

**CALL FOR APPLICATIONS 2024 - 2025 FOR ADMISSION TO LEVELS I AND II
ADVANCED PROFESSIONAL COURSES**

THE RECTOR

HAVING REGARD TO	Law No. 341 of November 19, 1990;
HAVING REGARD TO	Ministerial Decree No. 270 of October 22, 2004
HAVING REGARD TO	the Statute of Sapienza University of Rome;
HAVING REGARD TO	the University Academic Regulations;
HAVING REGARD TO	the "Regulations on Advanced Professional Courses, Advanced Training Courses, Training Courses, and Intensive Courses," issued by Rector's Decree No. 2774/2022 of October 6, 2022 (hereinafter referred to as the "Regulations");
HAVING REGARD TO	Law No. 33 of April 12, 2022, "Provisions on Simultaneous Enrolment in Two Higher Education Programmes";
HAVING REGARD TO	the Ministerial Decree No. 930 of July 29, 2022, entitled: "Provisions to Allow Simultaneous Enrolment in Two University Programmes";
HAVING REGARD TO	Article 15, paragraph 1 of the PhD Regulation, which states that attendance in PhD programmes is incompatible with simultaneous enrolment in another PhD programme or in Advanced Professional Courses
HAVING REGARD TO	the resolution of the Academic Senate No. 234/2024 of October 8, 2024 and the resolution of the Board of Governors No. 341/2024 of October 22, 2024, approving the update of the Educational Offer related to the Memorandum of Understanding between the Minister for Public Administration and Sapienza University of Rome regarding the enrolment of public administration personnel in degree programmes offered by Sapienza University;
HAVING REGARD TO	Ministerial Decree No. 639 of May 2, 2024, concerning the "Determination of scientific-disciplinary groups and their respective descriptions, as well as the rationalization and updating of scientific-disciplinary sectors and their alignment with the scientific-disciplinary groups";
HAVING REGARD TO	the resolution of the Academic Senate of November 12, 2024, and the resolution of the Board of Governors of November 19, 2024, approving the 1st and 2nd Level Advanced Professional Course educational programme for the academic year 2024-2025.

DECREES

Art. 1 - GENERAL PROVISIONS

This call for applications contains the provisions governing admission, for the academic year 2024-2025, to the Level I and Level II Advanced Professional Courses set out in

Annex 1 and including places reserved for public employees on the basis of the PA 110 with honours (“PA 110 e lode”) Memorandum of Understanding.

The **Regulations** and **Study Plan** of each Advanced Professional Course are published on the webpage of each Advanced Professional Course available at <https://www.uniroma1.it/en/pagina/list-advanced-professional-courses>

Art. 2 – GENERAL ADMISSION REQUIREMENTS

Level I Advanced Professional Courses are only open to holders of a first cycle or higher cycle degree or academic diploma or other equivalent qualification issued abroad recognised as suitable according to current regulations.

Level II Advanced Professional Courses are only open to holders of a degree completed under the old university system (prior to Ministerial Decree 509/99), a master's degree, a second-cycle academic diploma or other equivalent qualification issued abroad recognised as suitable based on current regulations.

In the case of the Faculties of Medicine, holders of the qualifications referred to in Article 1, paragraph 10 of Decree-Law No. 402 of November 12, 2001, converted into Law No. 1 of January 8, 2002, may also be admitted to first-level Advanced Professional Courses.

With regard to the specific admission requirements, please refer to the **Study Plan** of each Advanced Professional Course available at the following link:

<https://www.uniroma1.it/en/pagina/list-advanced-professional-courses>.

Art. 3 - ORGANISATION OF EDUCATIONAL ACTIVITIES AND ATTENDANCE

The study plan is normally of one year's duration. The educational activities are equal to 1500 hours of total commitment, of which at least 300 hours are devoted to classroom lectures. The remaining hours may be used for other educational activities such as internships, seminars, conferences and conventions on topics related to the same subjects of the Advanced Professional Course, individual study and preparation and final exam.

The annual didactics and the number of credits (ECTS) assigned to each activity are shown in the study plans that can be consulted on the web page of the specific Advanced Professional Course (<https://www.uniroma1.it/en/pagina/list-advanced-professional-courses>).

Attendance at the course's educational activities is compulsory and must be attested. As a rule, non-attendance of more than 25% of the total number of hours of lectures will result in the student's inability to be admitted to the final exam and to obtain the degree.

In the event of non-attendance, poor results, failure to make regular payments or otherwise reprehensible behaviour, the Advanced Professional Course Scientific Educational Board may decide to suspend or exclude the participant. In such cases, the tuition fees paid will not be refunded.

Art. 4 - NUMBER OF PLACES AVAILABLE

All the Advanced Professional Courses are restricted access courses. The maximum number and minimum number of students admitted, necessary for the activation of each Advanced Professional Course, are indicated in the course **Regulations** which can be consulted on the web page of each Advanced Professional Course (<https://www.uniroma1.it/en/pagina/list-advanced-professional-courses>).

The available places reserved for public employees on the basis of the Project PA 110 with Honours Memorandum of Understanding are indicated in Annex 1. When ‘supernumerary’ is indicated, it is understood that there is no maximum limit.

Art. 5 - REGISTRATION IN THE INFOSTUD INFORMATION SYSTEM AND UPLOADING OF UNIVERSITY QUALIFICATIONS

To take part in the admission procedure, candidates must, **under penalty of exclusion**:

- obtain a Student ID number by registering on Infostud 2.0 at the page [Infostud 2.0 | Sapienza University of Rome \(uniroma1.it\)](https://www.uniroma1.it/infostud20)
- enter on their Infostud profile their university degree, which is relevant for admission to the Advanced Professional Course, in accordance with the following instructions: go to the page [Students | Sapienza University of Rome \(uniroma1.it\)](https://www.uniroma1.it/students), go to Infostud 2.0> Profile> University Degrees
- enter their bank account details on their Infostud profile, useful for the purposes of any refunds: go to the page [Students | Sapienza University of Rome \(uniroma1.it\)](https://www.uniroma1.it/students), log in to Infostud 2.0> Profile> Account. Please note that the bank account indicated must necessarily be in the student's name.

SPID or CIE credentials are required to access Infostud, in compliance with the "simplification and digital innovation" Decree Law.

Only candidates who are non-Italian citizens without SPID will be able to log in with their Infostud registration credentials (Student ID number and password).

