

Academic Year 2015 - 2016

***Call for applications for the
Laurea Magistrale Degree/Master's Degree (second cycle) in
BIOMEDICAL ENGINEERING
(LM-21 – Class of second cycle degrees in Biomedical Engineering taught in
English)***

Department of ENGINEERING

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Art. 1 - Introduction

This call contains the admission rules to the Master's Degree in Biomedical Engineering (taught in English) for the Academic Year 2015-2016.

Admission to the degree course requires the assessment of candidates' curricular requirements, as specified at article 4.

The application process is open to both graduates and graduating students. The latter ones can enroll during the academic year once they obtain the qualification required, within the deadline specified at article 7.

The definitive admission is subject to the results of controls on self-certifications and admission degrees, which can take place even after the enrollment.

Registration to the *Portale dello Studente* (Student Portal)

In order to gain access to all procedures described in this call, candidates must register to the *Portale dello Studente* through the link <http://portalestudente.uniroma3.it>. Once inside the Portale, they must click on **Servizi on-line** from the menu on the left and then **Accedi ai servizi on-line** → **Registrati**.

Once the registration is completed, the system assigns the **Roma3Pass** account, with a User Id and a Password. This account gives access to the personal area of the *Portale dello Studente* and to all Roma Tre online services. Lost Roma3Pass credentials can be requested again following the procedures available at http://portalestudente.uniroma3.it/index.php?p=cambio_password.

Assistance for problems with online procedures is available at http://portalestudente.uniroma3.it/index.php?p=assistenza_on-l.

Art. 2 - Places available to non-UE citizens residing abroad

This degree course admits **40** non-UE citizens, distributed as follows:

- ▶ Extra-UE citizens residing abroad: **20**
- ▶ Chinese citizens within the Marco Polo Programme: **20**

Art. 3 - Candidates with foreign qualifications

Candidates with foreign qualifications must refer to the "Announcement for the admission to degree courses with foreign qualifications", published on the *Portale dello Studente*. Their admission and enrollment is managed by the Office for Students with Foreign Qualifications (*Ufficio Studenti con Titolo Estero*), whose contacts are indicated at article 12 of this announcement.

Art. 4 - Admission requirements

Degrees:

- first cycle degree/bachelor's degree
- second cycle degree/master's degree
- diploma di laurea/master's degree awarded within degree courses in force before the university system reform established with Ministerial Decree 509/1999
- any equivalent foreign qualifications achieved at legally recognized institutions.

Skills

Candidates must:

- ▶ Know methods and operational aspects of information and industrial engineering basics, core and related sciences (class L-8 in Ministerial Decree 270/04 and class 9 in Ministerial Decree 509/99 of first cycle degrees in Information Engineering; class L-9 in Ministerial Decree 270/04 and class 10 in Ministerial Decree 509/99 of first cycle degrees in Industrial Engineering);
- ▶ Be fluent in the English language, spoken and written. Candidates must have at least a B1 Common European Framework (CEF) level of English. Level can be certified by pass/fail exams passed at Roma Tre or by one of the following certificates, with the level/grade specified or above:
 - CAMBRIDGE ENGLISH LANGUAGE ASSESSMENT: Preliminary (PET)
 - IELTS (4,5)
 - TOEFL:
 - paper based test: 513
 - computer based test: 183
 - internet based test: 65
 - TSE: 30
 - TRINITY COLLEGE LONDON: Integrated Skills in English examinations (ISE) Level II (ISE II)
 - UNIVERSITY OF OXFORD: Oxford Test of English Level B1

No extra credits are required to graduates in Information and Industrial Engineering classes of first level degrees, as well as to any graduates having the minimum requirements stated in Ministerial Decrees 4 August 2000 and 16 March 2007, nr. 157 for Information and Industrial classes of first level degrees.

In order to fulfill the educational goals planned by the Biomedical Engineering master's degree course educational path, graduates in the above-mentioned classes possibly lacking the above mentioned skills are obliged to follow a personal study plan.

First cycle graduates in classes other than Information or Industrial Engineering may be asked to acquire specific skills upon individual evaluation based on the academic curriculum and/or an interview. Candidates lacking English B1 level certification at the date of application must obtain it before registering for any class exam.

