Academic Year 2025/2026

Notice of selection for admission to the Training course in:

Preserving the past: preliminary techniques in archaeological material diagnostics and conservation

Department of:

Sciences of Antiquity

Faculty to:

Humanities

Director:

Cristina Lemorini

Infostud Code:

33709

Art. 1 - ACTIVATION OF THE COURSE
The selection for admission to the Training Course in "**Preserving the past: preliminary techniques in archaeological material diagnostics and conservation**" activated for the academic year 2025/2026, the main characteristics of which are described in the Training Plan published on the page dedicated to this course, is hereby announced.
This course provides for the acquisition of 10 CFU.

Art. 2 - ADMISSION REQUIREMENTS
To access the course, you must be in possession of the qualification indicated in the Training Plan under admission requirements: High school diploma.

Art. 3 - COMPLETION OF THE PRE-ENROLMENT APPLICATION
To participate in the admission competition, the candidate must, **under penalty of exclusion**, follow the instructions illustrated below:

a)   REGISTRATION WITH THE INFOSTUD COMPUTER SYSTEM
On page https://www.studenti.uniroma1.it/phoenixreg/#/ you can register with the Infostud system and obtain a matriculation number and password. If the candidate already has a Sapienza matriculation number, he/she will not have to register again, but use the matriculation number and password he/she already has; If you have forgotten your serial number and password, you can retrieve your data on the https://www.studenti.uniroma1.it/phoenix/#/recuperaPassword page

It is also necessary to enter on your Infostud profile the university degree you have, useful for admission to the Course (after accessing Infostud click on "Profile" and then on "University qualifications").
The matriculation number must be entered in the application for admission to the Course.

ATTENTION: Any communications will be sent exclusively to the e-mail address indicated at the time of registration on Infostud. Candidates are recommended to check the accuracy of the email address entered. Students already registered on the Infostud system must verify/enter their e-mail address using the User data function > change access data.

b)   PREPARATION OF THE APPLICATION FOR ADMISSION:
Fill in the application in Annex 1, entering the registration number obtained as above, sign it with a legible signature and accompany it with a photocopy of a valid identity document (Identity Card - Car License - Passport).
For candidates with a qualification obtained abroad , it is necessary to submit, in addition to what has already been described, one of the following documents:
•   Declaration of Value on Site issued by the Italian Consular Authority of the country of study (accompanied by transcript of records + copy of the final diploma)
or
•   CIMEA Certificate of Comparability accompanied by CIMEA Certificate of Verification (by accessing the CIMEA platform: http://www.cimea.it/it/servizi/attestati-di-comparabilita-e-certificazione-dei-titoli/attestati-di-comparabilita-e-di-verifica-dei-titoli-diplome.aspx)
or
•   Diploma Supplement (if it is a European qualification) issued by the university of origin and legalized at the Italian Embassy by the country of study.

For support in the qualification recognition procedure, please write to archeomaterials.sapienza@uniroma1.it

Those who submit incomplete documentation are **admitted with reservation** and cannot complete the registration until all the required documentation has been submitted.
Non-EU citizens residing abroad must comply with the interministerial provisions contained in the circular "Procedures for the entry, stay and enrolment of foreign/international students in higher education courses in Italy academic year 2025-2026, available at the link: https://www.studiare-in-italia.it/studentistranieri/".
For candidates with recognition of disability pursuant to art. 3, paragraphs 1 and 3, of Law no. 104 of 1992 and/or with a disability equal to or greater than 66%, the application for admission must be attached:
•   copy of the certificate of disability issued in accordance with the law, under penalty of exclusion from the benefits provided. The same certificate must also be sent to the Sector for relations with disabled students at the following e-mail address: sportellodisabili@uniroma1.it and for information to the sector: altaformazione@uniroma1.it.

Applications with incomplete documentation, submitted in a manner other than those provided for or submitted after the deadline will not be accepted.

c)   SUBMISSION OF THE APPLICATION FOR ADMISSION:
The candidate sends the application for admission accompanied by the required documents by 30.11.2025, in one of the following ways:

•   Electronic submission to the e-mail address: archeomaterials.sapienza@uniroma1.it
Art. 4 - RANKING OF THOSE ADMITTED
The Course secretariat verifies the admission requirements, followed by the publication of the list/ranking of participants in the Training Course **by 15.12.2025**.
After the publication of the ranking list, it is possible to enrol in the course by paying the registration fee according to the procedures indicated in art.6 of this notice.

