



SAPIENZA
UNIVERSITÀ DI ROMA

D.R. n. 1595

Faculty of Medicine and Psychology

ACADEMIC YEAR 2019-2020

Call for applications and admission procedures for the Master Degree Programme in English in

Cognitive Neuroscience

Class: LM-51

Restricted access degree programme

Code to be indicated on the registration form for the comparative assessment procedure: 25787

THE RECTOR

HAVING REGARD TO the Law 2 August 1999, No.264, containing regulations about access to university degree programmes;

HAVING REGARD TO the D.M. 22 October 2004, No. 270;

HAVING REGARD TO the D.M. 16 March 2007;

HAVING REGARD TO the Decisions of the Medicine and Psychology Council of the Faculty of 13 February, 20 March, 10 April 2019;

HAVING REGARD TO the Decision of the Academic Senate of 16 April 2019;

HAVING REGARD TO the Decision of the Board of Directors of 18 April 2019

DECREES

Students' enrolment in the restricted access **Cognitive Neuroscience** Master Degree Programme in English, class of the degree LM-51, for the 2019-2020 academic year, is subject to the participation in a procedure for the comparative assessment of qualifications and is divided into two time intervals called "selections": the first selection is open to non-EU citizens permanently resident abroad, the second selection is open to Italian, EU, and non-EU citizens legally staying in Italy.

1. Number of places available

The number of places available in the first selection, open to non-EU candidates permanently resident abroad, is equal to **20**.

The number of places available in the second selection, open to Italian citizens, EU citizens wherever they may reside and to non-EU legally staying in Italy referred to in Article 26 of Law No. 189/2002, is equal to **20**.

2. Admission requirements

The first selection of the procedure for the comparative assessment is open to non-EU citizens permanently resident abroad that hold the qualifications and satisfy the curricular requirements listed below or who submit a declaration in which they state they are going to earn the qualification required by **2 September 2019**:

- Bachelor Degree in Psychology or a qualification earned abroad regarded as equivalent by the law in force;
- **B2** level English language certificate (ESOL, IELTS, TOEFL).

Students who do not hold a language certificate will have to attend an interview to have their level of English assessed on **9 September 2019** at 11:00 in classroom T (aula T), first floor, via dei Marsi 78 – Roma.

The second selection of the procedure for the comparative assessment is open to Italian citizens, EU citizens wherever they may reside and to non-EU citizens legally staying in Italy referred to in article 26 of the Law No. 189/2002, who hold the qualifications and satisfy the curricular requirements listed below or who submit a declaration in which they state they are going to earn the qualification required by **16 September 2019**:

- Bachelor Degree in Psychology or a 5-years Old University System Degree in Psychology or other qualifications earned abroad regarded as equivalent by the law in force;
- **B2** level English language certificate (ESOL, IELTS, TOEFL).

Students who do not hold a language certificate will have to attend an interview to have their level of English assessed on **9 September 2019** at 11:00 in classroom T (aula T), first floor, via dei Marsi 78 – Roma.

3. Methods and deadlines for registering for the comparative assessment procedure

To avoid being excluded from the procedure, candidates must:

a) submit their application using the platform on:

<https://www.uniroma1.it/en/pagina/international-admissions-0> and enclosing the documents listed below:

- a copy of their passport (pdf);
- a brief motivation letter;
- the original copy of their English language certificate (ESOL, IELTS o TOEFL).
The English language certificate requirement does not apply to students who earned a bachelor degree in English;
- certification of the credits (ECTS/CFU) achieved in the previous degree programme (in original or by way of self-certification, if it is an Italian qualification, using the form in Attachment 1);
- graduation certificate (in original or by way of self-certification if it is an Italian qualification, using the form in Attachment 1);
- up to two reference letters (optional);
- proof of payment of the **€ 35,00** registration fee (*see point b) below*).

b) paying the € 35,00 registration fee.

To make the payment you need to register on the Infostud system and download the personalised form following the instructions on <https://www.uniroma1.it/it/pagina/cognitive-neuroscience> and indicating the **registration code for the comparative assessment procedure: 25787**

The personalised form is at the same:

- self-certification of personal data;

- application for the comparative assessment procedure;
- payment slip for the registration fee.

On no account will the payment of the registration fee for the comparative assessment procedure be refunded. Payments processed using different methods from those hereby described will not be accepted.

Please Note: keep the registration number issued by the Infostud system because it is essential for the other stages of the procedure.

Any communications will be sent to the e-mail address that has been given when registering on Infostud. We recommend that candidates check the address is correct. Students that are already registered on the Infostud system must check/enter their e-mail address using the function User data (dati utente) > change access data (modifica dati accesso).

