



CALL FOR APPLICATIONS FOR THE ADMISSION TO FIRST LEVEL AND SECOND LEVEL ADVANCED PROFESSIONAL COURSES*

ACADEMIC YEAR 2022-2023

THE RECTOR

HAVING REGARD TO	the law no. 341 of November 19, 1990.
HAVING REGARD TO	the Ministerial Decree no. 270 of October 22, 2004.
HAVING REGARD TO	the Statute of Sapienza University of Rome.
HAVING REGARD TO	the General Academic Regulations.
HAVING REGARD TO	the Regulations about Advanced Professional Courses, Advanced Training Courses, Training Courses and Intensive Courses issued by Rector's Decree 2774/2022 of October 6, 2022 (hereinafter, Regulations).
HAVING REGARD TO	the resolutions of the Academic Senate no 202 of September 13, 2022 and the Board of Governors no. 326 of September 29, 2022 that approved the Course Catalogue of the Advanced Professional Courses of the academic year 2022-2023.
HAVING REGARD TO	the law no 33 of April 12, 20220 on the "Dispositions for the enrollment to two higher education programmes"
HAVING REGARD TO	the Ministerial Decree no. 930 of July 29, 2022 on the "Dispositions for the enrollment to two University Programmes"

DECREES

Art. 1 – GENERAL PROVISIONS

This call for applications includes the provisions regulating the admission to first and second level Advanced Professional Courses of the academic year 2022-2023, as per Attachment 1. The **Information sheet (Ordinamento)**, the **Study Plan**, the **Enrolment Procedures** for the courses are published on the Advanced Professional Courses webpage: <https://www.uniroma1.it/en/pagina/list-advanced-professional-courses>.

Art. 2 – GENERAL ADMISSION REQUIREMENTS

The first level Advanced Professional Courses are exclusively open to candidates holding a Bachelor's Degree, a first-level academic diploma or any other suitable qualification obtained abroad and deemed as equivalent pursuant to the regulations in force.

The second level Advanced Professional Courses are open to candidates holding a Master's Degree (old academic system before Ministerial Decree no. 509/99, as well as current academic system) a second-level academic diploma or any other suitable qualification obtained abroad and deemed as equivalent pursuant to the regulations in

force.

For the Faculty of Medicine, the first level Advanced Professional Courses are also open to candidates holding the qualifications referred to in art. 1, paragraph 10, of Legislative Decree no. 402 of November 12, 2001, converted into law no. 1 of January 8, 2002.

Details about the admission requirements are in the Advanced Professional Course **Study Plan** available on <https://www.uniroma1.it/en/pagina/list-advanced-professional-courses>.

Art. 3 - ORGANISATION AND ATTENDANCE OF THE EDUCATIONAL ACTIVITIES

The duration of the Advanced Professional Courses is usually one year. The educational activities amount to overall 1,500 hours, out of which at least 300 consist in lectures in-person. The remaining hours may involve educational activities such as internships, seminars, conferences and conventions focusing on topics relevant to the same subjects of the Advanced Professional Course, to individual study and to the preparation of the final exam. Details about the annual educational activities of the Advanced Professional Courses and the number of credits acknowledged for each educational activity are available on the webpage of each Course <https://www.uniroma1.it/en/pagina/list-advanced-professional-courses>.

Attendance is mandatory and must be collected through candidates' signature. Usually, not attending more than 25% of the overall lecture hours entails non-admission to the final exam and non-achievement of the diploma.

In case of non-attendance, poor results, payments irregularity or any kind of misconduct, the Scientific Didactic Committee of the Advanced Professional Course may suspend or exclude students. In such cases, enrolment fees will not be refunded.

Art. 4 - NUMBER OF PLACES AVAILABLE

All the Advanced Professional Courses are limited enrolment courses. The maximum and minimum number of candidates who can be admitted to each Advanced Professional Course is reported in the information sheet (Ordinamento) available on the webpage of each Course (<https://www.uniroma1.it/en/pagina/list-advanced-professional-courses>.)

