

Guidelines for the correct submission of the application and for the enrolment to the postgraduate specialisation courses of Iuav University

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 didactic committee will consider equivalent to Italian qualification, only to be admitted to the postgraduate course. Other first level degrees or equivalent qualifications, which are different from the above listed ones, will be considered and evaluated by the didactic committee.

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 (five years University education), that the didactic committee will consider equivalent to Italian qualification, only to be admitted to the postgraduate course. Other second level degrees or equivalent qualifications, which are different from the above listed ones, will be considered and evaluated by the didactic committee.

3.

Candidates having a foreign qualification equivalent for duration and content to the Italian degree courses required for the access to the postgraduate course can apply for admission. In any case, the final decision referring to the admission is in charge of the special committee and after passing the selection.

It is clarified that:

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

- official certified copy of academic degree in original language and official translation into Italian language of the qualification obtain official together with the transcript of records in original language and translate in Italian,
- 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 course;** in fact, candidates must present all these documents in **their original form at the moment of the enrolment** to the postgraduate course, that is within the deadline established for the enrolment, after the results and the publication of the list of admissions to the postgraduate course decided the special committee.

4.

It is desired a knowledge of Italian language.

PRE-ENROLMENT AND SUBMISSION OF THE APPLICATION FOR ADMISSION

1.

Candidates who wish to apply for admission to the postgraduate course shall:

a) apply for pre-enrolment on Iuav internet webpage

<http://iuav.esse3.cineca.it/Start.do> click on "ENG", carefully filling each field;

b) pay € 50 of admission fee.

2.

a) If candidates have never been a IUAV student, register on the site

<http://iuav.esse3.cineca.it>.

After registration 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 candidates have been a IUAV student and still have got the userID and password, they can use them to accede the reserved area; if candidates do not remember the userID and password or if they do not work, they have to follow the instruction at the following link:

<http://www.iuav.it/studenti/procedure-/rilascio-p/>

3.

Pay attention to the deadline!

The deadline to present admission for the pre-enrolment to the post-graduate courses are visible on the schedule of the Call, which is "Bando di ammissione" in Italian language.

Hereafter, the link to each Call available:

[Bando di ammissione a Master e Corsi di perfezionamento a.a. 2018/19 \(ITA\) >>](#)

[Bando di ammissione al Master EMU \(ITA\) >>](#)

[Bando di ammissione al Master EMU \(ENG\) >>](#)

4.

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

5.

In addition, **candidates with foreign qualifications** must upload and present the following documents:

- certified copy of academic degree(s) in original language, stating the final classification obtained (university degrees and others - do not send high school diploma) (PDF format preferred).

The title must be translate in Italian language and legalized in an Italian Embassy in your country, with the declaration of value;

- certified copy of academic transcript(s) in original language and translated into Italian, listing the grade/rank/mark of each discipline/subject attended to obtain each degree (university degrees and others - do not send high school diploma) (PDF format preferred).



→ Then, candidates will have to present these two documents **in their original form at the moment of the enrolment to the postgraduate course**, that is within the deadline established for the enrolment, after the publication of the results.

6.

To be eligible for the selection, **candidates must necessarily pre-enrol 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 through the following Iuav bank account:
 - banca cassiere dell'Università Iuav di Venezia / bank name:
Banco Popolare
 - sede / bank address:
Cannaregio, 122/A 30121 Venezia
 - coordinate bancarie / bank account:
IBAN: IT36D0503402071000000020500
BIC/SWIFT: BAPPIT22
 - it is request to specify in the payment name, surname and the name of the postgraduate specialisation course.

EVALUATION OF THE QUALIFICATIONS FOR THE ADMISSION

1.

A special committee will assess the academic, educational, scientific and professional qualifications and documents submitted by the candidates in order to develop the admission list.

PUBLICATION OF THE LIST AND ENROLMENT

1.

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.

2.

The candidates on the list in a position allowing their admission must enrol within the date written in the schedule of the Call by connecting to the website of Iuav University <http://iuav.esse3.cineca.it/Start.do> **in order to fill the online format**, and to complete the enrolment by **sending an e-mail to master@iuav.it uploading**:

- the signed registration form (that is "Domanda di immatricolazione") downloaded from the website;
- a valid ID document;
- the receipt of the first tranche of the paid application fee.

3.

The non-EU candidates residing abroad must submit, in addition to the documentation mentioned above:



- **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;
- **their qualification degree translate into Italian with the declaration of value issued by the competent Italian Embassy in the country where the institution which issued the qualification is located.**

It is clarified that these documents must be presented in their original form at Servizio Master before the deadline for enrolment.

4.

For academic year 2018-19, candidates can paid the whole amount of the **enrolment 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 enrolment to the course.

5.

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:

- banca cassiere dell’Università Iuav di Venezia / bank name:

Banco Popolare

- sede / bank address:

Cannaregio, 122/A 30121 Venezia

- coordinate bancarie / bank account:

IBAN: IT36D0503402071000000020500

BIC/SWIFT: BAPPIT22

- it is required to specify in the payment name, surname and the name of the postgraduate specialisation course.

6.

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.

7.

Candidates in an eligible position in the list who do not enrol 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.

8.

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

ENROLMENT TO INDIVIDUAL POSTGRADUATE MODULES

1.

Each postgraduate specialisation programme allows candidates to enrol in individual postgraduate modules, for a maximum of students that is indicated in the Call, that is in the specific Information Sheet of the programme.

This is true for all modules except the ones referring to internship and/or thesis, which cannot be chosen individually.

2.

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.

3.

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

4.

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"), which can be downloaded from the University website:

<http://www.iuav.it/Didattica1/MASTER1/ENGLISH/PROFILE/ENROLLMENT/>, along with the required attachments listed in Art.3.

5.

All application forms must present a € 16,00 tax stamp ("marca da bollo") and must be submitted by and no later than the specific enrolment 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 or course name*), a. a. 2018-2019"

- 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.

7.

The admission list of candidates for the individual postgraduate modules will be communicated to the people by an official e-mail.

8.

In order 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,

by and no later than the specific enrolment application deadline.

9.

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

[Bando di ammissione a Master e Corsi di perfezionamento a.a. 2018/19 \(ITA\) >>](#)

SCHOLARSHIP POSSIBLY AVAILABLE

1.

Scholarship possibly available will be published in the following website:

<http://www.iuav.it/Didattica1/master1/>

POSTGRADUATE SPECIALISATION COURSE DIPLOMA

1.

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).

2.

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 title to Iuav University, Servizio Master, through the on-line procedure (visit the following web page for the details for registration

<http://www.iuav.it/Didattica1/master1/>) connecting to personal area of Sportello Internet.