



**Università
di Genova**

**AREA DIDATTICA
Settore Offerta Formativa**

A. Y. 2022/2023

Selection notice to the Master's degree course
in **Architectural composition (class LM-4) – GE headquarters**

Summary Table of Deadlines

	Non-EU students residing abroad	EU and non-EU students residing in Italy	Non-EU students residing abroad	EU and non-EU students residing in Italy
Places available	30	10	5*	5*
Admission test date	29/07/2022	29/07/2022	05/09/2022	05/09/2022
Deadline for registration and admission fee payment	18/07/2022	18/07/2022	30/08/2022	30/08/2022
Publication of results	by 02/08/2022	by 02/08/2022	by 12/09/2022	by 12/09/2022
Deadline for enrollment and transfer of successful candidates	08/09/2022	08/09/2022	03/10/2022	03/10/2022
Deadline for reallocation applications from the ranking list				
Online results publication for reallocated applicants and start of enrollment	-	-	10/10/2022	10/10/2022
Deadline for enrollment and transfer for reallocated candidates	-	-	17/10/2022	17/10/2022

*plus any places not assigned during the enrollment procedure following the admission test on 29/07/2022.

THE DEAN

HAVING REGARD to Law no. 264 of 2 August 1999 and subsequent amendments containing rules on access to university courses;

- HAVING REGARD to Ministerial Decree No 270 of 22 October 2004: "Amendments to the Regulation containing norms concerning the didactic autonomy of the Universities" approved by Decree No 509 of 3 November 1999 of the Minister of the University and Scientific and Technological Research;
- HAVING REGARD to the Ministerial Decrees of 16 March 2007 with which the degree and master's degree classes were determined;
- HAVING REGARD to the resolutions of the Academic Organs of 23 and 24 February 2021 concerning the approval of the educational offer for the academic year 2021/2022 and of 23 and 24 March 2021 concerning the courses with programmed numbering at national and local level for the academic year 2021/2022;
- HAVING REGARD to the note prot. no. 10806 of 15 April 2021 concerning the procedures for the enrolment of international students for the academic year 2021/2022;
- HAVING REGARD the University Teaching Regulations;
- HAVING CONSIDERED that Law no. 264 of 2 August 1999 provides that the notices of admission referred to in Articles 1 and 2 must be published at least sixty days before the relative tests are held;

DECREES

ART. 1

AVAILABLE PLACES

1. For the academic year 2022/2023, this University has issued a selection notice for the admission of:

- **35 places for non-EU students residing abroad;**
- **15 places for EU and non-EU students residing in Italy;**

for enrolment in the Master's degree course in *Architectural composition* - Class LM-4 – GE headquarters.

ART. 2

ADMISSION REQUIREMENTS

1. The admission test is open to candidates with the following qualifications:

- Italian Bachelor's degree in the class L-17 Architectural Sciences (ex DM 270/2004);
- Diploma or first level university career that allows recognition of the 108 ECTS related to essential training activities for the class L-17 Science of Architecture (ex DM 270/2004), as indicated in DM 16 March 2007;
- Foreign qualification equivalent to the Italian qualification, allowing recognition of the 108 ECTS relative to the educational activities required for class L-17 Science of Architecture (ex DM 270/2004), as indicated in DM 16 March 2007;
- Five-year degree in the 4/S or LM-4 single-cycle classes, and two-year master's degrees in the LM-4 class for the sole purpose of obtaining a second degree.

2. Undergraduate candidates in the L-17 class, who have acquired at least 154 CFU by the deadline for registration for the exam, are eligible for selection. These students, if ranked adequately in the results list, are enrolled "under condition" until they have obtained their degree. The 1st level degree must be obtained by the **February 2023** graduation session.

3. English language knowledge at a level no lower than B2 of the CEFR is also required. Certificates obtained from no earlier than May 2019 are accepted or, alternatively, passing the B2 test provided by the University's Language Skills Sector (Settore Competenze Linguistiche di Ateneo) is required. Candidates who can demonstrate that they have obtained a Bachelor's or Master's degree entirely in English are exempt from presenting this certification.

4. All the documentation relating to the candidate's qualifications must be uploaded in pdf format using the procedure described in art. 3 of this notice <https://www.studenti.unige.it/iscrizioni/preimmatricolazioni> by the relevant deadlines.

5. The documentation relating to the candidate's university career must certify the examinations passed with the relative university credits awarded (for foreign students the number of hours of lessons), the grade obtained and for Italian students with the indication for each examination of the scientific-disciplinary sector of reference.

6. Once the curricular requirements have been verified, the Examination Committee will email the eligible candidates by July 28, 2022 (for the July 29 test) and by September 2, 2022 (for the September 5 test) with the MS Teams code necessary to access the interview, to the email address indicated by the candidate during the pre-registration phase.

