SAPIENZA
UNIVERSITÀ DI ROMA

Rector's Decree no. 2225/2019

CALL FOR APPLICATIONS FOR ADMISSION TO 1ST LEVEL AND 2ND LEVEL PROFESSIONAL MASTER COURSES OF THE 2019/2020 ACADEMIC YEAR

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 the University of Studies of Rome "La Sapienza";
HAVING REGARD TO	the University Educational regulations;
HAVING REGARD TO	the "Regulations about Master Courses, Advanced Training Courses, Training Courses, Intensive Courses" issued by means of Rector's Decree no. 915/2018 of March 26, 2018 (hereinafter, the "Regulations");
HAVING REGARD TO	the resolution of the Academic Senate no. 193/2019 of July 9, 2019 and of the Board of Directors no. 241/19 of July 23, 2019, with which the Master Course Catalogue of the 2019/2020 academic year has been approved;

DECREES

Art. 1 – GENERAL PROVISIONS

This call for applications includes the provisions governing the admission to 1st and 2nd level Professional Master Courses of the 2019/2020 academic year, as per Enclosure 1 hereof.

The characteristics (**Information and Educational activities**, "ordinamentopianoformativo") and the **Enrolment procedures** (procedure_iscrizione) of each course are available on the webpage of each Professional Master Course at https://www.uniroma1.it/it/pagina/elenco-dei-master.

Art. 2 – GENERAL ADMISSION REQUIREMENTS

The 1st and 2nd level Professional Master Courses are exclusively open to candidates holding a bachelor's degree, a first-level academic diploma or any other suitable title of study got abroad and deemed as equivalent pursuant to the Educational regulations in force.

The 2nd level Professional Master Courses are open to candidates holding a degree obtained according to the old academic system (before Ministerial Decree no. 509/99), a master's degree, a second-level academic diploma or any other suitable title of study got abroad and deemed as equivalent pursuant to the Educational regulations in force.

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

With regard to specific admission requirements, the **Information and Educational activities** of each course available at https://www.uniroma1.it/it/pagina/elenco-dei-master shall apply.

Art. 3 – ORGANISATION AND ATTENDANCE TO EDUCATIONAL ACTIVITIES

The course usually has a one-year duration. The educational activities amount to overall 1,500 hours, out of which at least 300 will consist in taught lectures. The remaining hours may be spent in other educational activities such as internships, seminars, conferences and conventions focusing on topics pertaining to the same subjects of the Master, for individual study and for the final exam.

The Master's educational schedule is organized every year in various activities. Each **Information and Educational activities**, available on the webpage of each course at https://www.uniroma1.it/it/pagina/elenco-dei-master, indicates the number of ECTS acknowledged for each educational activity.

Attendance to the educational activities is mandatory and must be evidenced by means of the candidates' signature.
Usually, failure to attend more than 25% of the overall hours of lecture entails non-admission to the final exam and non-achievement of the qualification.
In case of non-attendance, poor results or any kind of misconduct, the Scientific Educational Council of the Professional Master Course may suspend or exclude candidates. In such cases, enrolment fees will not be refunded.

Art. 4 – NUMBER OF AVAILABLE PLACES
All Professional Master Courses are restricted access courses. The maximum and minimum number of candidates who can be admitted to each Professional Master Course is indicated in the **Information and Educational activities**, available on the webpage of each course at https://www.uniroma1.it/it/pagina/elenco-dei-master.

Art. 5 – REGISTRATION ON INFOSTUD AND SUBMISSION OF ACADEMIC QUALIFICATIONS
To take part in the call for applications, candidates must comply with the following procedures, under penalty of exclusion:

- **obtain their student ID number and password by registering on Infostud 2.0** at https://www.uniroma1.it/it/pagina-strutturale/laureati (click on "Register"). Candidates already having a student ID number and password do not have to register again, but only use their credentials; in case they forgot them, they may request new ones by clicking on "Forgot your password?" at https://www.uniroma1.it/it/pagina-strutturale/laureati on the Infostud 2.0 LOGIN box;

- **enter, in their Infostud personal profile, the academic qualification held** (after logging in to Infostud, they must click on "Profile" and then on "University qualifications").