Art. 5 - REGISTRATION ON INFOSTUD AND SUBMISSION OF UNIVERSITY QUALIFICATIONS

To participate in the call for applications, under penalty of exclusion, candidates must:

- obtain a Sapienza student ID number and password by registering on Infostud 2.0 on [Infostud 2.0 | Sapienza Università di Roma \(uniroma1.it\)](https://www.uniroma1.it)

- add to their Infostud profile their university degrees and qualifications required for the admission to the Advanced Professional Courses (login on Infostud, click on "Profile" and "University Degrees")

Upgrading the university degree on Infostud is mandatory. Students can login on infostud with their credentials on [InfoStud Platform | Sapienza Università di Roma \(uniroma1.it\)](https://www.uniroma1.it) and login on Infostud 2.0 – PROFILE – UNIVERSITY QUALIFICATION

To login on Infostud are necessary SPID or CIE credentials, in compliance with the law for digital upgrade ("*semplificazione e innovazione digitale*"). Students

credentials to login on Infostud can be obtained following the instructions on the University website <https://www.uniroma1.it/en/pagina/infostud-platform>
Non-Italian candidates who cannot obtain SPID credentials will be able to login with their Infostud details (Students Id Number and Password)

Students already registered on Infostud can login with their SPID and student credentials.

Art. 6 - PAYMENT OF FEES FOR THE ADMISSION TEST/QUALIFICATION ASSESSMENT

Candidates must pay under penalty of exclusion, the mandatory € 51 fee for the admission test/qualification assessment (corresponding to 35,00 euros for tuition fees and € 16 for virtual stamp duty) by **January 16, 2023**.

The payment is due also for applications aimed at INPS Executive and INPS Junior Scholarships and shall be made within the deadlines stated in this call.

The payment is due also for Advanced Professional Courses with qualification assessment only.

Procedure for the payment:

- Login to **Infostud** with Student ID Number and SPID or CIE credentials, on <https://www.uniroma1.it/it/pagina-strutturale/laureati>;
- Click, in the following order: Advanced Professional Courses – Admission to Advanced Professional Courses – **insert the code of chosen Course** (see attachment 1) – continue

After creating the form, the system will activate a PagoPA button. Follow the instructions at the link [Payment](#).

This is the only procedure accepted. Complaint for payments after the deadline will not be accepted. Therefore, candidates are advised to complete the procedure ahead of deadline so as to enable the offices to provide support if required.

In the event the Advanced Professional Course is not activated, the fee for the admission test/qualification assessment will not be refunded except for the 35,00 euros. In any different circumstance the 35,00 euros fee will not be refunded. The stamp duty will not be refunded under any circumstance.

Art. 7 - - SUBMISSION OF THE APPLICATION FORM AND DOCUMENTS FOR ADMISSION

Candidates must submit the following documents, by **January 16, 2023** and according to the **Enrolment procedures** available on the webpage of each Advanced Professional Course (<https://www.uniroma1.it/en/pagina/list-advanced-professional-courses>):

- **APPLICATION FORM** (see attachment 2), filled-in and undersigned
- Copy of a valid ID (Identity Document– Driving License - Passport)
- Copy of the payment receipt of the € 51 fee for the admission test
- Curriculum vitae

Candidates holding a foreign degree shall submit one of the further following documents in addition to those aforementioned:

- A Declaration of Value issued by the Italian Embassies or Consulates of the country in which the degree was achieved, together with the transcript of records and a copy of the degree

or

- CIMEA Statement of Comparability together with CIMEA Statement of Verification (it can be downloaded by logging in the CIMEA platform on <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 (if the candidate holds an EU degree) issued by the university of origin and legalised by the Italian Embassy or Consulate of the country in which the degree was achieved.

Candidates submitting an incomplete documentation will be provisionally admitted and cannot complete their enrolment until they have submitted of all the required documentation.

Or

Decree of Authorisation by the Italian Ministry of Health for the license to practice

Any missing document can be integrated by April 28, 2023.