You may register for the first selection of the comparative assessment procedure open to non-EU citizens permanently resident abroad within 5 June 2019.

You may register for the second selection of the comparative assessment procedure open to Italian citizens, EU citizens wherever they may reside, and to non-EU citizens legally staying in Italy from 20 June 2019 to 19 July 2019.

4. Applications' assessment criteria

Once the admission requirements have been checked, the ranking will be prepared taking into account the criteria below:

1. weighted arithmetic mean based on the credits (ECTS/CFU) of the grades achieved in the exams of the Psychology field;
2. assessment of up to 2 reference letters drafted by Professors that had the chance to know the candidate during his/her university studies.

The selection board may carry out a Skype interview too, to verify the candidate's skills.

In the event of any tie, the younger candidate shall prevail.

5. Selection Board

The Selection Board for the procedure for the comparative assessment of qualifications referred to in the present call for applications is appointed by the Degree Programme Board and consists of the President of the Master Degree Programme in **Cognitive Neuroscience**, and of other three Professors of the Degree Programme.

6. Rankings

Once the terms for participating in the selections are over, the rankings for each selection, in which candidates are placed in descending order according to their score, are prepared.

6.1 – FIRST SELECTION RANKING PUBLICATION

The ranking for the first selection will be published with the students' registration number within **7 June 2019** on <https://www.uniroma1.it/it/pagina/cognitive-neuroscience> and with the candidates' list of names at the Faculty Student Affairs Office.

Non-EU citizens whose position in the ranking is amongst the first 20 candidates (successful) will receive an acceptance letter.

The other eligible (idonei) students whose position follows the first 20 candidates (eligible but not successful candidates) will receive a pre-acceptance letter.

Successful and eligible candidates interested in enrolling in the degree programme may immediately use the letters to apply for a visa.

6.2 – SECOND SELECTION RANKING PUBLICATION

The ranking for the second selection will be published with the students' registration number within **31 July 2019** on <https://www.uniroma1.it/it/pagina/cognitive-neuroscience> and with the candidates' list of names at the Faculty Student Affairs Office.

7. Enrolment

Successful students (and any student who became successful with ranking updates) in the selections will have to enrol respecting the deadlines below:

7.1 – ENROLMENT DEADLINES

FIRST SELECTION

Opening of enrolments for successful candidates	2 September 2019
Enrolment deadline for successful candidates	9 September 2019
Publication of the ranking update and opening of enrolments for candidates who became successful with the ranking update	13 September 2019
Enrolment deadline for candidates who became successful with the ranking update	18 September 2019
Publication of the second ranking update and opening of enrolments for candidates who became successful with the ranking update	20 September 2019
Enrolment deadline for candidates who became successful with the second ranking update	25 September 2019

SECOND SELECTION

Opening of enrolments for successful candidates	2 September 2019
Enrolment deadline for successful candidates	9 September 2019
Publication of the first ranking update and opening of enrolments for candidates who became successful with the ranking update	13 September 2019
Enrolment deadline for candidates who became successful with the first ranking update	18 September 2019
Publication of the second ranking update and opening of enrolments for candidates who became successful with the ranking update	20 September 2019
Enrolment deadline for candidates who became successful with the second ranking update	25 September 2019

7.2 – ENROLMENT PROCEDURES

Enrolment procedures vary according to the different types of students, as follows.

- **Successful candidates holding an Italian academic qualification** must carry out **the payment for the first instalment of tuition fees** within the deadlines reported above, following the instructions available at: <https://www.uniroma1.it/it/pagina/cognitive-neuroscience> inserting the code **29388** on the payment form.
- **Successful non-EU candidates and successful candidates holding an academic qualification achieved abroad** (Italians, EU and non-EU citizens legally staying in Italy according to the Law No.189/2002, art. 26), in order to enroll, must go - within the deadlines reported above - to the ***Hello-Foreign Students Office*** to deliver the following documents:
 - Certified copy of your high school diploma (achieved after at least 12 years of studies), translated into Italian, legalized and accompanied by the Declaration of Equal Value (DoV) issued by the competent Italian diplomatic authorities (Embassy or Consulate) of the country where the student obtained the title and in charge of the high school system.
 - Certified copy of your University-level qualification (degree, diploma, title), translated into Italian, legalized and accompanied by the Declaration of Equal Value (DoV) issued by the competent Italian diplomatic authorities (Embassy or Consulate) of the country where the student obtained the title and in charge of the university qualification system.
 - Photocopy of your academic transcript issued by your university, including all examinations taken, translated into Italian and legalized by the competent Italian diplomatic authority.
 - Copy of your ID (Identity Card) or Passport.