Art. 6 – PAYMENT OF FEES FOR TEST ADMISSION
Candidates must mandatorily pay the € 51 fee for test admission (€ 35 for tuition fees and € 16 for stamp duty virtually paid), under penalty of exclusion, **within h. 8:30 p.m. of January 15, 2020. Payment is due even for qualification assessment only.**

Payment must be exclusively made by using the customised form to be printed from Infostud 2.0 according to the following procedure: log in to Infostud with the student ID number and password from https://www.uniroma1.it/it/pagina-strutturale/laureati, select, in the following order: Master - Admission to Professional Master Courses; enter the **ID code of the course of choice, available in Enclosure 1 of this call for applications**; Continue; Print.
After printing the form from Infostud, payment must be made at Unicredit bank according to the procedures indicated at https://www.uniroma1.it/it/pagina/come-pagare.
Payments made according to modalities other than those prescribed and any complaints lodged for payments made beyond the above deadline will not be accepted; candidates are therefore advised to complete the procedure ahead of deadline so as to enable the competent offices to ensure any support in case of need.
On no account will the fees for test admission be refunded if the Professional Master Course is not activated, except for the € 35 tuition fees. The stamp duty will not be refunded either.

Art. 7 – SUBMISSION OF APPLICATION FORM AND DOCUMENTS FOR ADMISSION
Candidates must submit, **within January 15, 2020** and according to the **Registration procedures** available on the webpage of each course at (https://www.uniroma1.it/it/pagina/elenco-dei-master):

1. **APPLICATION FORM** as per Enclosure 2, duly filled-in and undersigned;
2. copy of a valid identity document, legible and duly undersigned (identity card, driving licence, passport);
3. curriculum vitae;
4. (**for candidates with a qualification obtained in a EU country**) **self-certification** of the degree achieved with the list of the exams taken and the relating scores in Italian or in English pursuant to articles 46 and 47 of Presidential Decree no. 445/2000 and further amendments and integrations; after admission to the course, students must submit one of the following documents, under penalty of exclusion:

- degree certificate (issued by the university of graduation) with the list of the exams taken and the relating scores, translated and legalised;
- Diploma Supplement issued by the university of graduation;
- Declaration of Value issued by the Italian Consulate of the country where the degree has been achieved.

5. (**for candidates with a qualification obtained in a non-EU country**) **degree certificate** with the list of the exams taken and the relating scores translated into Italian or English and legalised. After admission to the course, students must submit the **Declaration of Value** issued by the Italian Consulate of the country where the degree has been achieved. Non-EU citizens residing abroad must abide by the interdepartmental provisions included in the circular called "Procedures for entrance, residence and enrolment of foreign/international students in advanced training courses in Italy of the 2019-2020 academic year". Candidates who submit an incomplete documentation enrol under condition and can neither sit exams nor carry out any activity concerning their career until submission of all the required documentation.
6. **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 submit a copy of the certificate attesting their disability issued pursuant to the law, under penalty of exclusion from the facilities provided for; the same certificate must be also forwarded to the Office of relations with disabled and students with specific learning difficulties to the following email: sportellodisabili@uniroma1.it.

Applications with incomplete documentation or submitted according to modalities other than those provided for by the Registration procedures of each course at https://www.uniroma1.it/it/pagina/elenco-dei-master or submitted beyond the prescribed deadline will not be accepted.
In case of shipment by post, the stamp of the competent Administration Offices, rather than the shipment date, will be evidence of such shipment. Candidates who choose such submission method undertake the risks of any possible late delivery.

