



SAPIENZA
UNIVERSITÀ DI ROMA

D.R. n. 1904

Faculty of Civil and Industrial Engineering

2019-2020 ACADEMIC YEAR

Call for applications and admission procedures for the
English Degree Programme in:

Sustainable Building Engineering

L-23 Class

THE RECTOR

HAVING REGARD TO Ministerial Decree of October 22, 2004, no. 270;

HAVING REGARD TO Ministerial Decree of March 16, 2007;

DECREES

that enrolment in the Sustainable Building Engineering degree programme of the Faculty of Civil and Industrial Engineering for the 2019-2020 academic year is subject to the possession of an upper secondary school diploma and to successfully passing the 2019 ENGLISH TOLC-I online test, provided by and managed on CISIA (*Consorzio Interuniversitario Sistemi Integrati per l'Accesso*) portal.

Article 1. – Registration to ENGLISH TOLC-I

1.1 – Admission requirements

The ENGLISH TOLC-I test is open to:

- Italian citizens, EU citizens residing anywhere and non-EU citizens legally residing in Italy as per art. 26 of law no. 189/2002, holding an upper secondary school diploma or who are going to achieve it in 2019;
- students enrolled in the fourth or fifth year of an upper secondary school;
- non-EU citizens permanently residing abroad, holding a student visa.

1.2 – The ENGLISH TOLC-I test

To achieve a score in the ENGLISH TOLC-I test, students need to register and take the test.

Registration is made online on CISIA portal at <http://www.cisiaonline.it> by paying a € 30.00 contribution and **choosing the test venue**.

The ENGLISH TOLC-I test may be taken either at Sapienza University or at other CISIA member premises on the dates and sessions indicated at www.cisiaonline.it; each test day is split in more shifts; the test venue and time are indicated upon registration at www.cisiaonline.it. On the test day, candidates shall submit the payment receipt of registration to ENGLISH TOLC-I test (to be printed from CISIA website) to be admitted to the test venue.

Candidates are recommended to pay the utmost attention to the deadline for test registration.

Further information on the ENGLISH TOLC-I test and the relating assessment criteria is indicated in Annex 1.

1.3 – The ENGLISH TOLC-I test for Sapienza University

Students wishing to enrol in one of the study programmes of Sapienza University indicated in this call for applications shall:

- register on Infostud at <https://www.studenti.uniroma1.it/phoenixreg/index.html> to obtain their ID number. Students are recommended to keep the ID number issued by Infostud for all further stages of the procedure;
- print the paying-in slip from Infostud to pay a **€ 10.00** contribution by using the **14617** code;
- make payment by means of said paying-in slip **within October 23, 2019**.

Payment may be made at any Italian Unicredit branch or online (further information on payment methods is available at <https://www.uniroma1.it/it/pagina/come-pagare>). On the last day available for payment, the online payment must be made within h. 8:30 p.m.

IMPORTANT!

- Payments of the € 10.00 contribution made by mail or according to modalities other than those described above will not be accepted.
- On no account will the € 10.00 contribution be refunded.
- During registration on Infostud, students not holding yet the upper

secondary school diploma shall select the “flag” in the “Attending to high school degree” (final year student) box when entering data about “Diploma” and update such information as soon as they have achieved such diploma.

- Any communications will be only sent to the email address indicated upon registration on Infostud. **Candidates are recommended to provide a valid email address and to regularly check their inbox.**
- Students already registered on Infostud shall check/enter their email address through the User Data > Change access data menu.

1.4 – Check of test results

Each candidate may check the scores obtained in the ENGLISH TOLC-I test immediately after its the end, on the same device assigned for the test or on **CISIA website**, by accessing it with the same credentials used for registration.

Regardless of the result, students who have taken the ENGLISH TOLC-I test at Sapienza University or at other CISIA member premises may enrol.

Article 2. – Enrolment procedures

Enrolment is made by paying **the first instalment of the tuition fees (if due) for the 2019-2020 academic year, to which the regional fee (if due) and the stamp duty must be added.**

Information on the amount of tuition fees, tax benefits and payment methods of paying-in slips is available at <https://www.uniroma1.it/it/pagina/tasse-contributi>.

