

Announcement for the comparative evaluations of qualifications and exams, for admission to the Architecture, City and Design Doctorate course at luav School of Doctorate Studies, academic year 2017/2018 – XXXIII cycle	ARSBL – Research training service / CR Register no. Prot. no. of Year
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Announcement for the comparative evaluation of qualifications and exams for admission to the Architecture, City and Design Doctorate course at the luav School of Doctorate Studies, academic year 2017/2018 – XXXIII cycle.

Art. 1 – SCOPE

1. Università luav di Venezia announces the comparative evaluation of qualifications and exams for admission to luav School of Doctorate Studies, academic year 2017/2018, to the three-year “Architecture, City and Design” Doctorate course.
2. Places available:
 - no. 24 with scholarship (Annex 1)
 - no. 1 with scholarship tied to the theme Emergency (Annex 1bis);
 - no. 5 without scholarship tied to the theme Emergency (Annex 1bis);
 - no. 7 reserved for holders of a scholarship granted by their university, their government, other foreign private/public institution (Annex 1ter);
 - no. 1 reserved for holders of a scholarship granted by international mobility programs.
3. The detailed information sheets (Annexes 1, 1bis and 1ter) contain the description of educational objectives and research themes.
4. The number of places with scholarship can be increased in the event of subsequent funding by public or private bodies, without prejudice to the terms and conditions of application.
5. This announcement is valid to all intents and purposes. No communication is sent to the candidates' place of residence. Any communication about this announcement to candidates is sent by the University by email to the address indicated on the application form submitted via the online procedure described under art. 3.
6. The University cannot be held responsible for any loss of communication due to an incorrect email address being provided by candidates, due to non-communication or late communication of a change in an email address or due to any computer-related problem not attributable to the University.

Art. 2 – ADMISSION CRITERIA

1. Candidates eligible to submit an application for comparative evaluation for admission to the Architecture, City and Design Doctorate Course must hold, with no limits in terms of age or citizenship:
 - a) a degree obtained according to the University system existing before Italian Ministerial Decree 509/1999 entered into force (former university system);
 - b) a master's degree pursuant to Italian Ministerial Decree 509/1999 or Italian Ministerial Decree 270/2004 (new university system);
 - c) a second-level qualification granted by any institute belonging to AFAM – Alta Formazione Artistica e Musicale (*Higher Education in Art and Music*);
 - d) a degree granted by a foreign university (Master's degree), which must be equivalent to the Italian qualification requested and recognised as suitable. The Commission entrusted with comparative evaluation shall recognise the said qualification as suitable, for the purpose of admission to the doctorate course only, in accordance with the regulations

in force in Italy and in the country where the degree was granted and with the international treaties or agreements on the recognition of qualifications for the pursuit of further study.

2. The students who will obtain the qualification as per paragraph 1 within the deadline of October 31st 2017 – on pain of revocation of admission in case of positive result of the selection – can submit the application. In this case, the candidates must attach to the application a self-declaration of the exams passed, with the related date and grade.

3. Except from the candidates applying to the places reserved for foreign scholarship holders, one of the admission requirements is holding a suitable certificate attesting the knowledge of one of the main European languages (min. level B2) based on the Common European Framework of Reference for Languages, as indicated below under art. 6.

4. Applications by doctoral students currently enrolled in Luav Phd programs will not be accepted.

5. All candidates are admitted to the competition procedure subject to exclusion at any time by Università Luav di Venezia, with a well-motivated reason, due to lack of the set requirements.

Art. 3 – APPLICATION SUBMISSION

1. **Each candidate can submit only one application.**

2. To submit an application for comparative evaluation, all candidates must, **at the risk of exclusion:**

a) Fill out the application form provided under annex 2 or 2bis (for the places reserved), which are integral parts of this notice.

b) Sign the application form. **The applicant's failure to sign the application will result in exclusion from comparative evaluation.**

c) The online registration procedure (<https://iuav.esse3.cineca.it>) must be completed **no later than midday on the date indicated as deadline in the information sheets.**

Registered users can log in by typing their username and password and then submitting the application following the "Admission test" path. New users must first sign in by clicking "Registration". Once they have received a username and password, they can log in and follow the aforesaid registration procedure.