Those who have already registered in Infostud in the past do not have to perform the procedure again but log directly into the system.

Art. 6 - PAYMENT OF THE ADMISSION TEST/QUALIFICATIONS ASSESSMENT FEE

The candidate is required, **under penalty of exclusion**, to pay the contribution for the admission test/assessment of qualifications amounting to € 51.00 (€ 35.00 contribution + € 16.00 stamp duty paid virtually), to be paid by **January 31, 2025** with the exception of Advanced Professional Course code 29034 in "Big Data. Statistical methods for the knowledge society" for which payment must be made **by January 15, 2025**.

Payment is also due in the case of applications for the INPS executive, INPS Junior and PA 110 with honours scholarships, and must be made by the deadline specified in this call for applications.

Payment is also due in the case of the assessment of qualifications alone.

To make the payment, follow the procedure below:

- access Infostud from the page: <https://www.uniroma1.it/en/pagina-strutturale/graduates>;
- select in order: Advanced Professional Courses > Course Admission > Enter the course identification code (to be found in Annex 1 of this call for applications) > Continue

Once the payment slip has been generated on Infostud, the PagoPA button will be activated and payment will be made as indicated in the following link: [How to pay](#)

Payment of the admission test fee must necessarily be made in the online mode with direct payment.

Payment methods other than those provided for and complaints due to failure to pay by the above-mentioned deadline will not be accepted. Applicants are therefore invited to complete the procedure sufficiently in advance of the deadline to enable the offices to provide due assistance if necessary.

The admission test fee/qualifications assessment is not refundable for any reason whatsoever except for the refund of the sole amount of € 35.00, excluding stamp duty,

if the Advanced Professional Course is not activated. Any reimbursement will be made to the bank account whose IBAN has been registered in the Infostud profile (see art. 5).

Art. 7 – APPLICATION SUBMISSION AND ADMISSION DOCUMENTS

By January 31, 2025, (January 15, 2025 for Advanced Professional Course code 29034 in "Big Data. Statistical methods for the knowledge society") **under penalty of exclusion**, the candidate shall send the following documents to the email address published on the web page of each individual Advanced Professional Course <https://www.uniroma1.it/en/pagina/list-advanced-professional-courses>:

- Application for admission in Annex 2, duly completed and signed;
- Photocopy of a valid identity document (ID card - car licence - passport);
- CV
- Copy of the receipt for payment of the admission test/qualifications assessment contribution of € 51.00, paid in accordance with the procedures indicated in Art. 6 of this call for applications

To this documentation, which is compulsory for all applicants, the following must also be added if you belong to one or more of the following four categories:

1) **For candidates with an international qualification**, one of the following documents must be submitted in addition to the documents mentioned above:

- ✓ *declaration of Value* issued by the Italian Consular Authority of the country in which the study took place (accompanied by a transcript of records + copy of the final diploma)

or

- ✓ *CIMEA Statement of Comparability accompanied by CIMEA Statement of Verification* (by accessing the CIMEA platform: <https://www.cimea.it/EN/pagina-attestati-di-comparabilita-e-verifica-dei-titoli>)

or

- ✓ *Diploma Supplement* (if it is a European qualification) issued by the university of origin and legalised at the Italian Embassy in the country of study

or

- ✓ *authorisation decree* of the Italian Ministry of Health for the practice of the profession.

Those who submit incomplete documentation shall be admitted conditionally and may not complete enrolment in the Advanced Professional Course.

Any missing documentation may be supplemented no later than the deadline for the first instalment referred to in Article 10 below.

Non-EU citizens and citizens resident abroad must comply with the interministerial provisions contained in the circular "Procedures for the entry, stay and enrolment of foreign/international students in higher education courses in Italy academic year 2024-2025, available at the link: <https://www.studiare-in-italia.it/studentistranieri/>.

For those who need to obtain a study visa, it is necessary to submit a pre-application online at <https://www.universitaly.it/> and send notification of submission to settoremaster@uniroma1.it

- 2) **For candidates with a recognised disability in accordance with Article 3(1) and (3) of Law no. 104 of 1992 and/or with a disability of 66% or more**, it is necessary to submit, in addition to what has already been described:

- a copy of the certificate of disability or law 104/92 issued in accordance with the law, under penalty of exclusion from the facilities provided; the same certificate must also be forwarded to the Unit for Students with Disabilities and Specific Learning Difficulties at the following email address:
servizio.disabilita@uniroma1.it

- 3) **For candidates with simultaneous enrolment, for the academic year 2024-2025, in another course at Sapienza University of Rome** who are interested in enrolling in an Advanced Professional Course in the same academic year, and who have verified that it is not incompatible with the course attended, it is necessary to submit in addition to the above:

- simultaneous enrolment application form in Annex 3 of this Call for applications.

Students are reminded that pursuant to Article 15 of the Sapienza University of Rome PhD Regulations, attendance of PhD courses is incompatible with simultaneous enrolment in Level I and II Advanced Professional Courses.

Students with simultaneous enrolment will have their Student ID number duplicated, in order to manage the two academic careers separately.

Please note that the simultaneous enrolment form is not due in the case of simultaneous enrolment on courses at other universities.

- 4) **For candidates who are employed in the public administration and who wish to avail themselves of the facilities provided for in the PA 110 with honours Memorandum of Understanding**, it is necessary to submit, in addition to what has already been described:

- replacement statement of certification as set out in Annex 4 to this call for applications

It is possible to join the facilities provided by the PA 110 with Honours Memorandum of Understanding exclusively for the Advanced Professional Courses joining the project for the academic year 2024-25. The Advanced Professional Courses concerned are indicated in Annex 1 to this Call for Applications, together with the available places.

Applications with incomplete documentation, submitted using methods other than those provided for in this call for applications, sent to email addresses other than those published on the web page of each Advanced Professional Course (<https://www.uniroma1.it/it/pagina/elenco-dei-master>) or submitted after the deadline will not be accepted.

Art. 8 - SELECTION PROCEDURE

In order to be admitted to the Advanced Professional Course, the candidate must possess one of the university qualifications (referred to in Article 2 of this call for applications) indicated in the admission requirements described in the **Study Plan** of each Advanced Professional Course (<https://www.uniroma1.it/en/pagina/list-advanced-professional-courses>).

