



**SAPIENZA**  
UNIVERSITÀ DI ROMA

# **Faculty of Architecture Faculty of Information Engineering, Computer Science and Statistics**

**ACADEMIC YEAR 2025-2026**

Call for applications for admission to the Interfaculty English-language Master's Degree Programme in

## **Product and Service Design**

Class: LM-12

**Restricted access degree programme**



**RECTOR'S DEGREE no. 1727 /2025**

**THE RECTOR**

HAVING REGARD TO academic programmes;	Law No. 264 of August 2, 1999, containing regulations on access to
HAVING REGARD TO amendments and integrations;	Ministerial Decree No 270 of October 22, 2004, and subsequent
HAVING REGARD TO	Ministerial Decree No. 1649 of December 19, 2023;
HAVING REGARD TO	the resolution of the Faculty of Architecture Board of February 14, 2025;
HAVING REGARD TO	the resolution of the Academic Senate of May 13, 2025;
HAVING REGARD TO	the resolution of the Board of Governors of April 17, 2025

**DECREES**

The publication of the call for applications regulating the procedures for access to the restricted access Master's degree programme in **Product and Service Design** delivered in English for the academic year 2025-2026.

The enclosed call for applications constitutes an integral part of this decree, which will be acquired in the appropriate record.

Rome, June 12, 2025

undersigned by **THE RECTOR**

## REMEMBER THESE STEPS

### Register on Infostud

Register on Infostud <https://www.uniroma1.it/it/node/25007>  
Please Note: Spid or Cie credentials are necessary for registration (only for Italian citizens)

### Pay the €35 fee

[Log in to Infostud](#)  
Go to "Bachelor's and Master's Degree Programmes"  
Go to "Admission to programmes"  
Enter your degree programme's code  
Click on Continue and then on Next  
Click on Direct payment PagoPa  
Please Note: Pay attention to payment deadlines!

### Submit the application and take the test

Follow the procedures indicated in [section 3.3](#) and [section 3.5](#)

### Apply for pre-selection (mandatory for non-EU citizenships)

Apply for pre-selection by submitting your application on the **QS MoveIn** platform by the deadlines indicated at the following link: <https://www.uniroma1.it/en/admissions>. If the pre-selection is successful, accept the programme's offer on the platform and download the pre-acceptance letter. A **€30.00** payment is required, which is separate from the subsequent payment of €35.00 for access to the ranking list. The deadline for visa applicants is **April 29, 2025**.

### Apply for the visa (Non- EU citizenship)

If you are a non-EU citizen and reside abroad, you need to log in to the [University platform](#) to apply for a student visa, complete and submit the application by June 30, 2025.

### Check the rankings

The rankings are published in the Course Catalogue, on the dates indicated in the call for applications  
<https://corsidilaurea.uniroma1.it/en>

### Pay the enrolment tuition fees

Pay your degree programme's enrolment tuition fees by the prescribed deadline.  
Please Note! If your tax residence is in Italy in order to pay at a reduced rate, you must calculate the [Isee 2025](#) for the right to academic education. You can contact a Tax Advice Centre (*Caf*) or go to the [Inps website](#)  
if you have tax residence abroad you will pay a fixed amount (see [section 5](#)).

## Table of Contents

1.	Admission to the degree programme and places available .....	5
2.	Requirements to participate in the selection .....	5
2.1	– For candidates with Italian citizenship, EU citizenship other than Italian, and non-EU citizenship with a valid residence permit in Italy .....	5
2.2	– For candidates with non-EU citizenship who apply for a visa for study purposes .....	6
2.3	– For candidates already holding a degree .....	6
2.4	– For candidates graduating by January 31, 2026 .....	6
3.	Selection.....	7
3.1	– Infostud registration.....	7
3.2	– Payment of the €35 fee .....	7
3.3	– Application for the comparative assessment procedure .....	8
3.4	– Assessment of educational qualifications .....	8
3.5	– Oral test.....	9
3.6	– Disabilities or Specific Learning Difficulties.....	10
4.	Ranking lists and deadlines .....	10
5.	Enrolment.....	11
5.1	– For candidates who change from another degree programme at Sapienza University of Rome... ..	11
5.2	– For candidates who transfer from another Italian university .....	11
5.3	– For candidates who have not yet graduated.....	11
5.4	– For candidates already holding an Italian academic degree .....	12
5.5	– For candidates with an educational qualification obtained within a non-Italian higher education system .....	12
6.	Withdrawal from enrolment .....	12
7.	Information and useful contact information .....	13
8.	Selection Committee .....	14
9.	Persons in charge of the administrative procedure and competent court .....	14
Annex 1.	Non-Italian citizenship and/or educational qualification obtained in a non-Italian education system .....	15
A1.1	– Candidates with EU citizenship and candidates with non-EU citizenship holding a residence permit in Italy (EU equivalents) .....	15
A1.2	– Dual citizenship.....	15
A1.3	– Non-EU citizenship, residence abroad and student visa application .....	15
A1.4	– “Marco Polo” project .....	15
A1.5	– Enrolment for candidates with a non-Italian educational qualification.....	16
A1.6	– Degree programme shortening for candidates with a non-Italian academic educational qualification .....	16
Annex 2.	I see for the right to academic education .....	17
Annex 3.	Services for disabilities or Specific Learning Difficulties (SpLDs) .....	18
A3.1	– Recognised disability/invalidity .....	18
A3.2	– Specific Learning Difficulties .....	18
A3.3	– Disabilities/invalidities and Specific Learning Difficulties for candidates residing abroad.....	18

## 1. Admission to the degree programme and places available

To access the Master's degree programme in **Product and Service Design**, delivered in the English language, you will have to participate in a procedure of comparative assessment of qualifications and pass an admission test.

