



Academic Year 2022/2023

Call for applications for Intensive course Summer School in:



FOURTH EDITION
INTERNATIONAL SUMMER SCHOOL GIS AND BIM
FOR A DIGITAL INTEGRATED DESIGN 2023

Department of:	<i>PLANNING, DESIGN, AND TECHNOLOGY OF ARCHITECTURE</i>
Faculty of:	<i>ARCHITECTURE</i>
Director:	Prof. FABRIZIO CUMO
Infostud Cod:	31330

Art. 1 – Course activation

Selection for the admission to the SUMMER SCHOOL in "GIS AND BIM FOR A DIGITAL INTEGRATED DESIGN" course, activated for the academic year **2022/2023**, is announced. The main characteristics are described in the Training Plan published on the page dedicated to this course. This course involves the acquisition of **_5_CFU/ECTS**.

Art. 2 - ADMISSION REQUIREMENTS

A 1st Level Degree is required to access the course.

Art. 3 - COMPLETING THE PRE-ENROLLMENT APPLICATION

To participate in the admission competition, the candidate must, under penalty of exclusion, perform the following instructions:

a) Register on-line with the Sapienza (Infostud)

You can register at the page <https://www.studenti.uniroma1.it/phoenixreg/#/> and obtain registration number and a password to access the system; if the candidate is or has been a Sapienza student, he/she will already have a registration number. If the candidate doesn't remember his registration number or password he can use the Infostud recovery procedure at the page <https://www.studenti.uniroma1.it/phoenix#/recuperaPassword>

It is also necessary to enter the university degrees on your Infostud profile, which is useful for admission to the Course (after accessing Infostud, click on "Profile" and then on "University degrees"). The registration number must be inserted in the application for admission to the Course. **Please note:** 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 mailing address entered. Students already registered on the Infostud system must check / enter their email address using the User data > edit access data function.

b) APPLICATION FOR THE ADMISSION:

Fill in the application form (Attachment 1), including registration number, readable signature and photocopy of a valid identity document (Identity Card - Car Driving License - Passport).



For candidates with qualifications obtained abroad it is necessary to submit, in addition, one of the following documents: Declaration of Value issued by the Italian consular authority of the country of study (with transcript of records + copy of the final diploma) **or**

- CIMEA Certificate of Comparability accompanied by CIMEA Verification Certificate (by accessing the CIMEA platform: <http://www.cimea.it/it/servizi/attestati-di-comparabilita-ecertificazione-dei-titoli/attestati-di-comparabilita-and-verification-of-qualifications-diplome.aspx>) **or**
- Diploma Supplement (in the case of a European qualification) issued by the University of origin and legalized at the Italian Embassy in the country of study.

Those who submit incomplete documentation are **admitted with reserve** and cannot complete the registration until all the required documentation has been submitted.

Non-EU citizens residing abroad must comply with the inter-ministerial provisions contained in the circular "Procedures for the entry, stay and registration of foreign / international students to higher education courses in Italy academic year 2020-2021, available at the link: <https://www.studiare-initalia.it/studentistranieri/>".

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%, need to attach:

- copy of the certificate of disability issued by 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 email address: sportellodisabili@uniroma1.it and for information to the sector: altaformazione@uniroma1.it.

Applications with incomplete documentation, submitted in ways other than those envisaged or submitted after the deadline, will not be accepted.

c) SENDING THE ADMISSION APPLICATION:

The candidate sends the admission application accompanied by the required documents within **7 JULY 2023**, according to one of the following methods:

- Electronic transmission to the e-mail address: intsummschoolgis-bim.dpda@uniroma1.it

In case of mailing, the receipt stamp of the competent Administrative Offices is valid and not the date of dispatch of the documentation. The candidate who chooses the adoption of this means of delivery assumes the risks of late deliveries.

Art. 4 - RANKING OF ADMITTED

The course secretariat verifies the admission requirements, followed by the publication of the list / ranking of participants in the Intensive Summer School Course **by 12 July 2023**.

After the publication of the ranking, it is possible to enroll in the Course by paying the registration fee as indicated in Article 6 of this notice.