If an admission test is required, it will take place, for each Advanced Professional

Course, following the procedures described on the webpage of each Advanced Professional Course (<https://www.uniroma1.it/en/pagina/list-advanced-professional-courses>).

Art. 9 - PUBLICATION OF THE ADMISSION LIST / RANKING LIST

At the end of the assessment of qualifications and/or the possible admission test, a list of candidates admitted will be published on the web page of each Advanced Professional Course. The publication of the list of candidates admitted shall constitute notification for all purposes. If the number of candidates exceeds the number of places available, the candidates will be placed in a special ranking list and only those who have been placed among the successful candidates in the above-mentioned list will be admitted to the Advanced Professional Course; successful candidates will be admitted to the Advanced Professional Course only if one or more of the successful candidates withdraws.

Art. 10 - PAYMENT OF THE ADVANCED PROFESSIONAL COURSE ENROLMENT FEE

The candidate admitted to the Advanced Professional Course must make the payment of the first or one-off instalment of the enrolment fee, **no later than February 28, 2025**. The amount to be paid for enrolment, together with the amount of the reduced fee for Advanced Professional Courses adhering to the PA 110 with honours Memorandum of Understanding, are published on the web page of each Advanced Professional Course (<https://www.uniroma1.it/en/pagina/list-advanced-professional-courses>).

The breakdown of payment in two instalments or in a one-off instalment is indicated in the course Regulations published on the web page of each Advanced Professional Course.

To make the payment, follow the procedure below:

- access Infostud from <https://www.uniroma1.it/en/pagina-strutturale/graduates>;
- select in order: Advanced Professional Courses > First year > Enter the course identification code (to be found in Annex 1 of this call for applications) > Continue.

Once the payment slip has been generated on Infostud, the PagoPA button will be activated and payment must be made as indicated in the following link: [How to pay](#)

If the list of admitted students has been published, pursuant to Article 10, paragraph 1 of the "Regulations", students admitted to the Advanced Professional Course who fail to pay the first instalment by **February 28, 2025**, will have to pay a late payment surcharge of €65.00. After 60 days from the deadline set out in the call for applications, the surcharge will be due at twice the standard rate.

In the event that a ranking list has been published in accordance with Article 10, paragraph 2 of the "Regulations" and there are eligible students who could take over, a student admitted to enrolment who does not pay the first instalment by **February 28, 2025**, will be considered to have withdrawn.

Any enrolment of such candidates may only take place after the offices have gone through the whole list of candidates in the ranking.

The deadline for paying the second instalment is **May 30, 2025**.

To make the payment, follow the procedure described for the payment of the first instalment. Failure to comply with the payment deadline for the second instalment shall result in a late payment surcharge of € 65.00. If the payment of the second instalment is made after 60 days from the deadline specified in the call for applications, the

surcharge will be due at twice the standard rate.

Pursuant to paragraph 9 of Article 12 of the "Regulations", a student who is not in good standing with the payment of fees and contributions may not, for the entire period covered by the aforementioned payment default, take exams, attend courses, internships or perform any career-related action, or obtain certificates.

After the deadlines, the student is not allowed to prepare the respective payment forms online from the Infostud 2.0 system, therefore it will be necessary for the Advanced Professional Course's Director to authorise late payment by making a request to settoremaster@uniroma1.it.

Art. 10a - REDUCTION OF ENROLMENT FEE FOR PUBLIC EMPLOYEES IN THE "PA 110 WITH HONOURS" PROJECT

Public employees who meet the requirements of the "PA 110 with honours" Project pay the reduced enrolment fee as indicated on the web page of each Advanced Professional Course participating in the Project (see Annex 1).

During the same academic year, it is possible to take advantage of the facilities provided by the PA 110 with honours Memorandum of Understanding for enrolment in only one programme, either at Sapienza University of Rome or at other Universities.

The cumulative payment of the enrolment fee for public employees by institutions is not allowed.

Within 60 days of obtaining the qualification, in the sole case in which the Department of the Public Function has definitively approved the inclusion of the specific Advanced Professional Course in the educational offer of the "PA 110 with honours" Project, this University will reimburse 50% of the enrolment fee paid up to a maximum of € 2,500.00.

INPS Executive scholarships are incompatible with the benefits provided by the PA 110 with honours project, therefore candidates who have indicated, during the application phase, their intention to participate in the PA 110 with honours project and who subsequently become beneficiaries of an INPS Executive scholarship, are required to immediately inform the University by sending an email to settoremaster@uniroma1.it.

In the event that the student has already paid the first instalment or one-off instalment (reduced in accordance with the PA 110 with honours project), the University will reimburse the amount paid (with the exception of the admission test fee) at the request of the interested party.

Art. 10b - REDUCTION OF THE ENROLMENT FEE FOR STUDENTS WITH DISABILITIES

Students with a recognised disability within the meaning of Article 3, paragraphs 1 and 3 of Law no. 104 of February 5, 1992, and/or with a disability equal to or greater than 66% are exempt from paying 50 % of the tuition fee, without prejudice to any other exemption established by the regulations (Article 30, paragraph 9 of the "Regulations").

In order to generate the reduced payment amount, it is necessary to select the "Disabled student" exemption in Infostud by self-certification, also indicating the type of disability or impairment.

Students with disabilities referred to in the first paragraph of the present article must send an email to the Unit for Students with Disabilities and Specific Learning Difficulties servizio.disabilita@uniroma1.it and for information to settoremaster@uniroma1.it,

specifying the name of the Advanced Professional Course or the relevant code, a copy of the disability certificate - indicating the percentage of disability, or for cases provided for by law, only the type of disability - or the certificate of disability pursuant to Article 3, paragraphs 1 and 3, of Law no. 104 of February 5, 1992.

The financial aid referred to in this article shall be effective from the moment the application is submitted and may not be retroactive except for the ongoing academic year, taking into account the date of submission of the application for recognition of disability.

As provided for in art. 6, par. 4 of the Memorandum of Understanding between the Public Administration and Sapienza University of Rome, the exemption from the payment of 50% of the enrolment fee reserved for students with disabilities and the reimbursement of 50% of the enrolment fee provided for in the PA 110 with honours Memorandum of Understanding for public employees upon graduation are not cumulative, the reimbursement referred to in Article 10a of this call for applications shall not apply.