Non-EU citizens residing abroad must abide by the interdepartmental provisions of the circular about the procedures for entry, residency and enrolment at higher education institutions for students requiring visas for higher education courses in Italy, for the academic year 2022-2023 (in Italian “procedura per l'ingresso, il soggiorno, l'immatricolazione degli studenti internazionali e il relativo riconoscimento dei titoli, per i corsi della formazione superiore in Italia valide per l'anno accademico 2022-2023”) available on <https://www.studiare-in-italia.it/studentistranieri/>. Candidates who need a student visa have to submit an online pre-enrolment application on <https://www.universitaly.it/index.php/dashboard>

Candidates with a recognised disability pursuant to art. 3, paragraphs 1 and 3, of law no. 104 of 1992 and/or having a disability equal or higher than 66% must also submit:

- a copy of the certificate attesting their disability issued pursuant to the law, under penalty of exclusion from having the foreseen support; the same certificate must be also forwarded to the Office for Students with Special Needs to the following email address: sportellodisabilita@uniroma1.it

Applications with incomplete documentation or submitted by different modalities than those provided for by the Enrolment procedures of each Advanced Professional Course reported on <https://www.uniroma1.it/en/pagina/list-advanced-professional-courses>, or

submitted beyond the prescribed deadline, will not be accepted. In case of shipment of the application by post, the stamp of the competent Administration Offices attests the date, rather than the shipment date. Candidates who choose to ship the application take the risk of any late delivery.

Art. 7bis – APPLICATION SUBMISSION FOR ENROLLMENT IN TWO PROGRAMMES

Candidates interested in enrolling in an Advanced Professional Course as second enrollment, and candidates interested in enrolling in two Advanced Professional Courses for the same academic year (2022-2023), besides the required admission documents, must complete and send the [Simultaneous enrolment in two different degree programmes](#) form to the Students' Office of their chosen course, carbon copy to settoremaster@uniroma1.it, the subject of the email shall be "Richiesta di iscrizione contemporanea – Name, surname, Programme Code.". The form is not considered an enrollment. The double enrolment shall be completed only after the official admission to the Advanced Professional Courses.

Any related update will be published on the [Simultaneous enrolment in two different degree programmes](#) and the [Advanced Professional Courses](#) webpage

Art. 8 – ADMISSION PROCEDURE

For the admission to the Advanced Professional Course, candidates must hold one of the academic qualifications (as per art. 5 of this call for applications) indicated among the admission requirements of the Study Plan of each Course, available on <https://www.uniroma1.it/en/pagina/list-advanced-professional-courses>.

If the Advanced Professional Course foresees an entry test, it will be conducted in agreement with the procedures and deadlines expressed in the **enrolment procedures** of each Advanced Professional Course published on <https://www.uniroma1.it/en/pagina/list-advanced-professional-courses>

Art. 9 - PUBLICATION OF THE LIST OF ADMITTED CANDIDATES/RANKING

The list of the admitted candidates will be published on the Advanced Professional Course webpage once completed the assessment/selection procedures. The publication of the list of admitted candidates is to be considered as official communication. If the number of candidates exceeds the number of positions available, they will be included in a merit ranking and only candidates considered winners will be admitted to the Advanced Professional Course. Suitable candidates will be admitted to the Advanced Professional Course in the event of withdrawal of one or more winners.

Art. 10 - PAYMENT OF THE ENROLMENT FEE

Candidates admitted to the Advanced Professional Course must pay the first instalment, or the whole amount of the enrolment fee by **February 15, 2023**, as stated in the **enrolment procedures** of each Advanced Professional Course.

The procedure to pay the enrolment fee:

login in Infostud from <https://www.uniroma1.it/en/pagina-strutturale/graduates>

- click on Advanced Professional Courses, first year, **insert the code of chosen Course (see attachment 1)** – continue

After creating the form, the system will activate a PagoPA button for the payment. Follow the instructions at the link [Payment](#).

Pursuant to art.10, paragraph 1 of the Regulations, in the event of publication of the list of successful candidates, candidates admitted to the Advanced Professional Courses who did not make the payment of the first instalment by **February 15, 2023** will have to pay a surcharge for late payments of 65.00 euros. If the payment of the first instalment occurs after 60 days from the deadline of **February 15, 2023** the surcharge will be due twice as much as the ordinary expected.

Pursuant to art.10, paragraph 2 of the Regulations, in the event of publication of the rankings, suitable students in the rankings replacing other candidates who fail to pay the first instalment for the enrolment by **February 15, 2023**, will be considered renunciatory. Suitable students can only enrol in the event of scrolling of the ranking list.

