Academic year 2018/2019

Department of   Ancient World Studies

Faculty of Humanities

Call for applications for the Winter School in Cultural Heritage in the Near and Middle East

Director: Carlo G. Cereti

Infostud registration code 30135

Art. 1 - Procedure for submitting an application for admission

In order to register for the Course, candidates must observe the following procedures

1 - Register with the University's information system (Infostud) by accessing the University's website https://www.uniroma1.it/it/pagina-strutturale/studenti at the end of the registration, the system will issue a serial number and a password to access the Infostud system. The serial number must be included in the application for admission to the Advanced Training Course.

ATTENTION: it is important to enter a valid email address in the contact details, because the password recovery procedure is done by email. If the candidate has already been a student at Sapienza, she\he does not have to register, since she\he already has a serial number. If you do not remember the student's ID or password, you can follow the automatic procedure of recovery of the Infostud system.

2 - Fill in the application form for admission to the Course, on plain paper, using the form attached to this announcement (Annex 1). The application for admission must be accompanied by an obligatory form: - Photocopy of a valid identity document, duly signed and legible (Identity Card / Driver's License / Passport); - Self-certification of the university degree obtained;

APPLICATIONS FOR ADMISSION OF CANDIDATES WITH ACADEMIC QUALIFICATIONS OBTAINED ABROAD

In addition to submitting the application for admission in accordance with the procedures described, candidates holding an academic qualification obtained abroad must submit by the same deadline of 15/01/2019 the following documents:

For candidates with a qualification obtained in a country of the European Union: self-certification, pursuant to Articles 46 and 47 of Presidential Decree 445/2000 and subsequent amendments and additions, of the degree with list of exams and related votes in Italian or English. For candidates with a qualification obtained in a country NOT belonging to the European Union: degree certification with list of exams and related votes translated and legalized in Italian or English.

- Declaration of consent for the processing of personal data (Annex 2);

The application for admission, signed by the candidate and accompanied by the annexes, must be received by and no later than 15/01/2019 according to the following procedures:

- Hand-delivery of the application form on the following days and times: Course secretariat: Faculty of Arts and Philosophy, Department of Antiquity Sciences, Address: Piazzale Aldo Moro 5 00185 Roma Italy, open from Monday to Thursday 9:30-13:00; Tuesday and Thursday 14:3016:00; Friday closed.

- Registered mail with return receipt at the following address: Director of the Winter School Course in Cultural Heritage in the Near and Middle East; Facoltà di Lettere e Filosofia, Dipartimento di Scienze dell'Antichità, Piazzale Aldo Moro 5 00185 Roma Italy .

- by sending the application with all scanned attachments to the following e-mail address: nearandmiddleeast@uniroma1.it

Applications submitted after the deadline will not be accepted.

Art. 2 - Ranking of admissions

The course secretariat verifies the admission requirements and publishes a list of participants in the course by 20/01/2019.

After the publication of the ranking, it is possible to enrol in the course through the Infostud system and pay the enrolment fee.

Art. 3 - Enrolment fee for the Advanced Training/Training/Tensile Courses (Summer and Winter school) course

The Enrolòment fee is of € 500 (250 students Sapienza) to be paid in accordance with the procedures of Articles. 5 and 6 no later than 30\01\2019.

Students with recognized disability equal to or greater than 66% or with recognition of disability pursuant to art. 3, paragraphs 1 and 3, of Law No. 104 of 5 February 1992, are exempt from 50% of the registration fee.

The enrolment fee will be refunded only and exclusively if the course is not activated. In this case the student, in order to obtain the reimbursement, must submit an application to the Director of the Course.

Art. 4 - Duration and organization of training activities

The Winter School lasts two weeks, lessons will begin on December 29, 2019 and will end on February 9, 2019. The training activity is equal to 80 hours of total commitment, of which at least 68 hours are dedicated to frontal teaching activities.

The attendance of 75% of the activities provided by the Course entitles the student to the certificate of attendance and allows the possible recognition of 12 CFUs. The CFU acquired in the Training Courses or in the Intensive Courses (Summer/Winter School) can be recognized by BA\MA courses up to a maximum of 12 Cfu, as long as they are consistent with the contents of the course itself. In the event of failure to attend, or

other censurable conduct, the Director may decide not to issue the certificate of attendance of the course. In this case the registration fees paid will not be refunded.

Art. 5 - Methods of payment of the enrolment fee for the Winter School.

The student admitted to the course must access Infostud2.0 from the page https://www.uniroma1.it/it/pagina-strutturale/studenti with registration number and password, click on the box "TRAINING COURSES", then click on "TAXES - REGISTRATION", enter the code of the course indicated on the announcement and follow the instructions below. The payment of the enrolment fee must be made within the deadline provided for in this announcement (see point 3), through the bulletin downloaded from Infostud in the manner illustrated on the web page of the Sapienza institutional website: https://www.uniroma1.it/it/pagina/come-pagare or through the PagoPA payment service.

Full professors of educational institutions of all levels can pay up to € 500.00 by using the so-called "Teacher's Charter". In this case, after the deadline indicated in art. 1, the participant admitted to the course must write to the e-mail address altaformazione@uniroma1.it attaching the bonus generated by the MIUR website to receive, again by e-mail, a bulletin to pay the difference, if due, between the course registration fee and the amount of the bonus. The registration fee cannot be refunded in any way. The student can apply for a refund only if the course is not activated.