(N.B. PAYMENTS ARE OPENED ONLY AFTER THE NUMBER OF CANDIDATES REQUIRED FOR ACTIVATION IS ACHIEVED, SO IT IS NECESSARY TO SEND THE RANKING TO altaformazione@uniroma1.it)



Art. 5 - REGISTRATION FEE

Participation to the course requires an amount of **€. 250.00 plus stamp duty of € 16.00** to be paid in accordance with the terms of art. 6 no later than **July 11, 2023**.

Students with a recognized disability equal to or greater than 66% or with a recognized handicap pursuant to art. 3, paragraphs 1 and 3, of the law of 5 February 1992, n. 104 are exempt from 50% of the registration fee. To take advantage of the reduction, students must send the documentation certifying the disability to sportellodisabili@uniroma1.it and for information to altaformazione@uniroma1.it

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

Art. 6 - PAYMENT METHOD OF THE REGISTRATION FEE

The student admitted to the course must access Infostud2.0 from the page

<https://www.uniroma1.it/en/pagina-strutturale/students>

with registration number and password, click on the box "TRAINING COURSES", then click on "TAXES - Enrollment ", enter the course code indicated in this notice and follow the subsequent instructions.

Payment of the registration fee must be made within the deadline as per art. 5 of this notice, through the bulletin downloaded from Infostud as described on the web page of Sapienza institutional site: <https://www.uniroma1.it/en/pagina/payment>

Teacher's Card: Permanent 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 site to receive, again by e-mail, a bulletin to pay the difference, if due, between the enrollment in the course and the amount of the bonus.

Financing by a company: To finance the enrollment of one person or more people in a course, the beneficiaries of the financing must register on Infostud and obtain the bulletin (point 5), and then perform the following steps:

Phase 1): the lending company must make a transfer equal to the amount indicated in the bulletin downloaded by the beneficiary on the following IBAN:

IBAN code: IT71 I 02008 05227 000400014148

Organization Code: 9011778

Unicredit University Treasury - Agency 30660 In

the description it is necessary to indicate:

"FORM (course code) - Student registration number".

For those who make transfers from Unicredit agencies it is also necessary to indicate the University account number 1001 (This indication is essential to match the payment to the beneficiary with the course).

If there are more beneficiaries, change the total amount of the transfer accordingly and the reason with the indication of the registration numbers of all beneficiaries.

Phase 2): after the transfer has been made, send an email with your references (company name,



VAT number / tax code, contact details, name, surname and registration number of the beneficiary / beneficiaries) to the address settoreentrate@uniroma1.it and altaformazione@uniroma1.it; once payment has been ascertained, the University's accounting, finance and management control offices will issue a receipt for the amount paid for the training courses, and send it to the address indicated in the information system of the University (Infostud) or in the application form.

Art. 7 - DURATION AND ORGANIZATION OF TRAINING ACTIVITIES

The course lasts **4 weeks**

Classes will start **July 17th** and will end July 29 2023

The training activity is equal to **30 hours**, with online delivery.

Attendance of 75% (or other higher percentage decided by the Director) of the Course activities entitles you to a certificate of attendance and allows for the eventual recognition of CFU as follows:

1. CFU/ECTS acquired in the Advanced Training Courses are recognizable, according to the regulations in force, in a first or second level degree course (up to a maximum of 12 CFU) and in a first or second level master course.
2. CFU/ECTS acquired in training courses or in intensive courses (Summer / Winter School) can be recognized according to the regulations in force in first level degree courses up to a maximum of 12 CFU/ECTS

In the event of non-attendance, or other behavior that is however reprehensible, 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 REGULATION ON DATA PROTECTION" concerning the protection of persons and other subjects regarding the processing of personal data, a specific information, to be read, is attached to this Notice

ART. 9 - REFERENCE REGULATIONS

The Course referred to in this Notice is governed by the "Regulations on master 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-altaformazione-corsi-di-formazione-corsi>

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

The Director of the Educational Offer and Right to Study Area



Attachment 1

Application form for admission to the Intensive Course Summer School in



Course identification code: **31330**

The undersigned (ALL IN BLOCK LETTERS)