During registration, all foreign candidates who do not have an Italian taxpayer's code ("codice fiscale") must click on "Foreign student without Tax Code".

d) Follow the procedure described above to upload the application form as per point a) above, duly filled out and signed, as well as all the documents listed at article 4.

Once all the steps of the online procedure have been completed, it is possible to add, delete or modify the attached documents until you click "**Full admission to the competition**" after which it will no longer be possible to modify the data input.

Incomplete applications will not be considered. All the documents indicated as mandatory must be uploaded, at the risk of exclusion.

e) Once the online procedure has been completed, candidates must download the MAV form to be used to pay the amount of 58.00 euro, as a contribution for admission to the School of Doctorate Studies.

Payment must be made within five working days of the date of expiry of this notice.

The said payment will be checked automatically. Università luav di Venezia can decide to exclude a candidate at any time due to non-payment of the said contribution.

Payment can be made at any bank on the Italian territory, using a debit card issued by any bank at an ATM of any Banco Popolare bank or at any ATM of other banks providing the same service or via home banking. With the latter, it is always necessary to type in the MAV identification code indicated in the form, as well as the amount and expiry date.

2 Any application submitted later than the aforesaid deadline will not be considered.

Art. 4 – DOCUMENTS TO BE UPLOADED FOR APPLICATION

1 **At the risk of exclusion**, in order to complete the application procedure, candidates must upload the following documents:

a) application form duly signed and filled in (attachment 2 or 2bis);

b) photocopy of a valid identity card;

c) certification of the candidate's proficiency at least at level B2 of one of the following European languages: Italian, English, French, German or Spanish. Candidates for the

places reserved for holders of scholarship granted by foreign institutions or international mobility programs are exempted from the submission of such certificate. For further information, read art. 6 below.

- d) Curriculum vitae in A4 format including a list of scientific publications;
- e) letter written by the candidate using the form Annex 3. Only one research field can be indicated.
- f) Degree certification translated either into Italian or into English (*only for candidates holding a foreign academic degree*);
- g) certificated list of the exams translated either into Italian or into English (*only for candidates holding a foreign academic degree*);

Submission of the following documents is optional, but highly recommended:

- a) Thesis or abstract;
- b) portfolio;
- c) letters of introduction written by university lecturers, scholars or renowned professionals;
- d) max. no. 5 scientific publications;
- e) any other documentation the candidate considers relevant for the evaluation of degrees obtained abroad (for instance diploma supplement).

2. The abovementioned documents must be in .pdf or .jpg format, and must be no larger than 5 MB. Any attachments larger than 5 MB must be broken up.

Any document attached in a format other than the ones mentioned (e.g. .doc or .xls) will be rejected for the purpose of selection

3. Documents submitted for the purpose of evaluation can be either in Italian or English or translated into Italian or English, under the candidate's responsibility.

4. All submitted documents may be checked by the administration office. In the event of irregularities, admission to evaluation or subsequently, admission to the course will not be considered valid.

5. Pursuant to Italian law no. 104/1992, disabled candidates needing aids or extra time for exams can submit a specific request using the same online procedure.

Art. 5 – COMPARATIVE EVALUATION AND ADMISSION TESTS

1. By Rector's Decree, the Rector of Università Iuav di Venezia will appoint one or more commissions for the evaluation of candidates.

2. Comparative evaluation procedures are divided into two phases. The first consists in evaluating candidates' qualifications, while the second envisages an oral test to be taken by candidates who have obtained the minimum score indicated at the following paragraph 8.

