



Faculty of Architecture

ACCADEMIC YEAR 2017/2018

CALL FOR ADMISSION FOR TRAINING COURSE

SUMMER SCHOOL

Reading the historic framework

SCIENTIFIC DIRECTOR: Prof. Daniela Esposito

SCIENTIFIC COMMITTEE: Prof. Lia Barelli, Prof. Giovanni Carbonara, Prof. Daniela Esposito

Code of registration infostud (code course - FORM): 29146

1 - Aims

Reading the historic framework training course targets Italian and foreign students and it focuses on knowledge of town historical centers. It consists of a course with lectures, workshop activities and final work presentation.

The training course exploits the extraordinary heritage of Italian town historical centers, and will consist of a series of conferences and workshops.

2 – Admission requirements

The training course welcomes Italian and foreign students with at least a secondary school diploma or equivalent educational title from foreign institutions, or students enrolled in a university course. The training course welcomes Italian and foreign students with at study titles issued by foreign schools, submitting a diploma accompanied by an official Italian translation with legalization and declaration of value.

3 – Available seats

The **minimum number of participants** to activate a course is **10**. The **maximum number is 20**. If the number of applications exceeds the number of places available, there will be a selection process.

4 – Duration and organisation of teaching activities

The training course will last one week.

Lessons will start on **September 10th, 2017** and will end on **September 16th, 2017**.

Total amount of activities is 52 hours, of which at least 24 hours dedicated to lectures.

TEACHING ACTIVITIES	ECTS
Lectures	
Module 1	3
History of the local territory	
The role of documentation as a source for knowledge of the town	



<p>Structure and form of the territorial and urban settlement Urban morphology and historical fabrics: small towns in Latium Urban layouts in the course of history</p> <p>Understanding of the historic structure Analysis of the historic structure of Ciciliano</p> <p>Analysis of structural factors Description and classification of traditional construction techniques Structures and buildings</p>	
<p>Module 2 Workshop activities These topics shall also be addressed in the course of workshop activities held outdoors for direct examination of the historic framework, together with formulation in the classroom of analyses.</p>	2
<p>ECTS</p>	5

Students are required to total a minimum 75% attendance at the training course to receive an attendance certificate and the **5 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 director may decide not to issue an attendance certificate. Registration fees may not be refunded.

For information about the teaching activities please contact:

Prof. Lia Barelli

Prof. Daniela Esposito

Secretariat: Faculty of Architecture - Postgraduate School for Architectural Heritage and Landscape

Address: Via A. Gramsci 53, 00196 ROME, ITALY

E-mail: restaurocorsoformazione@uniroma1.it

5.1 Submission of the application form for admission

To enrol in the training course, candidates must observe the following:

1 - Register to the University Information System (Infostud) by accessing the University's website <http://www.uniroma1.it/studenti>

When the registration is complete, the system will issue a serial number and password to access the Infostud system. The serial number must be included in the application for admission to the training course.



WARNING: it is important to enter a valid email address because the password retrieval procedure is done by mail.

If the candidate has already been a student of Sapienza, the candidate must not register because the candidate already holds a serial number. If the candidate do not remember the serial number or password the candidate can follow the automatic recovery procedure of the Infostud system.

2 - Complete the application for admission to the training course, in plain paper, using the form attached to this notice (Annex 1).

The application form must be enclosed:

- Copy of a valid ID, signed and legible (I.D. Card/Auto license/Passport);
- Self-certification of the diploma obtained;
- Photocopy of the "Declaration of Value" (for those who have obtained a university degree abroad);
- Consent to use personal data (Annex 2).

The deadline for submitting applications is July 31th, 2017.

The application may be delivered in any ONE of the following ways:

A. By e-mail with the required attachments to: restaurocorsoformazione@uniroma1.it

B. By registered mail to the following address:

Director of training course

Faculty of Architecture - Postgraduate School for Architectural Heritage and Landscape

Via A. Gramsci 53, 00196 ROME, ITALY

Applications received after the deadline will be rejected.

5.2 Selection of applications

The Scientific Committee of the training course will verify the fulfilment of the requirements and will publish admitted students within **August 4th, 2017**. After that it will be possible enroll in the training course through the Infostud and to pay the tuition fees.

6 – Tuition fees

Tuition fees are € 350. The deadline for payments is **August 31th, 2017**. Accommodation and meals are available in agreements structures.

