



**Faculty of Architecture
Faculty of Information Engineering, Information Technology
and Statistics**

ACADEMIC YEAR 2018-2019

Call for applications for the Master Degree Programme in English in

Product Design

Class: LM-12

Restricted access degree programme

**Code to be indicated on the registration form for the comparative
assessment procedure: 29848**

THE RECTOR

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

HAVING REGARD TO the Ministerial Decree 22 October 2004, No. 270;

HAVING REGARD TO the Ministerial Decree of 16 March 2007;

HAVING REGARD TO the decision of the Council of the Faculty of 26 February 2018;

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

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

ORDERS

Enrolment of students in the Master Degree Programme in **Product Design in English**, for the 2018-2019 academic year, is subject to the participation in a procedure for the comparative assessment of qualifications.

1. Admission requirements

The procedure for the comparative assessment of qualifications is open to:

Italian citizens, EU citizens wherever they may reside and non-EU citizens legally staying in Italy referred to in Article 26 of Law No. 189/2002, **and to non-EU citizens permanently resident abroad**, to whom a study visa has been issued who, by **14**

September 2018, hold the qualifications and meet the curricular requirements below:

- Bachelor Degree or Degree Diploma, or other qualifications gained in Italy or abroad regarded as equivalent. Specifically:
 - for **the Degree gained in Italy** (by Italian citizens, EU citizens and non-EU citizens resident in Italy) the valid degrees are Industrial Design (class L-4, ex L-42), Industrial Engineering (class L-9, ex L-10), Civil and Environmental Engineering, (class L-7), Architecture (class L-17, ex L-4), Building Sciences and Techniques (class L-17), Information Engineering (class L-8, ex L-9);

- for the **Degree gained in EU and non-EU Countries** the valid academic fields are: Design Degrees, Industrial Engineering Degrees, Information Engineering Degrees, Architecture Degrees;
- English language certificate (minimum level B2) or a self-certification of the aforementioned certificate.

All the requirements listed above are an essential condition to enrol in the Master Degree Programme.

In addition to holding the qualifications needed and meeting the requirements listed above, non-EU citizens permanently resident abroad must have submitted a regular pre-registration application to the Italian Representation in their country in order to obtain a study visa. Further information is available on the website of the Ministry of Education, University, and Research at <http://www.studiare-in-italia.it/studentistranieri/>

Students already holding a Second Cycle academic qualification (gained in Italy or abroad) and students coming from other degree programmes or university diplomas must follow the same procedures indicated in the points below and participate in the comparative assessment procedure.

The comparative assessment procedure is also open, subject to gaining the qualification needed, to students exclusively coming from Sapienza University of Rome that are going to gain their Bachelor Degree in Industrial Design **by 18 January 2019**.

Students who want to register, subject to the above-mentioned condition, must have an English language certificate (minimum level B2) or a self-certification of the aforementioned certificate.

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

2. Number of places available

The number of places available for Italian citizens, EU citizens wherever they may reside, and non-EU citizens permanently resident in Italy referred to in Article 26 of Law No. 189/2002 is equal to **30**.

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

Any of the places available for non-EU candidates not staying in Italy that are not assigned will be used for the ranking updates regarding Italian citizens, EU citizens wherever they may reside and non-EU citizens permanently resident in Italy referred to in Article 26 of the Law No. 189/2002.

3. Deadlines and procedures to take part in the comparative assessment procedure.

Taking part in the comparative assessment procedure is subject to:

a) registering on the online computerized system of the University, Infostud, at <https://www.studenti.uniroma1.it/phoenixreg/index.html>

Please Note. Candidates that graduated from Sapienza University may use the access credentials they already hold to access the Infostud system.

b) paying a € 35,00 contribution that must be paid at any Italian Unicredit S.p.a. branch from **17 July 2018** and **strictly within 14 September 2018**.

To make the payment one must exclusively use the personalised form that has to be printed out through the online computerized system of the University (Infostud), following the instructions indicated 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 further instructions on payment methods check page <https://www.uniroma1.it/it/pagina/come-pagare>): the online payment must always be processed within the bank's closing hours (15.45 Italian time zone). Payments made using different methods from those described hereby will not be accepted.

On no account will the admission procedure contribution be refunded.

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

Important: Possible communications will be sent to the e-mail address that has been 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 the Infostud system 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 data;
- payment slip for the comparative assessment procedure registration.