3. After evaluating the qualifications, the commission will issue, by a majority vote, the list of candidates admitted to the oral test. According to the background of each candidate admitted and his/her research interests, the commission will establish one of the subjects which will be discussed during the oral test. Such subject will be indicated for each candidate in the list of the candidates admitted to the oral test. The ranking list will be displayed on the University's Official Notice Board and published on the Università Iuav di Venezia website <http://www.iuav.it>.

4. The indication of the abovementioned subject in the list of the candidates **shall be valid as notification to all candidates**. No personal communication will be sent.

5. Foreign students can take the oral test in English, provided that their request is accepted by the Examination Commission.

6. Candidates resident abroad or living abroad for study or work reasons, which should be adequately documented, can request for the oral test to be held via video conference via Skype. Candidates wishing to do so, must specify this in their admission application (annex 2 or 2bis) and clearly indicate the user address to be used by the commission for the video call. Candidates must be available at the address specified in the application on the day and at the time given by the commission. For the purpose of identification and at the risk of exclusion from the selection procedure, each candidate must identify himself/herself before the interview by showing the same ID attached to the application form. If the candidate does not provide a Skype address, or is not connected for any reason whatsoever or is not available at the set time on the set day, or does not show a valid ID document, he/she will be excluded from the selection procedure. The said causes

of exclusion do not apply if the candidate shows up with his/her valid ID on the day and at the time set for the interview to take the oral test “in person”.

7. At the end of the tests, the commission will determine, by majority vote, the list of the candidates eligible for the programme. Candidate ranking list will be displayed on the University’s Official Notice Board and published on the Università luav di Venezia website <http://www.iuav.it>.

8. The commission can attribute maximum 40 points out of 100 to the candidates’ qualifications. The evaluation criteria concern the relevance of qualifications and of study/work experiences to the profile requested and the relevance of the research interests to the research fields of the program. To be admitted to the oral test, it is necessary to score minimum 22 points out of 40.

9. The commission can attribute maximum 60 points out of 100 to the oral test. The evaluation criteria concern the effective presentation of one’s qualifications, of one’s knowledge in one or more of the research fields of the program (in particular of the subject as per previous paragraph 3) and readiness and effectiveness in answering to questions. To be considered as qualified to admission it is necessary to score minimum 60 points overall out of 100.

10. The oral test shall be held publicly.

11. By Rector’s Decree, the Rector decides on the admission of the winners to the course, based on the number of places available. The decree will be displayed on the University’s Official Notice Board and published on the Università luav di Venezia website <http://www.iuav.it>.

Art. 6 – LANGUAGE PROFICIENCY CERTIFICATION

1. With the exception of candidates applying to the places reserved for foreign scholarship holders, all candidates must have a certificate of language proficiency issued by a certifying body in one of the following main European languages: Italian (foreign candidates only), English, French, German or Spanish.

2. A B2 proficiency level or higher is required according to the Common European Framework of Reference for Languages. Given the number of certificates available for English, please refer to the table below, which is provided merely by way of example. In fact, certificates of language proficiency other than those listed below may be accepted, provided that it is clearly specified that the proficiency level reached is equal to B2.

TEST	LEVEL B2
British Institutes	Minimum level: - First Examination Master in English Language - First Examination Master in English Language Vantage - Vantage
Cambridge	Minimum level: FCE - C
Cambridge IELTS (International English Language Testing system)	Minimum level: level 5
ETS – TOEFL (Test of English as a Foreign Language)	Paper based (total score): ≥ 497
ETS – TOEFL (Test of English as a Foreign Language)	Computer based (total score): ≥ 170
ETS – TOEFL (Test of English as a Foreign Language)	Internet based (total score): ≥ 59
ETS – TOEIC (Test of English for International Communication – Listening and Reading Test)	≥ 600
Trinity College London	Minimum level: ISE II

Proficiency certificates for other languages must be issued by certifying bodies and must clearly indicate that the language proficiency level acquired corresponds to B2. University exams can also be accepted, provided that the official exam programme specifies that passing the exam corresponds to level B2 or higher. Candidates shall provide a self-

declaration of the university exams passed, clearly indicating the grade and date, as well as all details which may be necessary in order to contact the University and request confirmation of the same.