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



7.1 – Method of payment

Students admitted to the training course must login to INFOSTUD and click on "TASSE", then "alta formazione/formazione", enter the code indicated on the call for applications and click "AVANTI" and then "STAMPA".

Tuition fees must be paid within the deadline indicated in this call (see Point 6) by presenting the payment form downloaded from INFOSTUD at any UniCredit branch located throughout the country and can be made:

- in cash;
- online, by credit card, on the Unicredit website through the online payment form
- By check of the exact amount indicated on INFOSTUD, payable to "Gruppo UniCredit – Banca, issued by the student, if he/she holds an account with UniCredit or any other bank in Italy;
- By check of the exact amount indicated on INFOSTUD, payable to the student, issued by a third person holding an account with any bank in Italy or abroad.

The teaching staff of the school institutions of every rank and grade can pay up to € 500.00 through the use of the so-called "Teacher's Charter".

In that case, after the deadline indicated in art. 6, the candidate admitted to the training course must write to the e-mail address altaformazione@uniroma1.it by attaching the bonus generated by the MIUR website to receive, via e-mail, a payment form to pay the difference, if any, between the Entry to the course and the amount of the bonus.

Once the payment has been done, an email with a copy of the receipt must be sent to restaurocorsoformazione@uniroma1.it.

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

7.2 – Method of payment by a third party (company, institution, etc.)

In order to finance the enrollment of a person or more persons at a training course, the beneficiaries of the funding must sign up to Infostud and obtain the payment form as described in section 7.1 and subsequently carry out the following steps:

1 - the financing company must make a transfer equal to the amount indicated in the payment form downloaded by the beneficiary on the following IBAN:

IBAN code: IT71 I 02008 05227 000400014148

Corporation Code: 9011778

Unicredit University Treasury – Agenzia 30660

The payment description must include:

"FORM (Code course) matr. (student serial number)".

For those who carry out credit transfers from Unicredit Agencies you must also indicate the Atheneo



1001 Account Number.

This indication is indispensable to match the payment to the beneficiary at the course.
In the case of more than one beneficiary, the payment description must include all of the beneficiaries' names.

2 - once the wire transfer has been sent, an email with all the sponsor's details (Company name, VAT number/fiscal code, address, name, surname of beneficiary/beneficiaries) and a copy of the receipt must be sent to francesca.bernabei@uniroma1.it; once the payment has been verified, the University Accountants offices will issue a receipt for the amount paid and send it to the address indicated in the application form.



Annex 1

APPLICATION FORM OF TRAINING COURSE
Reading the historic framework
(Leggere il tessuto storico)

Training Course Director
Prof. Daniela Esposito
Università degli Studi di Roma "La Sapienza"
Facoltà di Architettura - Scuola di Specializzazione
in Beni architettonici e del paesaggio
Via A. Gramsci 53 - Cap 00196 Roma, ITALIA

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. Please, keep us update of any change)
Telephone number: Date of birth: DD/MM/YYYY
Nationality (as per your passport):
Possessed of diploma:
completed the day at the Institute ...
..... with the following vote
Asks to be admitted to the Training Course in
Institution at the Faculty/Department
of the University of Rome "La Sapienza", for aa. 20 /20 .

Attachements:

- Copy of a valid ID, signed and legible (I.D. Card/Auto license/Passport);
- Self-certification of the diploma obtained;
- Photocopy of the "Declaration of Value" (for those who have obtained a university degree abroad);
- Consent to use personal data (Annex 2).

I agree that I meet the requirements, 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 training course. Applications cannot be accepted without a signature.

Date

Signature of the candidate



Annex 2

CONSENT TO USE PERSONAL DATA

Information in accordance with the D.Lgs 196/2003 – Code on personal data

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 to the training course.

Methods of processing and subjects involved

The processing will be done both manually and by computer. The data may be communicated to institutions or public and private authorities if strictly necessary for the scope of the teaching activities of the course.

Nature of the provision of the data and consequences of a potential refusal

The provision of the data is mandatory, and the potential refusal of the provision involves the impossibility of the enrollment in the course and the management of the connected procedural activities, as well as the teaching activities.

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 the university's headquarters. The supervisor of the processing is the Director of the Training 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.

Date Signature for acceptance