The criteria for assessing qualifications and verifying academic knowledge are set out in [section 3.4](#).

The available places are distributed as follows:

Master's degree programme	EU places (Note 1)	Non-EU places (Note 2)
Product and Service Design Class: LM-12	30	40

**(Note 1)** – Places reserved for:

- candidates with Italian or other EU citizenship, or
- citizens with non-EU citizenship holding a valid residence permit in Italy

**(Note 2)** – Places reserved for:

- candidates with non-EU citizenship, permanently resident abroad who applied for a student visa
- candidates with Chinese citizenship who participate in Sapienza University of Rome "Marco Polo" project.

If enrolment applications from applicants who have non-EU citizenship, reside permanently abroad and have applied for student visas (specified in Note 2), are less than the number of available places, the vacant places will be made available for those with citizenship as specified in Note 1.

## 2. Requirements to participate in the selection

### 2.1 – For candidates with Italian citizenship, EU citizenship other than Italian, and non-EU citizenship with a valid residence permit in Italy

If you hold one of the citizenships listed below:

- Italian citizenship,
- from a EU country other than Italy,
- from a non-EU country and a valid residence permit in Italy (art. 26 of Law no. 189/2002)

To participate in the selection you must meet the requirements listed below by **August 30, 2025**

- **First-level bachelor's degree** or Graduation Diploma, or other educational qualification obtained in Italy or abroad, **deemed as corresponding to a Bachelor's degree.**

For Italian educational qualifications (of Italian citizens, EU citizens and non-EU citizens resident in Italy) the bachelor's degrees listed below are valid

Industrial design (L-4 class, ex L-42);  
Industrial engineering (L-9 class, ex L-10);  
Civil and environmental engineering (L-7 class);  
Architectural Sciences (L-17 class, ex L-4);  
Construction Sciences and Techniques (L-23 class);  
Information Engineering (L-8 class, ex L-9);  
Economics and Business Management Sciences (L-18 class)

The following subject fields are valid for educational qualifications from EU or non-EU countries:

Degrees in Design;  
Degree in Industrial Engineering;

Degrees in Computer Science;  
Degrees in Architecture;  
Degrees in Economics.

- **Advanced knowledge of the English language**, at least level B2.

## 2.2 – For candidates with non-EU citizenship who apply for a visa for study purposes

If you are a non-EU citizen (or have Chinese citizenship and have applied for pre-enrolment for the "Marco Polo" project for Sapienza University of Rome in the academic year 2024/2025) reside abroad and you need to apply for an incoming student visa, you must meet the following requirements on **June 10, 2025**, in order to take part in the selection process:

- **Educational qualifications and curricular requirements** that are declared equivalent to those listed above (for qualifications obtained abroad, see Annex 1 to this call for applications, [section A1.5](#));
- **Advanced knowledge of the English language** (at least level B2);
- **Pre-acceptance letter** for the degree programme in Product and service design downloaded in .pdf format following successful pre-selection by April 29, 2025 from "<https://www.uniroma1.it/en/admissions>."

**Please Note:** the pre-acceptance letter from the University does not confer any right to obtain a visa, nor to enrol in the Degree Programme in Product and Service Design. For enrolment, you must pass the comparative assessment and test, in accordance with the procedures set out in this call for applications.

- **Online pre-enrolment application**, for obtaining the student visa "University enrolment" for the academic year 2025-2026, on the University website (<https://www.universitaly.it/studenti-stranieri>) filled in and sent compulsorily by June 30, 2025. Pre-enrolment on the University website is mandatory in order to obtain the student entry visa.

**Please Note:** pre-enrolment alone does not allow admission to degree programmes. In order to enrol, it is necessary to complete the procedures envisaged by Sapienza University of Rome for the chosen degree programme, as indicated in this call for applications.

### Documents required to finalise your enrolment if you have obtained a successful position in the ranking list and applied for a student visa

- Entry visa for study purposes "University enrolment" for the academic year 2025-2026;
- copy of the receipts of submission of the application for the first residence permit for study purposes.

**Please Note:** Sapienza University of Rome may at any time exclude or revoke your enrolment if you do not meet the requirements or if you provide false or untruthful statements.

#### For information:

<https://www.studiare-in-italia.it/studentistranieri/>  
<https://www.uniroma1.it/it/node/24774>

## 2.3 - For candidates already holding a degree

If you already hold a second-level academic qualification (obtained in Italy or abroad) and if you come from other second-level degree programmes or university diplomas at Sapienza University of Rome or other Italian universities, you are required to comply with the same procedures indicated in the following sections and to participate in the comparative assessment procedure.