3. Candidates meeting one of the following requirements are not required to submit the said certificate:

- a) having a qualification granted by an Institute where teaching is held in one of the main European languages indicated above under point 1;
- b) having a degree in a discipline related to the European languages, literature and culture mentioned above under point 1;
- c) being a citizen of an English-speaking country.

Candidates wishing to claim the said exemption shall submit official documents attesting the abovementioned requirements.

4. Candidates applying to the places reserved for holders of scholarships granted by foreign universities or other institutions or international mobility programmes are not compelled to submit the language proficiency certificates. The examining board may decide to verify the proficiency of Italian or English during the oral test.

5. For the purpose of admission to the doctorate course, language proficiency certificates will be considered even if they have expired.

6. If a candidate does not have the aforesaid certificate by the application submission deadline, he/she can submit it (or a self-declaration stating that he/she has passed the exam and obtained B2 proficiency level) after the deadline no later than the date of the oral test, at the risk of exclusion.

Art. 7 – DATES OF ADMISSION TESTS

1. Tests will be held at Università Iuav di Venezia – Palazzo Badoer – San Polo 2468. The date and time will be communicated with adequate advance notice, to be displayed on the Official Notice Board of the University and published on the website www.iuav.it. Publication on the Official Notice Board and on the University website shall be valid as notification to all candidates. Therefore candidates shall arrive at the test venue on the day and at the time indicated in the notice or shall connect via video conference, without further notice, and shall show a valid ID pursuant to Italian Presidential Decree no. 445 of 28th December, 2000.

Art. 8 – ENROLMENT ON THE COURSE

1. All successful candidates admitted to the doctorate course and wishing to confirm their enrolment, shall submit their application online via the University website page <https://iuav.esse3.cineca.it> by **16th October 2017 at the latest**.

After logging in and inputting the username and password obtained upon registration, it is necessary to select "Enrolment".

2. Once online pre-enrolment has been completed, it is necessary to download the MAV form to pay the first instalment of the regional tax and the prepaid 16.00 euro stamp duty as indicated below under art. 10. The payment shall be made by **16th October 2017**.

3. By the same date, all admitted candidates wishing to enrol on the course shall hand in or send the following documents to Università Iuav di Venezia – School of Doctorate Studies (Monday through Friday from 9.00am to 12.30pm; tel. no. +39 041 2571845/1787/1886/1426; infodottorati@iuav.it):

- a) Registration form (annex 4 or 5 of this Decree of which they are integral parts);
- b) Double-sided copy of a valid ID or other document providing proof of identity;
- c) Double-sided copy of the Italian taxpayers' code;
- d) Self-declaration of tax details (annex 6 of this Decree);
- e) **Non-EU citizens** shall submit a residence permit and/or entry visa;
- f) Students admitted to the courses **who obtained their qualification abroad** shall also submit:
 - the original diploma attesting the qualification requested as a requirement for admission, as well as an officially translated and legalised version into Italian;
 - the original Statement of Validity (*Dichiarazione di valore in loco*) issued by the Italian Embassy or Consulate of the country where the Institute that granted the qualification to the student is registered. The said statement shall indicate that the qualification is

valid in the country where it was obtained to enrol on a university course similar to a doctorate.

4. Non-fulfilment or partial fulfilment of the requirements specified under the points above by the final deadline of 16th October 2017 shall be considered as a **waiver** to attending the course.

5. Candidates who will graduate by 31st October 2017 shall promptly submit a suitable self-declaration attesting the degree they will obtain, the university, the course of study, the date and the grade. If a candidate does not obtain the degree, enrolment on the doctorate, if already submitted, will be cancelled.

