



SAPIENZA  
UNIVERSITÀ DI ROMA

D.R. n. 1659

**Faculty of Architecture**  
**ACADEMIC YEAR 2018-2019**

Call for applications and admission procedures for the Master Degree Programme in

**Architecture (Conservation)**

Class: LM-4

**Restricted access degree programme**

**Degree programme code to be indicated on the registration form for the comparative assessment procedure: 29846**

THE RECTOR

HAVING REGARD TO the Law 2 August 1999, No.264, containing regulations about access to degree programmes;

HAVING REGARD TO the D.M. 22 October 2004, No. 270;

HAVING REGARD TO the D.M. 16 March 2007;

HAVING REGARD TO the Faculty Committee deliberation of 26 February 2018;

HAVING REGARD TO the Academic Senate deliberation of 17 April 2018;

HAVING REGARD TO the Board of Directors deliberation of 24 April 2018

ORDERS

Students' enrolment in the Master Degree Programme in **Architecture (Conservation)** for the 2018-2019 academic year is subject to participation in the comparative assessment procedure.

**1. Admission requirements**

**The comparative assessment procedure is open to:**

1) Italian citizens;

2) Eu citizens;

3) non-EU citizens legally staying in Italy referred to in Article 26 of Law No. 189/2002 who, on **10 September 2018**, hold the qualifications and meet the requirements below:

- a) bachelor degree in classes: L17, L7, and L23 (ex DM 270/04); bachelor degree in classes: 4 and 8 (ex D.M. 509/99); or other educational qualifications obtained in Italy or abroad treated as equivalent;
- b) candidates with a bachelor degree or enrolled in a restricted access degree programme with an obligatory admission test, therefore, candidates who passed the admission test for a bachelor degree and/or a single cycle master degree programme.

**Please Note:** if candidates hold a degree or are enrolled in a bachelor degree with no obligatory national admission test, they must successfully pass, with a score equal to or greater than 20, the obligatory admission test for enrolment in a bachelor degree and/or single cycle master degree programme with the explicit purpose of formal qualification as an architect, as regulated every year by Miur (Ministry of Education, University, and Research) that determines, with a specific decree, the number of places available for enrolment of students in the above-mentioned programmes, at national level.

The national admission test will take place on 6 September 2018.

- c) English language certificate (minimum admission level B2) or a self-certification of the aforementioned English language certificate;
- d) Essential curricular requirements, indicated in the table below, equal to 108 Credits (see academic system of the degree class L-17 referred to in DM 16 March 2007)

Academic Fields	RELATED ACADEMIC DISCIPLINES (SSD)	Credits
Mathematics disciplines for architecture	INF/01 – Computer Science ING-INF/05 – Data Processing Systems MAT/03 - Geometry MAT/05 – Mathematical Analysis MAT/06 – Probability and Mathematical Statistics MAT/07 – Mathematical Physics MAT/08 – Numerical Analysis MAT/09 – Operational Research	8
Physics and technical disciplines for architecture	FIS/01 – Experimental Physics ING-IND/10 – Technical Physics ING-IND/11 – Environmental Technical Physics	8
History disciplines for architecture	ICAR/18 – History of Architecture	16
Representation of architecture and environment	ICAR/06 – Topography and Cartography ICAR/17 - Design	12
Architecture and Urban Design	ICAR/14 – Architectural and Urban Composition	24
Theories and techniques for architectural restoration	ICAR/19 - Restoration	4
Analysis and structural design for architecture	ICAR/07 - Geotechnics ICAR/08 – Construction Science ICAR/09 – Construction Technics	8
Urban design and territorial planning	ICAR/20 – Urban Planning ICAR/21 – Urban Studies	12
Technological disciplines for architecture and building production	ICAR/10 – Technical Architecture ICAR/11 – Building Production ICAR/12 – Architecture Technology	12
Cadastral Surveying disciplines for architecture and urban studies	ICAR/22 – Cadastral Surveying	4

**The comparative assessment procedure is also open to:**

1) non-EU citizens permanently resident abroad to whom a student visa has been released and who have the qualifications and curricular requirements treated as equivalent to those previously listed.

**The comparative assessment procedure is also open to, with admission subject to condition:**

1) students who are going to gain their educational qualification **within 18 January 2019, and who, by the deadline of the present call for applications, have passed all the exams prescribed in their study plan or who still have to pass no more than two exams.**

**Please Note: holding and documenting the qualifications and meeting the requirements mentioned above is an essential and obligatory condition to enrol in the master degree programme.**

The University may, in any case, adopt exclusion or disqualification measures for candidates who turn out not to meet the requirements needed.

