



Call for applications

for the 2nd level Specializing Master's Programme in

“Automotive Suspensions: Technologies and Products
for Mechanical evolution and Smart Actuation”
(1st edition)

Academic Year 2017/2018

(Annex “A”- Executive Decision of the Head of the Division of Student Affairs no. 1462/2017)



ART. 1

Programme overview

The first edition of the 2nd level Specializing Master's Programme in "Automotive Suspensions: Technologies and Products for Mechanical evolution and Smart Actuation" is offered for the academic year 2017/2018 in collaboration with Sistemi Sospensioni S.p.A. (subsidiary company of Magneti Marelli S.p.A.).

The administrative seat of this Specializing Master's Programme is located at Politecnico di Torino – Office of Specializing Master's Programmes and Lifelong Learning ("Ufficio Master e Formazione Permanente").

The Programme is managed by the "Specializing Master's Programmes and Lifelong Learning School" ("Scuola di Master e Formazione Permanente").

The Scientific Advisory Board is composed of: Nicola Amati (Politecnico di Torino), Andrea Tonoli (Politecnico di Torino), Piero Antonio Conti (Sistemi Sospensioni S.p.A.).

The Programme Director is Nicola Amati, professor at the Department of Mechanical and Aerospace Engineering of Politecnico di Torino.

ART. 2

Training objectives, learning contents and organization of the activities

The purpose of the Programme is to give multidisciplinary knowledge and competence on Suspension Systems to students with different background in order to prepare the next generation of engineers for the future challenging products in automotive field.

The 2nd level Specializing Master is a full time Programme of one academic year duration for a total of 60 ECTS; it will start in February 2018 and end in October 2018.

Lectures will be held in English at Politecnico di Torino premises – starting in February 2018 and ending in September 2018. Lectures include classroom activities with academic and corporate teaching staff. The internship at Sistemi Sospensioni and Magneti Marelli will start in March and will run parallel to regular class schedule.

The teaching Programme is organized as follows:

- courses:
 - 4 weeks of full-time classroom activities (February 2018 – March 2018)
 - 21 weeks of part-time classroom activities (March 2018 – September 2018)
- internship: 23 weeks (550 hours) of on the job training (part-time) at Sistemi Sospensioni and Magneti Marelli premises (March 2018 – September 2018).

Table n.1 – Organization of the courses

n.	Course	ECTS
1	MOTOR VEHICLE SYSTEMS	5 ECTS
2	SUSPENSION SYSTEMS DESIGN	6 ECTS
3	SUSPENSION COMPONENT DESIGN	10 ECTS
4	MECHANICAL TECHNOLOGIES AND MATERIALS FOR SUSPENSIONS	5 ECTS
5	ELECTRONICS AND COMMUNICATION SYSTEMS	8 ECTS
6	QUALITY AND PROGRAM MANAGEMENT	4 ECTS
7	INTERNSHIP	22 ECTS



ART. 3

Admissions requirements

The 2nd level Specializing Master's Programme is intended for Italian and foreign citizens aged not older than 30 years on January 31st 2018. Applicants must hold a full degree (Master of Science degree/Laurea specialistica/Laurea magistrale) in one of the following fields:

- Mechanical Engineering
- Automotive Engineering
- Automation Engineering
- Electrical Engineering
- Electronic Engineering
- Mechatronic Engineering
- Telecommunications Engineering

In exceptional cases, the Selection Committee may consider for admission candidates who have obtained their Master's degree in a different disciplinary field, provided that they submit appropriate supporting documents (official transcript(s) issued by the University of origin or self certification, as specified in art. 4, containing the full list of all the exams, grades and course syllabi). These documents must prove that the candidates have acquired the scientific and cultural knowledge needed for a successful participation in the Specializing Master's Programme.

The Selection Committee will evaluate candidates who have not graduated yet upon condition that they will obtain the necessary degree within the enrolment deadline. In case they will not obtain the degree within the enrolment deadline, they will not be admitted to the Programme.

All candidates must prove to have a good knowledge of the English language. The knowledge will be evaluated by the Selection Committee during the interview.

Candidates with a citizenship of a NON-EU country must have obtained a Visa for study purposes (or a Residence permit) valid for Italy still valid at the time of the beginning of lectures (February 2018).

ART. 4

Admissions and Selection Procedures

The Specializing Master's Programme is open to a maximum of **20** participants.

Applications must be completed on-line by filling out the application form available on Politecnico di Torino website at: https://didattica.polito.it/master/automotive_suspensions/2018/apply

Application forms must be submitted within **January 8th, 2018** at 11:59 a.m. - Italian time

ALL the following supporting documents must be attached to the application form on Politecnico di Torino website (in English or Italian only):

1. valid identification document (passport for NON-EU applicants)
2. curriculum vitae (cv must include the authorization to the processing of personal data – in compliance with Legislative Decree no. 196/2003);
3. list of exams of both Bachelor's and Master's degree Programmes (or equivalent):
 - for applicants with degree(s) obtained from a non-Italian University or from a private Italian University: official transcript(s), issued by the University of origin, produced on headed paper, containing the full list of all the exams passed and the grades obtained. The transcript(s) must also include the date of the degree conferral.

or

- for applicants with degree(s) obtained from an Italian Public University: self-certification ("dichiarazione sostitutiva di certificazione" - Art. 46 DPR 28 December 2000, n. 445) in which applicants declare to have obtained **both a Bachelor's degree and a Master's degree** (or equivalent).