6. If any accepted candidates decline enrolment, places will become available for other candidates, based on the waiting list.

7. For the purpose of scholarship payment or any refund or other payment to be made by the University to students, the Luav card can be activated following the instructions given at <http://www.iuav.it/studenti/servizi-e-/carta-aten/>.

Art. 9 – SCHOLARSHIPS

1. Scholarships shall be worth an annual amount of 13,638.47 euro, gross of social security contributions, and will be assigned based on candidates' merit and ranking. In the event that there are two or more candidates who are deemed to be of equal merit, the scholarship will be assigned based on the candidate's economic situation, to be assessed pursuant to the legislation in force on the right to education.

2. Scholarships are subject to the payment of social security contributions to the Italian social security institute (INPS) for self-employed workers. An application to register with the said Institute shall be submitted.

3. Scholarships shall be paid in monthly instalments starting from January 2018. The January pay will include the instalments of November and December 2017.

4. For any authorised periods of study abroad, scholarships will be increased by 50%. The period spent abroad must be aimed at carrying out doctorate research activities and must be authorised by the School educational board. The country of residence or domicile and the country of citizenship are not eligible for the period of study abroad. Any authorised period of study abroad cannot exceed a maximum stay of 18 months.

5. Scholarships shall have annual validity. To maintain the right to a scholarship or any other contribution, the doctorate student must have completed the activities foreseen for the previous year and must pass the necessary tests to be admitted to the following year.

6. In the second and in third year each doctoral student is granted a research budget amounting to the 10% of the annual scholarship amount.

7. In the event a student declines a scholarship before the beginning of the course, the scholarship will be offered to the next eligible student. In the event a student declines a scholarship once the course has already started, or decides to quit the course or in the event a doctorate student with a scholarship is excluded, the remainder of the scholarship will be assigned according to the ranking list only if the student quits or is excluded before progressing from the first to the second year.

8. Doctorate scholarships cannot be held concurrently with other scholarships granted for whatever reason, with the exception of those awarded by national or international institutions aimed at integrating the research activities of the doctorate student with periods of study abroad. Students who have already been granted a scholarship for a doctorate course cannot receive it twice for the same course.

9. Doctorate scholarships cannot be held concurrently with research fellowships or post-graduate bursaries.

Art. 10 – REGIONAL TAX AND ACCESS TO BENEFITS

1. Candidates admitted to the course shall pay a prepaid 16.00 euro stamp duty and the regional tax for the right to education amounting to euro 166,00.

2. The regional tax is split into two instalments: the first is due by **16th October 2017** as indicated above under art. 8 point 2, whereas the second shall be paid by 30th April 2018 and consists in settlement of the regional tax, calculated on the basis of the economic status given by ISEE (Indicatore di Situazione Economica Equivalente [*EESI - Equivalent Economic Status Indicator*] – contributions for the right to university education) and ISP (Indicatore di Situazione Patrimoniale [*Wealth Status Indicator*]). Instructions on how to

request reductions are available on the website www.iuav.it on page www.iuav.it/studenti/ in the “support to study” section.

3. Based on legislation on the right to education, candidates admitted without a scholarship can apply for a regional scholarship in the same way as all students attending a degree or master's degree course. All information about these scholarships can be found on the website www.iuav.it on page www.iuav.it/studenti/ in the “support to study” section or can be requested from the front office of the Services to Education Department of Università Iuav di Venezia, Campo della Lana – Santa Croce 601 – Venice - e-mail: front-office@iuav.it.

4. If a candidate admitted without a scholarship is eligible for or is awarded a regional scholarship, he/she will be refunded of the first instalment (with the exception of prepaid stamp duty).

5. Failure to communicate economic status will result in the waiver to the right to pay reduced regional tax. Thus the maximum amount will be applied.

6. All payments must be made using the MAV form at any bank on the Italian territory, using a debit card issued by any bank at an ATM of any Banco Popolare bank or at any ATM of other banks providing the same service or via home banking. With the latter, it is always necessary to type in the MAV identification code indicated on the form, as well as the amount and expiry date.

