



Call for applications

for the 2nd level Specializing Master's programme in

“Design for Arts”
(2nd edition)

Academic Year 2019/2020

(Annex “A”- Rector’s Decree no. 1215/2019)



ART. 1 Programme overview

The 2nd edition of the 2nd level Specializing Master's Programme in "Design for Arts" is offered for the academic year 2019/2020 by Politecnico di Torino.

The administrative seat of this specializing Master's programme is 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 programme Director is Pier Paolo Peruccio, associate professor at the Department of Architecture and Design (DAD) of Politecnico di Torino.

The Selection Committee is in charge of the selection process and of the assessment of the applications. A successive Rector's Decree will appoint the members of the Selection Committee.

ART. 2 Training objective, didactic contents and organization of the activities

The Specializing Master's programme is built on a developed analysis of the cultural and entrepreneurial features of our territory, and on the need to train multidisciplinary professionals who have a solid background in Humanities, but also the necessary skills in New Technologies.

The students will be capable to foster projects for new models of entrepreneurship and cultural production, such as:

- a. the design of products and services for the art system (museums, galleries, fairs ...);
- b. art and digital products;
- c. the design of innovative spaces for exhibitions and other events in the art and design field with the objective to involve new target of public;
- d. the design of installations with/for the artists;
- e. products and services for the fruition of material and immaterial cultural heritage (architecture, landscapes, artefacts, archive documents...);
- f. critical writing in art, architecture and design with a view to the dissemination of cultural contents.

The 2nd level specializing Master is a full time programme (30 hours/week: Mon-Wed-Thu 4 hours in the morning, Tue-Fri 8 hours) of approximately one academic year duration for a total of 60 ECTS; it will start in May 2020 and end in May 2021.

Lectures will be held in English at Politecnico di Torino – starting in May 2020 and ending in January 2021.

The programme will include ex-cathedra lessons and project workshops on the following themes: display preparation, the creation of immersive environments, digital fabrication, the planning of products and services, mounting and dismounting of artworks, museographical and museological skills, lighting techniques, audio/video techniques, workshops held by visiting professors (artists, designers and architects) of an international standing.

The teaching programme is structured as follows:

- 14 courses (40 credits);
- Internships (20 credits).

The full list of the Specializing Master's courses is available in Table n.1 - *Organization of the courses*.

Participants complete their studies with an internship (3-4 months, 500 hours), either abroad or in Italy, in institutions, companies and architectural studios.



Table n. 1 – Organization of the courses

N.	Course	ECTS
1	Exhibition and Display	4
2	Installation Design	5
3	Open Design	4
4	Computer Animation	2
5	Team Building and Leadership	2
6	Innovation Design	2
7	Art Evaluation	2
8	Augmented Reality	2
9	Art Process Mediator for Site-Specific Projects	4
10	Design for Arts: theory and practice	2
11	Innovative Thinking	2
12	Advanced Art History	5
13	Assessment Tools Analysis in Contemporary Art	2
14	Design for Museums	2
15	Internship	20
		60

ART. 3 Admission requirements

The Specializing Master's programme is open to a maximum of 25 participants.

The programme is intended for both Italian and foreign citizens who must:

- have earned a Master's degree (or equivalent qualification);
- prove knowledge of the English language (minimum CEFR B2-level).

In order to be admitted to this 2nd Level Specializing Master's programme, you must hold by the enrolment deadline a full degree (Master of Science degree/Laurea specialistica/Laurea magistrale) in the following degree classes (D.M. 270/2004):

- Landscape Architecture (LM 3);
- Architecture and Architectural Engineering (LM 4);
- Conservation of environmental and architectural heritage (LM 11);
- Design (LM 12)
- Advertising and communication for the public and private sector (LM 59);
- Performing and multimedia productions (LM 65);
- Computer systems engineering (LM 32).

You must prove to have a good knowledge of the English language (equivalent to level B2 CEFR) which can be certified by a language certificate included in the list of the accepted certificates (Table n. 2 – *English Language certificates*).