Art. 11 - CONDITIONAL ADMISSION FOR GRADUATING CANDIDATES

Graduating candidates, without a degree for admission to the Advanced Professional Course, who wish to participate in this call for applications must, in addition to the Infostud registration provided for in Art. 5 above, declare their status as a graduating student by clicking on Profile - University Qualifications and selecting the flag *Graduating student ("Laureando")*. They will then have to follow the procedures for payment of the admission test fee set out in Article 6. They will be conditionally admitted to the Advanced Professional Course and, in the event of a ranking, placed at the very bottom of it.

The degree must be obtained no later than March 31, 2025.

In order to be duly enrolled in the Advanced Professional Course, candidates must inform the Director of the Advanced Professional Course and settoremaster@uniroma1.it by email, within 10 days from the date of acquisition of the qualification and under penalty of forfeiture of enrolment, that the qualification has been obtained; they will receive instructions by email on how to pay the enrolment fee due, without any surcharge for late payment, to be paid by the deadline indicated on the enrolment form.

Candidates who have not obtained their degree from Sapienza University of Rome are also required to update their academic career in their Infostud profile, entering in the section "Profile - University degrees" the date the degree was obtained and the relative grade, removing the flag in the "graduating student" box.

Art. 12 - FUNDING AND/OR SCHOLARSHIPS

Funding may be made available to enrolled students by external bodies that have an agreement with the Advanced Professional Course to cover part or all of the enrolment fee, which is allocated according to criteria and procedures defined and made public by the funding body. Any scholarships, partial or total exemptions from enrolment fees already known at the time of publication of this call for applications are indicated in the Study Plan of each Advanced Professional Course available at <https://www.uniroma1.it/en/pagina/list-advanced-professional-courses>

For candidates who are public employees taking part in the PA 110 with honours project, no external bodies can pay part or all of the enrolment fee.

Art. 13 - AUDITOR CANDIDATES

Where provided for in the course's **Regulations**, the Advanced Professional Course may be attended as supernumerary auditors by subjects who do not meet the admission requirements.

The enrolment fee for auditors is 30% of the Advanced Professional Course enrolment fee.

Interested parties must notify the Advanced Professional Course Director and settoremaster@uniroma1.it of their willingness to participate by e-mail. The Director will notify the Advanced Professional Course Director and settoremaster@uniroma1.it of the acceptance of the request, as well as the terms and conditions of enrolment and payment of the participation fee.

Auditor students cannot be counted in the minimum number of students enrolled in the Advanced Professional Course.

Under no circumstances may auditors participate in workshops and attend internships, they do not sit the final exam and do not acquire ECTS.

At the end of the Advanced Professional Course, the auditor who has met the minimum attendance requirement may receive a certificate of attendance from the Advanced Professional Course's Educational Affairs Office.

Art. 14 - SINGLE COURSES

Those who meet the same admission requirements for admission to the Advanced Professional Course may enrol in single courses of the Advanced Professional Course, where envisaged by the **Regulations** and up to a maximum of 20 ECTS.

Those enrolled in single courses may take the relative exams and obtain certification of the ECTS acquired by the Advanced Professional Course Director.

If the Advanced Professional Course is not activated, the related single courses cannot be activated unless they are converted into Advanced Training Courses.

Credits acquired in single courses within Advanced Professional Courses may be evaluated for the purposes of enrolment in other university courses.

The minimum enrolment fee for each course is calculated on the basis of the number of ECTS to be acquired, as indicated in Article 17, paragraph 5 of the "Regulations".

In order to be authorised to enrol in a single course and to know how to make the payment due, it is necessary to make a request by email to the Director of the Advanced Professional Course and to settoremaster@uniroma1.it

Art. 15 - WITHDRAWAL

Admitted participants who intend to withdraw from the Advanced Professional Course must give written notice of their intention to do so to the e-mail address of the Advanced Professional Course Director available on the institutional web page of each course (<https://www.uniroma1.it/en/pagina/list-advanced-professional-courses>) and to settoremaster@uniroma1.it. Any enrolment fees already paid are non-refundable (Art. 16 paragraph 9 of the "Regulations").

Art. 16 - PROCEDURES FOR CARRYING OUT THE FINAL EXAM AND OBTAINING THE QUALIFICATION

The procedures for the final exam are indicated in the Study Plan of each Advanced Professional Course available at <https://www.uniroma1.it/en/pagina/list-advanced-professional-courses>.

The final exam is conducted in person before an examining committee, which assigns a score out of one hundred and ten points. The committee may, by unanimous decision, award the candidate the maximum score with honours. The minimum passing score for

the final exam is 66/110 (sixty-six out of one hundred and ten).

Before taking the final exam, students are required to pay a fee of €75.00 and complete the AlmaLaurea survey following the instructions provided at the following link: <https://www.uniroma1.it/en/pagina/master-final-exam>

Only students who are up to date with the payments of both instalments and/or the single instalment, as well as the final exam fee, may be admitted to the final exam. Additionally, before taking the final exam, students must complete the AlmaLaurea survey according to the instructions provided at the following link: <https://www.uniroma1.it/en/pagina/master-final-exam>

Art. 17 - PROCESSING OF PERSONAL DATA

In accordance with the provisions set out by EU Regulation No. 679/2016 of April 27, 2016, the "GENERAL DATA PROTECTION REGULATION" concerning the protection of individuals and other entities in relation to the processing of personal data, a specific information notice is attached as an integral part of this call for applications and can be viewed at the link below:

<https://www.uniroma1.it/it/pagina/settore-privacy>.

Art.18 - REFERENCE REGULATIONS

For any matters not expressly covered by this call for applications, please refer to the regulations outlined in the "Regulations on Advanced Professional Courses, Advanced Training Courses, Training Courses, and Intensive Courses," issued by Rector's Decree No. 2774/2022 of October 6, 2022, available at the following page: <https://www.uniroma1.it/it/documento/regolamento-materia-di-corsi-di-master-corsi-di-alta-formazione-corsi-di-formazione-corsi>.

Art. 19 - ADMINISTRATIVE PROCEDURE OFFICER

Pursuant to Law No. 241 of August 7, 1990, the Administrative Procedure Officer is Dr. Maria Cristina Lopez, Head of the University Master's Programmes, Advanced Professional Courses, and Training Courses Division. Contact: mariacristina.lopez@uniroma1.it.