The self-certification must include: the name of degree, the name of the University, the date of degree conferral and the graduation final grade, the full list of all the exams passed and the grades obtained (this information is required for **both degrees**).

In compliance with art. 75 of D.P.R. 445/2000, should the self-certification be found to be false or incorrect, the applicant loses any benefit which he/she might have acquired on the basis of the untruthful declaration.

4. Admission Request Form (available on the webpage of the Specializing Master's Programme https://didattica.polito.it/master/automotive_suspensions/2018/deadline_documentation)
5. Motivation letter
6. Visa for study purposes valid for Italy (or valid Residence Permit) (for NON-EU applicants only)

Failure to attach even one of the above mandatory documents will result in the exclusion from the selection process.

In order to be admitted to this Specializing Master's Programme, applicants have to pass **2 different selection steps**.

The final decision is taken by the Selection Committee composed of representatives from Politecnico di Torino and Magneti Marelli.

1st step: pre-screening

After the application deadline, the Selection's Committee will evaluate all the applications received and the documentation attached.

The Committee will verify if the applicants meet the academic requirements, have the necessary qualifications and will select those admitted to the interview.

Candidates will be graded on the basis of the documents attached to the application form.

The Selection Committee will assign a maximum of **60 points** on the basis of the following criteria:

- Master of Science degree final grade (in case of Master's degree conferred without final grade, or Master's degree not yet obtained, the average will be considered): maximum 30 points
- Prior experiences (thesis, internship, work) in the field of automotive engineering (specified in the curriculum vitae): maximum 10 points
- Motivation letter: maximum 20 points

Candidates who will obtain at least 40 points out of 60 will be admitted to the 2nd step of the selection process.

The list of candidates eligible for interview will be published on the "selection outcomes" page of the related web site.

Candidates who won't:

- satisfy all the requirements
- attach all the required documents
- reach the minimum score of 40 points

won't be admitted to the interview and they will be excluded from the selection process; as a consequence, they will not have the possibility to be admitted to the Programme.

2nd step: interview

The 2nd step consists in an interview, carried out in English, for the evaluation of:

- technical knowledge
- motivation
- interdisciplinary approach
- presentation
- English knowledge



The interview gives a maximum of **40 points**.

During the interview, the Selection Committee will assess the following elements:

- technical knowledge: maximum 8 points;
- motivation and enthusiasm for the Programme: maximum 8 points;
- capability of interdisciplinary approach: maximum 8 points;
- communication and interpersonal skills demonstrated during the presentation: maximum 8 points;
- fluency in spoken English, comprehension and reading: maximum 8 points;

Candidates must attend the interview on the assigned date, at the time and place that will be communicated in an e-mail sent from Politecnico di Torino. All communications will be sent to the email address provided in the application form.

Interviews will be held within 15 days after the application deadline.

Failure to attend the interview will lead to exclusion from the selection process.

The Selection Committee may evaluate whether to offer the possibility to have a remote interview to candidates who cannot attend the interview in presence (because of due causes).

Candidates who will not reach the minimum score of 65 points will be considered "not suitable" and they will not be admitted to the Programme.

The person responsible for the admissions administrative procedure is Mr. Alberto Pusceddu (Head of the Specializing Master's Programmes and Lifelong Learning Office at Politecnico di Torino).

ART. 5 Selection Outcomes

At the end of the selection process, a merit ranking will be published on the "Selection outcomes" page of the Specializing Master Programme's website.

The ranking will contain:

- the list of applicants admitted to the Specializing Master's programme
- the reserve list

Candidates, who attached all the required documents, who fulfills all the requirements, and who will reach the minimum score of 65 points will see their position in the rankings and their final score on the "Selection outcomes" page, where the official lists are published.

Please note that candidates who have not yet obtained the Master of Science degree will be provisionally accepted. In case they will not obtain the degree within the enrollment deadline they will not be admitted to the Programme.

ART. 6 Enrolment

Admitted candidates who accept the offer to participate in the Programme will have to enrol at Politecnico di Torino by the starting date of the Specializing Master's Programme.

Upon enrolment, participants who hold a degree from a non-Italian University must submit the original copy of the "Dichiarazione di Valore"/"Statement of validity" (related to the Master's degree) issued by the Italian Diplomatic Mission in the country where the qualification was awarded.

If the Master's degree was awarded by a European University, participants can turn in the "Diploma Supplement" instead of the "Dichiarazione di Valore".

Participants who are non-EU citizens and reside in Italy must submit a valid Italian residence permit.

Participants who are non-EU citizens and reside abroad must submit an Italian VISA for study purposes "type – D".