Art. 5 – REGISTRATION FEE
Participation in the Course requires an amount of **€ 200** to be paid in accordance with the procedures of art. 6 no later than **15.01.2026**

Students with a recognized disability equal to or greater than 66% or with recognition of disability pursuant to art. 3, paragraphs 1 and 3, of Law no. 104 of 5 February 1992 are exempt from 50% of the registration fee. To take advantage of the reduction, students must send the documentation certifying the disability to servizio.disabilità@uniroma1.it and for information to the altaformazione@uniroma1.it sector.
It is possible to take advantage of only one benefit if the Training Plan provides for further discounts.

The registration fee can be refunded only and exclusively in the event that the course is not activated.

The Department is calling for tenders no. **MAX 15 scholarships,** awarded after curricular evaluation, aimed at covering the course registration fee.

Art. 6 – METHODS OF PAYMENT OF THE REGISTRATION FEE
Students admitted to the course must access Infostud2.0 from the https://www.uniroma1.it/it/pagina-strutturale/studenti page with matriculation number and password, click on the "TRAINING COURSES" box, then click on "TUITION - Enrolment", enter the course code indicated in this notice and follow the instructions below. For those who benefit from any reductions, you can find the discounted bulletin in the Infostud Profile, box "TRAINING COURSES", BULLETINS, GENERATED BULLETINS.
Payment of the registration fee must be made by the deadline set out in Article 5 of this notice, through the form downloaded from Infostud according to the procedures illustrated on the web page of the Sapienza institutional website: https://www.uniroma1.it/it/pagina/come-pagare (modality1)

Teacher's Card: Tenured teachers of educational institutions of all levels can pay up to € 500.00 through the use of the so-called "Teacher's Card".
In this case, after the deadline indicated in art. 2, the participant admitted to the course must write to the e-mail address altaformazione@uniroma1.it attaching the bonus generated by the MIUR website to receive, again by e-mail, a payment slip to pay the difference, if due, between the course registration fee and the amount of the bonus.

Financing by a company: To finance the enrolment of one or more people in a course, it is necessary for the beneficiaries of the funding to register on Infostud and obtain the bulletin as described in point 5, and then to carry out the following steps:
Step 1): the financing company must forward an email to the following address: altaformazione@uniroma1.it requesting the data to make the payment and the name of the beneficiary(s).

Step 2): after making the payment, send an email with your references (company name, VAT number/tax code, contact details, name, surname and matriculation number of the beneficiary/beneficiaries) copy of the payment receipt indicating the course code and Sapienza beneficiary matriculation(s) to the address settoreentrate@uniroma1.it, and altaformazione@uniroma1.it.; once the payment has been ascertained, the offices of the University's Accounting, Finance and Management Control Area will issue a receipt for the amount paid for the training courses, and send it to the address indicated in the University's information system (Infostud) or in the application form.

Art. 7 – DURATION AND ORGANIZATION OF TRAINING ACTIVITIES
The course lasts 6 months.
Lessons will start in **APRIL 2026** and will end in **OCTOBER 2026**.
The training activity is equal to **140 hours** of total commitment, of which at least **108 hours** are dedicated to frontal teaching activities.

Attendance of 75% (or other higher percentage decided by the Director) of the activities envisaged by the Course entitles the student to a certificate of attendance and allows the possible recognition of CFU according to the following:
1.   The credits acquired in the Higher Education Courses are recognisable, according to current regulations, in a Level I or II Degree Course (up to a maximum of 12 credits) and in a Level I or II Master's Course.
2.   The credits acquired in training courses or intensive courses (Summer/Winter School) are recognizable according to the regulations in force in first-level degree courses up to a maximum of 12 credits, provided that they are consistent with the contents of the course itself.
In the event of non-attendance, or other reprehensible behavior, the Director may decide not to issue the certificate of attendance of the Course. In this case, the registration fees paid will not be refunded.

Art. 8 – PROCESSING OF PERSONAL DATA
With reference to the provisions of EU Regulation no. 679/2016 of 27.04.2016 "GENERAL DATA PROTECTION REGULATION" concerning the protection of persons and other subjects with regard to the processing of personal data, there is a specific information attached as an integral part of this Notice, which can be viewed.

ART. 9 - REFERENCE LEGISLATION
The Course referred to in this Notice is governed by the "Regulations on master's courses, advanced training courses, training courses, intensive courses and can be consulted at the following link: https://www.uniroma1.it/it/documento/regolamento-materia-di-corsi-di-master-corsi-di-alta-formazione-corsi-di-formazione-corsi

For anything not specified in this Selection Notice, reference is made to current legislation.