Art. 20 - USEFUL CONTACT INFORMATION

Unit for Advanced Professional Courses

Office	Rome, Città Universitaria, P. le Aldo Moro, 5 Orthopaedics Building - Building CU016 3rd floor
Opening hours	Receives only by appointment to be made via e-mail
e-mail	settoremaster@uniroma1.it

HELLO - Information Centre

Office	Rome, Città Universitaria, P. le Aldo Moro, 5 - Rectorate Portico
Opening hours	Monday to Friday, 9.30 a.m. to 5 p.m.
Contacts	ciao@uniroma1.it, skype: Sportello Ciao <u>HELLO - Information for students Sapienza University of Rome (uniroma1.it)</u>

Unit for Students with Disabilities and Specific Learning Difficulties

Office	Rome, Città Universitaria, P.le Aldo Moro, 5 - Law Building, ground floor, rear entrance
Opening hours	Receives by appointment
Contacts for candidates with disabilities	servizio.disabilita@uniroma1.it
Contacts for candidates with Specific Learning Difficulties	servizio.dsa@uniroma1.it

Signed By THE RECTOR
Professor Antonella Polimeni

Prot. n. 0195007 – November 21, 2024



Faculty	Master	ID Code	Level	Participation in PA 110 e lode	Positions PA 110 e lode
Architecture	ACT - Valorisation and enhancement of small Historical centres. Environment Culture Territory integrated actions	05290	M2	yes	supernumerary
	Natural capital and protected areas. Planning, design and management	29491	M2	yes	supernumerary
	Communication of cultural heritage	29062	M1	no	
	Construction Digital Twin and Artificial Intelligence. Digital technologies and processes in the built environment	31499	M2	yes	supernumerary
	Environmental technological design. Green building/Architectural and urban requalification/Green blue infrastructure	29063	M2	yes	supernumerary
	Exhibit Design "Cecilia Cecchini"	31529	M1	yes	supernumerary
	Heritage Building Information Modeling (HBIM)	30522	M2	yes	supernumerary
	Lighting Design: architecture, technologies, metaverse	32652	M1	yes	5
	Management of architectural and urban complexity (MCAU)	31530	M2	no	
	Hospitals and Social Health Facilities - Design, Construction and Management	32653	M2	yes	supernumerary
	Architectural planning for historical buildings and public spaces	12415	M2	no	
	Design of worship place	26762	M2	no	
	Sport facilities design	30189	M2	no	
	Urban planning for public administration	04501	M2	yes	supernumerary
	Economics	Banking and finance	14380	M2	yes
Decision making and interpersonal dynamics: Soft skills in leadership and negotiation		33223	M1	no	
International business law		10575	M2	no	
Public Economics path A - Economics of welfare and public administration		04566	M2	yes	20
Public Economics path B - Economy and management of health services		04568	M2	yes	20
European Project Planning and Management		26809	M1	yes	10
European project planning and management for Public Administrations and International Organizations		32027	M2	yes	10
Fashion management		31502	M1	no	
Marketing management		04503	M1	yes	2
Integrated management systems for quality, environment, energy and safety		33118	M1	yes	10

	Soft skills & personal development: theory and practice of interpersonal dynamics	33224	M2	no	
Pharmacy and Medicine	Angiology	26128	M2	no	
	Technical specialist assistance in a hyperbaric chamber	32657	M2	yes	5
	Laparoscopic and robotic urological surgery: basic techniques, advanced reconstructive and oncological surgery	30543	M2	no	
	Primary care and public health. The family and community health nurse	30523	M1	yes	supernumerary
	Master in endocrine surgery	32659	M2	no	
	Neurological and orthopedic physiotherapy with the Progressive Modular Rebalancing System RMP (development of Proprioceptive Neuromuscular Facilitation)	33119	M1	yes	supernumerary
	Herbal medicine: forensic toxicological and medicine profiles	33129	M2	no	
	Management of the critical patient in case of catastrophic events (CBRNE/NaTech)	30926	M1	no	
	Instrumental nurse for general and specialistic surgery	33131	M1	no	
	Nursur in critical area	13460	M1	no	
	Nursing in minimally invasive surgery: from instrumentation to the management of new endoscopic, laparoscopic and robotic technologies and techniques	32656	M1	no	
	Emerging and re-emerging diseases. Etiopathogenic aspects and health management	31503	M2	no	
	Nursing management of health emergencies in complex work environments	32028	M1	no	
	Management for coordinating functions of healthcare professions	30542	M1	yes	supernumerary
	Aesthetic and regenerative medicine	33225	M2	no	
	"Integrative Medicine" in Pharmacy	30928	M2	yes	supernumerary
	Industrial pharmacy	04576	M2	no	
	Insurance monitoring and quality control in Clinical Tests	30277	M2	no	
	Muscular-skeletal tumors and sarcomas: diagnosis, treatment and clinical pathways – Oncological Orthopedics	32030	M2	no	
	Pediatic pathology	32660	M2	no	
	Galenic extemporaneous preparations for human and veterinary use	27677	M2	no	
	Forensic psychopathology: theories and tecniques of forensic assessment	33132	M2	no	
	Rehabilitation of the hand and upper limb	33134	M1	no	
Radiopharmaceutical science and technology	16148	M2	no		
Stress, sport, nutrition: new diagnostic and therapeutic approaches for wellness, fitness, prevention and rehabilitation	16120	M2	yes	supernumerary	

