



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

Call for applications for admission to the Summer School

in "Metal 3D Printing in Construction"

Academic Year 2024-2025

code: 5996

Article 1 – General Information	2
Article 2 – Admission requirements	2
Article 3 – Registration and delivery of documents	3
Article 4 – Other information concerning registration and delivery of documents	3
Article 5 – Tuition fees and methods of payment	3
Article 6 – Withdrawal from registration	4
Article 7 – Withdrawal from the programme	4
Article 8 – Information and contacts	4
Article 9 – Processing of personal data	4

Useful Information

Application deadline and enrollment end:	17/06/2024
Available places:	minimum 12 maximum 20
Tuition fees:	Tuition fees 350 (threehundredsffthy) Euros to be paid in a single instalment at the time of registration ATTENTION: before making the payment, in case of doubts about the admission requirements, contact the place of teaching (Vittoria Laghi, vittoria.laghi2@unibo.it) because the fees paid cannot be refunded.
Administrative office:	Bologna
Teaching location:	Bologna
For administrative information:	Please contact Ufficio Master master@unibo.it
For scientific and teaching information:	Academic tutor: Vittoria Laghi, vittoria.laghi2@unibo.it
Attachments:	Procedural instructions in the attached section of the course form

Regulations concerning the validity and use of certificates in the Public Administration came into force on 1 January 2012. In compliance with these regulations, the Public Administration cannot accept or request certificates concerning information which is already in the possession of the Italian public administration; only self-certifications will be accepted.

This does not apply to certificates which contain information which is not in the possession of the Italian public administration (e.g. "dichiarazione di valore" for qualifications obtained abroad).



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

Article 1 – General Information

1. Under the terms of Decree no. 270 of 22 October 2012 issued by the Italian Ministry of Education, University and Research, the Alma Mater Studiorum - University of Bologna, administrative office Bologna, will run the Summer School in “Metal 3D Printing in Construction” for academic year 2024-2025.
2. The programme has been set up on the proposal of Department of Civil, Chemical, Environmental and Materials Engineering and is run in collaboration with Fondazione Alma Mater.
3. The programme lasts for 3 days, classroom training is delivered in English, awards 3 CFU credits and aims the following learning outcomes to train young researchers, PhD students, professionals and students interested in advanced building technologies and basic concepts in large-scale metal 3D printing in construction .
4. Applications will be accepted until all places are filled.
Failure to reach the minimum number of participants or the failure to reach the minimum budget requirements will result in the Summer School not being activated. In the case of non-activation the Master's Office will run the reimbursements of the first instalment (excluding the processing fee) according the procedures issued by the University.
5. Certification of the positive completion of the Summer School and the issue of 3 CFU is subject to:
 - payment of all fee instalments within the established deadlines;
 - achievement of a minimum attendance of 80%;
 - passing the final examination.
6. It is not possible to transfer your enrolment from one Summer/Winter School to another, nor to any other course offered by the University.
7. The programme is not subject to exemption from registration fees and university tuitions fees (D. Lgs 68/2012, art.9, comma 8).

Article 2 – Admission requirements

1. The programme is reserved for candidates who, by the time of enrolment 17/06/2024, are in possession of the following qualifications and access requirements:
 - first cycle degree and/or second / single cycle degree obtained under D.M. 270/04 or first cycle degree and/or second / single cycle degree obtained under the laws previously in force (DM 509/99 and Old Regulations) in the following fields or classes: Civil Engineering, Architecture, Building Engineering;
 - first cycle degree and/or second / single cycle degree obtained abroad deemed equivalent to those described in point above by the admission committee, for the purposes of admission to the Summer School.
 - B2 English level
 - According to the unquestionable judgment of the Committee, three-year degrees and/or master's degrees in fields other than those indicated above may be accepted if a curriculum vitae et studiorum documenting qualified competences and attitudes in the subject matter of the course is submitted.
2. The participation of auditors is permitted; the admitted number shall not however exceed 20% of the enrolled students. Anyone interested may express their interest directly to the programme's place of teaching and will be notified directly of the acceptance of their request as well as the details for registration and payment of the



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

programme participation fee. The fee for auditors is 350 (threehundredsifthy) Euros (single instalment on registration). Attendance is not compulsory for auditors. Moreover, Auditors are not permitted to perform exams or the final examinations and are not awarded any CFU. Auditors are given a certificate of participation by the place of teaching stating the amount of hours effectively attended.

Article 3 – Registration and delivery of documents

1. Registration must be made by the deadline of 17/06/2024 through to the website www.unibo.it/Portale/Guida/StudentiOnline
2. Online registration methods are explained in the procedural instructions in the attached section of the course form.
3. Registration is deemed to be completed with the payment and sending by mail to master@unibo.it the following documents (in part listed also in the instructions attached to this call for applications):
 - a) copy of the qualifications obtained with a list of exams passed, both translated into Italian or English, under the candidate's responsibility;
 - b) **only for candidates possessing a degree obtained abroad**, any other documentation deemed useful for assessing the acceptance of the qualification (Diploma Supplement, "dichiarazione di valore", etc.) and the degree translated and legalized (the translation is not necessary for titles in English, French or Spanish);
 - c) the registration form "Immatricolazione – Dati inseriti" **signed**;
 - d) a front and back copy of a valid identity document;
 - e) one passport photo in bitmap or jpeg format;
 - f) **for non-EU citizens, the "Residence Permit" or the "Visa" for study purposes**;
 - g) Copy of the qualification for B2 English level