We also specify that:

Only for Italian citizens, EU citizens wherever they may reside, and non-EU citizens legally staying in Italy referred to in Article 26 of Law No. 189/2002, the participation in the comparative assessment procedure is subject to submitting, within **14 September 2018**, the comparative assessment procedure application filled in following the schema in Attachment A of the present call for applications, that must be sent **by registered post to the following address (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 the name and surname of the sender and the following reference: **magistrale DP - 29848**.

We hereby specify that the documents sent by registered post must arrive strictly within 14 September 2018 (the actual date of arrival will be considered as a valid attestation for this purpose, not the postmarked date).

Applications with incomplete data entail the exclusion of the candidate from the comparative assessment procedure.

Only for non-EU citizens permanently resident abroad holding an educational qualification gained in a non-EU country, the participation in the comparative assessment procedure is subject to having already submitted the pre-assessment application to the Sapienza Portal <http://www2.uniroma1.it/internazionale/incoming/loginDegree.aspx> and to having already presented regular admission application to the Italian Representations (Embassy and/or Consulate) in the country of residence. Further information is available on the website of the Ministry of Education, University, and Research: <http://www.studiare-in-italia.it/studentistranieri/>, and to the presentation via e-mail, within **14 September 2018**, to the addresses msproductdesign@uniroma1.it and accesso_extraeu@uniroma1.it, indicating the information below:

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

Successful candidates, in order to enrol, must necessarily go within the prescribed deadlines (see point 5) to the Office for Students with a Foreign Qualification (see point 8) to have their educational qualification validated and the documents required by MIUR (Ministry of Education, University, and Research) verified.

4. Assessment criteria of individual preparation

The assessment of qualifications will be done having regard to the study plan previously carried out by candidates.

The scoring criteria listed below apply.

A) Up to 30 points for:

- the final dissertation for the Bachelor degree considering the grade/narrative grading and its relevance to Design;

B) Up to 15 points for diplomas or certificates of attendance:

- postgraduate advanced-courses;
- masters;
- workshops.

C) Up to 15 points:

- awards in design competitions;
- participation in exhibitions and national and international organizations,
- registration of patents and models
- products that are being produced.

D) Up to 5 points for the publication of:

- books as an author or co-author;
- essay in a volume;
- articles in national or international journals.

In the event of any tie the student who graduated within the legal duration of the course shall prevail over candidates who graduated outside prescribed time, and in the event of any further tie, the date of the final dissertation shall prevail (in descending order).

4.1 Candidates who register subject to graduation

Students of Sapienza University of Rome who wish to register subject to condition (with the condition being graduating within the prescribed deadline) will be given, in place of the points in point A above, up to 15 points for the average of the grades of the exams they have taken, based on the table below:

Grade	Points
From 29,6 to 30	15
From 27,6 to 29,5	13
From 25,6 to 27,5	11
From 23,6 to 25,5	9
From 21,6 to 23,5	7
From 19,6 to 21,5	5
Up to 19,6	2

NB. The average grade is calculated by adding together the grades of all the exams, the result must then be divided by the total number of the exams taken. The grade 30 cum laude is equal to 31.

5. Ranking publication regarding the verification and assessment of qualifications – obligations for successful students and for students who became successful after a ranking update

The ranking for the assessment of qualifications will be published by **21 September 2018** on the academic programmes catalogue <https://corsidilaurea.uniroma1.it/> at the degree programme page. The online ranking will only be published with students' registration numbers, the ranking with the list of names will be available at the Faculty Student Affairs Office. Successful students must carry out the enrolment process within **28 September 2018**.

Students of the Architecture Faculty at Sapienza University of Rome that are going to gain their bachelor degree in Industrial Design within **18 January 2019**, if successful, must submit within **28 September 2018**, a declaration of their intention of enrolling (precautionary request).

Candidates who do not enrol within the prescribed deadline or, in the specified event, who do not submit to the Student Affairs Office, 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 become available for subsequent candidates in the ranking.** For this reason, a ranking update with the list of students who became available with it is going to be published following the deadline calendar below:

5 October 2018	Publication of the list of successful candidates after the ranking update
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12 October 2018	Enrolment deadline for candidates who became successful with the ranking update
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Any other ranking updates will be exclusively managed by the Administrative Office (“Segreteria Amministrativa”) with e-mail communications sent at the address given when registering on Infostud. **We recommend that candidates check their inbox.**

6. 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 further 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: **29848**.

Successful candidates holding an Italian qualification must make the enrolment payment, **within the deadlines prescribed in point 5**, 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 8) to submit the documents required by MIUR (Ministry of Education, University, and Research). **Within the deadlines prescribed in point 5**, 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, non-EU and EU citizens permanently resident abroad, EU and non-EU citizens that have been legally staying in Italy for more that one year)** must go to the Office for Students with a

Foreign Qualification (see point 8) 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 5**, 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 5**, the first instalment of tuition fees, getting the payment slip from the Student Affairs Office of the Faculty of Architecture (see point 8).