	Molecular virology	16122	M2	no	
	Wound Care - Prevention, treatment and management of skin lesions	33133	M1	no	
Law	COmpetition and REgulation of Markets (CORE)	33120	M2	yes	supernumerary
	Administrative law - MIDA	27678	M2	yes	supernumerary
	Health & pharmaceutical law	33226	M2	yes	supernumerary
	Labor and social security law	13458	M2	yes	supernumerary
	Child's rights	04650	M2	yes	supernumerary
	Environmental law	13485	M2	yes	supernumerary
	Law and new technologies for the protection and enhancement of cultural heritage	30527	M2	yes	supernumerary
	Law and Sport. The management of relationships in sports	32663	M1	yes	supernumerary
	European private law	29064	M2	yes	supernumerary
	European and comparative public law	33141	M2	yes	15
	Tax Law "Luigi Einaudi"	31532	M2	yes	supernumerary
	Legal informatics, new technologies, IT law	30526	M2	yes	supernumerary
	Prevention and fight against corruption	33121	M2	yes	supernumerary
	Interest Representation: Lobbying&Advocacy	32036	M2	yes	supernumerary
	Forensic sciences (Criminology-Investigation-Security-Intelligence)	32664	M2	yes	supernumerary
Civile and Industrial Engineering	Analysis, diagnostics and monitoring of structures and infrastructures	30528	M2	no	
	Analysis, assessment and mitigation of seismic risk (AVRIS)	32037	M2	yes	supernumerary
	Aviation Industry Management and Operations	32667	M2	yes	supernumerary
	Construction and management of airport infrastructure	28352	M2	yes	supernumerary
	Gestione integrata e valorizzazione dei patrimoni immobiliari e urbani - Asset, Property, Facility & Energy Management	27680	M1	no	
	Sustainable management of the integrated water cycle (gssii)	32668	M2	yes	supernumerary
	Green BIM and Architectural Engineering	32041	M2	yes	supernumerary
	Innovation engineering	31508	M2	yes	supernumerary
	Railway infrastructure and systems engineering	04587	M2	no	
	Public Works	32732	M2	yes	supernumerary
	MISSET- Master in Management and Innovation for Sustainable Energy Transition	33142	M2	no	
	Optics and quantum information	16124	M2	no	
	Radiation protection	32671	M2	yes	5
	Space transportation systems: launchers and re-entry vehicles	29033	M2	no	
Information Engineering, Computer	Big Data. Statistical methods for the knowledge society	29034	M2	yes	6
	Data Intelligence and decision making strategies	04560	M2	yes	3

	Management of Complex Systems for Defense	32672	M2	yes	supernumerary
	Management of Local Public Transport	30930	M2	no	
	Information security and strategic information	32674	M2	yes	supernumerary
Arts and Humanities	Protocol, etiquette and institutional events	31506	M1	yes	10
	Film production and screenwriting	30190	M1	no	
	Economics, organization, cultural planning of performing arts and events	30932	M1	yes	supernumerary
	Publishing, journalism and cultural management	12457	M1	no	
	Filmmaking and postproduction	32676	M1	no	
	New careers in music: planning, management and communication with new technologies	33143	M2	yes	2
	Specialised translation	04638	M2	yes	supernumerary
Medicine and Dentistry	Vascular accesses: management and systems in the hospital and home sectors	27698	M1	no	
	Surgical reconstructive andrology and urogenital implant surgery	26167	M2	no	
	Nursing care to the surgical and/or critical neonate	33145	M1	no	
	Nursing care in the pediatric area	13487	M1	no	
	Endoscopy nurse	31514	M1	no	
	Nursing care in the operating room - Instrumentalist	14346	M1	yes	supernumerary
	Assistive technology	31519	M1	no	
	Pediatric audiology	30935	M1	no	
	Laparoscopic and robotic urological surgery	30548	M2	no	
	Colonproctology	10627	M2	no	
	Head and neck cosmetology	33227	M1	no	
	Clinical criminology, legal psychology and forensic psychiatry	29041	M2	no	
	Criminology and strategic science	10621	M1	yes	supernumerary
	Diagnosis and therapy of snoring and sleep apnea	26777	M2	no	
	Diagnosis, treatment and rehabilitation in laryngology	32677	M1	no	
	Internal ultrasound	15299	M2	no	
	Pediatric emergency	12889	M2	no	
	Musculoskeletal and rheumatological physiotherapy	31522	M1	no	
	Physiotherapy in sports and artistic activities	33147	M1	no	
	Neurological rehabilitation	33148	M1	no	
	Oral health management in the patient special needs	30549	M1	no	
	Emergency nursing management in the territory	12917	M1	yes	supernumerary
	Integrated management of medical technologies regulatory affairs	32678	M2	yes	1
	Gnathology and orofacial pain: diagnosis and management	33122	M2	yes	3
	Gastrointestinal Imaging	30934	M2	yes	supernumerary
	Female pelvic imaging and obstetric-fetal MRI	32679	M2	yes	supernumerary

Immuno Oncology and Cell Therapies	32680	M2	yes	supernumerary
Immunology e pediatric allergology	12435	M2	no	
Oral implantology: surgical and prosthetic techniques	32681	M2	no	
Nursing in emergencies and mediocl-surgical emergencies	33157	M1	no	
Ophthalmic surgery assistance	26142	M1	yes	supernumerary
The fitting of cochlear impleants: theory and practice	30272	M1	no	
Laser in dermatology	33123	M2	yes	supernumerary
Laser in dentistry	26170	M2	no	
Medical Maxi-Emergencies: analysis and management of major events (M-ES)	33158	M2	no	
Emergency medicine	10620	M2	no	
Medicina trasfusionale: immunoematologia eritropiastrinica	31469	M2	no	
Neonatology	12438	M2	no	
New Trends in the treatment of cerebrovascular disease	32053	M2	no	
New techniques and strategies of visual rehabilitation	26165	M1	yes	supernumerary
Clinical Nutrition and Metabolism	15302	M2	no	
Restorative dentistry and aesthetics	32054	M2	no	
Pediatric dentistry	04547	M2	no	
Mutational oncology and precision medicine	32683	M2	yes	supernumerary
Digital Orthodontics, Orthognathic Surgery and Aesthetic Medicine	33159	M2	yes	5
Orthoplastic	32055	M2	no	
Periodontology - A	31533	M2	no	
Patient Blood Management (PBM): medicina trasfusionale in ambito multidisciplinare	32057	M2	no	
Pediatric pneumology	16133	M2	no	
Posturology	04550	M1	no	
Prevention and promotion of health in the first 1000 days of life	33161	M2	yes	supernumerary
Psychodiagnostics for clinical, forensic and medical-legal assessment	32685	M2	no	
Neuromotor and sensorineural rehabilitation of the premature newborn: intervention in the NICU, follow up, rehabilitation managemen	32025	M1	yes	supernumerary
Clinical Research: methodology, pharmacovigilance, legal and regulatory aspects	27695	M2	no	
Practical rhino-allergology	26151	M2	no	
Oncological Senology. Diagnosis and integrated treatments in breast cancer	31513	M2	no	
Advanced oral and regenerative surgery techniques	30551	M2	no	
Advanced techniques in breast cancer diagnostics and surgery	32059	M2	no	
Operative techniques in VitreoRetinal Surgery	32686	M2	yes	supernumerary