Article 4 – Other information concerning registration and delivery of documents

1. The University of Bologna will not be liable for lost or misdirected communications due to incorrect addresses given by candidates or the late or non-notification of changes to the address given in the on line registration, or for any difficulties in the postal service or any other difficulties which are caused by third parties, acts of providence or force majeure.
2. In the event of false declarations made in the documentation presented by the candidates, relevant for the purposes of registration, without prejudice to the penalties laid down in art. 76 of Presidential Decree no. 445 of 28 December 2000, such candidates will not be permitted to register and will not have any right to reimbursement of the fees paid. Any false declarations will be subject to claims for damages by the affected parties.

Article 5 – Tuition fees and methods of payment

1. The fee required from students attending the programme is 350 (threehundredsifthy) Euros, to be paid in a single instalment at the time of registration.
2. Payments must be made according the methods available on Studenti Online www.studenti.unibo.it.
3. The cost of the student's enrolment to the programme may be borne by third parties (public authorities, foundations, businesses, etc.). In this case, please contact the place of teaching prior to the selection procedure in order to obtain the format of *nominal letter of intent* and send the letter - filled and signed from third parties – to the Academic Tutor Dr. Vittoria Laghi (vittoria.laghi2@unibo.it) (and to Master's Office master@unibo.it in copy) when entering the data per enrolment on Studenti Online (**ATTENTION** – do not make the payment!).



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

Following payment, the university issues an accounts receipt excluding VAT pursuant to articles 1 and 4 of Italian Presidential Decree no. 633/1972 and amendments.

Article 6 – Withdrawal from registration

1. Any candidates wishing to withdraw from registration, and who decide not to pay the registration fee, must immediately notify the Master's Office in writing by mail to master@unibo.it, attaching a front and back copy of their ID document, in order to allow the places to be filled by other candidates.

Article 7 – Withdrawal from the programme

1. Students undergoing the programme, after having paid the instalments of enrolment, who then decide to withdraw from participation in the programme, are not entitled, for any reason, to a refund of the fees paid. The withdrawal from studies is a formal and irrevocable act through which you decide to end your university career. For the withdrawal form please contact the Master's Office (master@unibo.it). The filled in, signed hard copy of the form must be returned to the Master's Office complete with the duty stamp, along with a copy of a valid identity document.

Article 8 – Information and contacts

1. For *scientific and teaching information* (teaching programme, lesson timetable, exams, internships or project works etc.) contact the place of teaching at (Academic tutor: Dr. Vittoria Laghi, vittoria.laghi2@unibo.it).
2. Any *administrative information* can be obtained from the Master's Office.

The Master's Office is located at 7 Viale Quirico Filopanti - 40126 Bologna, and it is open to public, on appointment, during the following hours:

Monday, Wednesday, Friday from 9:00 to 11:15

Tuesday and Thursday from 14:30 to 15:30

Telephone +39 0512092798

<https://sportelli.unibo.it/>

Email master@unibo.it

Pec scriviunibo@pec.unibo.it

Documents may be sent by registered mail with return receipt to the Master's Office: *Alma Mater Studiorum – Università di Bologna, ARIN - Settore Alta formazione, formazione permanente e formazione co-progettata con Enti esterni, Ufficio Master, via Zamboni, 33 – 40126 Bologna*

3. The University of Bologna will not be liable for any delays in delivery, lost post or incomplete documentation.
4. The only method of advertisement of this call for applications are the notices published on the University of Bologna portal www.unibo.it
5. The person in charge of the procedure is the Head of the Settore Alta formazione, formazione permanente e formazione co-progettata con Enti esterni dell'Area Innovazione, Dr. Alessandra Marchi.

Article 9 – Processing of personal data

1. Personal data provided by the applicants will be processed by the University of Bologna in accordance with Regulation (EU) 2016/679.



ALMA MATER STUDIORUM
UNIVERSITÀ DI BOLOGNA

Provision of the personal data indicated in this call for applications and in the attached forms is mandatory for the purposes of participating in the procedure and for every consequent operation.

The University may also process the personal data of applicants for the purposes of compiling statistics and sending them to MUR to facilitate analysis and improvement of teaching activities and services, research activities and activities related to the right to study. Personal data provided through the Studenti Online platform may also be processed by the University for the institutional purposes indicated, for example, in art. 4 of Rector's Decree 271/2009. In accordance with art. 13 of Regulation (EU) 2016/679:

1. the data controller is the Alma Mater Studiorum - University of Bologna located in via Zamboni, 33 – 40126 – Bologna;
2. the data processor is the head of the Area Innovazione (Dr. Alice Corradi) – Via Zamboni, 33 – 40126 – Bologna;

The complete and up-to-date list of persons in charge of data processing can be obtained by sending an email to privacy@unibo.it or contacting the Data Processor. The data processing procedures are set out in the privacy policy published on the University website (<https://www.unibo.it/it/ateneo/privacy-e-note-legali/privacy/>).

Firmato Digitalmente

Bologna, 28/03/2024

La Dirigente
(Dott.ssa Alice Corradi)