Art. 8 – SELECTION PROCEDURE
To be admitted to the Professional Master Course, candidates must hold one of the academic qualifications (referred to in art. 5 of this call for applications) among the admission requirements indicated in the **Information and Educational activities** of each course, available at https://www.uniroma1.it/it/pagina/elenco-dei-master.
For some Professional Master Courses, additional qualifications/experience included in the CV might be assessed.
Should some Professional Master Courses require an admission test, it will be carried out in accordance with the procedures and deadlines indicated in the **Registration procedures** of each course at https://www.uniroma1.it/it/pagina/elenco-dei-master.

Art. 9 – PUBLICATION OF THE LIST OF SUCCESSFUL CANDIDATES
Upon completion of the assessment procedure and of the admission test, if any, the list of successful candidates will be published on the webpage of each Professional Master Course. The publication of the list of successful candidates is deemed as a service to all intents and purposes.

Should the number of candidates exceed that of the available places, candidates will be included in a special list and only the successful ones will be admitted to the Professional Master Course; the other eligible candidates will be admitted only in case of withdrawal of one or more successful candidates.

Art. 10 – PAYMENT OF TUITION FEES

Candidates admitted to the Professional Master Course must pay the first instalment or make the one-off payment of the tuition fees as indicated in the **Registration procedures** of each course within the mandatory deadline of **February 17, 2020.**

To make payment, candidates must exclusively use the customised form to be printed from Infostud 2.0 according to the following procedure: log in to Infostud with the student ID number and password from https://www.uniroma1.it/it/pagina-strutturale/laureati, select, in the following order: Professional Master Courses; **First year**; enter the **ID code of the course of choice**; Continue; Print.

After printing the form from Infostud, payment must be made at Unicredit bank according to the procedures indicated at https://www.uniroma1.it/it/pagina/come-pagare.

In case the list of successful candidates was published in compliance with art. 10, paragraph 1, of the Regulations, candidates admitted to the Professional Master Course who fail to pay the first instalment of tuition fees within **February 17, 2020** will have to pay an additional fee of € 65 for late payment; if the first instalment of tuition fees is paid 60 days after **February 17, 2020**, the due additional fee will be equal to the double of the ordinary tuition fees.

In case a special list of successful candidates was published in compliance with art. 10, paragraph 2, of the Regulations and some eligible candidates could be admitted, the successful candidates admitted to enrolment who fail to pay the first instalment of tuition fees within **February 17, 2020** will be deemed as having waived their place. Such candidates will be allowed to enrol again, in case, only after all the other candidates of the list have had their chance to enrol.

The last available date to pay the SECOND INSTALMENT is indicated in the **Registration procedures** of each course at https://www.uniroma1.it/it/pagina/elenco-dei-master.

To make payment, candidates must exclusively use the customised form to be printed from Infostud 2.0 according to the following procedure: log in to Infostud with the student ID number and password from https://www.uniroma1.it/it/pagina-strutturale/laureati, select, in the following order: Professional Master Courses; **First year**; enter the **ID code of the course of choice**; Continue; Print.

Failure to pay the second instalment will trigger the payment of the additional fee of € 65 for late payment. If the second instalment of tuition fees is paid 60 days after the deadline provided for in the call for applications, the due additional fee will be equal to the double of the ordinary tuition fees.

Once the payment deadlines are over, it is not possible to print paying-in slips from Infostud 2.0; therefore, if candidates are authorised by the Director of the Professional Master Course, they will have to request paying-in slips by email to settoremaster@uniroma1.it.

Art. 11 – EXEMPTION FROM TUITION FEES FOR DISABLED AND STUDENTS WITH A RECOGNISED DISABILITY

Candidates with a recognised disability pursuant to art. 3, paragraphs 1 and 3, of law of February 5, 1992, no. 104 and/or having a disability equal or higher than 66% are exempted from 50% of tuition fees, without prejudice to any other exemption provided for by the **Information and Educational activities** (art. 30, paragraph 9, of the Regulations).

Recipients are therefore exempted from payment of the second instalment.