## 2.4 – For candidates graduating by January 31, 2026

If you are going to obtain a first-level bachelor's degree from **Sapienza University of Rome** in the classes accepted under this call for applications by **January 31, 2026**, you may **conditionally** participate in the

selection process. Again, a certificate of knowledge of the English language (minimum level B2) or self-certification of possession of the aforementioned certificate is required.

### 3. Selection

The procedure for participating in the selection includes the following stages:

What to do	When
Register on Infostud and pay the €35.00 fee	<p>From June 16, 2025 to July 1, 2025 (if you are a citizen of a non-EU country and permanently reside abroad)</p> <p>From June 16, 2025 to August 28, 2025 (if you are a citizen of an EU or non-EU country but hold a valid residence permit in Italy)</p>
Apply for participation in the procedure for the comparative assessment of qualifications	<p>By July 1, 2025 (if you are a citizen of a non-EU country and permanently reside abroad)</p> <p>By August 28, 2025 (if you are a citizen of an EU or non-EU country but hold a valid residence permit in Italy)</p>
Take the test	<p>On July 7, 8, 9, 2025 (if you are a citizen of a non-EU country and permanently reside abroad)</p> <p>On September 3, 4, 5, 2025 (if you are a citizen of an EU or non-EU country but hold a valid residence permit in Italy)</p>

#### 3.1 – Infostud registration

To register on Infostud you will have to enter your data in the form available on the Sapienza University of Rome website under the heading “Register” <https://www.uniroma1.it/en/pagina-strutturale/students>  
If you have **Italian** citizenship, you need Spid or Cie credentials.

#### Please Note

**The e-mail address** you enter when registering will be used for any communications from the University, so please check your e-mail box periodically during the stages of the procedure.

**If you already have an Infostud registration**, you have to verify/enter your email address on the Idm dashboard, logging in with your Spid/Cie credentials or with your student ID number and password <https://idm.uniroma1.it/>

#### 3.2 – Payment of the €35 fee

To you the €35 fee:

- Log in to Infostud <https://www.uniroma1.it/en/pagina-strutturale/students> with your Spid or CIE credentials (if you have non-Italian citizenship you will have to use your student ID number and password)
- click on “Bachelor’s and Master’s Degree Programmes”;
- go to “Admission to programmes”;
- enter the code **16249**

- go to Continue and then Next
- click on Direct payment (PagoPA)

Payment of the fee is to be made by **direct payment** (online, by credit card).

For further information on payment methods, please consult the dedicated page at the following link  
<https://www.uniroma1.it/en/pagina/payment>

For no reason will the fee for participation in the comparative assessment be reimbursed.

### 3.3 – Application for the comparative assessment procedure

To apply for the procedure for the comparative assessment of educational qualifications, you have to fill in an online form and upload the required documents.

**Please Note:** Applications that are incomplete or not received by the deadlines indicated in [section 4](#), will result in exclusion from the comparative assessment procedure.  
 Sapienza University of Rome may proceed with exclusion from the competition at any time for failure to meet the requirements.

#### Fill in the application

You have to apply for the comparative assessment procedure in the following way: Fill in the online form available at the following link (you need to log in with a Gmail account to fill in the form):

[Product and service Design \(LM 12\) a.a. 25-26 - Google forms](#)

#### Documents to be uploaded to the application

- **ID document.** The file has to be named with Surname\_Name\_Document.
- **Copy** (scanned in .pdf format) of the **payment receipt for the € 35.00 fee**. The file must be named with Surname\_Name\_Payment.
- Scanned **copy** (scanned in .pdf format) of the **English language certificate** or self-certification (level B2). The file must be named with Last\_Name\_Language Certificate.
- **Curriculum Vitae** (format .pdf). The file must be named with Last\_Name\_CV.
- **Portfolio** (format .pdf). The file must be named with Last\_Name\_Portfolio.
- **Pre-selection letter** (format .pdf) \_ only for non-EU candidates permanently resident abroad

Once you have submitted the online application form, you will receive a notification to your e-mail address (the one entered in the "e-mail address" field of the form).

If you are a non-EU citizen and apply for a student visa

- Before submitting your application to participate in the comparative assessment procedure, you must complete the **pre-selection** application on the QS MoveIn platform and submit the **pre-enrolment application** on University as indicated in [section 2.2](#).

### 3.4 – Assessment of educational qualifications

The assessment of qualifications will refer to the study plan previously completed.

**The maximum** number of points reserved for the assessment of qualifications is **50**, allocated as follows:

- Up to 15 points for the final dissertation of the Bachelor's degree based on the grade/judgement obtained and relevance to Product and Service Design topics;
- Up to 10 points for diplomas and/or certificates of attendance at
  - postgraduate specialisation courses;
  - Advanced Professional Courses;
  - workshops.
- Up to 5 points for:
  - winning prizes in design competitions;
  - participation in design exhibitions with personal projects and/or products;
  - registration of patents and models;



- products in productions.