The deadline for the payment of the **second instalment** is **May 30, 2023**.

To proceed with the payment, follow the procedure in the order: Advanced Professional Courses – First Year– **insert the code of chosen Course (see attachment 1)** – continue.

After creating the form, the system will activate a PagoPA button for the payment. Follow the instructions at the link [Payment](#).

Failure to pay the second instalment within the deadlines will result in a surcharge for late payments of 65.00 euros. If the payment of the second instalment occurs after 60 days from the deadline of February 15, 2022 the surcharge will be due twice as much as the ordinary expected.

After the deadlines Infostud 2.0 will not provide the online payment forms. Students will need an authorization from the Professional Advanced Course Coordinator (requested via email at settoremaster@uniroma1.it.)

Art. 11 - REDUCTION OF THE ENROLMENT FEE FOR STUDENTS WITH DISABILITIES

Students with a recognized disability pursuant to art. 3, paragraphs 1 and 3, of the law of 5 February 1992, n. 104 and/or with disability equal to or greater than 66% are exempted from 50% of the enrolment fee, exceptions made if students benefit from any other support stated in the Regulations (art. 30, paragraph 9 of the Regulations).

Therefore, students with exemption **will not have to pay the second instalment**. To proceed with the request for exemption, the student must send the certificate of disability to servizio.disabilita@uniroma1.it and to settoremaster@uniroma1.it.

Art. 12 – CONDITIONAL ADMISION FOR STUDENTS CLOSE TO GRADUATION

Candidates close to graduation who do not hold the admission qualification to the Advanced Professional Courses and who want to apply to this call must register on Infostud pursuant to art. 5, follow the procedure: profile – university degrees - and flag the option “close to graduation”.

Candidates will therefore have to follow the payment procedures for the contribution fee for the admission test pursuant to art. 6. They will be conditionally admitted to the Professional Advanced Course and, in the case of a ranking, placed at the bottom.

To be considered enrolled, candidates must communicate the fulfilment of the degree to the Professional Advanced Course Coordinator (via email at settoremaster@uniroma1.it.) within 10 days from the graduation date under penalty

of exclusion. They will receive an email with the instructions for the payment to be made before the deadline reported in the form.

After graduation, candidates must update their profile on Infostud adding the graduation date with the mark obtained in the section profile – university degrees, and unflag the option “close to graduation”.

Art. 13 - LOANS AND/OR SCHOLARSHIPS

External Bodies can provide loans affiliated with the Advanced Professional Course for partial or total coverage of the enrolment fees. Loans are assigned according to criteria developed and defined by the funding Body. Scholarships and partial or total exemptions from the enrolment fees communicated at the time of publication of the call are in the Advanced Professional Course Study Programme on

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

Art. 14 - AUDITORS

If expected from the Advanced Professional Course, auditors can be admitted without entry requirements and as supernumerary elements. Their enrolment fee is equal to 30% of the Advanced Professional Course enrolment fee. Auditors must be authorized by the Professional Advanced Course Coordinator (via email at settoremaster@uniroma1.it)

Auditors are not to be counted in the minimum number of students expected for the activation of the Advanced Professional Course. They cannot participate in stages or laboratories under any circumstance. At the end of the Advanced Professional Course the auditors who fulfilled the minimum attendance requirements will receive a certificate of attendance.

Art. 15 – SINGLE COURSES

If foreseen by the course, students with the required entry requirements can enrol in single courses in an Advanced Professional Course, up to maximum 20 ECTS.

Students enrolled in single courses can take the assessment tests and obtain the certification attesting the ECTS acquired from the Advanced Professional Course Coordinator.

If the Advanced Professional Course is not activated, the relative single courses cannot be activated as well, unless they are turned into Advanced Training Courses.

ECTS acquired in single courses within the Advanced Professional Courses may be assessed for the enrollment in other university degree programmes.

The minimum tuition fee for each course is calculated based on the number of credits to be acquired, as indicated in art. 17 paragraph. 5 of the Regulations.