Table n. 2 - English language certificates

EXAMINATION BOARD	CERTIFICATE	MINIMUM SCORE ACCEPTED
IELTS https://www.ielts.org/	IELTS General Training	5.0
Cambridge English Language Assessment http://www.cambridgeenglish.org/exams/	Cambridge English: PRELIMINARY (PET)	Pass with Merit
	BULATS	Reading & Listening: overall score 54 Writing & Speaking: at least one B2 in one of the tests
Cambridge Assessment English http://www.cambridgeenglish.org/exams-and-tests/qualifications/general <i>formerly known as:</i> Cambridge English Language Assessment http://www.cambridgeenglish.org/exams/	All certificates	Cambridge English Scale: score 154
	BULATS	Reading & Listening: overall score 54 Writing & Speaking: at least one B2 in one of the tests
ETS http://www.ets.org/toefl	TOEFL - ibt	62
	TOEFL - cbt	210
	TOEFL - pbt	547
	TOEIC	Listening: 360; Reading: 350; Speaking: 150; Writing: 140
Pearson http://pearsonpte.com/	Pearson Test of English Academic	51
LCCI – EDI / Pearson http://qualifications.pearson.com/en/qualifications/lcci.html	JETSET	JETSET Level 4 Reading, Writing, Listening e Speaking: pass with overall score ("total") "Distinction"
Trinity College London http://www.trinitycollege.com/	Trinity ISE I	Reading, Writing, Listening, Speaking: pass with overall result "Distinction" in all the tests

You are exempted from having one of the above-listed certificates if, within the deadline for applications, you provide a stamped declaration/certificate written on official letter headed paper, which certifies that:

- a) you have attended at least one school year at a high school in which the medium of instruction is English. In this case the school must issue a certificate stating that "The medium of instruction is English".
- b) you have a foreign high school diploma which is recognized by the Italian Ministry of Education and Research as equivalent to the Italian high school diploma (diploma di maturità), or you have a higher qualification awarded by a higher education institution in which the medium of instruction is English. In both cases the school must issue a certificate stating that "The medium of instruction is English".

With regard to points "a" and "b", please note that diplomas awarded by high schools in the USA, UK, Canada, Ireland, Australia and New Zealand do not need to include the phrase "The medium of instruction is English".

The Selection Committee reserves itself the right to organize an oral interview, also remotely, if you do not have one of the required English language certificates. The Selection Committee is in charge to decide if you can have a remote interview when you cannot attend the interview in presence at Politecnico di Torino. The decision of the Selection Committee is unquestionable. You are required to prove your identity before the interview starts by showing an identification document via skype.



Even if you have not earned your Master's degree yet but are going to graduate before the enrolment deadline can submit your application for admission to the programme.

ART. 4 Admission and deadline

Admission and deadline

You can apply for admission for this Specializing Master's Programme ONLY through the Application Form available at: https://didattica.polito.it/master/design_for_arts/2020/how_to_apply.

DO NOT apply by e-mail, fax or mail because these applications will not be considered.

Applications are due by:

- **February 28th, 2020** at 1 p.m. - Italian time

You can find the list of mandatory documents that you must attach to your application.

Please note: only documents in English or in Italian will be accepted.

MANDATORY DOCUMENTS

- Valid identification document (passport for extra-EU applicants);
- Curriculum Vitae (CV must include the authorization to the processing of personal data – in compliance with the General Data Protection Regulation (EU Regulation 2016/679) and the Personal Data Protection Code, Legislative Decree 30 June 2003 no. 196 and subsequent amendments);
- Application form and questionnaire (available on the webpage of the Specializing Master's programme <https://didattica.polito.it/master/home/en/request>)
English language certificate
- list of exams of both Bachelor's and Master's degree programmes (or equivalent):
 - If your degree(s) was awarded by a non-Italian University or by a private Italian University: official transcript(s) of records, issued by the University of origin, produced on letter-headed paper, containing the full list of all the exams passed, the grades obtained the graduation final grade and the date of degree conferral.
 - or
 - If your degree(s) was awarded by an Italian Public University: self-certificate (*dichiarazione sostitutiva di certificazione* - Art. 46 DPR 28 December 2000, n. 445) in which you declare that you earned both a Bachelor's and a Master's degree.
Your self-certificate must include: name of degree programme, name of the University, date of degree conferral and graduation final grade. In compliance with art. 75 of D.P.R. 445/2000, should your self-certificate be found to be false or incorrect, you will lose any benefit acquired based on your untruthful declaration.
- Motivation Letter: max 1 page (see the template available on the webpage of the Specializing Master's programme (https://didattica.polito.it/master/design_for_arts/2020/documentation))
- Portfolio

If you fail to attach even one of the above mandatory documents, you will be excluded from the selection process.

Selection process

Your Application will be assessed by the Selection Committee according to the following criteria:



- Max 20 points for CV evaluation;
- Max 35 points for the academic results of both Bachelor's and Master's degree: max 20 points for average grade obtained in the exams, max 15 points number of years needed to get the degrees;
- Max 35 points for the portfolio;
- Max 10 points for the motivation.