What is 2019 ISEE and how to obtain it

The ISEE is the Equivalent Economic Status Indicator and **is necessary for students to obtain a reduction of their tuition fees** (the lower the ISEE is, the lower is the amount of the tuition fees to be paid).

The ISEE calculation **for 2019 and carrying the wording “for uses related to the right to university studies” (“per le prestazioni per il diritto allo studio universitario”)** has to be requested from a CAF (a tax advice centre) after January 15, 2019 and at least 30 days prior to the deadlines provided for pre-enrolment.

Students holding the PIN code or the SPID (unique code to access all the digital and on-line services of Public Administration) digital identity can also request their 2019 ISEE calculation on-line, by submitting the DSU (Unique substitute statement) on INPS website at www.inps.it/.

Foreign students without a residence for tax purposes in Italy or who return their income abroad pay a fixed amount. Such amounts, different for developing and non-developing countries, are indicated at <https://www.uniroma1.it/it/pagina/tasse-contributi>.

To pay for the enrolment contributions according to the 2019 ISEE, candidates have to give evidence that they have been resident in Italy with a residence for tax purposes for at least one year. The 2019 ISEE, calculated by a CAF, shall be submitted to Hello Help Desk-Foreign Students, that will enter it on Infostud, after carrying out the due controls.

Should students not be bound to pay any tuition fees, their enrolment will be completed with the payment of the stamp duty of € 16.00 only.

The enrolment form shall also carry the 30425 code.

Please note: Students who intend to enrol are allowed to attend lectures even before payment for enrolment has been made within the due deadline.

Candidates who took the ENGLISH TOLC-I test at Sapienza University, holding an Italian educational qualification **and wishing to enrol**, shall pay the first instalment of the tuition fees **from September 2, 2019 to November 4, 2019**, by using the special form generated by Infostud, according to the procedures indicated at <https://www.uniroma1.it/it/pagina/infostud-immatricolazione>.

Candidates who took the ENGLISH TOLC-I test at other Universities, holding an Italian educational qualification, shall:

- register on Infostud at <https://www.studenti.uniroma1.it/phoenixreg/index.html>;
- **make payment of the € 10.00 contribution;**
- pay, from the day following such payment, the first instalment of the tuition fees, by using the special form generated by Infostud, according to the procedures indicated at <https://www.uniroma1.it/it/pagina/infostud-immatricolazione>.

Article 3. – Special cases

3.1 – Candidates holding a foreign degree

Non-EU candidates permanently residing abroad must enrol **within November 4, 2019** by submitting to Hello Help Desk – Foreign Students, located in the General Affairs Building, stairs C – II floor (see point 7), the following documents required by MIUR:

- copy of the student visa for non-EU citizens legally residing abroad or copy of the residence permit for non-EU citizens legally residing in Italy;
- certified copy of the upper secondary school diploma achieved with at least a 12-year school attendance, legalised by the competent Italian Embassy or Consulate authorities and accompanied by a declaration of value;
- copy of the identity document (passport, identity card and so on).

Payment shall be made **within November 4, 2019** by printing the paying-in slip from <https://www.uniroma1.it/it/pagina/infostud-immatricolazione> webpage and by following the special directions.

Candidates holding a foreign degree (Italian, EU and non-EU students legally residing in Italy as per art. 26 of law no. 189/2002) must enrol by submitting to Hello Help Desk – Foreign Students, located in the General Affairs Building, stairs C – II floor (see point 7), the following documents required by MIUR:

- copy of the residence permit for non-EU citizens legally residing in Italy;
- certified copy of the high school diploma achieved with at least a 12-year school attendance, legalised by the competent Italian Embassies or Consulates and accompanied by a declaration of value;
- copy of the identity document (passport, identity card and so on).

Payment shall be made **within November 4, 2019** by printing the paying-in slip from <https://www.uniroma1.it/it/pagina/infostud-immatricolazione> webpage and by following the special directions.

3.2 – Candidates enrolled in other Sapienza degree programmes – Changes of degree programmes

Candidates who took the ENGLISH TOLC-I test and are already enrolled in other Sapienza degree programmes shall submit an application to change their degree programme to the Student Office of their programme of origin, pay the relating contribution (except for changes made in the 2019-2020 enrolment year, in lack of any career) and submit a copy of both documents to the Student Office of the Faculty of the degree programme of choice (see art. 7). The Student Office will issue the paying-in slip to students so that they may pay the enrolment fees.