The degree course regulations (*Regolamento Didattico*), available on the Department of Engineering website http://ingegneria.uniroma3.it/?page_id=247, specify any details on curricular requirements. It is important to read carefully such regulations before applying. The same regulations state the curricular requirements needed by candidates transferring from other Italian universities (*trasferimento*), transferring from other Roma Tre degree courses (*passaggio*) or asking the shortening of the degree programme through the recognition of previous degrees (*abbreviazione di carriera*).

Who can apply:

- Graduates with one of the above mentioned degrees;
- Undergraduates enrolled in a first cycle degree course at Roma Tre or other university who expect to graduate within **March 2016**.

Art. 5 - Application

The application is compulsory for all types of candidates. The online application is open from **22 June to 15 September 2015 - 12.00 a.m.**

a) Candidates from Roma Tre

Choose the Biomedical Engineering degree course among Engineering master's degree courses from the personal area of the Portale dello Studente, "Domanda di ammissione" section, and fill in the online application form. It is possible to indicate two further degree courses in order of preference.

Undergraduates must inform the Department Office by email (see contacts at article 12 of this announcement) of any exams still to be passed.

b) Candidates from other universities

Apply through the following procedure:

1. **Online application:** Select the Biomedical Engineering degree among Engineering master's degree courses from the personal area of the Portale dello Studente and fill in the online application form. It is possible to indicate two further degree courses in order of preference. The fields on high school diploma and university degree awarded or to be awarded are compulsory;
2. **Attachments:** Download from the Portale dello Studente <http://portalestudente.uniroma3.it/index.php?p=modulistica> the self-certification form on passed exams (*autocertificazione Esami e Attività*), fill it in and sign it;
3. **Sending:** Scan application form and attachments and send all documents by email to the relevant academic board (see contacts at article 12 of this announcement) within **15 September 2015**.

Please note

Applications for different degree courses must be sent to any relevant academic board.
Incomplete applications will not be processed.

Candidates are recommended to verify that the online procedure is fully completed, as this is the ONLY admission procedure to master's degree courses.

Late application period

The application is also open from **16 September to 5 October 2015** under the same procedures described above. Late application is charged with extra 60 euros.
No more applications are allowed after 5 October.

Art. 6 - Admission results

Candidates can check the application results from **6 October 2015 - 27 October 2015** for late applications - through their personal page on the *Portale dello Studente*.

They will not be personally notified.

"Admitted" candidates can immediately enroll. "Conditionally admitted" candidates (undergraduates or those with some specific curricular requirements to fulfill) will find detailed academic information at the Department Office. Candidates who do not meet eligibility requirements will result as "Not admitted".

Conditionally admitted candidates must fulfill any curricular requirements indicated by the Department by taking and passing single course units. The Department will provide the list of the relevant course units. Information on procedures and deadlines for the enrollment to single course units are available on the *Portale dello Studente*. Roma Tre will deduct single course units fees from first year university fees (see the *Regolament oTasse e Contributi Studenti* on the *Portale dello Studente*).

Art. 7 - Enrollment

a) Graduates

Standard enrollment period: from **6 October to 12.00 a.m. of 15 October 2015**

Late applications enrollment period: from **27 October to 12.00 a.m. of 5 November 2015**

b) Conditionally admitted

With some specific curricular requirements to fulfill

Enrollment period: By the successful completion of single courses units until **12.00 a.m. of 31 March 2016**.

In order to gain access to the enrollment procedure, candidates must notify passed examinations to the Registrar's Office by the ticketing service available at <http://portalestudente.uniroma3.it/index.php?p=ticket>.

Undergraduates

Enrollment period: After graduation, until **12.00 a.m. of 31 March 2016**.

Notice

Candidates who are conditionally admitted can attend classes, but they cannot take exams until they enroll in the master's degree course.

In order to enroll, admitted candidates must follow the online procedure and pay the first instalment within the above mentioned deadlines. **The enrollment is effective only upon payment of the first instalment.**

The enrollment procedure requires to: a) fill in the online application form; b) list any eligible fee exemption; c) print the application form and the first instalment payment form.

Please note

No payment from different Banks than UNICREDIT is allowed, neither through bank transfer nor at Post Offices. Online payment through credit card is also available (<http://portalestudente.uniroma3.it/index.php?p=istruzioni>).

In order to pay within the final deadline, please consider bank agencies opening time - including online payment services - as well as the Students' Front Office opening hours for any problems arising during the enrollment procedure.