#### **ADDITIONAL SPECIFICATIONS**

The degree programme has two different study plans, one of which is carried out in Italian and the other one in English.

Candidates must declare which study plan they mean to enrol in.

It is hereby specified that foreign candidates who wish to access the Italian study plan, must not only hold the international B2 English language certificate, they must also have passed the Italian language test on 31 August 2018.

To access the English study plan, candidates must be English native speakers or must hold international B2 English language certificates.

### **2. Number of places available**

The number of places available for Italian citizens, EU citizens wherever they may reside and non-EU citizens legally staying in Italy referred to in Article 26 of the Law No. 189/2002 is equal to **120**.

The number of places available for non-EU candidates permanently resident abroad is equal to **30 (2 of which are for Chinese citizens in the “Marco Polo” project)**.

### **3. Deadlines and procedures for participating in the comparative assessment procedure**

**a)** Participation in the comparative assessment procedure is subject to paying a **€ 35,00** contribution at any Italian UniCredit branch from **17 July 2018** and **strictly within 10 September 2018**.

To make the payment you must exclusively use the personalised form to be printed from the University's computerized system (infostud), according to the instructions available at <https://www.uniroma1.it/it/pagina/iscrizione-alle-prove-di-accesso-infostud>.

The payment may also be made online, with a credit card payment (for additional information on payment methods go to <https://www.uniroma1.it/it/pagina/come-pagare>): on the last day available for the payment, the online payment must be processed within the bank's closing hours (15.45).

**Please Note:** keep the registration number issued by the computerized system because it is essential for other stages of the procedure.

**On no account will the admission procedure registration contribution be refunded.**

**Important:** possible communications will be sent to the e-mail address given when registering on Infostud. We recommend that candidates verify the address is correct and that they constantly check their inbox. Students that are already registered on Infostud must check/enter their e-mail address using the function User Data > Change access data (“Dati utente > modifica dati accesso”).

The form is at the same time:

- self-certification of personal details;
- proof of payment of the registration contribution for the procedure for the comparative assessment of qualifications.

Payments made using different methods from those described will not be accepted.

b) Candidates must also submit, within **10 September 2018**, the application for the comparative assessment procedure that must be **obligatorily** sent following the methods below:

**Candidates must go to the academic programmes catalogue**

<https://corsidilaurea.uniroma1.it/>:

- Choose the Faculty of Architecture and the type of degree programme for which they wish to submit their application;
- open the electronic document called Attachment A ("Allegato A") and carefully fill out the form with the required information;
- save the electronic document using SurnameName (without spaces, apostrophes or accents) for the "nomefile" (name of the file), the document must be saved in the **Microsoft Excel 97-2003** format;
- print the filled out electronic document and sign the proper space;
- send the documents, following the procedures below (**both procedures are obligatory**):

1. **via registered post to the address below (only valid for registered post purposes)**: Università degli Studi di Roma "La Sapienza" Area Servizi agli Studenti - Segreteria studenti della Facoltà di Architettura - Piazzale Aldo Moro, 5 - 00185 Roma, specifying on the envelope **name and surname** of the sender and the reference **Magistrale AR 29846**, enclosing these documents: 1) the electronic document printed and signed; 2) English language certificate (minimum level B2) or self-certification of the aforementioned language certificate; 3) a copy of a valid identification document; 4) the copy of the proof of payment of the € 35,00 contribution; 5) the complete degree certificate (with exams, grades, credits) only for graduates coming from other Universities;
2. **via e-mail** to this e-mail address: [architetturaar@uniroma1.it](mailto:architetturaar@uniroma1.it) specifying in the subject **Magistrale AR 29846\_a.a. 18/19**, enclosing these documents: 1) the electronic document file; 2) the proof of posting of the registered post.

Students that are going to gain their bachelor degree **by 18 January 2019** must also specify, when submitting their application (see attachment A), the two exams they may still need to take and the credits they still have to achieve.

Candidates with an old academic system degree or with a bachelor degree gained from other Universities must specify (see attachment A), for each exam taken at the University they are coming from, if it is a six-month or an annual exam, and must also specify the corresponding Academic Discipline (SSD).

Graduates from other Universities must also include in their application for the selection process a copy of the degree certificate in which all the exams taken, the grades, and the credits must be listed.