D. Up to 20 points for the portfolio of project work divided into:

- work performed as a student;
- work performed as project collaborator;
- work performed as project author.

In the event of a tie, the younger candidate prevails and in the event of a further tie, the date of the final degree exam prevails (in descending order).

**For those enrolled on Sapienza University of Rome degree programmes who intend to conditionally enrol**, up to 13 points attributable to the average of the exams taken will be assigned for the purposes of the ranking, in place of point A above, according to the following table:

Grade	Points
From 29,6 to 30	13
From 27,6 to 29,5	11
From 25,6 to 27,5	9
From 23,6 to 25,5	7
From 21,6 to 23,5	5
From 19,6 to 21,5	3
Up to 19,6	1

Please note: The average grade is calculated by adding up the grades of all exams taken, the result is then divided by the number of exams. A grade of 30 with honours should be calculated as 31.

### 3.5 – Oral test

The oral test, **in online mode**, is aimed at assessing the candidate's academic knowledge and will focus in particular on the commentary of the portfolio.

The score reserved for the oral test is a **maximum of 10 points** awarded according to the following criteria:

**A. 9-10 points for excellent mastery** of the knowledge and skills underlying the implementation of the activities described in the portfolio;

**B. 7-8 points good command** of the knowledge and skills underlying the implementation of the activities described in the portfolio;

**C. 5-6 points sufficient mastery** of the knowledge and skills underlying the realisation of the activities described in the portfolio;

**D. 3-4 points poor mastery** of the knowledge and skills underlying the realisation of the activities described in the portfolio;

**E. 1-2 points insufficient mastery** of the knowledge and skills underlying the realisation of the activities described in the portfolio.

The test will take place

- on **July 7, 8, and 9, 2025** for those holding the citizenship of a non-EU country and need to apply for an incoming student visa;
- on **September 3, 4, and 5, 2025** for EU and non-EU citizens with a proper residence permit in Italy;

The timetable for the oral tests and how they will be conducted will be published on the official degree programme website, in the "Apply" section, by

- **July 6, 2025**, for candidates with non-EU citizenship who must apply for an incoming student visa;
- **September 2, 2025**, for EU citizens and non-EU citizens with a valid residence permit in Italy;

### 3.6 – Disabilities or Specific Learning Difficulties

Guidance for those with a certified disability or a diagnosis of a specific learning difficulty can be found in [Annex 3](#).

## 4. Ranking lists and deadlines

Once the assessments have been completed, ranking lists will be drawn up, ordered in descending order of points obtained.

The ranking lists, expressed in scores out of 60, will be drawn up according to the following criteria:

- **up to 50 points** for the comparative assessment of qualifications
  - **up to 10 points** for the assessment of the oral test
- To be admitted to the ranking list, it is necessary to obtain at least 15 points.

The rankings will be published in the course catalogue <https://corsidilaurea.uniroma1.it/en> on the degree programme's page. The online list will be published by student ID number only; the list of names will be available at the Faculty's Student Affairs Office.

Publication will take place by

- **July 18, 2025**, for candidates with non-EU citizenship who must apply for an incoming student visa
- **September 12, 2025**, for EU citizens and non-EU citizens with a valid residence permit in Italy

Candidates who obtained a successful place in the rankings will have to pay enrolment tuition fees

- **from September 1 to September 30, 2025**, for candidates with non-EU citizenship who must apply for a student visa
- **from September 12 to September 30, 2025**, for EU citizens and non-EU citizens with a valid residence permit in Italy

**For Sapienza University of Rome students who will graduate** after the deadline for payment of the enrolment tuition fees but **in any case by January 31, 2026**, if they obtain a successful position in the ranking, they must submit a declaration of intention to enrol at the Student Affairs Office of Architecture, again before the deadline for payment of the enrolment tuition fees (precautionary application see [section 5.3](#)).

Students from **non-EU countries** applying for visas who are successful in the ranking list and who, for justified reasons, are unable to be present in Italy before **September 30, 2025**, in order to proceed with enrolment, must submit a declaration of intention to enrol by the same date by e-mail to [msproductdesign@uniroma1.it](mailto:msproductdesign@uniroma1.it) (precautionary application).

#### Please Note

**If you do not pay the enrolment tuition fees by the deadline, you will lose your place in the ranking list:** vacant places will be allocated according to the ranking list.

**If you have not yet graduated and do not submit your precautionary application by the deadline** (see [section 5.3](#)), you will lose your place in the ranking and the vacant places will be allocated according to the ranking list.

A subsequent list of new intakes from the rankings will be published with the following schedule:

<b>October 10, 2025</b>	Publication of the 1 <sup>st</sup> new intake from the ranking list and opening of enrolments for the candidates that become successful
<b>October 20, 2025</b>	Deadline to pay enrolment tuition fees

Any subsequent new intakes from the ranking list will be managed solely by the Student Affairs Office by notifying the e-mail address indicated when registering on Infostud. In this regard, it is recommended that you check your e-mail inbox.

