Faculty of Civil and Industrial Engineering

Department of Chemical Engineering Materials Environment

ACCADEMIC YEAR 2019/2020

CALL FOR APPLICATIONS

Name: Polimerization Process and Polimeric Materials- International MOPLEN SCHOOL

Course in English

DIRECTOR: Prof. Maria Cristina Annesini

Infostud code: 27705

1. Submission of the application form for admission

To enrol in the Summer School, candidates must:
1. Register on-line with the Sapienza (Infostud) at https://www.uniroma1.it/it/pagina-strutturale/studenti.
Once your registration is completed, the system will provide you with a **registration number** and a **password** to access the system.
You must use this registration number on your Application Form (**Attachment 1**).

PLEASE NOTE: it is very important that a valid email address be provided as the system password will be sent to that e-mail address.

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.

2. To enrol in Summer School, candidates must fill OUT the admission application form (**Attachment 1** to this call) and enclose:
   - Copy of a valid ID, signed and readable (I.D. Card / Passport);
   - University Proof of Enrolment - Degree Certificate
   - Consent to the use of personal data (**Attachment 2**)

- Curriculum Vitae (CV)

- For candidates with a qualification obtained in a **European Union country**:
  - *Self-certification, pursuant to articles 46 and 47 of Presidential Decree 445/2000 and subsequent amendments and additions, of the degree with a list of exams and relative marks in Italian or English.*
  - *Declaration of consent for the processing of personal data (Attachment 2)*

- For candidates with a qualification obtained in a country **NOT belonging to the European** Union:
  - *degree certification with exam list and relative grades translated and legalized in Italian or English.*
  - *Declaration of consent for the processing of personal data (Attachment 2)*

The deadline for submitting applications is 30ᵗʰ OCTOBER 2019

The application may be delivered in the following ways:

- By e-mail with the required attachments to: **marialaura.santarelli@uniroma1.it**

Applications received after the deadline will be rejected.

2. Selection of applications
The admissions committee will verify the fulfilment of the requirements and the candidate's qualifications. **The list of admitted students to the ORAL examination will be published by 12ᵗʰ NOVEMBER 2019 and the ORAL Examination will begin on 15ᵗʰ November 2019** (also by skype connection). The final list/ranking of the students admitted to the Course will be published on **2ⁿᵈ December 2019**. After that it will be possible to pay the tuition fees.

3. Tuition fees
Tuition fees (€2200) are divided in two rates**. Each admitted student must pay the first fee of € 456 (€ 440 + 16 tax). This payment will be refund by Lyondellbasell at the beginning of the course.** The deadline for payments is **20ᵗʰ December 2019** for the first rate.
The second rate (it will be paid directly by Lyondellbasell) is €1760,00. The deadline for the payments of the second rate is **10ᵗʰ February 2019.**

Tuition fees will be refunded if the Course is not activated. To obtain a refund, students should write to the Director of the Course..

Students with recognized disabilities equal to or greater than 66% or with recognition of handicap pursuant to art. 3, paragraph 1 and 3, of the law of 5 February 1992, n. 104 are exempt from 50% of the registration fee.

4 – Duration and organisation of teaching activities
The course lasts **6 months**, from January 2020 until July 2020.
Total teaching activity is of 350 hours, of which 60 are lectures.

Students are required to total a minimum 75% attendance at the Course to receive an attendance certificate and the 20 **ECTS credits** (European Credit Transfer System) in the relative field as per the rules and regulations of the Bachelors and Masters programmes. In case of insufficient attendance or arguable behaviour, the course directors may decide not to issue an attendance certificate. Registration fees may not be refunded.

For information about the teaching activities please contact:

Secretariat: Maria Laura Santarelli
Address: via Eudossiana 18, 00184 ROME, ITALY
Phone: +39 0644585561
E-mail: marialaura.santarelli@uniroma1.it

5 – Method of payment
Students admitted to the course must login to INFOSTUD:
https://www.uniroma1.it/it/pagina-strutturale/studenti
Click on "Corsi di Formazione", then "TASSE -Immatricolazioni" (on the left side of the screen; under item "Tasse"), enter the code indicated on the call for application, click on "Avanti/Accetta" and then "Genera Bollettini".

Tuition fees must be paid within the deadline indicated in this call (see Point 6) by presenting the payment slip downloaded from INFOSTUD at any UniCredit branch located throughout the country and can be made:
https://www.uniroma1.it/it/pagina/come-pagare
oppure tramite il Servizio pagamenti PagoPA.

Tuition fees will be refunded if the Course is not activated. To obtain a refund, students should write to the Director of the Course.

6 – Payments by Third Parties (companies, agencies, etc.)
Third party sponsors must make payments, in the amount specified on the slip downloaded from Infostud by the beneficiary, via wire transfer to:

IBAN code: IT71 I 02008 05227 000400014148
Corporation Code: 9011778
Unicredit University Treasury – Agency 30660
Bank Name: UniCredit S.p.A
Address: P.le Aldo Moro, 5, 00185, Roma
Swift (Bic) Code: UNCRITM1153

The payment description must include:
"FORM (course code) MATR. (student registration number)".

Please note: if making a wire transfer from a Unicredit branch, please also include the University account number: 1001.

This is necessary to match payments to beneficiaries. In the case of more than one beneficiary, the payment description must include all of the beneficiaries' registration numbers. Once the wire transfer has been sent, an email with all the sponsor's details (Company name, VAT number/fiscal code, address, name, surname and registration number of beneficiary/beneficiaries) must be sent to settoreentrate@uniroma1.it; once the payment has arrived, the university accounting offices will send a receipt of the payment to the specified address.

