



## MASTER IN INTERIOR DESIGN "CONTEMPORARY LIVING" 2010 - APPLICATION FORM

(to be filled out in capital letters and sent to NABA via ordinary mail /express courier)

To the Academic Dean of NABA Nuova Accademia di Belle Arti Milano

THE UNDERSIGNED

photo

First name \_\_\_\_\_ Surname \_\_\_\_\_

Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_

Country \_\_\_\_\_ Nationality \_\_\_\_\_ Sex F( ) M( )

Permanent address \_\_\_\_\_

Town \_\_\_\_\_ ZIP code \_\_\_\_\_ Country \_\_\_\_\_

Home phone number (including country and area code) \_\_\_\_\_

Mobile phone number (including country and any other code) \_\_\_\_\_

Fax number if available (including country and area code) \_\_\_\_\_

Email address (please write it in clear capital letters) \_\_\_\_\_

Graduated at (name of University/Academy of graduation, if available) \_\_\_\_\_

In (Department / subject of graduation) \_\_\_\_\_

Graduation year \_\_\_\_\_ Graduation grade (if available) \_\_\_\_\_

Source (where did you hear about NABA/the Master program/MIND project: e.g. web, Istituto Italiano di Cultura, educational advisor, educational fair, advertising on newspapers, Internet)

### REQUIRES

To be admitted for the academic year 2009/2010 to the Master course Interior Design - Contemporary Living, held in English language.

### DECLARES

To have fully read, understood and accepted the admission regulation and conditions specified in the attached "General information", "General conditions" and "Admission procedure" sheets.

### ENCLOSES

To the present application form the following documents, creating the "application dossier":

- curriculum vitae/resume (max 2 typed pages)
- artistic and professional portfolio
- motivation letter (max 1 typed page)
- documentation regarding previous academic career:
  - study plan (academic transcript) of previous studies, translated into English/Italian, listing subjects and exams, with corresponding number of hours/credits and short description of each subject's program
  - copy of Bachelor Degree/Academic diploma (if available), translated into English/Italian
- documentation regarding further courses or seminars attended (if available)
- certificate attesting the knowledge of the Italian (for programs taught in Italian) or English (for programs taught in English) language, or letter of purpose stating the student's commitment to learn the corresponding language
- copy of passport/ID card
- MiND scholarship application form.

Date

Student's signature



## MASTER IN INTERIOR DESIGN "CONTEMPORARY LIVING" 2010 - GENERAL INFORMATION

### Admission requirements

The program is addressed to designers, architect, theatre designers, visual artists, multimedia project managers and authors, graduates in philosophy, art theory and practice, media communication.

Admission of students with different degree or diploma, as well as professionals with a significant experience in the program's field, will be taken into consideration if the applicant is motivated by a research interest towards the programs' topics.

Admission will be subject to selection, which will be done in order to identify the mix of necessary skills to create project working groups. A commission led by the course Director will evaluate whether the degree corresponds to requirements and will identify possible educational credits or debts, upon estimating the candidate's application.

### Selection procedure

All the post-graduate educational programs have restricted entry, for a maximum of 25 enrolled students.

Admissions are based on an evaluation session, held through a personal face-to-face interview (for applicants who can easily come in person to NABA) or through alternative distance methods (such as telephone, email, Skype) for international applicants.

By sending the "application dossier", the candidate is automatically enrolled in the first upcoming evaluation session. Evaluation sessions take place on a monthly basis, so the exact date and time of the interview will be communicated to the student by NABA admissions office, upon the reception of the "application dossier".

Before starting the interview, applicants will have to submit a copy of a valid identification document. Any educational credits or debts will be notified to the applicants together with the results of the selection procedure.

### Deadlines

Applications will be evaluated starting from January 15<sup>th</sup>, 2010, until March 31<sup>st</sup>, 2010.

**IMPORTANT NOTICE:** applications must arrive to NABA by Monday March 31<sup>st</sup> 2010, so we recommend candidates to send their dossier at least one week earlier, preferably via express courier, in order to be sure that it will arrive in useful time.

Successfully admitted candidates will have to enrol to the course within April 16<sup>th</sup>, 2010.

The course will start on May 3<sup>rd</sup>, 2010.

### Language proficiency

The course is entirely taught in English, therefore students are required to have a basic command of the language before coming to NABA (not perfect, but fluent enough to be able to comprehend and speak at a University level).

NABA does not require any language proficiency certificate (such as TOEFL, CAE, IELTS), but applicants holding any certificate are kindly recommended to submit it together with the rest of the "application dossier".

Applicants not holding any language knowledge certificate are required to submit, within the "application dossier", a statement of purpose, that is: a letter stating the student's commitment to learn the English language before the course starts.

### Visa procedure (for non-EU students)

Upon students enrolment to the program, NABA will provide students with the enrolment certificate necessary to apply for a student visa, and if necessary will get in touch directly with Italian Embassy or Consulate in student's country in order to provide assistance for the visa issuing.

### Final evaluation and academic title issued

The final title issued by this course is a NABA Master course Diploma.

The course does not award academic credits (ECTS), still, for students interested in completing their Master (MA) Degree within other Universities or Academies in Italy or abroad, it is possible to ask the recognition of the courses attended, which will be totally at discretion of the University or Academy the student applies to.