Graduates from universities other than Roma Tre must also hand in the following documents:

1. Signed application form;
2. A passport-size photo;
3. Photocopy of a valid identification document¹;
4. Disability certificate indicating the disability percentage (L.104/1992 and further modifications), if relevant;

By **the day after the payment of the first instalment** until **9 December 2015**, or **2 May 2016** for enrollments within 31 March 2016. Documents must be put in a sealed envelope and handed in at the specific collection point at the Students Office. They can also be sent by registered letter with advice of delivery (date as postmark) to the following address: Università degli Studi Roma Tre, Area Studenti, Via Ostiense 175, I-00154 Roma, putting on the envelope the sender and the following: *"Immatricolazione 2015-2016, Laurea Magistrale degree in Biomedical Engineering"*.

¹Identity Card or other equivalent document as stated in DPR N. 445/2000, for example, passport, driving license, any identity card issued by a public authority with photo, stamp or other equivalent marking.

Notice

Students with foreign qualifications must hand in the enrollment form to the Office for Students with Foreign Qualifications (*Ufficio Studenti con Titolo Estero*), whose contacts are indicated at article 12 of this announcement.

Graduates from Roma Tre must not hand in the above listed documents.

Late enrollment

Admitted candidates who did not enroll within the prescribed deadlines, but still wish to enroll, must ask for late enrollment through the ticketing service available at <http://portalestudente.uniroma3.it/index.php?p=ticket>.

Late enrollment is charged with extra **60 euros**, due with the first instalment.

Art. 8 - Enrollment in the second year or subsequent years

Candidates transferring from other universities, from other Roma Tre degree courses or graduates asking for the recognition of a previous same level degree who apply for the shortened programme may ask to enroll in the second year or subsequent years. The relevant academic board evaluates applications on the basis of the requirements stated in the degree course regulations.

Notice

The Biomedical Engineering master's degree course in English is firstly launched in the academic year 2015-2016 and it offers only first year's classes and educational activities.

Candidates applying for the second year or subsequent years can enroll in the already existing Biomedical Engineering master's degree course in Italian.

Transferring from another Italian university

The online application procedure is open from **22 June to 15 September 2015** in the section "*Immatricolazioni e trasferimenti in ingresso*" of the *Portale dello Studente*. It requires all information on high school diploma and current studies at university of origin, such as enrollment year, total years in current degree course, passed exams (scientific-disciplinary sector, name of the exam, exam date, grade and credits).

Please note

Candidates with first cycle degrees not awarded by Roma Tre must send scanned copies of the application form, self-certification on passed examinations and the related course content to the relevant academic board within **15 September 2015** by email (contacts at article 12 of this announcement).

Incomplete applications will not be processed.

The degree course recognizes as many credits as possible, even through interviews. If the degree class of origin is the same, at least 50% or the total credits related to a single scientific disciplinary sector will be recognized. The number of recognized university credits (CFU) depends on the content of previous studies, related to the master's degree course educational goals. Examinations and activities taken in European higher education institutions will be recognized according to the European Credit Transfer System (ECTS).

Evaluation results are published at the Degree Course showcase from **6 to 15 October 2015**.

Enrollment at Roma Tre must follow the transferring request at university of origin and it is effective upon payment of the first instalment plus transferring fee within **15 October 2015**.

Payment forms and enrollment form are available in the personal page of the *Portale dello Studente*. The enrollment form and the attachments listed at article 7 must be handed in as indicated at same article 7 within the deadline of **9 December 2015**.

Notice

Students who enroll at Roma Tre not having requested transferring at their university of origin incur the contemporary enrollment prohibition and their latest enrollment is nullified (Art. 142 T.U. R.D. 31/08/1933 n. 1592; art. 2 *Regolamento Carriera universitaria degli studenti* - Regulations on student university career).

Transferring from other Roma Tre master's degree courses

The online application procedure is open from **3 August to 15 September 2015**.

Things to do before applying:

1. **Check** previous payments and the registration of all passed exams in the online *libretto*. Irregularities must be notified through the ticketing service at <http://portalestudente.uniroma3.it/index.php?p=ticket> (<http://portalestudente.uniroma3.it/index.php?p=helpdesk2> for students enrolled in degree courses in force before Ministerial Decree 509/1999);
2. **Payment of the first instalment** a.y. 2015-2016: payment form downloadable from the personal page of the *Portale dello Studente*; enrollment enabled only upon registration of the payment (up to 5 working days from the payment);
3. **Online application** for transferring from other degree courses: *Portale dello Studente*, section *Carriera*.

