

decreto rettorale

18/04/2018

OGGETTO

Selective procedures for the admission of candidates who are enrolling for the first time (1st semester) to European postgraduate master in urbanism (EMU): strategies and design for cities and territories - Università Iuav di Venezia – for the academic year 2018/2019 – starting in the fall semester.

ADSS/Master/SS

the rector

visto il D.P.R. 28 dicembre 2000, n. 445 “Testo unico delle disposizioni legislative e regolamentari in materia di documentazione amministrativa”;

vista la legge 7 agosto 1990, n. 241 “Nuove norme in materia di procedimento amministrativo e di diritto d’accesso ai documenti amministrativi” e successive modifiche e integrazioni;

visto il Decreto legislativo 30 giugno 2003, n. 196 “Codice in materia di protezione dei dati personali”;

visto l’art. 15 della legge 12 novembre 2011, n. 183, “Norme in materia di certificati e dichiarazioni sostitutive”;

visto il Decreto legislativo 28 maggio 2012 n. 69 “Modifiche al decreto legislativo 30 giugno 2003, n. 196, recante codice in materia di protezione dei dati personali in attuazione delle direttive 2009/136/CE, in materia di trattamento dei dati personali e tutela della vita privata nel settore delle comunicazioni elettroniche, e 2009/140/CE in materia di reti e servizi di comunicazione elettronica e del regolamento (CE) n. 2006/2004 sulla cooperazione tra le autorità nazionali responsabili dell’esecuzione della normativa a tutela dei consumatori”;

visto il D.M. 22 ottobre 2004, n. 270 “Modifiche al regolamento recante norme concernenti l’autonomia didattica degli atenei approvato con decreto del Ministro dell’università e della ricerca scientifica e tecnologica 3 novembre 1999, n. 509”;

vista la nota prot. n. 17188 del 13 novembre 2009 "Ministero dell’Istruzione, dell’Università e della Ricerca Dipartimento per l’istruzione - Direzione generale per il personale scolastico- Ufficio III" sulla compatibilità tra corsi universitari;

vista la nota M.I.U.R. prot. n. 703 del 14 aprile 2003, riguardante la contemporanea iscrizione ad un corso di laurea e ad un master universitario;

viste le disposizioni M.I.U.R. prot. n. 602 del 18 maggio 2011, aventi ad oggetto le immatricolazioni degli studenti stranieri e comunitari presso le Università italiane statali e non statali autorizzate a rilasciare titoli aventi valore legale;

visto lo statuto dell’Università IUAV di Venezia, ed in particolare l’articolo 10;

visto il Regolamento didattico di Ateneo emanato con decreto rettorale del 20 maggio 2009, n. 458;

visto il Regolamento interno in materia di corsi di formazione finalizzata e permanente, dei corsi per master universitari di primo e di secondo livello e dei master di alto apprendistato emanato con decreto rettorale del 27 marzo 2013, n. 216 e modificato con decreto rettorale 11 febbraio 2016, n. 49;

vista la nota M.I.U.R. prot.2234 del 26 ottobre 2009, che ha ribadito che è tuttora vigente l’art. 142 del T.U. n. 1592/1933, che non consente la contemporanea iscrizione a due corsi

universitari e il conseguimento di due titoli accademici. E' ammessa esclusivamente la contemporanea frequenza di un corso di studi universitario ed un corso di perfezionamento di impegno inferiore a 1500 ore per complessivi 60 crediti. Pertanto, considerato che i Master universitari di I e II livello comportano sempre un impegno complessivo di 1500 ore e 60 crediti, o più, non è consentito frequentarli contemporaneamente ad altro corso universitario, a conclusione del quale si consegue un titolo accademico.

viste le disposizioni M.I.U.R. del 28 Febbraio 2017 relative alle immatricolazioni dei cittadini non comunitari residenti all'estero, non comunitari regolarmente soggiornanti in Italia, comunitari ovunque residenti, italiani in possesso di titolo di studio estero;

vista la delibera del senato accademico n. 150 del 29 settembre 2004 relativa all'adesione al Consorzio European Higher Education and Research Network in Urbanism composto dall'Università Iuav di Venezia, dalla Technische Universiteit di Delft, dalla Universitat Politecnica de Catalunya (UPC) di Barcellona e dalla Katholieke Universiteit di Leuven;

vista l'approvazione dell'offerta master Iuav a.a. 2018/2019 - per le rispettive competenze - del Senato Accademico del 12 aprile 2018 e del Consiglio di Amministrazione del 18 aprile 2018;

considerato che l'European postgraduate master in urbanism (EMU): strategies and design for cities and territories è organizzato in quattro semestri, due autunnali, da settembre a gennaio, e due primaverili, da febbraio a giugno;

sentito il responsabile scientifico del master, Prof.ssa Paola Viganò;

decrees

art. 1

positions available

1. The procedure for the admission to the European postgraduate Master in Urbanism (EMU) strategies and design for cities and territories, 2nd level master course, beginning in the fall semester of a.y. 2018/2019 – is open.