## 5. Enrolment

Final enrolment in the degree programme is obtained by paying the first instalment of the programme's enrolment tuition fees for the 2025-2026 academic year, to which the €16.00 stamp duty and regional tax must be added.

The procedure is described on the page available at the following link:

<https://www.uniroma1.it/it/node/24689>. The code to be entered is **33433**.

During the payment procedure, you can enter any conditions for exemption from tuition fees and regional tax. The €16.00 stamp duty is still due even in the case of total exemption from tuition fees.

It is extremely important at this stage to have obtained the Isee 2025 calculation for the right to academic education in order to take advantage of the exemptions and benefits provided on the basis of this indicator (see [Annex 2](#)).

Information on amounts and benefits for **those with tax residence in Italy** can be found at the following link: <https://www.uniroma1.it/en/pagina/tuition-fees-and-benefits>

Information on the amounts for **those with tax residence abroad** can be found on the Sapienza University website, on the dedicated page [Go to the page](#).

Fees are to be paid by direct payment, online by credit card.

For more information on payment methods see

<https://www.uniroma1.it/en/pagina/payment>

### 5.1 – For candidates who change from another degree programme at Sapienza University of Rome

If you gain a successful position in the ranking list and you are actively enrolled in another degree programme at Sapienza University of Rome, you must submit a degree programme change application for transfer using the form Degree programme change with exam recognition ("*Passaggio di corso con riconoscimento esami*") available on the university website, in the Downloads section of the following page <https://www.uniroma1.it/en/pagina/student-forms>.

The degree programme change application must be sent by email no later than the deadline for payment of enrolment tuition fees indicated in [section 4](#), indicating as recipients both the Student Affairs Office of your degree programme and the Student Affairs Office of the degree programme you wish to enrol in (see [section 7](#)).

In the email addressed to the Student Affairs Offices, you must state your position in the ranking list.

Please note: after submitting your degree programme change application, you will not be able to sit the exams for your degree programme of origin.

### 5.2 – For candidates who transfer from another Italian university

If you gain a successful position in the ranking list and you are actively enrolled in another degree programme at an Italian university other than Sapienza University of Rome, you must pay the enrolment tuition fees by the deadlines specified in [section 4](#), and submit a transfer application to your university of origin.

Within ten days from enrolment, you must send to the email address of the Student Affairs Office (see [section 7](#)):

- the incoming transfer form available on the university website, in the Downloads section of the following page <https://www.uniroma1.it/en/pagina/student-forms>,
- a copy of the outbound transfer application submitted to your university of origin.

The Student Affairs Office will generate the incoming transfer payment slip.

#### Please Note

After payment of enrolment tuition fees, you will not be able to sit exams for your home degree programme.

### 5.3 – For candidates who have not yet graduated

If you gain a successful position in the ranking list and obtain your degree **between the deadlines for payment of tuition fees and January 31, 2026**, you must submit your precautionary application, no later than the

deadlines indicated in [section 4](#), in compliance with the procedure indicated below:

- request the precautionary application from the Student Affairs Office by writing to ([segrstudenti.architettura@uniroma1.it](mailto:segrstudenti.architettura@uniroma1.it));
- fill in the application;
- send the application to [segrstudenti.architettura@uniroma1.it](mailto:segrstudenti.architettura@uniroma1.it) specifying in the subject line: Precautionary application + Degree Programme's Code and Name;

A precautionary application is necessary in order to be able to keep your place in the ranking list and pay your tuition fees after the deadline.

#### **Please Note**

The Degree Programme's enrolment tuition fees must be paid within 15 days after graduating at the latest.

Together with the payment of the first instalment, it is advisable to request from the Student Affairs Office the payment slips of the second and third instalments (the due dates of which are December 18, 2025 and March 26, 2026, respectively) as they cannot be generated via the web before the payment of the first instalment.

### **5.4 – For candidates already holding an Italian academic degree**

If you gain a successful position in the ranking list and have already obtained an Italian degree, if you want to apply for a degree programme shortening or for the recognition of university credits (ECTS) acquired during the previous degree programme, you must submit to the Student Affairs Office (see [section 7](#)) an application with a €16.00 revenue stamp **within 15 natural and consecutive days from the payment of the first instalment of the programme's tuition fees.**

To apply you must:

- pay your enrolment tuition fees;
- activate your institutional e-mail address in the manner indicated on the University website at <https://www.uniroma1.it/en/pagina/email-google-apps>
- send a ticket to the Student Affairs Office of your degree programme <https://tts.uniroma1.it/otrs/customer.pl> by selecting the Degree Programme Shortening service and filling out the appropriate form.

If you obtained your degree at an Italian university other than Sapienza University of Rome, you will also have to include a self-certification of the degree held along with an indication of the exams, relative grades, Scientific-Disciplinary Sectors (SSDs) and credits (ECTS).

The evaluation of the request will be carried out by the Faculty bodies.

### **5.5 – For candidates with an educational qualification obtained within a non-Italian higher education system**

If you gain a successful position in the ranking list and you have a degree from a non-Italian higher education system, you must follow the procedures set out in Annex 1 to this call for applications in [section A1.5](#).