Students with a qualification obtained abroad, **with the exception of EU students and non-EU students permanently resident abroad who have already been admitted via the online pre-selection platform**, must specify, for each exam taken at the University they are coming from, the name of the exam and the corresponding grade and/or credits, as well as the in-class hours for each subject. The curricular programs of the exams must also be included. Candidates who wish to enrol in the Italian study plan must submit a certified translation of qualifications (in Italian).

**It is hereby specified that all the documents, the ones sent by e-mail as well as the ones sent by registered post, must arrive strictly within 10 September 2018.**

**In the event of postal delays, for the purposes related to the ranking, the documents sent via e-mail, that must contain the proof of sending of the registered post, will be tentatively considered. It is recalled that the application sent by e-mail is an attestation for which, in the event of untruthful statements, criminal sanctions referred to in Article 76 of the D.P.R 445 of 28/12/2000 apply.**

**IMPORTANT: the online application and the registered post paper application do not replace one another.**

**The paper application with incomplete data, or sent outside the prescribed time limits, entails the exclusion of the candidate from the comparative assessment procedure.**

**Please Note:** it is recalled that when filling out the table in the electronic document referred to in Attachment A, in the part called "2 - study plan" ("2- Curriculum formativo), if the exam (or the exams) taken includes modules belonging to different academic disciplines (multidisciplinary), the single academic discipline (SSD) and the corresponding number of credits for each module must be specified.

#### **4. Candidates holding a foreign qualification**

Eu citizens and non-EU citizens permanently resident abroad, with an educational qualification obtained abroad, **who have already been admitted through the online pre-selection platform, must only follow the procedure indicated in point 3.a.**

All the other candidates, to register for the comparative assessment procedure, must follow all the procedures indicated in point 3.

Non-Eu citizens permanently resident abroad must send, **within the payment deadline for the comparative assessment procedure registration contribution**, an e-mail to [accesso\\_extraeu@uniroma1.it](mailto:accesso_extraeu@uniroma1.it) specifying the information below:

- name and surname;
- registration number;
- name of the degree programme (for which you wish to take the admission test);
- citizenship.

Successful candidates, in order to enrol, must necessarily go within the prescribed deadlines (see point 6) to the Office for Students with a Foreign Qualification (see point 9) to have their educational qualification validated and the documents required by MIUR (Ministry of Education, University, and Research) verified.

#### **5. Qualifications assessment criteria**

The ranking will be organised based on the comparative assessment whose maximum scoring is a hundred, and for which the criteria below apply:

- 1) weighted average of the exams taken (up to 25 points);
- 2) number of credits achieved in the Academic Disciplines (SSD): ICAR14, ICAR 18, ICAR 19 e ING-IND/11 (up to 50 points);
- 3) final graduation grade (up to 25 points).

In the event of any tie, the highest weighted average for the exams taken shall prevail and in the event of any further tie, the younger candidate shall prevail.

#### **6. Ranking publication for the verification and assessment of qualifications – obligations for successful candidates and for candidates who became successful after a ranking update**

**The list of successful candidates, concerning the assessment of qualifications**, will be published within **3 October 2018** on the academic programmes catalogue <https://corsidilaurea.uniroma1.it/> on the degree programme page. The online ranking will only be published with the candidates' registration numbers, the ranking with the candidates' names will be available at the Student Affairs Office of the Architecture Faculty.

Successful students must enrol within **10 October 2018**.

Graduand students who are going to gain their bachelor degree within **18 January 2019**, must submit, within **10 October 2018**, a declaration of the intention of enrolling (precautionary request) to the Student Affairs Office (see point 9) to be allowed to enrol outside the prescribed time limits, once they graduate.

**Any legal claim for the ranking must arrive within 8 October 2018 exclusively at the Student Affairs Office of the Faculty of Architecture (see point 9). Legal claims received after the deadline for receipt or sent to other Offices will not be considered.**

**Candidates who do not enrol within the prescribed deadlines, or where applicable, do not submit the declaration of the intention of enrolling as soon as they graduate, will be deemed to have given up their place and the places they leave vacant will be given to subsequent candidates in the ranking, if there are any, following the ranking.**

For this reason, a subsequent list of candidates who became successful with a ranking update will be published respecting the deadline calendar below:

<b>17 October 2018</b>	Publication of successful candidates after ranking update
<b>24 October 2018</b>	Enrolment deadline for candidates who became successful with the ranking update

Any other ranking update will be exclusively managed by the Administrative Office ("Segreteria Amministrativa") with e-mail communications sent to the address given when registering on Infostud.