Art. 6 - Methods of payment of course enrolment fees by an Institution/Company

In order to finance the enrolment of one or more persons in a course, it is necessary that the beneficiaries of the funding register with Infostud and obtain the bulletin as described in point 7, and then carry out the following steps: 1 - the financing company must make a transfer equal to the amount indicated in the bulletin downloaded by the beneficiary on the following IBAN: IBAN code: IT71 I 02008 05227 000400014148 Institution code: 9011778 Unicredit University Treasury - Agency 30660 In the reason for payment, it is necessary to indicate: "FORM (course code) number (student number)". For those who make transfers from Unicredit agencies it is necessary to indicate also the account number Ateneo 1001 This indication is indispensable to match the payment to the beneficiary to the course. If there are more than one beneficiary, change the total amount of the transfer and the reason for it accordingly with the indication of the serial numbers of all the beneficiaries.

2 - after making the transfer, send an e-mail with your references (company name, VAT number / tax code, contact details, first name and last name and serial number of the beneficiary / beneficiaries) to francesca.bernabei@uniroma1.it, once the payment is verified, the offices of the Accounting Department of the University will issue a receipt for the amount paid, and send it to the address indicated in the application form.

Annex 1 APPLICATION FOR ADMISSION TO THE COURSE

To the Director of the Course of the Winter School Prof. Carlo G. Cereti University of Rome "La Sapienza" at the Department of Antiquity Sciences, Faculty of Letters and Philosophy Piazzale A. Moro, 5 Cap 00185, Roma.

The undersigned

Last name, First name

Fiscal Code

Nationality

Place and date of birth

Address of residence (City, province, street, zip code)

E-mail address

Fixed telephone number and mobile phone number

Infostud serial number

Funding institution (if any)

_____

Address of the funding institution

_____
___

VAT number of the financing body

Pursuant to Articles 46 and 47 of Presidential Decree no. 445/2000 and subsequent amendments, aware of the criminal penalties provided for in Article 76 of the same Presidential Decree, for the hypotheses of falsehoods in false acts and statements indicated therein

DECLARES

To be in possession of the following university degree

□ Bachelor's degree □ Master's degree □ Other (please specify)

Name of the course of study

_____

Institute/University where the qualification was obtained

Date of graduation, Vote

and to have read the call for applications and the Training Plan of the Course

ASKS

to be admitted to the Winter School of Sapienza University of Rome in

Name of the Course

Department of the Winter School - Faculty

_____
_____
_____
_____
_____ Department of the Course (Higher Education, Training, Intensive Summer/Winter School) - Faculty

_____
_____
_____
_____
_____

Academic year for which registration is requested_____/_____

To that end, it is attached hereto: - Photocopy of a valid identity document, duly signed and legible (Identity Card, Driver's License, Passport); - Self-certification of the university degree obtained;

For candidates with a qualification obtained in a country of the European Union:

Self-certification, pursuant to Articles 46 and 47 of Presidential Decree 445/2000 and subsequent amendments and additions, of the degree with list of exams and related votes in Italian or English.

For candidates with a qualification obtained in a country NOT belonging to the European Union:

degree certification with list of exams and related votes translated and legalized in Italian or English. - Declaration of consent for the processing of personal data (Annex 2);

The undersigned declares that he/she has read and approved the announcement and the Training Plan of the Advanced Training/Intensive Course (Summer and Winter school).

Date Signature of the candidate in writing

_____ _____

ANNEX 2

INFORMATION PURSUANT TO ART. 13 OF EU REGULATION NO. 679/2016 OF 27.04.2016 "GENERAL REGULATION ON DATA PROTECTION"

The holder of the data processing rights is Sapienza University of Rome - 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 The Data Processing Officer is the Director of the course. Purpose of processing and legal basis Pursuant to art. 6 of the Regulation, the processing of data is necessary for the performance of a task of public interest or related to the exercise of official authority vested in the data controller. The data provided will be processed to the extent necessary and for the purposes related to the registration and attendance of the Winter School.

Nature of data provision and consequences of a possible refusal:

The provision of data is mandatory, and any refusal to provide such data makes it impossible to enrol in the course and the management of related procedural activities, as well as educational activities. Methods of processing and subjects authorized to process The collection of data is in accordance with the principles of relevance, completeness and not excessive in relation to the purposes for which they are processed. The processing of the above data is carried out on the basis of computerised procedures exclusively for the fulfilment of legal requirements or for administrative, educational and election-related purposes of student representatives in academic bodies or for purposes related to any part-time collaborations of students at university facilities. The provision of data is mandatory. Any refusal to provide data will make it impossible for the Owner, Manager and agents to carry out data processing operations and, therefore, the inability to provide the related services and / or fees and / or facilities requested. In particular, failure to provide data precludes the establishment and continuation of the relationship with Sapienza University of Rome. The personal data provided are processed in accordance with the principles of lawfulness, correctness and transparency, as required by law, including with the help of computer and telematic tools to store and manage the data, and, in any case, in such a way as to ensure the security and protect the confidentiality of the person concerned. Rights of the interested party We inform you that the interested party may ask the owner or the person responsible for data protection, as indicated above, if the conditions are met, for access to personal data in accordance with of art. 15 of the Regulation, the rectification of the same pursuant to art. 16 of the Regulation, the cancellation of the same pursuant to art. 17 of the Regulation or the limitation of the processing pursuant to art. 18 of the Regulation, or may oppose their processing pursuant to art. 21 of the Regulation, in addition to being able to exercise the right to data portability pursuant to art. 20 of the Regulation. In case of violation of the provisions of the Regulation, the person concerned may lodge a complaint with the Guarantor for the protection of personal data.

Participation in the competition in the manner described in this notice implies taking note of the above information.