



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

ACADEMIC YEAR 2021-2022

THE RECTRESS

HAVING REGARD TO the law no. 341 of November 19, 1990.
HAVING REGARD TO the Ministerial Decree no. 270 of October 22, 2004.
HAVING REGARD TO the Statute of Sapienza University of Rome.
HAVING REGARD TO the General Academic Regulations.
HAVING REGARD TO the Regulations about Advanced Professional Courses, Advanced Training Courses, Training Courses and Intensive Courses issued by means of resolution no. 2250/2020 of September 8, 2020 (hereinafter, Regulations).
HAVING REGARD TO the resolutions of the Academic Senate no. 233/2021 of September 14, 2021 and of the Board of Governors no. 313/21 of September 30, 2021, that approved the Course Catalogue of the Advanced Professional Courses of the academic year 2021-2022.

DECREES

Art. 1 – GENERAL PROVISIONS

This call for applications includes the provisions regulating the admission to first and second level Advanced Professional Courses of the academic year 2021-2021, as per Attachment 1. The **Information sheet (Ordinamento)**, the **Study Plan**, the **Enrolment Procedures** for the courses are published on the Advanced Professional Courses webpage: <https://www.uniroma1.it/en/pagina/list-advanced-professional-courses>.

Art. 2 – GENERAL ADMISSION REQUIREMENTS

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

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

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

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

Art. 3 – ORGANIZATION AND ATTENDANCE OF THE EDUCATIONAL ACTIVITIES

The duration of the Advanced Professional Courses is usually one year. The educational activities amount to overall 1,500 hours, out of which at least 300 consist in lectures in-person. The remaining hours may involve educational activities such as



internships, seminars, conferences and conventions focusing on topics relevant to the same subjects of the Advanced Professional Course, to individual study and to the preparation of the final exam. Details about the annual educational activities of the Advanced Professional Courses and the number of credits acknowledged for each educational activity are available on the webpage of each Course <https://www.uniroma1.it/en/pagina/list-advanced-professional-courses>.

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

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

Art. 4 – NUMBER OF AVAILABLE POSITIONS

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

Art. 5 – REGISTRATION ON INFOSTUD AND SUBMISSION OF UNIVERSITY DEGREES

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

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

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

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

To login on Infostud are necessary SPID or CIE credentials, in compliance with the law for digital upgrade (“*semplificazione e innovazione digitale*”). Students credentials to login on Infostud can be obtained following the instructions on the University website <https://www.uniroma1.it/en/pagina/infostud-platform>

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

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

Candidates must pay under penalty of exclusion, the mandatory € 51 fee for the admission test/qualification assessment (corresponding to 35,00 euros for tuition fees and € 16 for virtual stamp duty) by **8:30 p.m. of January 17, 2022. Payment is due also for Advanced Professional Courses with qualification assessment only.**



Procedure for the payment:

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

After creating the form, the system will activate a PagoPA button for the payment, which can be made through one of the procedures on <https://www.uniroma1.it/en/pagina/payment>

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

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

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

Candidates must submit the following documents, by **January 17, 2022** and according to the **Enrolment procedures** available on the webpage of each Advanced Professional Course (<https://www.uniroma1.it/en/pagina/list-advanced-professional-courses>):

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

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

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

or

- CIMEA Statement of Comparability together with CIMEA Statement of Verification (it can be downloaded by logging in the CIMEA platform on <http://www.cimea.it/it/servizi/attestati-di-comparabilita-e-certificazione-dei-titoli/attestati-di-comparabilita-e-di-verifica-dei-titoli-diplome.aspx>)

or



- Diploma Supplement (if the candidate holds an EU degree) issued by the university of origin and legalised by the Italian Embassy or Consulate of the country in which the degree was achieved.

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

The complete required documentation must be received no later than April 30, 2022.

Non-EU citizens residing abroad must abide by the interdepartmental provisions of the circular about the procedures for entry, residency and enrolment at higher education institutions for students requiring visas for higher education courses in Italy, for the academic year 2021-2022 (in Italian “procedura per l'ingresso, il soggiorno, l'immatricolazione degli studenti internazionali e il relativo riconoscimento dei titoli, per i corsi della formazione superiore in Italia valide per l'anno accademico 2021-2022”) available on <https://www.studiare-in-italia.it/studentistranieri/>.

Candidates who need a student visa have to submit an online pre-enrolment application on <https://www.universitaly.it/index.php/dashboard>

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

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

Applications with incomplete documentation or submitted by different modalities than those provided for by the Enrolment procedures of each Advanced Professional Course reported on <https://www.uniroma1.it/en/pagina/list-advanced-professional-courses>, or submitted beyond the prescribed deadline, will not be accepted. In case of shipment of the application by post, the stamp of the competent Administration Offices attests the date, rather than the shipment date. Candidates who choose to ship the application take the risk of any late delivery.

Art. 8 – SELECTION PROCEDURE

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

For some Advanced Professional Course, any additional qualifications/experience included in the CV might be also be object of assessment.

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



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

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

Art. 10 – PAYMENT OF THE ENROLMENT FEE

Candidates admitted to the Advanced Professional Course must pay the first instalment, or the whole amount of the enrolment fee by **February 15, 2022**, as stated in the **enrolment procedures** of each Advanced Professional Course.