- Copy of your residence permit card (only for Non-EU citizens regularly living in Italy). If you are renewing your residence permit card, you will need a copy of your expired residence permit card and the post office receipt of the renewal application request.
- Copy of your study Visa (only for Non-EU citizens living abroad).

7.3 – HOW TO PAY TUITION FEES

The payment for tuition fees must be carried out at any Italian Unicredit Group branch or online (for further information on payment methods go to <https://www.uniroma1.it/it/pagina/cognitive-neuroscience>); on the last day available for the payment, the online payment must be processed within the bank's closing hours (20.30).

7.4 – TUITION FEES

Students with foreign incomes, according to Italian national law, (Governmental Decree 159/2013, art 8) will pay as follows:

Developing countries*

Total €500; I part €150; II part €150; III part €175; Regional Fees €140

Other Countries

Total €1.000; I part €300; II part €350; III part €350; Regional Fees €140

* Developing Countries according to the Miur Decree, September 16, n. 689

Afghanistan, Angola, Bangladesh, Benin, Bhutan, Burkina Faso, Burundi, Cambodia, Central African Republic, Chad, Comoros, Congo Democratic Republic, Djibouti, Equatorial Guinea, Eritrea, Ethiopia, Gambia, Guinea, Guinea Bissau, Haiti, Kenya, Kiribati, Korea Dem. Rep., Lao People's Democratic Republic, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mozambique, Myanmar, Nepal, Niger, Rwanda, Sao Tome & Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, South Sudan, Sudan, Tajikistan, Tanzania, Timor-Leste, Togo, Tuvalu, Uganda, Vanuatu, Yemen, Zambia, Zimbabwe.

Students with national incomes can pay Tuition fees, in accordance with their financial standing - ISEE which must be calculated and certified by a Tax Assistance Centre (CAF)- (Approved by the Management Board on June 11, 2013) based on ISEE Form calculating their own fees amount

Every student but those who flagged the "I do not declare ISEE" option, must calculate their ISEE either at a CAF (Tax Assistance Centre), or online, on the INPS website using their PIN or SPID digital identity.

ISEE is an official form which indicates financial standing in any given year on the basis of family status, earnings, property and expenses. Documents must be relevant to the year previous to the academic year in which the student is enrolling.

Please notice: Calculating ISEE at a CAF is a free operation, it takes many weeks and must be declared by December. Students are encouraged to require their ISEE certification as soon as possible.

8. Special cases

8.1 – TRANSFERRING FROM OTHER SAPIENZA UNIVERSITY DEGREE PROGRAMMES

Successful candidates already enrolled in other Degree Programmes at Sapienza must submit a transfer application to the Student Affairs Office of the degree programme they are coming from and hand the document at the Student Affairs Office of the new Faculty strictly within the enrolment deadlines.

Please Note: after having submit the transfer application, students will no longer be allowed to take exams for the degree programme they have come from.

8.2 – TRANSFERRING FROM OTHER UNIVERSITIES

Successful candidates coming from other Universities must submit their transfer application to the University they are coming from, and carry out the payment for the first instalment of tuition fees strictly within enrolment deadlines, following the instructions on page <https://www.uniroma1.it/it/pagina/cognitive-neuroscience> and paying a € 65,00 contribution as a refund for transfer expenses, after having got the payment slip at the Student Affairs Office.

Please note: after having paid the transfer fee, students will no longer be allowed to take exams for the degree programme they have come from.

Please note: For enrollment procedures, all students with foreign titles, have to submit the list of mandatory documents as reported at point 7.2 at Hello – Foreign students

9. Withdrawal procedure after enrolment

Students who, after having enrolled, wish to withdraw from enrolment in the degree programme must go to the Student Affairs Office and submit a written declaration on stamp-impressed paper or on plain paper with a € 16,00 revenue stamp on it.

Students who withdraw from enrolment have no right to receive a refund for the tuition fees they have already paid.

10. Publication of information and useful contact information

The present call for applications is published on <https://www.uniroma1.it/it/pagina/cognitive-neuroscience>.