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 5, 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 8).

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 14 September 2018 must enrol respecting the regular deadlines referred to in Article 5.

Successful graduand candidates who are going to gain their degree between 14 September and 18 January 2019 must present – **strictly respecting the deadlines and procedures indicated in point 5** – a precautionary request to be allowed to enrol outside the prescribed time limits. These students must pay the first instalment of tuition fees **within 30 days** from their graduation 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.

Successful candidates who already hold an academic qualification and wish to apply for a shortened degree programme or for the validation of credits (ECTS) achieved during the previous degree must submit, to the Student Affairs Office of the Faculty of Architecture (see point 8), a request giving it legal value by placing a €16,00 revenue stamp on it **within the deadlines indicated in point 6**. **Students coming from other Universities** must also attach a self-certification of the degree they hold specifying the exams taken, the related Academic Disciplines (SSD) and credits (ECTS/CFU). The assessment of the request is carried out by the Faculty's competent bodies.

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 a written declaration to the University Rector, on stamp-impressed paper or on plain paper giving it legal value by placing a € 16,00 revenue stamp on it. The withdrawal procedure may be submitted at any time.

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

7. 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 or update will also be published on the degree programme page.

Useful contact information:

Contact details of the Coordinator of the Master Degree Programme

E-mail	msproductdesign@uniroma1.it loredana.dilucchio@uniroma1.it
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Faculty of 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 NB The Office will be closed from 13 to 17 August
Skype	segreteria.architettura (during front desk opening hours)
E-mail	segrstudenti.architettura@uniroma1.it

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 NB The Office will be closed from 13 to 17 August
Skype	settoretitolistranieri (during front desk opening hours)
E-mail	settoretitolostraniero@uniroma1.it

SORT- Student Orientation Services

Location	Via Emanuele Gianturco, 2 00196 Roma
Opening hours	Mon, Wed, Fri 10,00-13.00
Telephone	064991 9354
E-mail	sort.arc1@uniroma1.it

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 NB The Office will be closed from 13 to 17 August
E-mail	ciao@uniroma1.it hello@uniroma1.it
Website	https://www.uniroma1.it/it/pagina/ciao-informazioni-gli-studenti https://www.uniroma1.it/it/pagina/hello-welcome-office

8. Selection Board

The Selection Board in charge of the procedure for the comparative assessment of qualifications consists of the Degree Programme Dean or of the President of the Educational Activity Area (or by delegates) and of the Coordinator for the Master Degree Programme in Product Design.

9. Person in charge of the administrative procedure and competent Court

In accordance with articles 4, 5, 6 of Law 241/90 Mr Antonio Bizzotti, Head Department of the Student Affairs Office of the Faculty of Architecture is in charge of the administrative procedure.

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

Rome, 2 July 2018

THE RECTOR

ATTACHMENT A

MASTER DEGREE IN PRODUCT DESIGN

ACADEMIC YEAR 2018-2019

Admission Application

First part

The undersigned, in accordance with D.P.R. 28 December 2000, No. 445, declares:

Surname		Name				
Student registration number (the number issued by the Infostud system upon registration)						
Date of Birth		Place of Birth		Province/County		
Tax Identification Number						
Address: Street name				No.		
City						
Zip/Postal Code		Province/County				
Landline			Mobile phone		Fax	
Email						

Second part

The undersigned also declares that he/she holds the qualifications below and requires their assessment:

(mark the appropriate option with an X),

- A.** to have gained a **Bachelor degree released in Italy**
- B.** to have gained an equivalent Bachelor Degree or Academic qualification released in a EU or non-EU country.
- C.** to be going to gain the Bachelor Degree in **Industrial Design** at Sapienza University of Rome by **18 January 2019**. In this case he/she declares that he/she will be taking the Final Degree Exam within **18 January 2019**.