ART. 7 **Evaluation and qualification**

STUDENT OBLIGATIONS

The Specializing Master's Programme requires the participants a full time commitment. Attendance to the activities is mandatory for at least 80% of the Programme.

Absences will be allowed up to a maximum of 20% of total classroom hours. Absences for more than 20% of total classroom hours will lead to exclusion from the Specializing Master's Programme.

Withdrawal from the Programme must be put in writing.

For the purpose of obtaining the Specializing Master's degree, the Scientific Advisory Board will also evaluate the student participation in the activities and the appropriateness of his/her behaviour.

Participation will be subject to performance evaluation throughout the Programme. Participants who fail 2 (or more) exams out of 6 will be excluded from the Programme.

Detailed rules about the exams will be provided during the opening day.

It is not possible to be enrolled in a Specializing Master's Programme and in another University Programme at the same time.

EVALUATION METHOD

For each course participants will have to take an exam consisting in a written/oral or both evaluation test. At the end of the Programme the final presentation (dissertation of the project work) will allow to assess the student's skills.

QUALIFICATION

After completing the Programme, participants who have regularly attended the activities and reached the total amount of 60 ECTS required for graduation, will be awarded the "Automotive Suspensions: Technologies and Products for Mechanical evolution and Smart Actuation" 2nd level Specializing Master's diploma by Politecnico di Torino. The diploma will be issued in Italian.

ART. 8 **Participation and enrolment fee**

The participation fee is 3.000,00 Euro (three thousand/00) + 19,53 Euro (nineteen/53) as enrolment fee: the total amount shall be paid to Politecnico di Torino according to the following installments:

- 1.000,00 Euro within the deadline which will be defined by Politecnico for participants to accept the offer for the Specializing Master's Programme
- 2.000,00 Euro at the time of enrolment + 19,53 Euro (nineteen/53)

The participation and the enrolment fee can be paid by wire transfer through the "Apply@Polito" platform.

In case of withdrawal or exclusion from the Programme the participation fee and the enrolment fee won't be refunded by Politecnico di Torino under any circumstances.

The Programme will start only if the minimum number of 10 participants required is reached.

FOR ANY INQUIRY OR ADDITIONAL INFORMATION PLEASE CONTACT:

Office of Specializing Master's Programmes and Lifelong Learning

Corso Duca degli Abruzzi, 24 - 10129 Torino (ITALY)

e-mail: master.universitari@polito.it

ART. 9 **Corporate support**

SCHOLARSHIPS

Sistemi Sospensioni S.p.A. will offer scholarships to all the participants of the Specializing Master's Programme.

Participants will receive a monthly scholarship of 1.000,00 Euro (one thousand/00) gross, before taxes, as prescribed by Italian law.



Participants will receive the scholarship installments (8 installments) directly from Sistemi Sospensioni S.p.A. The scholarship must be completely refunded to Sistemi Sospensioni S.p.A. in the following cases:

- if a recipient withdraws from the Specializing Master's Programme without due cause which will be judged at incontestable discretion of Sistemi Sospensioni S.p.A.;
- if a recipient is excluded from the Programme due to low academic performance or absences exceeding the allowed limit or further to disciplinary acts.

BONUS

After completion of the Programme, Sistemi Sospensioni S.p.A. will have the option to offer the reimbursement (before taxes, as prescribed by Italian law) of the participation fee to all the participants, hired by Sistemi Sospensioni S.p.A., who graduated from the Specializing Master's Programme with an average grade equal or greater than 27/30.

This bonus will be reimbursed upon recruitment and it shall be refunded in full by the employee in case of resignation within 12 months from the date of recruitment.

ART. 10

Privacy policy and access to documents

The information provided for in Article 13 of the "Code regarding the protection of personal data" (Legislative Decree No. 196 of 30th June 2003) is available at: <https://didattica.polito.it/privacy/>.

The personal data included in the on-line application form are treated for the selection and enrolment process only; the data are used by Politecnico di Torino within the institution itself, and exclusively for the purposes of the institution: for this reason, personal data are shared with various offices within the University (to carry out the activities within their competence) without further notification to the applicants.

The personal data included in the on-line application form are also forwarded to Sistemi Sospensioni S.p.A. by Politecnico di Torino for selection purposes.

Owner of the database is Politecnico di Torino, represented by the Rector, with legal seat in Corso Duca degli Abruzzi, 24-10129 Torino.

The person in charge of the student data is the Head of the Division of the Division of Student Affairs.

Access to all documents is allowed in the forms provided for by current Legislation.

ART. 11

Final provisions

1. Communication with candidates will take place primarily through the "Apply@Polito" platform. Specific communications might be sent via email or SMS using the contact details provided by candidates during registration on the platform.
2. Politecnico does not take any responsibility in case of unavailability of recipients and for loss of communications due to inexact indication of a candidate's email address or telephone number or due to delay or failure to notify changes to the contacts provided during registration.
3. This Call is published on the online University Bulletin available at https://www.swas.polito.it/dotnet/albo_online/. The same can be found on <https://didattica.polito.it/master/>