If you gain a successful position in the ranking list and you have a degree from a non-Italian higher education system and you want to apply for a degree programme shortening or recognition of university exams taken abroad, you must follow the instructions given in Annex 1 to this call for applications under [section A1.6](#).

## **6. Withdrawal from enrolment**

If, after paying your tuition fees, you want to withdraw from enrolment, you must follow this procedure:

- activate your institutional e-mail address in the manner indicated on the University website at <https://www.uniroma1.it/en/pagina/email-google-apps>;
- connect to the ticket platform <https://tts.uniroma1.it/otrs/customer.pl> select the Student Affairs Office to which your degree programme belongs; select the Withdrawal from studies service, fill in the relevant form and attach the payment receipt for the stamp duty.

**Please Note:** If you are a non-EU citizen with a residence permit for study purposes and you withdraw from enrolment at Sapienza University or another University you lose the requirements for residence in Italy with consequent revocation of your residence permit.

In this case, you will have to return to your country of origin and complete the pre-selection procedures again on the QS MoveIn platform, by April 29, 2025 (link: <https://www.uniroma1.it/en/admissions> ) and pre-enrolment through the University online platform (<https://www.universitaly.it/>) no later than June 30, 2025.

## 7. Information and useful contact information

This call for applications is published on the degree programme's web page, within the course catalogue <https://corsidilaurea.uniroma1.it/en>

Any notices and updates will also be posted on the degree programme's page.

<b>Degree Programme's Student Affairs Office (via e-mail only)</b>	
E-mail	<a href="mailto:msproductdesign@uniroma1.it">msproductdesign@uniroma1.it</a>
<b>Student Affairs Office of the Faculty of Architecture</b>	
Location	Via Emanuele Gianturco, 2 – 00196 – Rome (ground floor)
Opening hours	Monday, Wednesday, Friday, from 8.30 to 12.00 Tuesday and Thursday from 14.30 to 16.30 <b>The Office will be closed from August 11 to August 16</b>
E-mail	<a href="mailto:segrstudenti.architettura@uniroma1.it">segrstudenti.architettura@uniroma1.it</a>
Teams	<a href="#">segreteria studenti architettura</a> (during opening hours)
<b>CIAO - Centro informazioni accoglienza orientamento</b>	
Location	Piazzale Aldo Moro, 5 – 00185 Rome Rectorate Building, portico side
Opening hours	From Monday to Friday, from 9.30 to 17.00 <b>The Office will be closed from August 11 to August 16</b>
E-mail	<a href="mailto:ciao@uniroma1.it">ciao@uniroma1.it</a>
<b>HELLO – International Student Help Desk</b>	
Location	Piazzale Aldo Moro, 5 – 00185 Rome Rectorate Building, portico side
Opening hours	From Monday to Friday, from 9.30 to 17.00 <b>The Office will be closed from August 11 to August 16</b>
E-mail	<a href="mailto:hello@uniroma1.it">hello@uniroma1.it</a>

<b>International Student Office</b>	
Location	Piazzale Aldo Moro, 5 – 00185 Rome General Services Building - staircase C – 2 <sup>nd</sup> floor
Opening hours	Monday, Wednesday, Friday, from 8.30 to 12.00 Tuesday and Thursday from 14.30 to 16.30 <b>The Office will be closed from August 11 to August 16</b>
E-mail	<a href="mailto:studentistranieri@uniroma1.it">studentistranieri@uniroma1.it</a>
<b>Unit for Students with Disabilities and Specific Learning Difficulties (SpLDs)</b>	
Location	Piazzale Aldo Moro, 5 – 00185 Rome Law Building, ground floor, rear entrance
Disabilities	<a href="mailto:servizio.disabilita@uniroma1.it">servizio.disabilita@uniroma1.it</a> <a href="https://www.uniroma1.it/en/pagina/disability-and-specific-learning-difficulties">https://www.uniroma1.it/en/pagina/disability-and-specific-learning-difficulties</a> <b>The Office will be closed from August 11 to August 16</b>
SpLDs	<a href="mailto:servizio.dsa@uniroma1.it">servizio.dsa@uniroma1.it</a> <a href="https://www.uniroma1.it/en/pagina/disability-and-specific-learning-difficulties">https://www.uniroma1.it/en/pagina/disability-and-specific-learning-difficulties</a> <b>The Office will be closed from August 11 to August 16</b>
Contacts for the admission test	<a href="mailto:testaccesso.inclusione@uniroma1.it">testaccesso.inclusione@uniroma1.it</a> <a href="https://www.uniroma1.it/en/pagina/disability-and-specific-learning-difficulties">https://www.uniroma1.it/en/pagina/disability-and-specific-learning-difficulties</a> <b>The Office will be closed from August 11 to August 16</b>

## 8. Selection Committee

The Committee in charge of the procedure for the comparative assessment of the qualifications referred to in this call for applications is composed of the Dean of the Faculty of Architecture or the Programme Coordinator of the Master's Degree in Product and Service Design and at least 2 professors of the Master's Degree in Product and Service Design Board.