Third part

In relation to what has been stated in the second part the undersigned declares:

For graduate students referred to in points A and B of the second part

- To have graduated on the date and with the grade indicated below:

Name of the Degree Programme	
Date of enrolment in the degree programme	
Graduation date	
Graduation university	
Faculty of the Degree Programme	
Final grade	
Duration (I.C. – within the legal duration of the course, F.C. outside prescribed time for the course)	

- To have achieved the credits (ECTS/CFU) listed below in the case of degree programmes that are different from those listed in the call for applications (see Point 1 of the Call for applications)

No. of Credits (ECTS/CFU) for the basic educational activity	Specify Academic Discipline (SSD)
No. of Credits (ECTS/CFU) for the characterizing educational activity	Specify Academic Discipline (SSD)

- To have carried out the extracurricular activities listed below:

LIST OF EXTRACURRICULAR ACTIVITIES (Group B)				
Name of the activity	Body Providing the Activity	Country	Duration (months/day)	Year

LIST OF EXTRACURRICULAR ACTIVITIES (Group C)			
Name of the activity	Organising Body and/or Reference Institution	Country	Year

LIST OF EXTRACURRICULAR ACTIVITIES (Group C)			
Title of the Publication	Title of the Book and/or Journal	Publisher	Year

For graduands referred to in point C of the second part

- To expect to gain the degree, **class L-4 ex 42 – Industrial Design** at Sapienza University of Rome by **18 January 2019**.
- To have passed the exams below, with average grade:

LIST OF EXAMS TAKEN		
Name of the course	No. of credits (ECTS/CFU)	Grade
Average grade (calculate the average grade)		

- To have carried out the extracurricular activities:

LIST OF EXTRACURRICULAR ACTIVITIES (Group B)				
Name of the activity	Body providing the activity	Country	Duration (months/days)	Year

LIST OF EXTRACURRICULAR ACTIVITIES (Group C)			
Name of the activity	Organising Body and/or Reference Institution	Country	Year

LIST OF EXTRACURRICULAR ACTIVITIES (Group C)			
Title of the Publication	Title of the Book and/or Journal	Publisher	Year

Fourth part

The candidate, aware of the penalties indicated in Article 76 of the D.P.R. 28/12/2000 No. 445 in the case of false statements, and of the loss of any benefits achieved with the comparative assessment procedure based on untruthful statements, referred to in Article 75 of the D.P.R., assumes, in accordance with Article 47 of the above mentioned D.P.R., liability for what is stated in the present application.

By virtue of Article 13 of the EU Regulation No. 679/2016 of 27.04.2016 "General Data Protection Regulation," 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; PEC: protocollosapienza@cert.uniroma1.it.

Contact details of the data protection Officer rpd@uniroma1.it; PEC: rpd@cert.uniroma1.it.

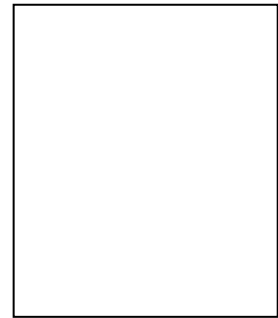
We hereby inform that the processing of the data collected with the applications for the competition is exclusively run for the purposes related to the procedure for the comparative assessment and for any related enrolment process to manage students' educational plan.

Place and date _____, _____

Signature _____

MASTER DEGREE PROGRAMME IN PRODUCT DESIGN
A.Y. 2018-2019

International Student Application
(Please print using blue or black ink)



Attach passport -size photo

General Information	
Surname:	
First name:	Middle:
Date of birth: (day/month/year)	
Place of birth:	
Gender: M___ F___	
Citizenship (specify both if dual)	
E-mail address:	
Mobile phone:	

Residence	
Permanent Address	
Street:	
City:	
Zip or Postal Code:	
State/ Province:	

Country:
Current Address (if different from the above)
Street:
City:
Zip or Postal Code:
State/ Province:
Country:

Where should we send our correspondence if accepted?
(check one)

_____ Current Address _____ Permanent Address

Educational Background
Country of Studies: (specify all if more than one)
School/ University name:
School/ University city:
School/ University address:
Degree obtained:
Official name of degree (translated in English):
Graduation date:
Final score or evaluation:

Language skills (please specify any proof of proficiency)
Mother tongue:
English:
Italian:
Other:

Please, attach:

- a CV which is including also the data below:
- Grants or Scholarships;
- participation in Professional Courses, Workshops, Seminars, Conferences, Exhibitions;
- Patents, Awards or other credits;
- Papers, Books, contributions in Magazine.

- a brief description of your motivations for choosing the Master Degree Programme in Product Design

Did you previously apply for any degree programme held by "Sapienza University of Rome"? _____yes _____no

Signature

Date

Please download this form and send an e-mail copy and a printed version.

You must sign the printed version, otherwise your pre-application will not be considered.

Along with this form, you must include the documents specified in the Admission section.

Your application will not be reviewed until all information is received.

The personal data provided by candidates is required for the selection process and its subsequent procedures.

All the personal data is processed in compliance with the Italian Regulation (679/2016) and with the regulation (EC) No. 45/2001 of the European Parliament and of the Council of 18 December 2000.