Payments shall be mandatorily made **within the deadline prescribed for payment of the first instalment of the tuition fees.**

Please note: after payment of the contribution for change of degree programme, students will be no longer allowed to sit exams relating to the degree programme of origin.

3.3 – Candidates coming from other Universities – Transfers from other Universities

Candidates who took the ENGLISH TOLC-I test and are already enrolled in other Universities shall submit an application for transfer to the university they come from, an application for transfer to the university they intend to enrol in and request the paying-slip to pay the transfer contribution from the Student Office of the Faculty of the study programme of choice (see art. 7). The Student Office will issue such paying-in slip to students so that they may pay the enrolments fees.

Payments shall be mandatorily made **within the deadline prescribed for payment of the first instalment of the tuition fees.**

Please note: after payment of the transfer contribution, students will be no longer allowed to sit exams relating to the degree programme of origin.

3.4 – Candidates already holding a degree

Candidates who took the ENGLISH TOLC-I test and already hold a degree, including those exempted from test, who wish to require a programme shortening or the recognition of the ECTS acquired in the previous degree programme, shall submit an application carrying a stamp duty of € 16.00 to the Student Office of the Faculty of the study programme of choice (see point 7), within the **mandatory deadline prescribed for payment of the first instalment of the tuition fees.**

Students coming from other Universities shall also enclose a self-certification of the degree achieved together with a full list of the exams passed, of the relating scientific disciplinary sectors and ECTS. Such application will be evaluated by the Faculty's competent bodies.

Article 4. - Withdrawal procedure after enrolment

Students who, after having enrolled intend to withdraw, shall submit a written declaration, in stamped paper or in plain paper carrying a stamp duty of € 16.00, to the Student Office of the Faculty providing the study programme of choice (see art. 7).

Article 5. – Additional Learning Requirements (OFA)

All students who in the **ENGLISH TOLC-I test** do not have obtained a score equal or higher than **18/50** shall fulfil some **Additional Learning Requirements**.

The result of the English section does not affect the assessment thresholds provided for to successfully pass the ENGLISH TOLC-I test and to be assigned the Additional Learning Requirements.

The Additional Learning Requirements are intended as having been fulfilled after successfully passing the first exam of the degree programme in Sustainable Building Engineering.

To make the fulfilment of the Additional Learning Requirements easier, the **Faculty of Civil and Industrial Engineering** – Programme Area Council in Environmental and Sustainable Building Engineering of Rieti campus, organises for all students (having or not to fulfil any Additional

Learning Requirements) some remedial courses in mathematics in the weeks prior to the start of lectures.

Some e-learning pre-courses in mathematics are also available for all students having the credentials to access Infostud at elearning2.uniroma1.it/enrol/index.php?id=3264.

Failure to fulfil the Additional Learning Requirements will prevent students from sitting exams in the years following the first one, from the 2020-2021 academic year.

Article 6. – Information for disabled and for students with Specific Learning Difficulties (SpLDs)

Upon registration on CISIA portal, students may declare that they are disabled or that they have specific learning difficulties.

In the above cases, students will specify the venue where they intend to take the TOLC-I test and will send to this venue the statements and certifications required to support their disability or SpLD by means of a special form provided by CISIA.

Upon actual registration for TOLC-I, i.e. upon booking, the venue is bound to contact directly the student to agree upon the specific devices required to sit the TOLC-I, in compliance with the regulations in force.

Students with a recognised disability pursuant to art. 3 of law no. 104 of 1992 or having a disability equal or higher than 66% are exempted from taking the test for the assessment of personal skills.

The Faculty reserves the right to ascertain the students' basic knowledge according to the modalities it will deem more expedient, in order to determine the assignment of any Additional Learning Requirements.