ART. 3

APPLICATION FOR ADMISSION TO THE EXAM

1. In order to enrol in the **admission test of July 29, 2022**, candidates must, **by 12:00 noon of July 18, 2022**:
 - Submit the application form to the exam, exclusively through the procedure provided on the University of Genoa's student portal at: <https://www.studenti.unige.it/iscrizioni/preimmatricolazioni/>. At the end of the procedure, the system will issue a receipt proving that the application has been correctly registered. This receipt must be kept and shown at the test location. This receipt acts as the only document attesting successful enrolment. After the deadline it will no longer be possible to register for the exam.
 - Pay the fee for admission to the exam of **€ 30,00 (thirty/00)**, according to one of the methods proposed (<https://servizionline.unige.it/studenti/tasseebenefici>).
2. In order to enrol in the **admission test of September 5, 2022**, candidates must, by 12:00 noon of **August 30, 2022**:
 - Submit the application form to the exam, exclusively through the procedure provided on the University of Genoa's student portal at: <https://www.studenti.unige.it/iscrizioni/preimmatricolazioni/>. At the end of the procedure, the system will issue a receipt proving that the application has been correctly registered. This receipt must be kept and shown at the test location. This receipt acts as the only document attesting successful enrolment. After the deadline it will no longer be possible to register for the exam.
 - Pay the fee for admission to the exam of **€ 30,00 (thirty/00)**, according to one of the methods proposed (<https://servizionline.unige.it/studenti/tasseebenefici>).
3. **EU and non-EU candidates residing in Italy and holding a foreign degree** must contact the Foreign Students Reception Sector (SASS) by email at sass@unige.it before **July 25, 2022** (for the July 29 test) and before **August 31, 2022** (for the September 5 test) in order to validate their foreign degree.
4. **Non-EU candidates residing abroad** must pre-enrol on the *Universitaly* portal and must contact the Foreign Students Reception Sector (SASS) by email at sass@unige.it before **July 25, 2022** (for the July 29 test) and before **August 31, 2022** (for the September 5 test) in order to validate their foreign degree and their fee payment methods.
5. Payment of the admission fee is mandatory to enrol in the test. Failure to do so will result in exclusion from the test. Payment of the admission fee alone does not constitute registration for the test. The fee is not refundable except in the case of double/incorrect payment.
6. If, after not qualifying for the July test session, or after not ranking high enough in the July results list, the candidate applies to the September test session, the candidate will have to pay the admission fee again.
7. Applications for registration to the competition sent by post or other means of transmission will not be accepted.
8. **Candidates with a certificate of disability or with certification under Law 104/1992** may make an explicit request, in relation to their individual needs, for specific aids and additional time with respect to that defined for the admission test, as well as further measures to guarantee equal opportunities in the performance of the test, in accordance with Law 104/1992, ministerial indications and the examining boards. This request must be made when filling in the application form for admission to the competition in the manner specified in the application procedure, no later than 12:00 noon of July 18, 2022 for the July test, and no later than 12:00 noon of August 30, 2022 for the September test. Candidates must also upload, by the above-mentioned deadline, the certification issued by the medical board responsible for your area of residence attesting to your disability and/or handicap within the meaning of Law 104/1992, for the purposes of assessing and initiating the relevant procedures.
9. **Candidates diagnosed with specific learning disabilities (DSA)** as defined by Law 170/2010 may make an explicit request for additional time, up to a maximum of 30% more than that defined for the admission test, as well as for additional tools and measures to guarantee equal opportunities in the performance of the test,

in accordance with the provisions of Law 170/2010 and subsequent guidelines, ministerial indications and exam boards. This request must be made when registering for the competition, no later than 12:00 noon of July 18, 2022 for the July test, and no later than 12:00 noon of August 30, 2022 for the September test, in accordance with the procedures specified in the registration procedure. In addition, when registering for the competition and by the above-mentioned deadline, you must upload the diagnosis of DSA issued no more than three years previously or after your 18th birthday, issued by local health facilities or by bodies and professionals accredited with the regional health service.

10. Applicants with invalidity, disability or DSA from EU and non-EU countries, resident abroad, who intend to benefit from the measures referred to in the previous paragraphs, must present the certification attesting to their state of invalidity, disability or DSA issued in their country of residence, accompanied by a certified or sworn translation by Italian diplomatic representations conforming to the original text, in Italian or English. The University bodies in charge of examining the certifications referred to in the previous paragraphs shall ascertain that the foreign documentation attests to a condition of disability, invalidity or specific learning disorder recognised by Italian law.