Art. 12 – CONDITIONAL ADMISSION OF GRADUANDS

Candidates who are expected to achieve the degree **within the last available session of the 2018/2019 academic year** and who intend to participate in this call for applications must register on Infostud according to the procedure indicated in art. 5 above and declare their status as graduands by clicking on Profile, University degrees and by ticking the “Graduand” box. Candidates must then follow the procedures to pay the fee for the admission test as per art. 6, will be admitted conditionally to the Professional Master Course and, should a list be created, will have the lowest ranking.

To duly enrol in the Professional Master Course, such candidates will have to communicate the achievement of the degree by email to the Director of the Professional Master Course and to settoremaster@uniroma1.it within 10 days after achievement of the degree, under penalty of forfeiture of the application for admission.

They will receive by email the paying-in slip to pay the registration fees, without any additional fees for late payment, within the deadline indicated on the same paying-in slip.

Candidates who did not achieve their degree at Sapienza University of Rome must also update their academic

career in their Infostud profile, by clicking on “Profile – University degrees”, entering the graduation date and the relating score and unticking the “Graduand” box.

Art. 13 – FUNDINGS AND/OR SCHOLARSHIPS

Fundings allocated by external institutions that have an agreement with the Professional Master Course may be made available to candidates by way of partial or total coverage of tuition fees. The criteria and procedures for such funding allocation are established and published by the funding institution. Any scholarships, partial or total exemptions from tuition fees already available upon publication of this call for applications are indicated in the **Information and Educational activities** of each course at https://www.uniroma1.it/it/pagina/elenco-dei-master.

Art. 14 – LISTENERS

Whenever the **Information and Educational activities** provides for it, supernumerary candidates who do not meet the admission requirements may be allowed to attend the Professional Master Course as listeners.
The tuition fees for listeners amount to 30% of the ordinary tuition fees for the Professional Master Course and paying-in slips may be requested from the subjects in charge of the same course.
Listeners cannot be included in the minimum number of candidates required to activate the Professional Master Course and on no account may they participate in laboratories and stages. Upon conclusion of the Professional Master Course, listeners who met the minimum attendance requirement may be issued a certificate of attendance.

Art. 15 – SINGLE COURSES

Candidates who hold the same educational qualification required for admission to the Professional Master Course may enrol in single courses of the same Master, whenever provided for in the **Information and Educational activities** and up to maximum 20 ECTS.
Students enrolled in single courses may sit the relating exams and obtain by the Director of the Professional Master Course the certificate attesting the number of ECTS acquired.
In case the Professional Master Course was not activated, not even the relating single courses may be, unless they have been converted into Advanced Training Courses.
The ECTS acquired with single courses of the Professional Master Courses may be assessed for purposes of enrolment in other academic study programmes.
The minimum amount of tuition fees for each single course is calculated according to the number of ECTS to be acquired, as indicated in art. 17, paragraph 5, of the Regulations.
Paying-in slips may be requested from the subjects in charge of the Professional Master Course.

Art. 16 – WITHDRAWAL

Candidates admitted to the Professional Master Course who intend to withdraw must send a written communication by email to the Professional Master Course Office and to settoremaster@uniroma1.it. Tuition fees already paid, if any, will not be refunded (art. 16, paragraph 9, of the Regulations).

Art. 17 – PROHIBITION OF DUAL ENROLMENT

In compliance with art. 142 of the Unified Act no. 1592/1933, it is prohibited to enrol in more than one academic study programme at the same time; therefore, candidates admitted to the Professional Master Course of this call for applications cannot enrol in other Professional Master Courses, Postgraduate Schools, PhDs, Bachelor’s degree programmes and Master’s degree programmes in the same academic year. Such incompatibility does not apply to holders of research grants. Advanced Training Courses and Training Courses are excepted (art. 21, paragraph 1, of the Regulations).