7. By 31st October of every academic year, with respect to enrolment to the second or third years of the course, admitted students shall pay the first instalment of the regional tax and the prepaid stamp duty. Enrolment to the second or third years will be effective only after the educational board has officialised progression to the following year pursuant to art. 18 point 2 of the School of Doctorate Studies Regulations and Research Doctorate Regulations. Failure to pay the enrolment fee by the abovementioned final deadline shall be considered as a waiver to attending the course.

Art. 11 – PLACES RESERVED FOR HOLDERS OF SCHOLARSHIP GRANTED BY FOREIGN INSTITUTIONS – ORGANIZATION EXPENSES

1. Università Iuav will sign an agreement with the foreign institutions granting scholarships to doctoral students admitted in the reserved place. In order to cover organization expenses the payment of an amount of euro 6.000,00 each year will be required to the partner institution.

2. Three candidates admitted will be exempted from the abovementioned amount according to their position in the final admission ranking and to the presence of the financing institution country in the official list of developing countries which is yearly issued by the Italian Ministry of Education and University.

Art. 12 – INTERRUPTING OR WITHDRAWING FROM THE COURSE

1. Students can request to interrupt the doctorate course for one or two semesters due to serious illness, pregnancy, maternity/paternity leave, adoption or custody. If required, interruption of the course for the aforesaid reasons does not cause suspension of payment of the scholarship, it being understood that the scholarship will be granted for the maximum duration of the course (three years).

2. The Director of the School can authorise interruption of the course for reasons other than those provided under point 1. In this case, the scholarship will be suspended for the entire period from the date of the request for suspension.

3. At the end of the period of absence as indicated above under points 1 and 2, the Director of the School will decide whether to readmit the doctorate student to the year in progress or to the following year. Doctorate students readmitted to the following year's course will receive the scholarship, after the amount paid during the year they were absent has been deducted.

4. Any doctorate student wishing to withdraw from the course shall inform the Director of the School in writing. If the doctorate student has a scholarship, he/she shall pay back the amounts received during the year in progress. Should a student fail to provide information regarding his/her withdrawal or fail to hand in the dissertation by the set deadlines, he/she will lose the right to attend the course and will have to pay back the amounts received during the last year he/she was enrolled.

5. Failure to enrol in the second or in the third year shall be considered as a waiver to attending the course.

Art. 13 - INCOMPATIBILITY

1. Enrolment to the doctorate course is incompatible with:

a) enrolment to other courses envisaged by the legislation in force on university courses;
b) teaching contracts, even entered into with other universities or bodies, regulated by the said legislation in force or by the university articles of government or internal regulations.

2. Being part of the educational project, doctorate students can carry out tutoring activities toward graduate or master's degree students, with the prior authorisation of the educational board and with no increase in the scholarship resulting from it. They can also carry out additional educational activities for a maximum of forty hours per academic year.

3. The educational board is responsible for authorising doctorate students to carry out paid activities by verifying that they are compatible with proper completion of the educational activities (or research activities) of the course. Doctorate students with scholarships can carry out paid activities only to the extent they are aimed at the acquisition of skills associated with the doctorate's field of training.

4. If causes for incompatibility are not promptly eliminated, the doctorate student will be excluded from the course in accordance with art. 15, point 3, letter b).

Art. 14 – PUBLIC SECTOR EMPLOYEES

1. Pursuant to law no. 476/1984 and subsequent modifications and integrations, public sector employees admitted to the doctorate course – with a place without a scholarship or waiving the scholarship – can apply for extended leave while maintaining the right to salary, social security contributions and retirement paid by the employing public administration, depending on the administration's needs.

2. Pursuant to law no. 240 of 30th December 2010, art. 19, point 3, public sector employees who already have a PhD qualification or have already been enrolled to doctorate courses for at least one academic year benefiting from leave, cannot apply for extraordinary leave with or without contributions.