## 9. Persons in charge of the administrative procedure and competent court

Pursuant to Articles 4, 5 and 6 of Law 241/90, the person responsible for the administrative procedure is Mr. Antonio Bizzotti, Head of Unit of the Architecture Student Affairs Office.

In the event of a dispute, the Court of Rome shall have exclusive jurisdiction.

## **Annex 1. Non-Italian citizenship and/or educational qualification obtained in a non-Italian education system**

### **A1.1 – Candidates with EU citizenship and candidates with non-EU citizenship holding a residence permit in Italy (EU equivalents)**

The general procedures of the call for applications apply to:

- a. EU citizens or citizens from one of the following countries: Norway, Iceland, Liechtenstein, Switzerland, Republic of San Marino, Vatican City State
- b. Individuals with dual citizenship, one of which is from a European Union country;
- c. Non-EU citizens who hold one of the following residence permits issued by the Italian government:
  - EU long-term resident's residence permit;
  - Residence permit for employment or self-employment;
  - Residence permit for family reasons;
  - Residence permit for political asylum, subsidiary protection or special reasons;
  - Residence permit for religious reasons;
  - card Article 50 TEU - Art 18.4 EU-UK withdrawal agreement
- d. Non-EU citizens who have been legally residing in Italy for at least one year and hold an upper secondary school qualification obtained in Italy giving access to the chosen degree programme;
- e. Non-EU citizens who are enrolled in a degree programme at an Italian university, hold a valid residence permit for study purposes and intend to apply for a transfer or a switch (for years subsequent to the first year of enrolment);
- f. Non-EU citizens who are part (themselves or a parent or spouse) of the staff serving in foreign diplomatic missions and international organisations based in Italy, accredited to the Italian State or the Holy See. Their residence permit for diplomatic reasons must be submitted.

If you have a student residence permit in Italy issued for an Italian language course or to spend a period of exchange/mobility, follow the instructions in section A1.3.

### **A1.2 – Dual citizenship**

**If you have dual citizenship**, one of which is Italian or of another EU country, the Italian citizenship or the one of another EU country prevail (Law 218 of May 31, 1995, art. 19, paragraph 2) and therefore in order to enrol on the degree programme indicated in this call for applications, you must follow the instructions provided for EU citizens and non-EU citizens regularly holding a residence permit in Italy (EU equivalents).

### **A1.3 - Non-EU citizenship, residence abroad and student visa application**

If you are a citizen of a non-EU country, reside in a country other than Italy and do not meet the requirements set out in section A1.1, you must apply for an entry visa for study purposes as set out in [section 2.2](#) in order to enrol in the degree programmes indicated in this call for applications.

If you have non-EU citizenship and hold a residence permit for study purposes in Italy issued for an Italian language course or to spend a period of exchange/mobility, in order to enrol in the degree programme in this call for applications you must return to your country of origin and submit an application for an entry visa for study purposes as indicated in [section 2.2](#).

For further information on the residence permit for study purposes, please consult the dedicated page <https://www.uniroma1.it/en/pagina/residence-permit-study-purposes>.

### **A1.4 – “Marco Polo” project**

If you have Chinese citizenship, participate in the "Marco Polo" project for Sapienza University of Rome, and



have submitted a pre-enrolment application to the Italian Diplomatic-Consular Representations in China, you can participate in the selection process for places reserved for the **"Marco Polo"** project.

Specific indications are available on the website of the Ministry of Universities and Research at <https://www.universitaly.it/studenti-stranieri>

### **A1.5 – Enrolment for candidates with a non-Italian educational qualification**

Candidates who hold an educational qualification awarded within a non-Italian secondary education system, to enrol by the deadlines provided in [section 4](#) must:

- Scan the documents indicated on Sapienza University's website, on the dedicated page, into a single file. [Go to the page \(4. Mandatory documents for enrolment – Master's degree courses\)](#)
- Send the file created to the Hello- International Student Office at the email address [studentistranieri@uniroma1.it](mailto:studentistranieri@uniroma1.it) by compulsorily stating in the subject line of the email the following wording: "Ready for enrolment + degree programme code and name + student ID number + surname and name of the student".
- Pay the university enrolment tuition fees within the deadlines set out in [section 4](#), following the specific instructions available at <https://www.uniroma1.it/en/pagina/infostud-enrolment>

The following document is available for further information on qualifications awarded by a non-Italian secondary education system that are eligible for access to higher education, this document lists most of the countries from which Sapienza University of Rome received the highest number of applications: [https://www.uniroma1.it/sites/default/files/field\\_file\\_allegati/entry\\_requirements\\_for\\_qualifications\\_awarded\\_by\\_non-italian\\_education\\_systems.pdf\\_0.pdf](https://www.uniroma1.it/sites/default/files/field_file_allegati/entry_requirements_for_qualifications_awarded_by_non-italian_education_systems.pdf_0.pdf)

**Once the administrative checks have been completed, the "Hello - International Student Office" reserves the right to request additional documentation if it deems it necessary or to deny admission to the programme due to lack of requirements.**

Any further updates or information are available on the International Student Office page <https://www.uniroma1.it/en/pagina/international-student-office> or by contacting: [studentistranieri@uniroma1.it](mailto:studentistranieri@uniroma1.it).