Students having Specific Learning Difficulties (SpLDs) pursuant to law no.170/2010 and to

Ministerial Decree no. 5669/2011, **who need special aids according to the type of SpLD for the performance of the admission test, shall make an express request** to the Office of relations with disabled and students with specific learning difficulties, by sending an email to counselingdsa@uniroma1.it, within the deadline prescribed for the test registration. The requests sent to the counselingdsa@uniroma1.it shall indicate, besides the students' personal data, the date of test performance and the registration number of the TOLC-I test of choice.

The SpLD certificate must be issued by public structures of the National Health Service or by specialists and accredited structures of the same and must not have been issued more than 3 years before.

In addition, the SpLD certificate must be clear and well-structured, must carry the diagnosis codes and the exact wording of the SpLD (reading and/or writing and/or calculation difficulties). The diagnosis must be updated after 3 years if it has been issued when the student was under age. Such students are allowed up to 30 % extra time for the admission test and to use a non-scientific basic calculator according to the certificate submitted.

Article 7. – Information and contacts

This call for applications is published on the study programme webpage of the Course Catalogue at <https://corsidilaurea.uniroma1.it/>.

All communications and updates will also be published on the study programme webpage.

Contacts:

Student Office of the Faculty of Civil and Industrial Engineering

Rome campus	Piazzale Aldo Moro, 5 – 00185 Rome General Affairs Building – Stairs C - Gallery
Rieti campus	Sapienza Campus Via A.M. Ricci, 35/a - Rieti
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
Email	segrstudenti.ingegneria@uniroma1.it
Skype	segrstudenti-ici (during opening hours)

Hello Help Desk – Foreign Students

Foreign-students Office	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
Skype	settoretitolistranieri (during opening hours)
Email	studentistranieri@uniroma1.it
Hello Help Desk Office	Rome, University Campus, Piazzale Aldo Moro, 5 Rector's Office Arcade
Opening hours	Monday to Friday: 9:30 a.m. - 5:00 p.m. Offices will be closed from August 12 to 16
Email and website	hello@uniroma1.it https://www.uniroma1.it/it/pagina/hello-welcome-office

CIAO - Centro informazioni accoglienza orientamento

Offices	Rome, University Campus, Piazzale Aldo Moro, 5 Rector's Office Arcade
Opening hours	Monday to Friday: 9:30 a.m. - 5:00 p.m. Offices will be closed from August 12 to 16
Contacts	ciao@uniroma1.it , https://www.uniroma1.it/it/pagina/ciao-informazioni-gli-studenti

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
Email	sportellodisabili@uniroma1.it - counselingdsa@uniroma1.it
Toll-free number	800-410960

Rome, 21st June 2019

THE RECTOR

Annex 1

Structure of the ENGLISH TOLC-I test and assessment criteria

The ENGLISH TOLC-I test is a merely indicative assessment (and self-assessment) test. It aims to verify whether the candidates' attitude and basic skills are suitable for them to successfully undertake the study programme.

The ENGLISH TOLC-I test is composed of 50 questions divided in 4 sections.

The sections are mathematics, logic, sciences and verbal comprehension.

SECTIONS	NUMBER OF QUESTIONS	AVAILABLE TIME
MATHEMATICS	20 QUESTIONS	50 MINUTES
LOGIC	10 QUESTIONS	20 MINUTES
SCIENCES	10 QUESTIONS	20 MINUTES
VERBAL COMPREHENSION	10 QUESTIONS	20 MINUTES
TOTAL	50 QUESTIONS	110 MINUTES

The result of each TOLC-I test, with regard to the sections of mathematics, logic, sciences and verbal comprehension is an absolute scoring, determined by the number of correct answers, wrong answers and unanswered questions, calculated as follows:

1 point	for each correct answer
0 points	for each unanswered question
-0.25 points	for each wrong answer

Each candidate may check the scores obtained in the ENGLISH TOLC-I test immediately after its end, on the same device assigned for the test or on **CISIA website**, by accessing it with the same credentials used for registration.

Students may repeat the ENGLISH TOLC-I test many times in order to obtain a result equal or higher than the required threshold (the best achieved score will be taken into consideration) and to avoid the assignation of any Additional Learning Requirements, but no more than once per month (solar month).

More detailed information on the modalities of test performance is available on CISIA website at <http://www.cisiaonline.it/englishtolc/area-tematica-tolc-ingegneria/la-prova-line/>.