ART. 4 ADMISSION TEST

1. The admission test will be carried out online and will take place on the following days:

July 29, 2022
<ul style="list-style-type: none">- 30 places reserved for non-EU students residing abroad;- 10 places reserved for EU and non-EU students residing in Italy.
September 5, 2022
<ul style="list-style-type: none">- 5 places reserved for EU and non-EU students residing in Italy;- 5 places reserved for non-EU students residing abroad.

- 2.** The candidates are called at 14:00 to allow the Commission to proceed with identification operations.
- 3.** Candidates must identify themselves by means of a valid identification document, the receipt for the payment of €30.00 (thirty/00) and the receipt for the online application.
- 4.** Candidates who arrive after the end of the identification operations will not be allowed to enter the test.
- 5.** Candidates who, for any reason, are absent from the test will no longer be considered and their applications will be discarded.

ART. 5 HOW THE TEST IS CARRIED OUT

- 1.** The admission test will take place online.
- 2.** Candidates are required to attend the **technical connection test on MS Teams on July 28, 2022** (for the July 29 test) **and on September 2, 2022** (for the September 5 test).
- 3.** During the test, candidates are not allowed to use any type of calculator, learning or support device, except those specifically granted to candidates with disabilities or DSA.
- 4.** Candidates who violate the provisions of this announcement and of the examination committee as referred to in Art. 7, or who are caught cheating, even partially, will be excluded from the exam.
- 5.** The Examination Committee has the right to adopt the necessary measures, also taking into account the provisions of articles 5, 6 and 8 of Presidential Decree no. 686 of 3 May 1957.

ART. 6 TEST CONTENTS AND EVALUATION

- 1.** The admission test consists of an interview in English aimed at verifying the personal knowledge of the candidate, which has as its object the discussion of the *portfolio* and *Curriculum Vitae* of the candidate.
- 2.** The *portfolio* must be written in English in pdf format (max. 10 MB), consist of 6 pages in A4 format (including index and cover) and contain at least 3 projects.
- 3.** The *Curriculum Vitae* must be tabular, contain no images and consist of 4 pages in A4 format.

4. Places will be allocated on the basis of a ranking obtained by combining the score of the interview (from 0 to 10 points), of the curriculum vitae (from 0 to 5 points) and of the university career (*curriculum studiorum* from 0 to 5 points).
5. In the event of a tie, the graduate candidate will prevail over the undergraduate candidate. In the event of a further tie, the youngest candidate will prevail.

ART. 7 EXAMINATION COMMITTEE

1. The Examination Committee is approved by the Departmental Board of Architecture and Design, by request from the Architectural Composition Course Board. The Course Coordinator is by right a member of the Committee. The Examination Committee is responsible for the proper conduct of the test.
2. All the operations carried out by the Examination Committee must be appropriately kept on record. The report will be signed by the President and all the members of the Committee, also using digital signatures. In case of justified necessity, the report may be signed by the President of the Committee only, following a specific and unequivocal declaration of agreement by the other commissioners, forming an integral part of the report.
3. In order to ensure the regular running of the selection test, the examining commission can make use of special room commissions composed of teaching and/or technical-administrative staff of the University.

ART. 8 RANKINGS AND PUBLICATION DEADLINE

1. According to the overall score obtained by adding each candidate's test score with their personal titles score, the following lists will be compiled:
 - a ranking list to assign 30 places to non-EU students residing abroad who took the admission test on July 29, 2022;
 - a ranking list to assign 10 places to EU and non-EU students residing in Italy who took the admission test on July 29, 2022;
 - a ranking list to assign 5 places, plus any additional unassigned places following the admission test on July 29, 2022, to non-EU students residing abroad who took the admission test on September 5, 2022;
 - a ranking list to assign 5 places, plus any additional unassigned places following the admission test on July 29, 2022, to EU and non-EU students living in Italy who took the admission test on September 5, 2022.
2. The rankings will be available on the course website <https://courses.unige.it/11120> and on the link <https://servizionline.unige.it/studenti/iscriviersialluniversita/grad>:
 - by **August 2, 2022**, for candidates taking the July 29, 2022 test;
 - by **September 12, 2022**, for candidates taking the September 5, 2022 test.

NO PERSONAL COMMUNICATION WILL BE GIVEN TO CANDIDATES.