Students who intend to enrol in single courses must be authorized by the Professional Advanced Course Coordinator (via email at settoremaster@uniroma1.it)

Art. 16 - WITHDRAWAL

Students who intend to withdraw from the Advanced Professional Course must send a written communication to the Professional Advanced Course Coordinator (via email from <https://www.uniroma1.it/en/pagina/list-advanced-professional-courses> the and via email at settoremaster@uniroma1.it.)

Any registration fee already paid is not refundable (Article 16 paragraph 9 of the Regulations).

Art. 17 – PROCEDURES FOR FINAL EXAM AND GRADUATION

the procedures for the final exam are in the study plan of each Advanced Professional Course on <https://www.uniroma1.it/en/pagina/list-advanced-professional-courses>.

The final exam will be in person and/or online in the presence of a Selection Committee that can attribute the candidate a grade out of 110 and can, unanimously, grant the candidate the highest grade with honors. The minimum grade for passing the final exam is 66/110 (sixty-six out of one hundred and ten).

The Advanced professional Course diploma is issued by Sapienza University after checking the student's administrative position. The diploma does not express the grade, only the honors if achieved.

Before the final exam, students must pay a contribution of **75,00** euros and fill the **AlmaLaurea Questionnaire** according to the guidelines provided on <https://www.uniroma1.it/en/pagina/master-final-exam>

Art. 18 - INFORMATION PRIVACY

With reference to the provisions of EU Regulations no. 679/2016 of April 27, 2016 "GENERAL DATA PROTECTION REGULATION" concerning the protection of people and other subjects regarding the processing of personal data, there is a specific information attached as an integral part of this call for application.

Art. 19 - REFERENCE RULES

For all the matters not expressly addressed in this call, please refer to the current regulations on the subject and to the Advanced Professional Courses, Advanced Training Courses, Training Courses and Intensive Courses regulations (Rector's Decree no. 2774/2022 of October 6, 2022 available on <https://www.uniroma1.it/en/documento/regolamento-materia-di-corsi-di-master-corsi-di-alta-formazione-corsi-di-formazione-corsi>

Art. 20 - CONTACTS

ADVANCED PROFESSIONAL COURSES UNIT

Location	Roma, Main Campus, P.le Aldo Moro, 5 General Services Building, staircase C II floor
Office Hours	On appointment via email only Monday, Wednesday, Friday from 08.30 to 12.00 Tuesday and Thursday from 14.30 to 16.30 Closing dates: there will be no office hours on December 9, 23, 24, 30,31, 2022 and January 2 2023.
e-mail	settoremaster@uniroma1.it

OFFICE FOR STUDENTS WITH DISABILITIES AND SPECIFIC LEARNING DIFFICULTIES

Location	Roma, Main Campus, P. le Aldo Moro, 5 – Jurisprudence Building, ground floor, back entrance
Office Hours	Monday, Wednesday, Friday from 9.30-13.30 Tuesday and Thursday from 14.30 to 16.30 Closing dates: there will be no office hours on December 9, 23, 24, 30,31, 2022 and January 2 2023.
Candidated with Disabilities	Disability and specific learning difficulties servizio.disabilita@uniroma1.it

Candidates with Specific Learning Difficulties	Disability and specific learning difficulties servizio.dsa@uniroma1.it
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*** Please note: the official version of this call is in Italian and is available on the Sapienza website.**

This abridged version is not valid and may not be used for any legal purpose

THE RECTOR

ATTACHMENT 1

Faculty	Title	ID Code	Level
Architecture	Management of urban and architectural complexity- MUAC	31530	SECOND

ATTACHMENT 2

Application for Admission to the Advanced Professional Course in

Code of Chosen Course: _____

I, undersigned

Surname, Name

Tax Code

Nationality

Place and Date of Birth

Residency Address (City, Province, Street, Postal Code)

Email Address

Telephone number (mobile and landline)

Infostud Student ID Number

Holder of the following university degree

- Bachelor's Degree Master's Degree Degree obtained in an EU country
- Another Option (Specify _____)
- Graduands in the academic year 2021-2022

Name of the Degree Programme

University/Institution where the Degree was obtained

- enrolled for the Academic year **2022-2023 to the following programme:**
 Bachelor's Degree Master's Degree Advanced Professional Course Medical Specialisation School Non-Medical Specialisation school
-