To fund the enrolment of one or more students in the Course, organizations should contact:

ATTACHMENT 1

APPLICATION FORM 2019/20

PERSONAL DETAILS

Title (Mr/Miss/Mrs/Ms/Dr): …….

Family/last name: …………………………………………………………………………………

First name(s): …………………………………………………………………………………...

Gender: Male /Female

Address for correspondence: ……………………………...

Country: …………………………………..

Email address: …………………………………..

 We will email booking/payment confirmation and relevant information to this email address

Telephone number: ……………………………...

Date of birth: DD/MM/YYYY

Nationality (as per your passport): ……………...

Registration number INFOSTUD: ....

SPECIAL REQUIREMENTS

 We do not discriminate against people with disabilities or medical requirements and will make all reasonable efforts to accommodate their requirements.

Do you have any special physical or medical requirements? No / Yes

 If yes, we will contact you for further details.

Dietary requirements: ………………………………………………………………………………

ACADEMIC AND PROFESSIONAL DETAILS

Please give details of your educational background, including current study and degrees achieved:

[_] Studying for Bachelor's Degree

[_] Bachelor's Degree

[_] Studying for Master's Degree

[_] Master's Degree

[_] Studying for PhD

[_] PhD

[_] Other graduate programme

[_] Other

Please give details of your status: Student | Employed | Retired | Academic | Other - Profession:

If you are currently a student, please state institution, course and year of study (e.g. Université de Lyon, Physics, 2nd Year):

Institution: ……………………………………………………………………………………………

Course: …………………………………………………………………………………………..

Year: ……

If you are applying as part of a group from a college, university or other institution, please state which one: ……………………………………………………………………………………………

LANGUAGE SKILLS

Please attach any language certificate you might have

Mother tongue(s)	*Replace with mother tongue(s)*				
Other language(s)	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
Italian					
	Replace with name of language certificate. Enter level if known.				
English					
	Replace with name of language certificate. Enter level if known.				
	Levels: A1-2: Basic user - B1-2: Independent user - C1-2 Proficient user Common European Framework of Reference for Languages				

EMERGENCY CONTACT DETAILS

Please give details of someone we can contact in case of an emergency while you are in Rome:

Name: …………………………………………………………………………………………….

Telephone number: …………………...

Contact address: …………………………………………………………………………………

Email address: ……………………………...

Please note: subsistence expenditures are not included in the tuition fees. Sapienza Summer School has a special agreement with the residence "Casa dell'Aviatore" (http://www.casaviatore.it/), a 10 minute walk from the venue of the Summer School.

ATTACHEMENTS

Please attach to your application:

- Copy of a valid ID, signed and readable (I.D. Card / Passport);
- University Proof of Enrolment - Degree Certificate
- Consent to the use of personal data (**Attachment 2**)
- Curriculum Vitae (CV)

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For ORAL EXAMINATION:

SKYPE ADDRESS…………………………………..

I agree that I meet the requirements for admissions to the Summer School, that the information on this application form is true at the time of writing and I have read this form, and the accompanying Call for Admission and fully accept the terms and conditions (including cancellation and refund policies) as stated in the Call for Admission to the Sapienza Summer Schools.

Applications cannot be accepted without a signature.

Date

Signature of the candidate

ATTACHMENT 2

Consent to the use of personal data in accordance with the D.Lgs 196/2003

Purposes of the processing

In accordance with the section 13 D.lgs. n.196/2003 the provided data will be processed in the necessary measure and for the purposes connected to the enrollment and the attendance of the training course.

Methods of processing and subjects involved

The data will be both hand and computer processed. They may be communicated to institutions, public or private companies only if strictly necessary for the activities of the Summer School.

Provision of data and consequences in case of refusal

The provision of data is mandatory; refusing to provide the necessary data will result in the impossibility of being admitted to the Summer School and participate in its activities.
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Holder and supervisor of the processing

The holder of the processing of the data is the Università degli Studi di Roma represented in person by its pro tempore legal representative, the Magnifico Rettore, domiciled for the role at Sapienza University of Rome, Piazzale Aldo Moro, 5 – 00185, Rome, Italy. The supervisors of the processing are the Directors of the Course.

Section 7 d.lgs. 196/2003 - Right to Access Personal Data and Other Rights
- The data subject shall have the right to be informed
a) of the source of the personal data;
b) of the purposes and methods of the processing;
c) of the logic applied to the processing, if the latter is carried out with the help of electronic means;
d) of the identification data concerning data controller, data processors and the representative designated as per section 5 paragraph 2;
e) of the entities or categories of entity to whom or which the personal data may be communicated and who or which may get to know said data in their capacity as designated representative(s) in the State's territory, data processor(s) or person(s) in charge of the processing.
- The subject shall have the right to obtain
a) updating, rectification or, where interested therein, integration of the data;
b) erasure, anonymizing or blocking of data that have been processed unlawfully, including data whose retention is unnecessary for the purposes for which they have been collected or subsequently processed;
c) certification to the effect that the operations as per letters a) and b) have been notified, as also related to their contents, to the entities to whom or which the data were communicated or disseminated, unless this requirement proves impossible or involves a manifestly disproportionate effort compared with the right that is to be protected.
- The subject shall have the right to object, in whole or in part,
a) on legitimate grounds, to the processing of personal data concerning him/her, even though they are relevant to the purpose of the collection;
b) to the processing of personal data concerning him/her, where it is carried out for the purpose of sending advertising materials or direct selling or else for the performance of market or commercial communication surveys.

Signature for acceptance