The degree course recognizes as many credits as possible to students coming from other master's degree course of the same Department of Engineering, even through interviews. The degree course recognizes as many credits obtained in other degree classes as possible, even through interviews. Examinations and activities taken in European higher education institutions will be recognized according to the European Credit Transfer System (ECTS).

Evaluation results are published at the Degree Course showcase from **6 to 15 October 2015**. Applying students may be informed by an informal email that University has posted the showcase.

Applicants must possess admission requirements at the time of application. They must ask the degree course academic board for the recognition of any further exams.

Admitted students can print the *passaggio di corso* payment form and pay it within **15 October 2015**. Transferring is effective only upon payment of the related fee.

Late applications

The application is also open from **16 September to 5 October 2015** under the same procedure described above. Late application is charged with extra **60 euros**.

No applications allowed after 5 October.

Evaluation results are published at the Degree Course showcase from **27 October to 5 November 2015**.

Admitted students must pay the *passaggio di corso* fee within **5 November 2015**.

Shortened degree programme for the recognition of a previous master's degree

Graduates in a second cycle/master's degree course or in second cycle master's degree courses in force before Ministerial Decree 509/1999 or foreign equivalent degrees, who intend to apply for the shortened degree programme, must follow the same procedures indicated at articles 5, 6 and 7 of the present call.

The degree course recognizes as many credits obtained in class degrees different from the present class as possible, even through interviews. The number of recognized university credits (CFU) depends on the content of previous studies, related to the master's degree course educational goals.

Art. 9. Part-time students

Students may ask for part-time enrollment in accordance to the *Regolamento Carriera universitaria degli studenti*, published at http://portalestudente.uniroma3.it/index.php?p=guide_e_regolam.

Art. 10. Tuition fees

The *Regolamento Tasse e Contributi Studenti* (Regulations on tuition fees) contains all rules on university tuition fees. It is published on the *Portale dello Studente* website.

Please note

In order to be placed in the tax brackets and ask for any fee exemptions, students must calculate the ISEEU (Indicatore della Situazione Economica Equivalente per l'Università) within the deadlines and the procedures described in the Regolamento Tasse e Contributi Studenti.

Students who do not calculate their ISEEU are automatically placed in the maximum tax bracket.

Art. 11. Study grants, housing, university canteens and other subsidies

The regional authority for the right to higher education *Laziodisu – Adisu. Roma Tre* publishes a call for various subsidies, such as study grants, housing, international mobility grants and degree awards. The call is published each year on the *Adisu.Roma Tre* website, also reachable from the *Laziodisu* homepage <http://www.laziodisu.it/>.

Apart from subsidies comprised in the yearly call, *Adisu.Roma Tre* offers university canteens and other student services as described on its website.

Art. 12. Information

Web

The institutional Roma Tre University website is the **only** official publication for all information related to administrative procedures. All instructions on procedures described in this announcement are published on the webpage <http://portalestudente.uniroma3.it/istruzioni/>.

Any changes in the dates indicated in previous articles will be made known in good time through special notice on the *Portale dello Studente* homepage (<http://portalestudente.uniroma3.it>).

Administrative Offices

Registrar Department - Engineering Office

Website: <http://portalestudente.uniroma3.it>

Contacts: <http://portalestudente.uniroma3.it/index.php?p=contatti>

Department of Engineering – Chair's Office

Website: <http://ingegneria.uniroma3.it/>

e-mail: didattica.ingegneria@uniroma3.it

Via Vito Volterra 62, 00146 Roma

Electronic Engineering Academic Board – Secretary's Office

Website: <http://ccs.ele.uniroma3.it/>

e-mail: didattica.elettronica@uniroma3.it

Via Vito Volterra 62, 00146 Roma

Office for Students with foreign qualifications

Via Ostiense 149, 00154 Roma, ground floor. Opening hours: Monday 14-16.30; Thursday 10-13.
e-mail: segr.stud.titoloestero@uniroma3.it
Ph. +39 06 57332850; fax +39 06 57332106

Piazza Telematica d'Ateneo (University computer lab)

Internet access and computers available to complete procedures described in this call.
Website: <http://host.uniroma3.it/laboratori/piazzatelematica/> Via Ostiense 133, 00154 Roma

Office for disabled students

Website: <http://host.uniroma3.it/uffici/accoglienzadisabili/>
e-mail: ufficio.disabili@uniroma3.it
Via Ostiense 169, 00154 Roma
Ph. +39 06 57332703, fax +39 06 57332702

University Language Centre

Website: <http://www.cla.uniroma3.it/>
e-mail: cla@cla.uniroma3.it
Via Ostiense 131/L, 00154 Roma, 7th floor
Ph. +39 06 57332079

Public Relations Office (URP)

Website: http://www.uniroma3.it/page.php?page=Chiedi_al
Via Ostiense 131/L, 00154 Roma, 7th floor. Opening hours: from Monday to Friday 10-13.
Ph. +39 06 57332100

All university offices and departments will be closed from 8 to 23 August 2015.