Art. 18 – PROCEDURES FOR THE PERFORMANCE OF THE FINAL EXAM AND ACHIEVEMENT OF DEGREE

The performance procedures of the final exam are indicated in the **Information and Educational activities** of each course available at https://www.uniroma1.it/it/pagina/elenco-dei-master.
The exam is performed before an examination committee that gives a score in one hundred tenths and may unanimously award the highest marks *magna cum laude*. The minimum pass score is 66/110 (sixty six/one hundred tenths).
The Professional Master Course’s diploma is issued by Sapienza University of Rome only after the regularity of the student’s administration position has been verified; the diploma carries the degree score only if the honours have been awarded.
Before sitting the final exam, candidates must pay the **€ 75 fee and fill-in the AlmaLaurea questionnaire** according to the directions available at https://www.uniroma1.it/it/pagina/master-prova-finale.

Art. 19 – PERSONAL DATA PROCESSING
In compliance with the provisions of the EU Regulation no. 679/2016 of April 27, 2016, "GENERAL DATA PROTECTION REGULATION" on the protection of natural persons and other subjects with regard to the processing of personal data, a specific information notice is attached to this call for applications which constitutes an integral part of it.

Art. 20 – REFERENCE RULES
For all that is not expressly referred to in this call for applications, the Regulations about Master Courses, Advanced Training Courses, Training Courses, Intensive Courses" issued by means of Rector's Decree no. 915/2018 of March 26, 2018, available at https://www.uniroma1.it/it/documento/regolamento-materia-di-corsi-di-master-corsi-di-alta-formazione-corsi-di-formazione-corsi, shall apply.

Art. 21 – CONTACTS
PROFESSIONAL MASTER COURSES OFFICE

Offices	Rome, University Campus, Piazzale Aldo Moro, 5 General Affairs Building – Stairs C – II floor
Opening hours	Monday, Wednesday, Friday: 8:30 a.m. - 12:00 p.m. Tuesday and Thursday: 2:30 p.m. - 4:30 p.m. **Offices will be closed: from August 12 to 16, 2019; on December 24, 27 and 31, 2019; on January 2, 2020.**
Email	settoremaster@uniroma1.it

OFFICE FOR STUDENTS WITH FOREIGN DEGREES

Offices	Rome, University Campus, Piazzale Aldo Moro, 5 General Affairs Building – Stairs C – II floor
Opening hours	Monday, Wednesday, Friday: 8:30 a.m. - 12:00 p.m. Tuesday and Thursday: 2:30 p.m. - 4:30 p.m. **Offices will be closed: from August 12 to 16, 2019; on December 24, 27 and 31, 2019; on January 2, 2020.**
Email	settoretitolostraniero@uniroma1.it

OFFICE OF RELATIONS WITH DISABLED AND STUDENTS WITH SPECIFIC LEARNING DIFFICULTIES

Offices	Rome, University Campus, Piazzale Aldo Moro, 5 Building of Jurisprudence, ground floor, back entrance
Opening hours	Monday, Wednesday, Friday: 09:30 a.m. - 1:30 p.m. Tuesday and Thursday: 2:30 p.m. - 4:30 p.m. **Offices will be closed from: August 12 to 16, 2019; on December 24, 27 and 31, 2019; on January 2, 2020.**
Email	sportellodisabili@uniroma1.it :
Toll-free number	800-410960

Ref. no. 0067025 of July 26, 2019

THE RECTOR

Prof. Eugenio Gaudio

ENCLOSURE 1

FULL LIST of PROFESSIONAL MASTER COURSES

Faculty	Title	ID Code	Level
Architecture	(...) omissis		
	Gestione del progetto complesso di architettura – Management du projet d'architecture complexe (internazionale)	27667	SECOND

(...) omissis

ENCLOSURE 2

Application for admission to

Professional Master Course in _____

Course ID Code _____

The undersigned

_____

Surname, name (write on the above line)

_____

Tax code

_____

Nationality

_____

Place and date of birth

_____

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

_____

Email

_____

Fixed phone and mobile phone

_____

Infostud student ID number

Holding the following university degree

□ Bachelor's degree □ Master's degree □ Title of study obtained in a EU country □ Other (specify)

_____

Name of the study programme

_____

Institution/University where the title of study was achieved

_____ _____

Date of achievement of the title of study Score

Other titles, if any:

_____

APPLIES FOR ADMISSION TO THE PROFESSIONAL MASTER COURSE

To this purpose, the undersigned attaches hereto the following documents:

- copy of a valid identity document, legible and duly undersigned (identity card, driving licence, passport);
- curriculum vitae.