The procedure to pay the enrolment fee:

- login to Infostud with your student's number and SPID or CIE credentials (<https://www.uniroma1.it/it/pagina-strutturale/laureati;>)
- click on Advanced Professional Courses, first year, **insert the code of chosen Course (see attachment 1)** – continue
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After creating the form, the system will activate a PagoPA button for the payment, which can be made through one of the procedures on <https://www.uniroma1.it/it/pagina/come-pagare>

Pursuant to art.10, paragraph 1 of the Regulations, in the event of publication of the list of successful candidates, candidates admitted to the Advanced Professional Courses who did not make the payment of the first instalment by **February 15, 2022** will have to pay a surcharge for late payments of 65.00 euros. If the payment of the first instalment occurs after 60 days from the deadline of **February 15, 2022** the surcharge will be due twice as much as the ordinary expected.

Pursuant to art.10, paragraph 2 of the Regulations, in the event of publication of the rankings, suitable students in the rankings replacing other candidates who fail to pay the first instalment for the enrolment by **February 15, 2022**, will be considered renunciatory. Suitable students can only enrol in the event of scrolling of the ranking list.

The deadline for the payment of the second instalment is shown in the **enrolment procedures** of each Professional Advanced Course (<https://www.uniroma1.it/en/pagina/list-advanced-professional-courses>)

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

After creating the form, the system will activate a PagoPA button for the payment, which can be made through one of the procedures on <https://www.uniroma1.it/en/pagina/payment>

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



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

Art. 11 – EXEMPTION OF THE ENROLMENT FEE FOR STUDENTS WITH DISABILITIES

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

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

Art. 12 – ADMISSION UNDER RESERVE FOR STUDENTS CLOSE TO GRADUATION

Candidates who will obtain their degree by the last graduation session of the academic year 2020-2021 and apply to the call for application to the Advanced Professional Courses, must register on Infostud pursuant to art. 5, follow the procedure: profile – university degrees - and flag the option “close to graduation”.

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

To be considered enrolled, candidates must communicate the fulfilment of the degree to the Professional Advanced Course Coordinator (via email at settoremaster@uniroma1.it.) within 10 days from the graduation date under penalty of exclusion. They will receive an email with the instructions for the payment to be made before the deadline reported in the form.

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

Art. 13 – LOANS AND/OR SCHOLARSHIPS

External Bodies can provide loans affiliated with the Advanced Professional Course for partial or total coverage of the enrolment fees. Loans are assigned according to criteria developed and defined by the funding Body. Scholarships and partial or total exemptions from the enrolment fees communicated at the time of publication of the call are in the Advanced Professional Course Study Programme on <https://www.uniroma1.it/en/pagina/list-advanced-professional-courses>

Art. 14 - AUDITORS

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

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



Art. 15 – SINGLE COURSES

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

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

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

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

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

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

Art. 16 - WITHDRAWAL

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

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

Art. 17 - PROHIBITION AGAINST SIMULTANEOUS ENROLMENT

Pursuant to art. 142 of Consolidated Act 1592/1933, it is forbidden to enrol in multiple university study courses. Therefore, participants in the Advanced Professional Courses to which this call applies cannot enrol within the same academic year in other Advanced Professional Courses, Specialisation School, PhDs, Bachelor's and Master's degrees. The incompatibility is not extended to students having research grants. Exception made for Training Courses and Advanced Training Courses (art. 21 paragraph 1 of the Regulations).

Art. 18 – PROCEDURES FOR FINAL EXAM AND GRADUATION

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

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

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

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

Art. 19 – INFORMATION PRIVACY

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



Art. 20 - REFERENCE RULES

For all the matters not expressly addressed in this call, please refer to the current regulations on the subject and to the Advanced Professional Courses, Advanced Training Courses, Training Courses and Intensive Courses regulations (Rector's Decree 2250/2020 of September 8, 2020) available on <https://www.uniroma1.it/documento/regolamento-materia-di-corsi-di-master-corsi-di-alta-formazione-corsi-di-formazione-corsi>.

Art. 21 –CONTACTS

ADVANCED PROFESSIONAL COURSES UNIT

Location	Roma, Città Universitaria, P.le Aldo Moro, 5 General Services Building, staircase C II floor
Office Hours	On appointment via email only Monday, Wednesday, Friday from 08.30 to 12.00 Tuesday and Thursday from 14.30 to 16.30 Closing dates: there will be no office hours on December 7, 24, 31, 2021 and January 7 2022.
e-mail	settoremaster@uniroma1.it

HELLO-FOREIGN STUDENTS UNIT

Location	Roma, Città Universitaria, P. le Aldo Moro, 5 General Services Building, staircase C II floor
Office Hours	On appointment via email only Monday, Wednesday, Friday from 08.30 to 12.00 Tuesday and Thursday from 14.30 to 16.30 Closing dates: there will be no office hours on December 7, 24, 31, 2021 and January 7 2022.
e-mail	hello@uniroma1.it , studentistranieri@uniroma1.it

SETTORE PER LE RELAZIONI CON STUDENTI DISABILI E DSA

Location	Roma, Città Universitaria, P. le Aldo Moro, 5 – Jurisprudence Building, ground floor, back entrance
Office Hours	Monday, Wednesday, Friday from 9.30-13.30 Tuesday and Thursday from 14.30 to 16.30 Closing dates: there will be no office hours on December 7, 24, 31, 2021 and January 7 2022.
e-mail	sportellodisabili@uniroma1.it ; counselingdsa@uniroma1.it
Toll-free number	800-410960

THE RECTRESS
Prof.ssa Antonella Polimeni

****Please note: the official version of this call is in Italian and is available on the Sapienza website.***

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



ATTACHMENT 1

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