Art. 13 - Institutional e-mail

Roma Tre gives each student an e-mail box (nom.cognome@stud.uniroma3.it) working with the *Portale dello Studente* account. Offices use only this e-mail address to send any personal notice, such as the registration of examinations. Instruction to gain access to the e-mail box after the enrollment are available at <http://portalestudente.uniroma3.it/mail/>.

Art. 14- Informative report according to art. 13 of Legislative Decree 30/06/2003 n. 196

1. Objective of data handling.

Personal data supplied by candidates are collected for the management of the admission procedure to the master's degree course, respecting the principles of correctness, legality, transparency and privacy protection, also with regards to the calculation of the admission test score, if any. Admission tests are ruled by article 4, paragraph 1 of Law 2 August 1999, n. 264 on admission to university degree courses. The same law establishes at article 2, paragraph 1, subparagraph a) which degree courses are subject to the planning of enrollments.

2. Handling modalities and interested parties.

Personal data supplied by the candidates, even through the online registration to the admission test, will be handled through a computerized procedure by Università degli Studi Roma Tre and the contracting company for the management of admission tests, if any. Personal data of the candidates will be handled by Università degli Studi Roma Tre staff in their capacity of charged data handlers, with the following modalities:

- Registration and processing on paper and electronic device;
- Data storage through automatic and/or manual instruments;
- Publication of selection results according to the modalities indicated in this announcement.

Data may be shared with the Ministry of Education, University and Research for obligations related to the Student National Registry (Anagrafe Nazionale Studenti) and for periodic and compulsory statistical surveys. They may also be shared with other public administrations for institutional statistical objectives or for any law obligations.

3. Characteristics of personal data supply and consequences of possible refusal.

Personal data must be compulsory supplied in order to participate to the admission tests, if any, and to enroll in the degree courses.

Candidates who do not supply personal data are excluded from those procedures.

Data on personal health condition may be voluntarily supplied. They are collected only to properly organize the admission test and in order to guarantee equal opportunities to candidates, according to the legislation in force on disabled people (Law 104/1992).

4. Owner of personal data handling:

Università degli Studi Roma Tre.

5. Responsible for data handling

For Università degli Studi Roma Tre:

- a) Head of the Students Office;
- b) Staff of Students Office, Information System Office and Department Secretary's Office charged of data handling.

6. Rights of the parties involved established by art. 7 of Legislative Decree 196/2003:

(Right of access to personal data and other rights)

The party involved has the right to be confirmed of the existence of personal supplied data, even if they are not registered yet, as well as to be clearly informed.

The party involved has the right to know:

- a) the source of personal data;
- b) the objectives and modalities of data handling;
- c) the logic applied in case of electronic data handling;
- d) the essential elements to identify the data handling owner, responsible and delegate according to art. 5, paragraph 2;
- e) subjects who can share personal data upon communication or sharing as delegates, responsible or charged of data handling.

The party involved has the right to obtain:

- a) the updating, correction or integration of data;
- b) the cancellation, transformation in anonymous form or blockage of data handled in violation of law, including those which do not need to be conserved according to the objectives of their supply and further handling;
- c) the statement that operations indicated in subparagraphs a) and b) have been brought to knowledge to those who shared data, excluding when this accomplishment is impossible or requires an excessive effort in comparison with the protected rights.

The party involved has the right to oppose to personal data handling completely or partly:

- a) for legitimate reasons;
- b) when regarding the sending of advertising materials or direct selling or market research or commercial communication.

Art. 15 - Responsible for the administrative procedure

According to Law 7 August 1990 n. 241, the Responsible for the administrative procedure is Ms. Roberta Evangelista, Head of Students Office.

Ms. Stefania Maello, Head of the Engineering Students Office, looks after the procedure.

Call for applications issued by Rector's Decree n. 826/2015, reg. 98360 of 19/06/2015