2. For more information about the course see the attached “scheda di presentazione”, which integrates the general data provided in the following articles. For extra details, visit the specific web page of the master courses: <http://iuav.it/Didattica1/master1/>.

The master course is designed for being attended by a maximum number of 30 students per semester, including 15 positions reserved for non-EU candidates residing abroad.

In case some of the reserved 15 positions are not covered, they can be awarded to EU candidates and non-EU candidates residing in Italy.

art. 2

educational objectives and didactic structure

1. The European postgraduate master in urbanism (EMU) – strategies and design for cities and territories is a joint programme with the objective of training highly qualified urban designers, planners and researchers. The joint programme intends to bring together the strengths and richness of different urban design approaches and the long-term tradition and experience of the four participating universities: Technische Universiteit - Delft (TU-Delft); Universitat Politecnica de Catalunya - Barcelona (UPC); Katholieke Universiteit Leuven, (KUL) and Università Iuav di Venezia (IUAV). The four universities' didactic plans have roots in the European tradition, which considers urbanism and landscape design as socially responsible disciplines aimed at improving the living conditions of all citizens. On the other hand, each university has a different approach, developed according to different geographical conditions and various historical and cultural approaches.

This different specificity means a great source of valuable experience to students, who can learn from heterogeneous physical, educational and cultural practical situations. One of the qualifying aspects of the master course is promoting the participants' mobility through the network of partner institutions, thanks to the essential requirement of attending at least one semester in a university other than the one the students are enrolled at.

2. The consortium offers a two-year post graduate master programme (120 ECTS), consisting of three core modules (30 ECTS / semester) and one module for a final research/design project (30 ECTS). Course participants must attend a minimum of two semesters (60 ECTS) at their hosting institution. A minimum of one semester (30 ECTS) or a maximum of two semesters (60 ECTS) should be attended at other institutions within the consortium by following the mobility procedure.

3. The four universities of the consortium have adopted a common structure for their syllabi and courses. Design studios form the core of each semester's programme. Design studios account for half of the content in the three core semesters (15 ECTS / semester) and integrate the knowledge obtained within other lectures, courses and seminars (optional and compulsory components) – thus integrating theory, methods/approaches, tools/techniques and the design studio in a comprehensive and cohesive manner. In design studios, students develop analytical exercises, strategies and scenarios at different scales in which they discuss and apply the challenges of current urban and territorial design, while also regarding implementation and management issues.

The two semesters to be attended in Venice are based on a design studio that constitutes the didactic core, managed by a multidisciplinary team. The design studio is integrated by further course and seminars, held by internal and external professors.

For students enrolled at Università Iuav di Venezia, semesters correspond at least to a compulsory 70% attendance out of 200 taught-class hours scheduled for each semester. Courses are taught in English, even though the European multicultural diversity is promoted through the possibility of using other languages.

4. At the end of all activities, Università Iuav di Venezia will issue a postgraduate specialisation course diploma (2nd level) to the students who have fulfilled the compulsory attendance and passed the final test. Furthermore, the four universities participating to the Consortium will issue a Joint certificate.

5. Detailed information on the master course may be found on the following website:
<http://www.iuav.it/Didattica1/master1/>

Art. 3

admission requirements

1. To be admitted to the master course, it is necessary to have one of the following qualifications:

- Italian master's degrees laurea magistrale in LM-4 architettura, LM-3 paesaggio, LM-48 pianificazione e LM-23 ingegneria civile awarded according to D.M. 509/1999 amended by D.M. 270/2004;
- Italian qualification equivalent to a master's degree as laurea in architettura, paesaggio, pianificazione e ingegneria civile awarded according to the didactic Italian National regulations established before D.M. 509/1999;
- Master degree level in Architecture, Landscape design, urban planning and civil engineering obtained out of Italy, consider by the didactic committee (see art.5) equivalent to one of the above mentioned qualifications, only to be admitted to the postgraduate course.