**We recommend that candidates check their inbox.**

## **7. Enrolment procedures**

Enrolment procedures vary according to the different types of students (see below).

**Enrolment is obtained by paying the first instalment of tuition fees (if owed) for the academic year 2018-2019 to which the regional fee (if owed) and the stamp duty must be added.**

Enrolment procedures, the amount of tuition fees, deadlines, tuition fees benefits, deadlines for the presentation of the ISEE 2018 calculation and payment methods are published at <https://www.uniroma1.it/it/pagina/tasse-contributi>.

**Important: the ISEE 2018 calculation must be requested at CAF (Tax Assistance Centre) at least 30 days before enrolment deadlines**, that is because new regulations require more time for the releasement of the certification (Dpcm 159/2014).

**Payments must be made at any Italian Unicredit S.p.a. branch or online with a credit card payment (for additional information on payment methods check page <https://www.uniroma1.it/it/pagina/come-pagare>): on the last day available for the payment, the online payment must be processed within the bank's closing hours (15.45).**

On the enrolment form, the corresponding degree programme code must also be indicated, this code is the same as the one specified in the present call for applications and that has been used for participating in the comparative assessment procedure: **29846**

**Successful candidates holding an Italian educational qualification** must make the enrolment payment, **within the deadlines prescribed in point 6**, using the personalised form that has to be printed from the website <https://www.uniroma1.it/it/pagina/infostud-immatricolazione> and following the specific instructions.

To enrol, **successful non-EU candidates permanently resident abroad** must go, **within the deadlines prescribed in point 6**, to the Office for Students with a Foreign Qualification (see point 9) to submit the documents required by MIUR (Ministry of Education, University, and Research). **Within the deadlines prescribed in point 6**, they must make the payment printing the payment slip from <https://www.uniroma1.it/it/pagina/infostud-immatricolazione> and following the specific instructions.

To enrol, **successful candidates holding a qualification gained abroad (Italians, EU and non-EU citizens legally resident in Italy referred to in Article 26 of Law No.189/2002)**, must go to the Office for Students with a Foreign Qualification (see point 9) to have their educational qualification validated and the documents required by MIUR (Ministry of Education, University, and Research) verified, and must make, **within the deadlines prescribed in point 6**, the enrolment payment, printing the payment slip from

<https://www.uniroma1.it/it/pagina/infostud-immatricolazione> and following the specific instructions.

**Successful candidates already enrolled in other Degree Programmes at Sapienza University of Rome**, must submit a transfer application to the Student Affairs Office of the degree programme they are coming from, pay a € 65,00 transfer contribution, as a refund for transfer expenses, and must also pay, **strictly within the deadlines prescribed in point 6**, the first instalment of tuition fees, getting the payment slip from the Student Affairs Office of the Faculty of Architecture (see point 9).

**Please Note:** after having paid the transfer contribution, students will no longer be allowed to take exams for the degree programme they have come from.

**Successful candidates coming from other Universities** must submit their transfer application to the University they are coming from, and make, **within the deadlines prescribed in point 6**, the payment for the first instalment of tuition fees, downloading the payment slip at <https://www.uniroma1.it/it/pagina/infostud-immatricolazione>, and must pay a **€65,00** transfer contribution, as a refund for transfer expenses, using the payment slip available at the Student Affairs Office of the Faculty of Architecture (see point 9).

**Please Note:** after having submitted the transfer application, students will no longer be allowed to take exams for the degree programme they have come from.

**Successful graduand candidates that are going to gain their degree before 10 September 2018** must enrol respecting the regular deadlines referred to in Article 6.

**Successful graduand candidates who are going to gain their degree between 10 September and 18 January 2019 and successful candidates who do not meet the language requirement yet** must submit – strictly respecting the deadlines indicated in point 6 – a precautionary request to the Student Affairs Office (see point 9) to be allowed to enrol outside the prescribed time limits. These students must pay the first instalment of tuition fees **within 30 days** from obtaining the qualification to keep the place they have been assigned.

**Important:** together with the payment slip for the first instalment of tuition fees we suggest you also ask the Student Affairs Office to give you the payment slip for the second and third instalment of tuition fees (the deadlines for which are respectively **21 December 2018** and **29 March 2019**) as these payment slips cannot be printed online before the payment for the first instalment of tuition fees has been made.