	Enterostomal therapy	05228	M1	no	
	Pediatric clinical care	16150	M2	no	
	Treatment of pressure sores and skin ulcers	30937	M1	no	
	Prevention and treatment of diabetic foot	15213	M1	yes	supernumerary
	Trichology: innovative techniques in the treatment of alopecia	31511	M2	yes	5
	Practical vestibology	30938	M1	no	
Medicine and Psychology	Vascular access by ultrasound scan	29485	M1	yes	supernumerary
	Management and pedagogical-didactic factors for the adult's learner schools (CPIA and secondary) with low skills, in detentive conditions and migrants (including unaccompanied foreign minors)	33228	M2	no	
	Ultrasound-guided nerve and fascia blocks pain management in various surgical specialties	33162	M2	no	
	Cardionursing	33163	M1	no	
	Geriatric and community-based territorial case management (the geriatric Care Manager)	32687	M1	yes	supernumerary
	Breast reconstructive surgery	12931	M2	no	
	Diagnostic cytopathology and cervical screening	12964	M1	yes	1
	Learning and cognitive development disorders	26788	M2	no	
	Family home visiting: evaluation and clinical intervention for parenting at risk in perinatalty	30552	M2	yes	supernumerary
	Advanced airway management and bronchoscopy	30532	M2	no	
	Management of skin lesions (wound care)	13508	M1	no	
	Clinical reasoning in critical care: from theory to practice	33164	M2	yes	10
	Healthy and pathological aging: assessment, diagnosis and treatment	32689	M2	yes	supernumerary
	The auxiliary expert in the application of family law: high conflict, domestic violence and hearing of the child	33172	M2	yes	supernumerary
	The primary care psychologist: new frontiers for psychology	33173	M2	yes	supernumerary
	Functional medicine: prevention, rehabilitation and integrated disciplines	33174	M1	no	
	Scientific research for health care professions	32690	M1	no	
	Mindfulness: practice, clinical applications and neuroscience.	26803	M2	no	
	Diagnostic neuroradiology	30939	M2	yes	supernumerary
	New technologies and artificial intelligence in diagnostic radiology	33175	M2	yes	10
	Integrated oncology	30560	M2	no	
	Developmental psychodiagnostic assessment	26804	M2	no	
	Psychogeriatrics	26805	M2	yes	supernumerary
	Military psychology	30217	M2	no	
	Clinical psychology in medical settings	32692	M2	yes	supernumerary

	Inclusive psychopedagogy and didactic for specific learning disorders	33177	M2	yes	2
	Clinical lymphology rehabilitation	32693	M1	no	
	Techniques in echocardiography	13511	M1	no	
	Chronic pain management: invasive and mini invasive techniques and pharmacological treatment	27666	M2	no	
Mathematics, Physics, and Natural Sciences	Biology of nutrition for human reproduction	30942	M2	yes	3
	Characterization and technologies for the remediation of contaminated sites	15311	M2	yes	supernumerary
	Science journalism	26798	M1	yes	supernumerary
	Forensic analytical methodologies	28363	M2	yes	supernumerary
	Scientific investigation techniques in the food sector	31526	M2	yes	supernumerary
Political Science, Sociology and Communication Science	Data Science for Public Administration	33124	M2	yes	30
	Data Science for sports	32696	M1	yes	supernumerary
	Geopolitics and global security	05242	M2	yes	supernumerary
	Parliamentary Institutions for parliamentary advisor "Mario Galizia"	27998	M2	yes	supernumerary
	Management and innovation in Local Health Authorities	10810	M2	yes	supernumerary
	Music management, marketing and communication	31527	M1	no	
	Methodology and Advanced Techniques of Social Research (MeTARS)	30944	M2	no	
	Migration and development	30221	M1	yes	supernumerary
	International tax planning	05243	M2	yes	supernumerary
	Electoral and government science	32697	M1	yes	supernumerary
	Security, Inter-force Coordination and International Cooperation	26812	M2	no	
	Third sector, social innovation and local welfare system	31528	M2	yes	supernumerary
	International protection of human rights "Maria Rita Saulle"	16191	M2	yes	supernumerary
School for Advanced Studies	One Health	32698	M2	yes	supernumerary



Application for Admission to the Advanced Professional Course

_____ (enter the name of the Advanced Professional Course)

Course identification code: _____

The undersigned

Surname, Name (please write on the line above)

Tax code

Nationality

Place and date of birth

Residence address (city, province, street, postal code)

E-mail address

Landline and mobile number

Infostud student ID number

Holder of the following university degree

- Bachelor's degree
- Master's degree
- Qualification obtained in an EU country
- Other (specify) _____
- Graduating by March 31, 2025

Name of the degree programme

Institute/University where the degree was/will be obtained

Date of graduation (if graduating student, please indicate the expected graduation date)

Grade

Any other qualifications:

applies for admission to the Advanced Professional Course mentioned above.

To this end, please find enclosed:

- Photocopy of a valid identity document (ID card, car licence, passport);
- CV;
- Copy of the payment receipt for the admission test/qualifications assessment.

Also encloses (only for candidates concerned)¹:

.....

.....

The undersigned declares that he/she has read and approved in every point the unique call for applications to the Advanced Professional Course, the Regulations and the Study Plan and that he/she meets all the requirements stated and is aware of the penal and civil sanctions, in the case of false declarations, formation or use of false documents, pursuant to art. 76 of Presidential Decree no. 445 of 28/12/2000.

The undersigned also declares that he/she is informed, pursuant to art. 13 of Regulation (EU) 2016/679, that the personal data collected will be processed, including by computer, as part of the procedure for which this application is submitted and in the ensuing administrative procedures as per the information notice prepared by Sapienza University of Rome pursuant to art. 13 of Regulation (EU) 2016/679 published on the website <https://www.uniroma1.it/it/pagina/piano-privacy-sapienza>

Date

Legible signature of the candidate

¹ **For candidates with international qualifications:**

- Declaration of Value issued by the Italian Consular Authority of the country of study (accompanied by transcript of records + copy of final diploma)
or
- CIMEA Statement of Comparability accompanied by CIMEA Statement of Value corredato da Attestato di Verifica CIMEA (accessing the CIMEA platform: <http://www.cimea.it/it/servizi/attestati-di-comparabilita-e-certificazione-dei-titoli/attestati-di-comparabilita-e-di-verifica-dei-titoli-diplome.aspx>)
or
- Diploma Supplement (in the case of a European qualification) issued by the university of origin and legalised at the Italian Embassy in the country of study.