Other 2nd level degrees or equivalent Master qualifications, which are different from the above listed ones will be considered and evaluated by the didactic committee.

2. Candidates with a second level degree foreign qualification equivalent for duration and content to the Italian degree courses can apply for admission.

In this case:

a) candidates must provide official certified copy of academic degree(s) in original language and provide official translation into Italian language, with a declaration of value issued by the competent Italian diplomatic body in the country where the institution which issued the qualification is located; official transcript of records in original language and translated into English or Italian.

These documents are mandatory for enrolling to the postgraduate course. Candidates must present all these documents in their original form at the moment of the enrollment, that is within the deadline established for enrolment, after the results and publication of the list of admissions to the postgraduate course decided by the special committee

3. High-level knowledge of the English language: Toefl 550, or equivalent level.

4. It is possible to be admitted also if candidates are not yet in possession of the qualifications required for admission, but candidates must obtain the final degree in the previous academic year to which the postgraduate course belongs.

art. 4

pre-enrolment and submission of the application for admission to the master course

1. EU candidates and non-EU residents in Italy and abroad who wish to apply for admission to the Master shall:

a) apply for pre-enrolment on Iuav internet webpage <http://iuav.esse3.cineca.it/Start.do> carefully filling each field according to their passport data.

b) pay the request for admission fee € 50

2. Pre-enrolment must be completely exclusively:

Within June 15, 2018 for non-EU candidates residing abroad, choosing the call for admission "European postgraduate master in urbanism (EMU)" "Extracomunitari"; within June 15, 2018 for EU candidates and non-EU candidates residing in Italy, choosing the call for admission "European postgraduate master in urbanism (EMU)" "Categoria senza posti riservati".

3. Candidates must upload the following documents in the online application:

a) application form SIGNED. The application form for the admission to the master is available on <http://www.iuav.it/master>

b) European CV – see attached template

c) letter of motivation for the enrolment in the master – see attached template

d) certificate of English: TOEFL 550, or equivalent level

e) portfolio with personal projects and documents illustrating the work and activities developed in the field of disciplines related to master;

f) a copy of a valid identity document/passport.

In addition, for candidates with foreign qualifications, the provisions of art. 3, Par 3. will be applied on the following:

g) 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 translated in Italian language and legalized in an Italian Embassy or Consulate in your country, with the declaration of value;

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

More information about the application process are available at the following address:

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

4. Candidates who are non-EU citizens residing abroad cannot use the self-certification and must be in possession of an entry visa for study purposes following the MIUR disposition of 28th February 2017 upon arrival in Italy.

5. Iuav University of Venice may make appropriate verifications as reported in the self-certification and affidavit. Without prejudice to the penalties provided for in art. 76 of Presidential Decree 445/2000 about false statements, in case the information provided do not correspond to the truth, this misuse of false acts will lead to an automatic exclusion from the selection.

6. To be eligible for the selection, candidates must necessarily pre-enrol on the Internet webpage and pay the request of admission fee € 50:

a) EU and non-EU candidates residing in Italy must pay the enrolment fee through the PagoPA system, which guarantees secure and reliable online payments for public administration. Follow the link for a mini-guide: <http://www.iuav.it/studenti/quanto-si-tasse-imp/scadenze-e/spiegazione-pago-PA--1-.pdf>

b) Non-EU candidates residing abroad must pay the enrolment fee through the following Iuav bank account:

- Banco Popolare - Cannaregio, 122/A 30121 Venezia -bank account: IBAN: IT36D050340207100000020500 BIC/SWIFT: BAPPIT22 –

Please specify in the payment name, surname and the note “Iscrizione al Master Iuav - EMU– a.a. 2018/2019”.

Art. 5

evaluation of the qualifications for the admission to the master course

1. A special committee composed by:

- prof. Paola Viganò - President
- prof. Agostino Cappelli – Component
- prof. Enrico Fontanari - Component

will assess the academic, educational, scientific and professional qualifications and documents submitted by the candidates in order to form the admission lists to the master course, one composed by EU candidates and non-EU candidates residing in Italy and a list for non-EU candidates residing abroad.

2. The criteria for the evaluation of qualifications and the scores will be determined by the same committee, which will record their decision in the minutes. In case one or more candidates have the same score, in the list the youngest candidate will precede the others.

