recipients and for loss of communications due to inexact indication of a candidate's email address or telephone number or due to delay or failure to notify changes to the contacts provided during registration.

This Call is published on the online University Bulletin available at https://www.swas.polito.it/dotnet/albo_online/.
The same can be found at <https://didattica.polito.it/master/>.