You will not be admitted to the programme by the Selection Committee if:

- you do not meet all the requirements (in accordance with art. 3);
- you do not upload all the required documents;
- you do not reach the minimum score of 60 points.

The person in charge of the administrative procedure is Mr. Alberto Pusceddu (Head of the Specializing Master's Programmes and Lifelong Learning Office).

ART. 5 Selection outcomes

At the end of the selection process, a merit ranking list will be published on the online University Bulletin and on the Selection Outcomes page of the Specializing Master Programme's website.

The ranking list will contain:

- the list of applicants admitted to the Specializing Master's Programme;
- applicants on reserve list.

Provided that you have attached all the required documents and fulfilled all the requirements, you will see your position in the rankings and your final score on the Selection Outcomes page: https://didattica.polito.it/master/design_for_arts/2020/selection_outcomes.

Please note that if you have not yet obtained the Master's degree you will be provisionally accepted. In case you will not obtain the degree within the enrollment deadline you will not be admitted to the programme (approximately at beginning of May 2020).

ART. 6 Participation confirmation, enrolment and documents submission

Participation confirmation

In case you are on the list of applicants admitted to the Specializing Master's programme, in order to confirm your participation, you must comply within the deadline defined by Politecnico for participants to accept the offer and:

- download the Acceptance Declaration, fill it in and send it by e-mail to master.universitari@polito.it;
- pay a 1.000,00 Euro advance fee (see ART. 8). This payment is needed to confirm the acceptance of the offer for the Specializing Master's programme.

You will receive the advance fee payment request in the same day of the publication of the selection outcomes. You will be given a week to proceed with payment.

Failure to send the declaration and payment within the aforementioned terms is considered as final renunciation to the programme.



In case you are on the reserve list, it means that you are eligible for replacement and will have the possibility to enrol in the programme if one or more participants renounce their offer of admissions. In this case, the Office of Specializing Master's Programmes will contact you according to your order on the ranking list. Admitted students are given a deadline to confirm their participation.

If you decide to decline your offer of admission, you are invited to inform the Office of Specializing Master's Programmes (master.universitari@polito.it) with an official notification.

Enrolment

If you are admitted, you must enrol at Politecnico before the programme starts. You will receive an e-mail with useful information for your enrolment. You are not allowed to be simultaneously enrolled in another Specializing Master's programme nor in any other university programme. If you are enrolled in another programme, you must finish your studies or suspend them before enrolling in the 2nd level Specializing Master's programme in "Design for Arts".

Documents submission

After completing the enrolment process, admitted students must present the original documents uploaded to their Application Form to the Office of Specializing Master's Programmes together with the Acceptance Declaration before the programme starts (please refer to art. 4).

If your degree was awarded by a non-Italian University, upon enrolment you must submit the original copy of the Dichiarazione di Valore/Statement of validity (related to your degree) issued by the Italian Diplomatic Mission in the country where the qualification was awarded or Attestato di Comparabilità /Statement of Comparability issued by the CIMEA Centre.

If your degree was awarded by a European university, you can submit your Diploma Supplement instead of the Dichiarazione di Valore/Statement of validity.

If you do not submit your Statement of validity, you can enrol in the programme with condition, but you must present this document within 6 months of the beginning of the programme. If you do not provide the above-mentioned mandatory document by the deadline, you are placed on hold and cannot progress in your studies until you actually present this document.

If you are a non-EU national, you are required to comply with the norms on entry visa and residence permit. You have to submit:

- Student Visa – type D for participants who are non-EU citizens residing abroad;
- Valid residence permit for non-EU citizens residing in Italy.

Politecnico di Torino reserves itself the right to check the truthfulness of the declarations included in self-certificate sent by the applicants (pursuant to Article 46 of DPR. no. 445 of 28 December 2000) and Politecnico excludes them from the ranking list in the event of false declarations.

ART. 7

Student assessment and final qualification

The Specializing Master's programme requires you full time commitment. You are requested to attend activities for at least 80% of the programme.

Absences for more than this limit leads you to exclusion from the Specializing Master's programme.

You cannot be simultaneously enrolled in a Specializing Master's programme and in another university programme.



STUDENT ASSESSMENT

At the end of each course, you have to take an exam consisting in a written test and/or an oral evaluation test.

If you fail the exam, you can arrange a make-up exam directly with the professor responsible for the course. You can take a make-up exam just once.