3. The committee will forward to Area Didattica e Servizi agli Studenti – Servizio Master the lists of candidates for the adoption of the relevant administrative measures.

Art. 6

publication of the list and enrolment

1. The results of the selection and the lists of admissions to the master course will be published on the Università Iuav di Venezia’s website, from 30 June 2018.

2. The candidates on the list in a position allowing their admission, must enrol by 30 July 2018 by connecting to the website of Iuav University (<http://iuav.esse3.cineca.it/Start.do>) fill the online form, and complete the enrolment with Servizio Master by sending an e-mail to master@iuav.it. In the e-mail the following must be attached:

- a copy of the ID document or Passport,
- the receipt of the paid application fee € 3.016,
- the duly signed registration form downloaded from the website

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

- the *Code* or tax code (Codice Fiscale) obtained by presenting the form - available on the web site www.agenziaentrate.it
http://www.agenziaentrate.gov.it/wps/file/Nsilib/Nsi/Strumenti/Modelli/Modelli+in+altre+lingue/Forms/AA48+inglese/Application+for+a+tax+code+notification+of+change+of+details/AA4_8_Modello_ING.pdf
- -that can be submitted to any Revenue Agency office in Italy (Agenzia delle Entrate), 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 diplomatic body in the country where the institution, which issued the qualification, is located.

These documents must be presented in their original form to Servizio Master once in Venice.

3. For non-EU candidates residing abroad, the University must notify the acceptance of the candidate by sending him or her an acceptance letter, and if necessary by sending the

notification to the concerned diplomatic offices, for the issue of the visa. Only after completing the necessary documentation and obtaining a visa for admission, the candidate may complete the registration according to the procedures and deadlines described in paragraph 2 of this article.

4. Non-EU candidates residing abroad and EU candidates in an eligible position in the lists who do not enrol within the July 30 deadline will lose the right of enrolment and their vacant positions will be assigned to other candidates in the list, in descending order.

5. The enrolment to the postgraduate course is not compatible to the enrolment to others postgraduate courses, specialization schools, PhD courses, master's degrees as "laurea" or "laurea specialistica/magistrale". If candidates are enrolled to a previous course, they must suspend their academic course before enrolling to the postgraduate course.

6. The enrolment fee to enter the European postgraduate master in urbanism (EMU) - and design strategies for cities and Territories corresponds to € 3,000 per semester plus € 16 per year, excluding bank additional fees.

a) EU and non-EU candidates residing in Italy must pay the enrolment fee through the PagoPA system, which guarantees secure and reliable online payments for public administration. Follow the link for a mini-guide: <http://www.iuav.it/studenti/quanto-si-tasse-imp/scadenze-e/spiegazione-pago-PA--1-.pdf>

b) Non-EU candidates residing abroad must pay the enrolment fee through the following Iuav bank account:

- Banco Popolare - Cannaregio, 122/A 30121 Venezia -bank account: IBAN: IT36D0503402071000000020500 BIC/SWIFT: BAPPIT22 –

Please specify in the payment name, surname and the note "Iscrizione al Master Iuav - EMU– a.a. 2018/2019".

7. The enrolment fee to the postgraduate course is an integral part of the act of registration to the course that the student must pay, as defined under the former Italian regulatory framework, that is "T.U. delle Leggi sull'istruzione superiore, del 31 agosto 1933, n. 1592".

Art. 7

processing of personal data

According to *D.L.vo 30/06/2003, n. 196*, and *D.L.vo 28/06/2013, n. 196*, personal information data will be processed, on paper or computer, according to the terms contained therein.

Art. 8

person in charge of procedures and public access to official records

1. According to the effects of Law 241/90 and subsequent amendments and additions:

- The head of the administrative procedure is the managing director of ADSS, Lucia Basile, S. Croce 191, Venice;

- The head of the verification process of the candidates' preparation is the scientific director of the Masters: Paola Viganò.

- The office in charge of administrative procedures is Servizio Master - Area Didattica e Servizi agli Studenti, Campo della Lana, Santa Croce, n. 601, 30135 Venezia (Italia) master@iuav.it;

2. Public access to official records is guaranteed according to the provisions of the aforementioned law.

3. **For support in the registration and enrolment procedures contact our helpdesk at accessi@iuav.it.**

il rettore

Alberto Ferlenga