Useful contact information:

Medicine and Psychology Student Affairs Office

Location	Viale Scalo di San Lorenzo, 61a - 00185 Roma
Opening hours	Mon, Wed, Fri, from 8.30 to 12.00 Tue and Thu from 14.30 to 16.30 The Student Affairs Office will be closed from 12 to 16 August
Skype	segrstudmedicinapsicologia (during front desk opening hours)
E-mail	segrstudenti.psicologia@uniroma1.it

Educational Affairs Office

Location	Via dei Sardi 61 - 00185 Roma – Telephone No. 06/49917883
Opening hours	Front desk: Tue, Wed, and Thu from 10.00 to 12.00; Telephonic front desk: Mon from 11.00 to 13.00; Wed from 14.30 to 16.00 The Office will be closed from 5 to 17 August
E-mail	segreteria didattica.psi2@uniroma1.it ; medepsi@uniroma1.it

Office Hello – Foreign Students

Sede foreign-students	Roma, Città Universitaria, P.le Aldo Moro, 5 General Services Building staircase C II floor
Opening hours	Mon, Wed, Fri from 8.30 to 12.00 Tue and Thu from 14.30 to 16.30 The office will be closed from 12 to 16 of August
Skype	settoretitolistranieri (during the opening hours)
E-mail	studentistranieri@uniroma1.it
Sede Desk Hello	Roma, Città Universitaria, P.le Aldo Moro, 5 – Portico of the Rectorate
Opening hours	From Monday to Friday, from 9.30 to 17.00 The office will be closed from 12 to 16 of August
E-mail and Web site	hello@uniroma1.it https://www.uniroma1.it/it/pagina/hello-welcome-office

CIAO Office and welcome events

Location	Roma, Città Universitaria, P.le Aldo Moro, 5 – Portico of the Rectorate
Opening hours	From Mon to Fri, from 9.30 to 17.00 CIAO Office will be closed from 12 to 16 of August
E-mail	ciao@uniroma1.it hello@uniroma1.it
Web site	https://www.uniroma1.it/it/pagina/ciao-informazioni-gli-studenti https://www.uniroma1.it/it/pagina/hello-welcome-office

11. Person in charge of the administrative procedure and competent court

In accordance with Articles 4, 5 and 6 of law 241/90 the person in charge of the administrative procedure is Giulia Mascia, Department Head of the Medicine and Psychology Student Affairs Office.

Any dispute will fall within the exclusive jurisdiction of the Courts in Rome.

Rome, 21 may 2019

THE RECTOR

ATTACHMENT 1

Application form for admission to the restricted access Master Degree Programme in
“Cognitive neuroscience”

First part

The undersigned, in accordance with D.P.R. 28 December 2000, No. 445, hereby declares:

Surname		Name	
Student registration number (it is the number issued by the Infostud System at the end of the registration process)			
Date of birth		Place of birth	
Province/County			
Tax identification number:			
Address: Street			No.
City			
Postal Code	Province/County		
Landline number		Mobile phone	
Fax			
E-mail			

Second part

The undersigned also declares that he/she holds the qualifications below:
(mark with an X the appropriate option and fill in all the required blanks);

() **A.** I have earned a Bachelor degree in Psychology (L-24):

Faculty of the degree			
Name of the bachelor degree programme			
Academic year of first enrolment in the Bachelor degree programme			
Academic year of graduation		Graduation date	
Final grade			

() **B.** I am going to earn the bachelor degree within 15 September:

Name of the bachelor degree programme	
Academic year of your first enrolment in the bachelor degree programme	

For students referred to in point C of the second part

Specify, for each exam taken at the University you are coming from, if it is a six-month (S) or an annual (A) exam, and also write down, if available, the corresponding Academic Discipline (SSD).

Academic Discipline	Name of the exam	Six-month or Annual	Grade

Fourth part

With regard to English language knowledge, the undersigned also declares that:

(mark with an X the appropriate option)

☐ he/she is a native English speaker;

☐ he/she has an adequate B2 English language certificate (ESOL, IELTS o TOEFL) recognised and issued by an authorised institution and enclosed with the present application form;

☐ he/she does not hold an adequate English language certificate, but has a suitable English language knowledge that will have to be assessed with an interview;

☐ he/she holds a Bachelor Degree in English.

Fifth part

The candidate, aware of the penalties indicated in Article 76 of the D.P.R. 28/12/2000 No. 445 in the case of false statements, and of the loss of any benefits achieved with the comparative assessment procedure based on untruthful statements referred to in Article 75 of the D.P.R., assumes, in accordance with Article 47 of the above mentioned D.P.R., liability for what is stated in the present application.

By virtue of Article 13 of the EU Regulation No. 679/2016 of 27.04.2016 "General Data Protection Regulation," the data processing controller is Sapienza University of Rome; 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.

We hereby inform that the processing of the data collected with the applications for the competition is exclusively run for the purposes related to the procedure for the comparative assessment and for any related enrolment process to manage students' educational plan.

Rome _____

Signature _____