The Director of the Services Area for Teaching and the Right to Education

Annex 1

Application for admission to the

Course (Higher Education, Training, Intensive Summer/Winter School) in
_____

Course ID: _____

The undersigned

_____
Surname, First Name

_____
Tax code

_____
Nationality

_____
Place and date of birth

_____
Residential address (City, state, street, zip code)

_____
Email address

_____
Landline phone number and mobile phone number

_____
Infostud matriculation number

_____
Funding body (if any)

_____
Address of the Funding Institution

_____
VAT number of the funding body

In possession of the following title:

□ Baccalaureate □ Bachelor's Degree □ Master's Degree □ Other (specify)

_____
Name of the course of study

_____
Institute/University where the degree was obtained

_____   _____
Date of graduation   Vote

You apply to be admitted to the Course of (Higher Education, Training, Intensive Summer/Winter School):

Course Name:_____

Course ID: _____

Academic year_____/_____

To this end, it attaches to this document:
•   Photocopy of a valid, duly signed and legible identity document (Identity Card, Car License, Passport)

For candidates with a foreign qualification:
-      Declaration of Value on Site issued by the Italian Consular Authority of the country of study (accompanied by transcript of records + copy of the final diploma)
or
-      CIMEA Certificate of Comparability accompanied by CIMEA Certificate of Verification (by accessing the CIMEA platform: http://www.cimea.it/it/servizi/attestati-di-comparabilita-e-certificazione-dei-titoli/attestati-di-comparabilita-e-di-verifica-dei-titoli-diplome.aspx)
or
-      Diploma Supplement (if it is a European qualification) issued by the university of origin and legalized at the Italian Embassy by the country of study.

For students with disabilities recognized pursuant to art. 3, paragraphs 1 and 3, of Law no. 104 of 5 February 1992 and/or with a disability equal to or greater than 66%:
-      copy of the certificate of disability - indicating the percentage of disability, or for the cases provided for by the law, only the type of disability - or of the certificate of disability pursuant to art. 3, paragraphs 1 and 3, of Law no. 104 of 5 February 1992 (for information you can contact the toll-free number 800-410960).

The undersigned declares to have read and approve in all its points this selection notice and the Training Plan and to be in possession of all the declared requirements and to be aware of the criminal and civil sanctions, in the case of false declarations, formation or use of false documents, pursuant to art. 76 of Presidential Decree no. 445.

Date   Legible signature of the candidate

INFORMATION PURSUANT TO ART. 13 OF EU REGULATION NO. 2016/679 "GENERAL DATA PROTECTION REGULATION"

Data Controller
The data controller is the University of Rome "La Sapienza"; the legal representative of the University is the Rector pro tempore.
Contact details: urp@uniroma1.it; PEC: protocollosapienza@cert.uniroma1.it
Contact details of the Data Protection Officer
rpd@uniroma1.it; PEC: rpd@cert.uniroma1.it

Legal basis and purpose of the processing.
Pursuant to art. 6 of the Regulation, the processing of data is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller.
The data provided will be processed to the extent strictly necessary and for the purposes related to the enrolment and performance of the Master's Courses.
In particular, the data provided will be collected and processed for the pursuit of the following purposes:
ascertainment of the existence of the requirements for participation in the selective tests;

Nature of the provision of data and consequences of any refusal
The personal data provided are processed in compliance with the principles of lawfulness, fairness and transparency, provided for by law, also with the aid of IT and telematic tools suitable for storing and managing the data, and, in any case, in such a way as to guarantee their security and protect the maximum confidentiality of the data subject.
The provision of data is mandatory. Any refusal to provide data will make it impossible for the Data Controller, the Data Processor and the persons in charge to carry out the data processing operations and, therefore, the impossibility of proceeding with the registration for the competition and the management of the related procedural activities.

Processing methods and persons authorised to process
The collection of data takes place in compliance with the principles of relevance, completeness and non-excessiveness in relation to the purposes for which they are processed.
The processing of the above-mentioned data is carried out on the basis of manual, paper and computerised procedures, through their inclusion in paper and/or computer archives exclusively for the purpose of fulfilling legal requirements or for administrative and educational purposes, by the persons in charge of processing the data.

Rights of the data subject
The data subject may request access to personal data pursuant to art. 15 of the Regulation, the correction of the same pursuant to art. 16 of the Regulation, the cancellation of the same pursuant to art. 17 of the Regulation or the limitation of processing pursuant to art. 18 of the Regulation, or may object to their processing pursuant to art. 21 of the Regulation, in addition to being able to exercise the right to data portability pursuant to art. 20 of the Regulation.
In the event of violation of the provisions of the Regulation, the data subject may lodge a complaint with the Guarantor for the protection of personal data.
Participation in the competition in the manner set out in this notice implies acknowledgment of the aforementioned information.