ART. 9 ENROLLMENT

1. EU and non-EU candidates who have been successfully placed in the respective rankings must enrol:
 - by 12 noon of **September 8, 2022** for candidates having taken the 29 July, 2022 test;
 - by 12 noon of **October 3, 2022** for candidates having taken the September 5, 2022 test;

exclusively through the online enrolment procedure on the *Student Portal* at <https://www.studenti.unige.it/iscrizioni/preimmatricolazioni>.
2. The application will be valid only if all stages of the procedure have been timely completed, namely:
 - selection of the degree course;
 - payment of the first instalment of the study fee consisting of the regional tax and €16.00 -euro sixteen/00 (for stamp duty);
 - in case of application to the ALISEO grand, exclusive payment of €16.00 -euro sixteen/00 (for stamp duty);

- payment of a further €16.00 -euro sixteen/00 (for stamp duty) in case of change of course/withdrawal from studies and payment of any overdue fees;
- payment methods other than those indicated at the link <https://www.studenti.unige.it/tasse/> are not allowed.

Failing to enroll by the deadlines means that your application will be canceled.

ATTENTION: enrollment applications received by post will not be accepted.

3. Students already enrolled in another course of study at the University of Genoa or at another university as undergraduates may enrol "under condition", within the deadlines and using the same procedures as for enrolment. Enrolment is only confirmed if the degree is obtained by the graduation session of **February 28, 2023** at the latest.

4. Non-EU students residing abroad who have been successfully placed in the ranking list must contact the Foreign Students Reception Sector (SASS) by email at sass@unige.it to complete their registration by 12 noon of September 8, 2021 (for the July 29, 2022 test) and by 12 noon of October 3, 2022 (for the September 5, 2022 test).

ART. 10

AVAILABLE PLACES FOLLOWING WITHDRAWAL

1. Candidates that are eligible but that did not place in a useful ranking on the September 5, 2022 test, may submit an application to reallocate available places following withdrawal exclusively online through the *Student Portal* <https://servizionline.unige.it/studenti/iscriviersialluniversita/ripescaggio> using their access credentials, **no later than 12 noon of October 3, 2022.**

2. If places are available and on the basis of the applications submitted, a list of those who will be able to enrol will be published on the course of study website (<https://corsi.unige.it/11120/>) and on the University website (<https://servizionline.unige.it/studenti/avvisimed>) no later than **October 10, 2022.** This list will be prepared taking into account the merit ranking.

3. Enrolment must take place exclusively online, using the same procedures indicated in Article 9 of this notice, no later than 12.00 noon of **October 17, 2022** under penalty of losing the right to enrol.

4. After this deadline, in the event that there are still places available and the lists are not exhausted, the procedure will be repeated according to the deadlines and procedures contained in each following notice and published on the website of the Master's degree course.

ART. 11

PERSONAL DATA TREATMENT

1. In accordance with Article 13 of Regulation (EU) 2016/679 (GDPR), the personal data provided by candidates will be processed by the University of Genoa for the purposes of managing the selection test and in application of the regulations in force. The provision of such data is mandatory for the purposes of assessing the participation requirements, under penalty of exclusion from the selection test.

2. The holder of the personal data is the University of Genoa, in the person of the *pro tempore* Dean. The contact details of the data controller and of the Data Protection Officer (DPO) can be found on the website <https://unige.it/privacy>.

3. The notice on the processing of personal data and the exercise of rights is published on the web page https://unige.it/sites/contenuti.unige.it/files/documents/GDPR-INFORMATIVA%20STUDENTI_0.pdf

ART. 12

PUBLICITY

1. This admission notice is published on the institutional website of the University, on the online notice board <https://unige.it/albo> and on the course of study page (also accessible from the 2022/2023 fixed-number course page at https://www.studenti.unige.it/orientamento/bandi_accesso_programmato/). The aforementioned publication has the value of official notification to the interested parties to all effects and consequences of the law.

2. For corrections of errors and for any errata corrigé relating to this decree and its annexes, a special notice will be published on the study course page (also accessible from the 2022/2023 fixed-number course page at https://www.studenti.unige.it/orientamento/bandi_accesso_programmato/).

ART. 13
FINAL PROVISIONS

- 1.** Candidates are guaranteed access to the documentation relating to the selection process, according to Law 241/90 and subsequent amendments. This right is exercised in the manner indicated in the *University Regulations on administrative procedure, right of access to administrative documents and right of simple and generalized civic access*, issued with D.R. n. 5675 of 29.11.2021 as amended by D.R. n. 362 of 31.01.2022.
- 2.** For all matters not expressly provided for in this notice, please refer to the legislative, regulatory and ministerial provisions cited in the introduction.
- 3.** It is reiterated that it is mandatory to comply with the terms and provisions set out in this notice.
- 4.** This University reserves the right to exclude at any time candidates taking part in the test announced in the present notice for non-compliance with the provisions contained herein or with the deadlines indicated, or for not meeting the candidates' requirements.

The Dean
Digitally signed
(Prof. Federico Delfino)