For students with a recognised disability pursuant to art. 3, paragraphs 1 and 3, of law no. 104 of February 5, 1992 and/or having a disability equal or higher than 66%:

- a copy of the certificate attesting their disability, specifying the percentage of disability or, for the cases provided for by the regulations, only the type of disability, or a copy of the certificate attesting the handicap pursuant to art. 3, paragraphs 1 and 3, of law no. 104 of February 5, 1992 (for further information, please call the toll-free number 800-410960).

For candidates with a qualification obtained in a EU country:

- self-certification of the degree with the list of the exams taken and the relating scores in Italian or in English.

For candidates with a qualification obtained in a non-EU country:

- certificate of the degree with the list of the exams taken and relating scores translated into Italian or English and legalised.

The undersigned declares that he/she has read and approved in its entirety the call for applications for the admission to the Professional Master Courses, the Educational activities and the Enrolment procedures, that he/she holds all the declared requisites and is fully aware of the civil and criminal sanctions in case of false declarations and of creation or use of false deeds, pursuant to art. 76 of Presidential Decree no. 445 of December 28, 2000.

Date **Candidate's legible signature**

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INFORMATION NOTICE IN COMPLIANCE WITH ART. 13 OF THE EU REGULATION NO. 679/2016 "GENERAL DATA PROTECTION REGULATION"

Data processing controller
The data processing controller is the University of Rome "La Sapienza"; the legal representative of the University is the Rector.
Contacts: urp@uniroma1.it; PEC: protocollosapienza@cert.uniroma1.it

Contacts of the Data Protection Officer
rpd@uniroma1.it; PEC: rpd@cert.uniroma1.it.

Legal basis and processing purposes
In compliance with art. 6 of the Regulation, processing of personal data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.
The personal data provided will be processed to the extent strictly necessary and proportionate for the purposes linked to enrolment in, and performance of, the Professional Master Courses.
In particular, the provided data will be collected and processed for the attainment of the following purposes:
- ascertainment of the actual existence of requisites necessary for the participation in the selection tests.

Nature of personal data conferral and consequence of a possible refusal
The personal data conferred are processed in compliance with the principles of lawfulness, fairness and transparency, provided for by the law, also with the support of IT tools suitable to record and manage the same and, at all events, so as to ensure their security and protect the confidentiality of the concerned individuals with the utmost care.
Conferral of personal data is mandatory. Refusal, if any, to confer such data would impair the performance of the same data processing operations by the controller, the officer and the people in charge of data processing and, as a consequence, the enrolment in the competition and the management of the relating procedures.

Processing methods and authorised subjects
The collection of personal data is performed in observance of the principles of consistency, entirety and non-redundancy in connection with the purposes for which they are processed.
The processing of the above personal data is carried out by means of manual, paper and IT procedures and they are recorded in paper and/or IT records exclusively for the fulfilment of the law provisions or for administrative and educational purposes by the subjects in charge of their same processing.

Rights of the data subjects
Data subjects have the right to obtain from the above mentioned data controller or data protection officer, whenever the conditions are met, the access to personal data in accordance with art. 15 of the Regulation, their rectification in accordance with art. 16 of the Regulation, their erasure in accordance with art. 17 of the Regulation or the restriction to personal data processing in accordance with art. 18 of the Regulation, or they may object to personal data processing in accordance with art. 21 of the Regulation, besides the right to data portability in accordance with art. 20 of the Regulation.
In case of infringement of the Regulation's provisions, the data subjects may lodge a complaint to the Guarantor for the protection of personal data.
Participation in the competition according to the modalities referred to in this call for applications entails the candidate's awareness of the aforementioned information notice.