## 8. Withdrawal procedure after enrolment

Students who after having enrolled wish to withdraw from enrolment in the degree programme must go to the Student Affairs Office and submit to the Rector a written declaration on stamp-impressed paper or on plain paper with a € 16,00 revenue stamp on it. The withdrawal procedure may be carried out at any time.

Students who withdraw from enrolment have no right to receive a refund for the tuition fees they have already paid for.

## 9. Information publication and useful contact information

The present call for applications is published on the degree programme page, in the academic programmes catalogue <https://corsidilaurea.uniroma1.it/>.

Any notice and update will be published on the degree programme page.

### Useful contact information: Architecture Student Affairs Office

Location	Via Emanuele Gianturco, 2 – 00196 – Roma (ground floor)
Opening hours	Mon, Wed, Fri, from 8.30 to 12.00 Tue and Thu from 14.30 to 16.30 <b>NB The Office will be closed from 13 to 17 August</b>
E-mail	<a href="mailto:segrstudenti.architettura@uniroma1.it">segrstudenti.architettura@uniroma1.it</a>
Skype	segreteria.architettura (during front desk opening hours)

### Office for Students with a Foreign Qualification

Location	Roma, Città Universitaria, P.le Aldo Moro, 5 General Services Building, staircase C II floor
Opening hours	Mon, Wed, Fri, from 8.30 to 12.00 Tue and Thu from 14.30 to 16.30 <b>NB The Office will be closed from 13 to 17 August</b>
E-mail	<a href="mailto:settoretitolostraniero@uniroma1.it">settoretitolostraniero@uniroma1.it</a>
Skype	settoretitolistranieri (during front desk opening hours)

### CIAO – HELLO Office and welcome events

Location	Roma, Città Universitaria, P.le Aldo Moro, 5 – portico of the Rectorate
Opening hours	From Mon to Fri, from 9.30 to 17.00 <b>NB The Office will be closed from 13 to 17 August</b>
E-mail	<a href="mailto:ciao@uniroma1.it">ciao@uniroma1.it</a> <a href="mailto:hello@uniroma1.it">hello@uniroma1.it</a>
Web site	<a href="https://www.uniroma1.it/it/pagina/ciao-informazioni-gli-studenti">https://www.uniroma1.it/it/pagina/ciao-informazioni-gli-studenti</a> <a href="https://www.uniroma1.it/it/pagina/hello-welcome-office">https://www.uniroma1.it/it/pagina/hello-welcome-office</a>

### Office for Students with Special Needs

Location/Front desk	Roma, Città Universitaria, P.le Aldo Moro, 5 – portico of the Rectorate
Opening hours	from Mon to Fri from 09.00 to 13.00 and from 15.00 to 17.00 <b>NB The Office will be closed from 13 to 17 August</b>
E-mail	<a href="mailto:sportello@uniroma1.it">sportello@uniroma1.it</a>
Freephone	800-410960

## 10. Selection Board

The Selection Board in charge of the procedure for the comparative assessment of qualifications consists of the Dean of the Faculty of Architecture or of the President of the Educational Activity Area (or by their delegates) and of the Coordinator of the Master Degree Programme in Architecture – Conservation (or by his/her delegates).

## 11. Person in charge of the administrative procedure and competent court

Pursuant to articles 4, 5 and 6 of the Law 241/90 the person in charge of the administrative procedure is Antonio Bizzotti, Department Head of the Architecture Student Affairs Office.

Any dispute will fall within the exclusive jurisdiction of the Courts in Rome.

## 12. Personal data processing

Pursuant to Information Notice of Article 13 of the EU Regulation No. 679/2016 of 27.04.2016 the data processing controller is Sapienza University of Rome; the legal representative of the University is the Rector *pro tempore*.

Contact Details: [urp@uniroma1.it](mailto:urp@uniroma1.it); PEC: [protocollosapienza@cert.uniroma1.it](mailto:protocollosapienza@cert.uniroma1.it).

Contact details of the data protection Officer [rpd@uniroma1.it](mailto:rpd@uniroma1.it); PEC: [rpd@cert.uniroma1.it](mailto:rpd@cert.uniroma1.it).

We hereby inform that data collected with the competition applications are exclusively processed for the management of the comparative assessment procedure and of any resulting enrolment procedures for students' educational career.

Rome, 25 June 2018

**THE RECTOR**