### **A1.6 – Degree programme shortening for candidates with a non-Italian academic educational qualification**

Candidates who have an academic qualification obtained in a non-Italian academic system and wish to request a degree programme shortening or the recognition of university exams taken abroad must submit a request with a €16.00 revenue stamp to the International Student Office within 30 days from the date of enrolment:

Procedure:

- complete enrolment and pay enrolment tuition fees according to the procedures indicated in [section 5](#)
- activate your institutional e-mail address in compliance with the procedures indicated on the university website on the following page <https://www.uniroma1.it/en/pagina/email-google-apps>;
- submit a ticket to the International Student Office <https://tts.uniroma1.it/otrs/customer.pl> by filling in the application/request form, and uploading the documents indicated on Sapienza University's website, on the dedicated page. [Go to the page \(14. Degree programme shortening\)](#)

**Once the administrative checks have been completed, the "Hello - International Student Office" reserves the right to request further documentation if it deems it necessary and to refuse the application for recognition if it lacks the necessary conditions.**

Any further updates and information can be found on the International Student Office <https://www.uniroma1.it/en/pagina/international-student-office> or by contacting: [studentistranieri@uniroma1.it](mailto:studentistranieri@uniroma1.it).

Once the necessary checks on the submitted foreign qualifications have been completed, the request will be forwarded by the Hello - International Student Office to the relevant Student Affairs Office for administrative processing.

The assessment of the request will be carried out by the competent Faculty bo



## **Annex 2. Isee for the right to academic education**

The Isee (Indicator of Equivalent Economic Situation) for the right to academic education is required to obtain a reduction in the amounts of tuition fees to be paid by the student (the lower the Isee value, the lower the amount to be paid).

The calculation of Isee for university right to academic education benefits should be requested from Tax Assistance Centers (CAF) after January 15, 2025, and at least 30 days before the enrolment deadlines.

For candidates with a PIN code or SPID digital identity (unique code for access to all digital and online services of the Public Administration), it is also possible to request the calculation of Isee 2025 directly online by submitting the DSU (Single Substitute Declaration) on the INPS website ([www.inps.it](http://www.inps.it)).

**For candidates who have foreign citizenship and/or declare income earned abroad** and are therefore unable to produce Isee certification, there is a fixed amount tuition fee, depending on their country of origin.

See the dedicated page at <https://www.uniroma1.it/en/pagina/tuition-fees-and-benefits>

## **Annex 3. Services for disabilities or Specific Learning Difficulties (SpLDs)**

### **A3.1 – Recognised disability/invalidity**

**Candidates who have a recognised disability pursuant to Article 3(1) or (3) of Law no. 104 of February 5, 1992, or certification of invalidity and require special aids or additional time to take the test, must indicate their request on the Infostud System during the procedure for generating payment of the admission test fee and send their certification to [testaccesso.inclusione@uniroma1.it](mailto:testaccesso.inclusione@uniroma1.it)**

Specific situations will be examined taking into account the submitted certifications.

In this case, the following aids are granted

- additional time up to 50% more than defined for the test;
- depending on the certification submitted, the assistance of a tutor for writing and/or reading, a sign language interpreter, a basic calculator.

**Requests must be received by the deadline for registration for the test and must be accompanied by appropriate certification issued by INPS or by the competent National Health System units.**

### **A3.2 - Specific Learning Difficulties**

**Candidates who have been diagnosed with a Specific Learning Difficulty (SpLD), as referred to in law no. 170/2010 and Ministerial Decree no. 5669/2011, and who require special aids in relation to the type of SpLD or additional time in order to take the test, must make their request on the Infostud System during the procedure for generating payment of the admission test fee and send their certification to [testaccesso.inclusione@uniroma1.it](mailto:testaccesso.inclusione@uniroma1.it).**

In this case, the following aids are granted

- extra time equal to 30% more than defined for the test;
- the use of a basic non-scientific calculator depending on the certification submitted.

**Applications must be received by the deadline for registration for the admission test and must be accompanied by appropriate Specific Learning Difficulty certification issued by National Health System units or by specialists and units accredited by the latter.**

**If the attached documents do not specify the accreditation of the units or specialists that issued the certification, a note must be added with the data confirming this accreditation.**

The Specific Learning Difficulty certification must be articulate and clear, with reference to nosographic codes and the explicit wording of the Specific Learning Difficulty (in reading and/or writing and/or calculation). The diagnosis must have been issued no more than three years previously if drawn up for minors.

### **A3.3 - Disabilities/invalidities and Specific Learning Difficulties for candidates residing abroad**

**Candidates who reside abroad and have a recognised disability or a diagnosis of Specific Learning Difficulty and wish to benefit from the measures mentioned above must submit the legalised certification, where required by current international regulations, attesting to the state of invalidity, disability or SpLD issued in the country of residence, accompanied by a sworn translation, either by an official translator or certified as conforming to the original text by the Italian diplomatic representations, in Italian or English language.**