Surname, Name

Fiscal Code – Tax Code

Nationality

Place and Date of birth

Residential address (City, province, street name, postal code)

E-Mail

Fixed number and Mobile number

Infostud registration number

Funding institution (if any)

Funding institution address

Funding institution VAT number



In possession of the following title:

- high school diploma
- three-year degree
- master's degree
- Other (specify)

Title of the Degree Course

Institute / University where the qualification was obtained

Date of graduation

Vote

Please fill out the following online form

ATTENTION

THE ONLY VALID ENROLLMENT IS THE OFFICIAL ONE ON THE INFOSUTD PORTAL AS DESCRIBED ABOVE IN POINT 3.a

<https://docs.google.com/forms/d/1wVNtGf25LJ9q1pDALbZhFkBEEruplCm-pAF51bXdFk/edit>

Attachment 1 must in any case be completed in all its parts and sent by mail to intsummschoolgis-bim.dpdt@uniroma1.it

Asks to be admitted to the Intensive Summer School Course:

Course title: **FOURTH EDITION** INTERNATIONAL SUMMER SCHOOL GIS AND BIM FOR A DIGITAL INTEGRATED DESIGN

Course identification code: **31330**

Academic year **2022/2023**



Please find attached:

- Photocopy/Scan of a valid identity document, duly signed and legible (Identity Card, Driving License, Passport)

For candidates with a foreign qualification:

- Declaration of Value issued by the Italian consular authority of the country of study (transcript of records + copy of the final diploma) *or*
- CIMEA Certificate of Comparability accompanied by CIMEA Verification Certificate (by accessing the CIMEA platform: <http://www.cimea.it/it/servizi/attestati-di-comparabilita-ecertificazione-dei-titoli/attestati-di-comparabilita-and-verification-of-qualifications-diplome.aspx>) *or*
- Supplement Diploma (in the case of a European qualification) issued by the University of origin and legalized at the Italian Embassy in the country of study.

For students with disabilities recognized pursuant to art. 3, paragraphs 1 and 3, of the law of 5 February 1992, n. 104 and / or with disability equal to or greater than 66%:

- copy of the certificate of disability - with indication of the percentage of disability, or for the cases provided for by the law, the only type of disability - or of the disability certificate pursuant to art. 3, paragraphs 1 and 3, of the law of 5 February 1992, n. 104 (for information it is possible to contact the toll-free number 800-410960).

The undersigned declares to have read and approved 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 case of false declarations, of 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"

Owner of the data processing

The data controller is the University of Rome "La Sapienza"; the legal representative of the University is the pro tempore Rector.

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 of public interest or connected to the exercise of public authority vested in the data controller. The data provided will be processed to the extent strictly necessary and for the purposes related to the registration and conduct of the Master's Courses.

In particular, the data provided will be collected and processed for the pursuit of the following purposes: verification of the existence of the requisites required 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, correctness and transparency, provided for by law, also with the aid of IT and telematic tools designed to store and manage the data, and, in any case, in such a way as to guarantee its security and protect the confidentiality of the interested party.

The provision of data is mandatory. Any refusal to provide data implies the impossibility for the Data Controller, the Manager and the persons in charge of carrying out the data processing operations and, therefore, the impossibility of proceeding with the registration to the competition and the management of the activities. related procedural.

Methods of processing and subjects authorized for processing

Data collection takes place in compliance with the principles of relevance, completeness and nonexcess in relation to the purposes for which they are processed.

The processing of the above data takes place on the basis of manual, paper and computerized procedures, by inserting them in paper and / or computer archives exclusively for the purpose of fulfilling the legal requirements or for administrative and educational purposes, by the persons in charge. to the processing of the data.

Rights of the interested party

The interested party may ask the owner or data protection officer, indicated above, under the conditions, for access to personal data pursuant to art. 15 of the Regulations, the correction of the same pursuant to art. 16 of the Regulations, the cancellation of the same pursuant to art. 17 of the Regulations or the limitation of processing pursuant to art. 18 of the Regulation, or may oppose their treatment 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 case of violation of the provisions of the Regulations, the interested party 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 that you are aware of the aforementioned information.