GUIDELINES FOR THE CORRECT SUBMISSION OF THE APPLICATION AND THE ENROLLMENT TO THE IUAV POSTGRADUATE SPECIALISATION PROGRAMMES

ADMISSION REQUIREMENTS

1.

To be admitted to the **first level postgraduate courses**, it is necessary to have one of the following qualifications:

A.   Italian bachelor's degrees – *laurea triennale*

B.   Bachelor's degree obtained out of Italy (three years University education) that the administrative office of Iuav University will consider equivalent to Italian qualification for being admitted to the first level postgraduate courses.

2.

To be admitted to the **second level postgraduate courses**, it is necessary to have one of the following qualifications:

A.   Italian master's degrees – *laurea magistrale*

B.   Italian qualification equivalent to a master's degree as *laurea*

C.   Master's degree obtained out of Italy that the administrative office of Iuav University will consider equivalent *to Italian qualification for being admitted to the second level postgraduate courses.*

3.

It is clarified that:

→ candidates with a foreign degree, at the moment of the admission request, **must provide and upload through the on-line procedure**:

  –   official certified copy of academic degree in original language, together with the transcript of records translated in Italian or in English language,

  –   the Declaration of Value issued by the competent Italian Embassy in the country where the institution which issued the qualification is located.

→ **these documents are mandatory for enrolling to the postgraduate courses**; in fact, candidates must present all these documents **at the moment of the enrolment** to the postgraduate courses, that is within the deadline established for the enrolment, after the publication of the final results, as established by the Call.

4.

Take care that:

If you have not yet the Declaration of Value, you can obtain it, in an easier way, through the on-line service of Iuav University, clicking on the following link:

http://cis.cimea.it/iuav/

5.

It is recommended a basic knowledge of Italian language.

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PRE-ENROLLMENT AND SUBMISSION OF THE APPLICATION FOR ADMISSION

6.

Candidates who wish to apply for admission to the postgraduate course shall:
- **apply for pre-enrolment on Iuav internet webpage** https://iuav.esse3.cineca.it/Start.do **and click on "ENG", carefully filling each field;**
- **pay € 50 of admission fee**.

7.

A. If you have never been a Iuav student, you have to register on the site
    https://iuav.esse3.cineca.it/Start.do
    Then, you will receive a userID and a password.
    After some minutes, you can go back to the homepage and enter the reserved area ("Login").
    After acceding the reserved area, choose the path "Admission test".

B. If you have been a Iuav student and still have got the userID and password, you can use them to accede the reserved area; if you do not remember the userID and password or if they do not work, you have to follow the instruction at the following link:
    http://www.iuav.it/studenti/procedure-/rilascio-p/

8.

Pay attention to the deadline!

The deadline to present admission request to the postgraduate specialization programmes are visible on the schedule of the Call, which is "Bando di ammissione" (in Italian language).
Hereafter, the useful link to find the Call:

http://www.iuav.it/Didattica1/MASTER1/COME-FARE/COME-SI-AC/
http://www.iuav.it/Didattica1/MASTER1/ENGLISH/HOW-TO-DO/ENROLLMENT/

9.

Candidates must upload the documents for the evaluation, together with a copy of a valid identity document (max 5 MB for each file).

10.

In addition, **candidates with foreign qualifications** must upload and present the following documents (PDF format preferred):
- official certified copy of academic degree in original language,
- the transcript of records translated in Italian or in English language, stating the final classification obtained,
- the Declaration of Value _or_ the **Statement of comparability – university qualification** (issued by CIMEA; please, see art. n. 4 for further information about it).

→ Then, candidates will have to present these documents **also at the moment of the enrolment to the postgraduate courses**, that is within the deadline established for the enrolment, after the publication of the final results.

11.

To be eligible for the selection, **candidates must necessarily pre-enroll on the Internet webpage and pay € 50 of admission fee**.

− EU candidates and non-EU residents in Italy must to pay the admission fee through PagoPA payment that is automatically develop, following the instructions written in the Call;

− the non-EU candidates residing abroad must pay the admission fee at the following bank account:

- bank name:
  Banco Popolare
- bank address:
  Cannaregio, 122/A 30121 Venezia
- bank account:
  IBAN: IT36D0503402071000000020500
  BIC/SWIFT: BAPPIT22
- it is required <u>to specify</u> in the payment name, surname and the name of the course.

EVALUATION OF THE QUALIFICATIONS FOR THE ADMISSION

12.

A special committee will evaluate the CV and the documents submitted in order to develop the admission list with the results.

PUBLICATION OF THE LIST AND ENROLMENT

13.

The results of the selection will be published on the Iuav website; in addition, it will be sent an e-mail to each candidate in order to inform him/her of the results.

14.

The candidates on the list in a position allowing their admission must enroll within the date written in the Call by connecting to the Iuav University website https://iuav.esse3.cineca.it/Start.do **to fill the online format** and complete the enrollment by **sending an e-mail to master@iuav.it uploading**:

− the signed registration form ("Domanda di immatricolazione") downloaded from the website;
− a valid ID document;
− the receipt of the first *tranche* of the paid enrollment fee.

15.