At the end of the programme, participants make a final report related to their internship and are assessed for it.

FINAL QUALIFICATION

Upon completion of the programme, participants who regularly attended the activities and earned 60 ECTS (required for graduation), are awarded the "Design for Arts" 2nd level Specializing Master's diploma by Politecnico di Torino. The Diploma will be issued in Italian.

If, at the end of the Specializing Master's Programme, you have not passed all the exams included in your Study Plan you can get a Certificate of Attendance and a Transcript of Records with the list of the exams that you have passed with grades, dates, credits and scientific disciplinary field.

ART. 8

Participation and enrolment fee

Participation and enrolment fee

The participation fee is 5.000,00 Euro (five thousand/00) + 19,53 Euro (nineteen/53)** for the enrolment fee.

The total amount must be paid to Politecnico di Torino according to the following instalments:

- 1.000,00 Euro (one thousand/00) advance fee by the date defined by Politecnico as the deadline for accepting the offer of admission to the Specializing Master's programme. You will receive the advance fee payment request in the same day of the publication of the selection outcomes. You will be given a week to proceed with payment. This payment is mandatory to confirm your participation in the Specializing Master's programme; failure to send payment within the aforementioned terms is considered as final renunciation to the programme;
- 2.000,00 Euro (two thousand/00) Euro + 19,53 Euro (nineteen/53) at the time of enrolment (May 2020);
- 2.000,00 Euro (two thousand/00) Euro before November 30th 2020.

The participation fee and the enrolment fee can be paid through the Apply@polito platform.

Your advance fee (1.000 Euro) can be reimbursed only in the following cases:

- if the Italian Embassy does not issue your Visa (for extra-EU citizens only)
- if the programme does not start, which happens only if the minimum number of participants is not reached.

If you withdraw from the programme or are excluded from it, you will not be reimbursed your participation fee and enrolment fee under any circumstances.

Participation sponsored by Third Parties

If your participation in the programme is sponsored by Third Parties (payment of one or more instalments), it will be processed as follows:

- the sponsor must complete and submit the form available at https://didattica.polito.it/master/home/it/finanziamento_quote_per_il_dipendente
- After the end of the admission process, the sponsor will receive a message with:
 - the list of admitted sponsored candidates.
 - payment methods



- The 2nd level Specializing Master's Programme in "Design for Arts" is included in the course catalogue of Politecnico. Therefore, participation and enrolment fees are VAT exempt (Article 4 of DPR 633/72). Upon payment, Politecnico di Torino will issue a payment receipt.

In case of participations sponsored by Third Parties, Politecnico di Torino may provide for exceptions from the provisions related to the number of instalments and to the deadlines scheduled for the payment of the participation and enrolment fee.

If you are enrolled in the 2nd level Specializing Master's Programme in "Design for Arts", including if you are sponsored by Third Parties, you are subject to the rules and provisions of the Tuition Fee Guide concerning failure to pay or late payment and hold on academic progress.

The programme will start only if the minimum number of participants is reached.

***16,00 Euro enrolment revenue stamp + 3,53 Euro premium for accident insurance. The insurance premium may change due to the stipulation of a new insurance contract.*

ART. 10 Competent office

The competent office is the Office of Specializing Master's Programmes and Lifelong Learning of Politecnico di Torino.

For any inquiries 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. 12 Privacy policy and access to documents

In accordance with the General Data Protection Regulation (EU Regulation 2016/679) and the "Code regarding the protection of personal data" (Legislative Decree No. 196 of 30th June 2003 and further amendments) personal data are processed by Politecnico di Torino exclusively for the selection and enrolment process in pursuit of the university aims and in accordance with the transparency purposes imposed by the law. The processing of personal data is based on the principles of correctness, lawfulness and relevance of purposes. More information on the processing of personal data is available at: <https://didattica.polito.it/privacy/>

The Data Controller is Politecnico di Torino, represented by the Rector, with statutory seat in Corso Duca degli Abruzzi, 24-10129 Torino.

You can contact the Data Controller at politecnicoditorino@pec.polito.it (certified e-mail)

For further information and inquiries write to privacy@polito.it

You can contact the Data Protection Officer (DPO) of Politecnico di Torino for inquiries on the processing of your personal data and your rights at: dpo@polito.it; dpo@pec.polito.it (certified email)

Art. 12 Final provisions

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.

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.

This Call is published on the online University Bulletin available at https://www.swas.polito.it/dotnet/albo_online/. The same can be found at <https://didattica.polito.it/master/>.