Art. 15 – DOCTORATE STUDENTS' OBLIGATIONS

1. Admission to the doctorate course implies an exclusive full-time commitment. All doctoral students will have to attend didactic activities organized both by the School and the doctoral course. The course will officially start on **1st November 2017**.

2. For a student to be admitted to the following year and a scholarship to be confirmed, he/she must have completed the activities foreseen for the previous year and must pass the exams determined by the educational board.

3. The School educational board shall decide whether to exclude a doctorate student from the course and revoke the scholarship in the following cases:

- a) if the student does not complete the activity programme foreseen for the previous year and does not pass the exams to progress to the following year;
- b) if the causes of incompatibility mentioned above under art. 13 are not promptly eliminated;
- c) in the event of prolonged and unjustified absence.

4. If a doctorate student does not pass the final exam, he/she will lose the right to attend the course. Students are also excluded in the cases indicated under art. 12, point 4.

5. Exclusion or loss of the right to attend the doctorate course are decided by Rector's decree.

6. Doctorate students shall abide by the rules of the Code of Conduct of Università Iuav di Venezia, issued by Rector's decree no. 541 of 5th December 2014.

Art. 16 – UNIVERSITY CREDITS

1. By completing the study and research programme of the Architecture, City and Design doctorate course, doctorate students will obtain 180 university credits. Credits are acquired upon passing the exams for progressing from one year to the next one and the final exams for acquisition of the PhD qualification.

Art. 17 – OBTAINING AND GRANTING THE PHD QUALIFICATION

1. A PhD qualification is granted by the Rector following positive assessment of a dissertation that is considered to increase knowledge or improve the methods applied in the research field being investigated.
2. A PhD certificate will be issued only after the student has filed his/her final dissertation in the University Archive, where it will be kept and which can be accessed freely for reference. The University shall file it at the national libraries in Rome and Florence pursuant to the law in force.
3. For information on the final exam and on how to apply for the “Doctor Europaeus” title, please refer to the “Università Iuav di Venezia School of Doctorate Studies Regulations and Research Doctorate Regulations”.

Art. 18 – DATA PROTECTION POLICY

1. Pursuant to Italian Legislative Decree no. 196/2003 and the internal enforcement regulation issued by Rector’s decree no. 580 of 4th May 2010, all personal data provided by candidates will be handled and processed, whether in hardcopy or electronic form, in compliance with the said provisions.

Art. 19 – ACCESS TO DOCUMENTS

1. Access to documents related to the evaluation procedures is guaranteed in compliance with the regulation in force on access to documents, as well as with the internal regulations on administrative procedures and the right to access the administrative documents of Università Iuav di Venezia issued by Rector’s decree no. 10 of 12th January 2012.

Art. 20 – FINAL RULES

1. For any matters not specifically covered by the notice, refer to the regulation in force and to the School of Doctorate Studies Regulations and Research Doctorate Regulations.
2. The present notice is published on the University’s Official Notice Board and on the Università Iuav di Venezia website (<http://www.iuav.it>). Failure to comply with the rules provided in this notice will result in exclusion from the competitive procedure.

Art. 21 – PERSON RESPONSIBLE FOR THE ADMINISTRATIVE PROCEDURE

1. The person responsible for the administrative procedure is Laura Casagrande, Head of Research, Library System and Laboratories – Santa Croce 191, Venice.
2. The office handling the administrative procedures is Research Training Service – Research Division – Research, Library System and Laboratories – tel. +39 041/2571845, 041/2571886, 041/2571787, 041/2571426 – e-mail: infodottorati@iuav.it – Contact person: Claudia Rossi.

For information, the office is open Monday through Friday from 9.00am to 12.30pm. The office will be closed from August 14th to August 18th, 2017.

Venice,

The Director General Anna Maria Cremonese	The Rector Alberto Ferlenga
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