The non-EU candidates residing abroad must submit also:

− **the Code for the Protection of Personal Data** (or tax code; in Italian "codice fiscale") obtained by presenting the form – available on the web site www.agenziaentrate.it – that can be submitted to any Revenue Agency office, in person or through a delegate, or to the Italian diplomatic or consular representation in their country of residence,
− official certified **copy of academic degree** in original language,
− the **transcript of records** translated in Italian or in English language, stating the final classification obtained,
− the Declaration of Value or the **Statement of comparability – university qualification** (issued by CIMEA; please, see art. n. 4 for further information about it).

16.

For the academic year 2019/2020, candidates can paid the whole amount of the **enrollment fee** in two different *tranche* of 50% each one as follows:

– First *tranche* must paid within the expiration date for enrolling to the course;
– Second *tranche* must paid within 3 months from enrollment to the course.

17.

The enrolment fee can be paid as follows:

A. EU candidates and non-EU residents in Italy must to pay the enrolment fee through PagoPA payment that is automatically develop together with the registration form (that is "Domanda di immatricolazione") downloaded from the website, following the instructions written in the Call;

B. The non-EU candidates residing abroad must pay the enrolment fee through the following Iuav bank account:
   - bank name:
     Banco Popolare
   - bank address:
     Cannaregio, 122/A 30121 Venezia
   - bank account:
     IBAN: IT36D0503402071000000020500
     BIC/SWIFT: BAPPIT22
   - it is required to specify in the payment name, surname and the name of the course.

18.

The receipt of payment of the enrolment fee must accompany the registration form, which must be delivered in accordance with the deadlines written for each postgraduate specialisation course.

19.

Candidates in an eligible position in the list who do not enroll within the deadline for enrolling will lose the right of enrolment and their vacant positions will be assigned to other candidates in the list in descending order.

20.

It is important to know that the enrollment to the postgraduate course **is not compatible** with the enrollment to others postgraduate courses, specialization schools, PHD courses, bachelor's or master's degree. If candidates are enrolled to a previous course, **they must suspend** their academic course before enrolling.

ENROLMENT TO INDIVIDUAL POSTGRADUATE MODULES

21.

Each postgraduate specialisation programme allows candidates to enrol in individual postgraduate modules, for a maximum of students that is indicated in the Call, which is in the specific Information Sheet of the course. This is true for all modules except the ones referring to internship and/or thesis, which cannot be chosen individually.

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22.

Enrolment in individual postgraduate modules is not allowed when simultaneously enrolled in other postgraduate programmes, specialisation schools, research doctorates, or when enrolling in undergraduate degree programmes prior to M.D. 509/1999 or graduate degree programmes ex M.D. 509/1999 and subsequent amendments.

23.

In order to enroll in individual postgraduate modules, candidates must possess the requirements and qualifications that are listed in the Call.

24.

Admission applications for individual postgraduate modules must be sent in with the relevant application form "richiesta di iscrizione a singole attività formative del master" ("admission application for individual postgraduate modules"), that can be downloaded from the University website.

25.

All application forms must present a € 16,00 tax stamp ("marca da bollo") and must be submitted by and no later than the specific enrollment application deadline of the postgraduate programme they refer to, in one of the following ways:
− hand delivered at:
  Archivio Generale dell'Università Iuav di Venezia,
  sede dei Tolentini,
  Santa Croce n.191, 30135 Venezia
  (Monday to Friday, 9am > 1pm);
− by fax (0039-041-257-1877) or by postal service, at the address above, via registered envelope with notice of delivery or by means of courier or express mail. Clearly specifying on the envelope: "Documentazione per l'iscrizione a singoli moduli – master (*programme name*), a. a. 2019/2020"
− by certified e-mail (PEC): candidates must send in all documentation, including attachments, in a digital format that is equivalent to traditional registered mail. Send to ufficio.protocollo@pec.iuav.it. This certified e-mail box will only accept messages and documents from certified e-mail addresses, to ensure security and counteract spam and other improper use of e-mail.

26.

The admission list for the individual postgraduate modules will be communicated by e-mail.
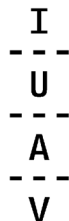
27.

To complete the enrolment procedure, candidates must send an e-mail to master@iuav.it with:
  − the receipt of the of the paid enrolment fee,
  − a copy of a valid form of identification,
within and no later than the specific enrolment application deadline.

28.

For more information about, please read carefully the Call at art. 8.

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SCHOLARSHIP POSSIBLY AVAILABLE

29.

Scholarship possibly available will be published in the following website:
http://www.iuav.it/Didattica1/master1/

POSTGRADUATE SPECIALISATION COURSE DIPLOMA

30.

At the end of all the activities, Università Iuav di Venezia will issue a postgraduate course diploma with the acquisition of 60 ECTS (120 ECTS for those postgraduate courses that last two years).

31.

To make the final test, candidates – which have paid the enrolment in a right way and which have fulfilled a minimum of 70% of the whole course – have to present request to obtain the final title through the online procedure, connecting to the personal area of Sportello Internet:
https://iuav.esse3.cineca.it/Start.do
For more information about, visit the following webpage:
http://www.iuav.it/Didattica1/master1/