Name of the programme

University/Institution where the Degree was obtained

Date of graduation

Final Grade

Further Qualifications:

Asks to be admitted to the Advanced Professional Course in

Code of Chosen Course: _____

For this purpose, please, find attached:

- A copy of a valid ID, signed and legible (Identity Card, Driving License, Passport)
- Curriculum vitae;
- A copy of the receipt of the fee paid for the admission/evaluation test

Candidates holding a foreign degree:

- Declaration of Value of the degree provided by the Italian Consular Authority in the country where the degree was obtained (together with transcript of records and a copy of the degree certificate).

or

- CIMEA Statements of Verification (from the CIMEA platform on <http://www.cimea.it/en/servizi/attestati-di-comparabilita-e-certificazione-dei-titoli/attestati-di-comparabilita-e-di-verifica-dei-titoli-diplome.aspx>)

or

- Diploma Supplement (for European degrees) provided by the foreign University and legalized by the Italian Consular Authority in the country where the degree was obtained.

Candidates with a recognized disability pursuant to art. 3, paragraphs 1 and 3, of the law of 5 February 1992, n. 104 and/or with disability equal to or greater than 66%:

- Copy of a valid ID - with indication of the percentage of disability, or for the cases provided for by the law, the type of disability – or certificate of disability pursuant art. 3, paragraph 1 and 3 of the law of 5 February 1992, n. 104 (for further information call the toll-free number 800-410960).

The undersigned declares to have read and approved every aspect of the call for admission to the Advanced Professional Courses, the information sheet (Ordinamento) and the Study Plan, to have all the requirements stated in the application form and to be aware of the penal and civil penalties, in the case of false declarations, formation or use of false documents, pursuant to art. 76 of Presidential Decree no. 445 of December 18, 2000.

Date

Candidate Signature

INFORMATION PURSUANT TO ARTICLES 13 OF GDPR 2016/679 “GENERAL DATA PROTECTION REGULATION”.

Data controller

The data controller is University of Rome “La Sapienza”, legal representer of Sapienza is Rector pro-tempore.

Contacts: urp@uniroma1.it; Certified Email: protocollosapienza@cert.uniroma1.it

Contacts of the Data protection

Purposes and legal bases for processing

Pursuant to art. 6 of the Regulations, the processing of data is necessary for conducting tasks of public interest or connected to the exercise of public authority held by the data controller.

All data provided will be processed for the strictly necessary purposes related to the registration and development of the Advanced Professional Courses.

In particular, the data provided will be collected and processed for the pursuit of the following purposes:

- verification of requisites submitted by candidates to participate in the admission tests.

Nature of the provision of data and consequences of any refusal

The personal data provided are processed in compliance with principles of lawfulness, correctness and transparency, provided for by law, with the aid of IT and telematic tools designed to store and manage data. In any case, the data processing guarantees its security and protects the confidentiality of the interested party.

The provision of data is mandatory. Any refusal to provide data implies the impossibility for the Data Controller, the Coordinator and people in charge of conducting the data processing operations and, therefore, the impossibility of proceeding with the registration to the call and the management of the activities related procedures.

Processing and subjects authorized

Data collection follows the principles of relevance, completeness and non-excess in relation to the purposes for which they are processed.

Data processing occurs on the bases of both paper and online manual procedures, data are inserted in archives for the purpose of fulfilling the legal requirements or for administrative and educational purposes, by the subjects in charge of data processing.

Rights of the data subject

The data subject may ask the owner or data protection coordinator to access personal data under conditions pursuant to art. 15 of the Regulations, the correction of the same pursuant to art. 16 of the Regulations, the cancellation of the same pursuant to art. 17 of the Regulations or the limitation of processing pursuant to art. 18 of the Regulation, or may oppose their treatment pursuant to art. 21 of the Regulations, in addition to being able to exercise the right to data portability pursuant to art. 20 of the Regulations.

In case of violation of the provisions of the Regulations, the interested party may lodge a complaint with the Italian chosen authority, the *Garante per la protezione dei dati personali*.

Participation in the competition, in compliance to the guidelines expressed in the caller admission implies being aware of the aforementioned notice.