For students with a recognised disability pursuant to Article 3(1) and (3) of Law no. 104 of February 5, 1992 and/or a disability of 66% or more:

- a copy of the disability certificate - indicating the percentage of disability, or for cases provided for by law, only the type of disability - or the disability certificate pursuant to Article 3(1) and (3) of Law No. 104 of February 5, 1992 (for information, please contact the toll-free number 800-410960).

For students with simultaneous enrolment, for the academic year 2024-2025, in another programme at Sapienza University of Rome:

- Simultaneous enrolment form (Annex 3). This form must also be completed in the event of simultaneous enrolment in two Advanced Professional Courses.

For public-employees students wishing to join the PA 110 with honours project:

- Replacement statement of certification (Annex 4)

INFORMATION NOTICE PURSUANT TO ARTICLE 13 OF EU REGULATION No. 2016/679 "GENERAL DATA PROTECTION REGULATION"

Data controller

The Data Controller is Sapienza University of Rome; the legal representative of the University is the current Rector.

Contact details: urp@uniroma1.it Certified Email (PEC):

protocollosapienza@cert.uniroma1.it

Contact details for the Data Protection Officer: rpd@uniroma1.it Certified Email (PEC):

rpd@cert.uniroma1.it

Legal Basis and Purpose of Data Processing.

Pursuant to Article 6 of the Regulation, data processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller.

The data provided will be processed to the extent strictly necessary and for purposes related to enrolment in and participation in Advanced Professional Courses.

Specifically, the data collected will be processed for the following purposes:

- verification of compliance with the requirements for participation in the selection process;

Nature of Data Provision and Consequences of Refusal

The personal data provided is processed in compliance with the principles of lawfulness, fairness, and transparency, as required by law, also using computerized and electronic tools designed to store and manage the data while ensuring its security and protecting the highest level of confidentiality for the data subject.

The provision of data is mandatory. Refusal to provide data makes it impossible for the Data Controller, the Data Processor, and authorized personnel to carry out data processing operations, thereby preventing registration for the competition and the management of related procedural activities.

Data Processing Methods and Authorized Personnel

Data collection is carried out in compliance with the principles of relevance, completeness, and non-excessiveness concerning the purposes for which the data is processed.

The processing of the aforementioned data is conducted through manual, paper-based, and computerized procedures, with data entered into paper and/or digital archives solely for the purpose of fulfilling legal requirements or for administrative and educational purposes, by individuals authorized to process this data.

Rights of the data subject

The individual may request, from the data controller or the data protection officer indicated above, subject to applicable conditions, access to their personal data in accordance with Article 15 of the Regulation, rectification of data in accordance with Article 16, deletion of data in accordance with Article 17, or restriction of processing in accordance with Article 18 of the Regulation. Additionally, they may object to data processing as per Article 21 of the Regulation and exercise the right to data portability under Article 20.

In case of any breach of the Regulation's provisions, the individual may file a complaint with the Data Protection Authority.

Participation in the competition according to the procedures outlined in this call implies acknowledgement of the above information notice.



SIMULTANEOUS ENROLMENT IN ANOTHER PROGRAMME AT SAPIENZA UNIVERSITY

Declaration pursuant to Presidential Decree 445/2000

Complete this form if you are enrolled in a degree programme at Sapienza University of Rome and wish to enrol in an Advanced Professional Course, at Sapienza University of Rome, in accordance with Law No. 33 of April 12, 2022, and Ministerial Decree No. 930 of July 29, 2022. Please also complete the form if you intend to enrol simultaneously in two Advanced Professional Courses at Sapienza University of Rome.

Please consult the page <https://www.uniroma1.it/en/notizia/simultaneous-enrolment-two-different-degree-programmes> for detailed information regarding simultaneous enrolment in two programmes, and to confirm the compatibility of the two courses before submitting your application.

Please note that for Advanced Professional Courses, attendance requirements allow for a maximum absence rate of 25%. Therefore, prior to enrolment, it is essential to ensure that the academic calendars of both programmes align compatibly.

The undersigned

Surname, Name (please write on the line above)

Tax code

Nationality

Place and date of birth

Residence address (city, province, street, postal code)

E-mail address

Landline or mobile number

Infostud student ID number

The undersigned declares that he/she is enrolled in the following programme for the academic year 2024-2025 at Sapienza University of Rome:

- Bachelor's degree
- Master's degree
- Medicine Specialisation School
- Non-medical Specialisation School
- Other (specify) _____

Indicate the name of the programme

Declares that he/she wishes to enrol simultaneously in two Advanced Professional Courses for the academic year 2024-2025 at Sapienza University of Rome.

Date

Applicant's legible signature

PA 110 WITH HONOURS
(“PA 110 E LODE”)

REPLACEMENT STATEMENT OF CERTIFICATION

MADE PURSUANT TO ARTICLE 46 OF CONSOLIDATED ACT NO. 445 OF DECEMBER 28,
2000

The undersigned

Surname, Name (please write on the line above)

Tax code

Nationality

Place and date of birth

Residence address (city, province, street, postal code)

E-mail address

Landline or mobile number

Infostud student ID number

With reference to the Memorandum of Understanding between the Minister for Public Administration and Sapienza University of Rome, under my own responsibility and aware of the criminal penalties imposed pursuant to Article 76 of Presidential Decree 445/2000 in the event of false declarations

DECLARES

1. To meet the admission requirements specified by the "PA 110 with honours" Memorandum of Understanding established between the Department of Public Administration of the Presidency of the Council of Ministers and Sapienza University of Rome, and, in particular, to be a public employee currently working in the following Public Administration:

based in _____ province (___)

With the following employment status:

permanent contract as from _____

fixed-term contract ending on _____

2. NOT to have enrolled, for the same academic year, in another PA 110 with honours programme (at Sapienza University of Rome or at another university) benefiting from the relevant facilities.

The undersigned also declares to be informed, pursuant to Article 13 of Regulation (EU) 2016/679, that the personal data collected will be processed, including by electronic means, as part of the procedure for which this application is submitted and in subsequent administrative procedures, in accordance with the information notice prepared by Sapienza University of Rome pursuant to Article 13 of Regulation (EU) 2016/679, published on the website <https://www.uniroma1.it/it/pagina/piano-privacy-sapienza>

Date

Declarant's legible signature