## MASTER IN INTERIOR DESIGN "CONTEMPORARY LIVING" 2010 - GENERAL CONDITIONS

### Tuition fees and payment conditions

The total fee for program's attendance is € 10.000 (full fee, including enrolment and tuition fees), to be paid in two instalments, as specified below:

€ 3.000 by April 16<sup>th</sup>, 2010 (enrolment deadline): enrolment fee  
€ 7.000 by May 31<sup>st</sup>, 2010: tuition fee.

### Scholarships availability

Thanks to a collaboration with the Municipality of Milan, within the mainframe of the MiND-Milan Network for Design project, there are 10 scholarships available for talented students, totally covering the course fee (both enrolment and tuition). Three of them also include a contribution of 10.000 Euros for living expenses in Milan during the Master course (this has to be considered as gross, pre-tax amount). In order to apply for the scholarships, students need to fill out the last page of the present form and attach it to the application dossier. Please make sure that you also tick with an X the right case in page 1 of the present application form (last point of the application dossier list).

### Scholarships awarding

Scholarships will be awarded to candidates on the basis of the application dossier they will be presenting, taking into account the candidate's profile as a whole (including portfolio, cv/resume, academic career, motivation letter, language knowledge). A commission lead by the course Director will evaluate all profiles and establish a candidates ranking. The candidates awarded the first three places in the ranking will also be awarded the 10.000 Euros (gross, pre-tax amount) contribution for living expenses in Milan.

### NABA bank details for payments

Account header: Nuova Accademia s.r.l., Via C. Darwin 20, 20143 Milano, Italy

Bank name and agency: Banca Popolare di Novara, Agenzia 10 Mi

International bank details: SWIFTCODE: NVRBIT21131 IBAN CODE: IT68 G05608 01610 000000020020

Reason of payment: Student's name and chosen program

(please clearly specify student's name and course, otherwise it will be impossible for NABA to register your payment and therefore consider you as regularly enrolled)

Please notice that all bank charges (e.g. international wire transfer fees) have to be covered by the applicant.

### Important notices

- Application dossiers will be taken into consideration only if complete and received within the established dates. No applications arriving after March 31<sup>st</sup> 2010 will be taken into consideration.
- Each student is responsible for the language level she/he will have reached in order to successfully join the chosen program.
- Programs will start only upon the attainment of a minimum number of enrolled students. In case the selected program will not start, NABA will inform students within April 23<sup>rd</sup>, 2010.
- Students who withdraw and don't attend classes - for any reason, including *force majeure* - after having completed the enrolment procedure and signed the enrolment form, which has a legal value as a contract, will have to pay the whole tuition fee and have no right not to proceed with the complete payment.
- Any delay in payment of enrolment or tuition fees implies a fine of 100 Euros, as well as the immediate student's suspension from all didactical and administrative activities, until the full regularization of student's situation.
- Cancellation policy: students withdrawing from the chosen program will get a 50% refund if the withdrawal will take place within April 23<sup>rd</sup>, 2010. After such a date, no refund will be allowed. The only exception is, for non-EU students, in case of visa denial, upon showing a written visa denial paper issued by the Italian representative authority based in the country where the visa was required.
- The present regulation shall be considered as read and approved in all its parts by the signature on the first page.



## MASTER IN INTERIOR DESIGN "CONTEMPORARY LIVING" 2010 - ADMISSION PROCEDURE

### Italian and EU citizens

- ❑ 1<sup>st</sup> step - within March 31<sup>st</sup>, 2010 all candidates application dossiers (as listed in page 1 of the present application form) should arrive to NABA, via ordinary mail or express courier.  
No emailed dossiers will be accepted, and no dossiers arriving after March 31<sup>st</sup>, 2010 will be accepted.
- ❑ 2<sup>nd</sup> step - within one week from the receiving of the application, NABA will provide a feedback about date, time and conditions of the evaluation session
- ❑ 3<sup>rd</sup> step - evaluation session (personal interview, or distance session if necessary, e.g. through email or Skype)
- ❑ 4<sup>th</sup> step - feedback on admission, provided via email by NABA to the candidate
- ❑ 4bis - by April 7<sup>th</sup> - feedback on scholarship awarding, if any scholarship or grant has been requested by the candidate.
- ❑ 5<sup>th</sup> step - (for students holding a non-Italian Bachelor Degree) academic documents legalized translation into Italian and value declaration ("Dichiarazione di Valore in loco") to be requested by the candidate to the corresponding Italian representative authority. The Italian representative authority will take its time to make it, which is not a problem for NABA, but it's important to start the process of documents legalization before coming to Italy to join the program.
- ❑ 6<sup>th</sup> step - enrolment completion (enrolment form filled out and sent to NABA together with the enrolment fee payment receipt).  
THE COURSE WILL START ON MAY 3<sup>RD</sup>, 2010.

### Non-EU citizens

- ❑ 1<sup>st</sup> step - within March 31<sup>st</sup>, 2010 all candidates application dossiers (as listed in page 1 of the present application form) should arrive to NABA, via ordinary mail or express courier.  
No emailed dossiers will be accepted, and no dossiers arriving after March 31<sup>st</sup>, 2010 will be accepted.
- ❑ 2<sup>nd</sup> step - within one week from the receiving of the application, NABA will provide a feedback about date, time and conditions of the evaluation session
- ❑ 3<sup>rd</sup> step - evaluation session (personal interview, or distance session if necessary, e.g. through email or Skype)
- ❑ 4<sup>th</sup> step - feedback on admission, provided via email by NABA to the candidate
- ❑ 4bis - by April 7<sup>th</sup> - feedback on scholarship awarding, if any scholarship or grant has been requested by the candidate.
- ❑ 5<sup>th</sup> step - (for students holding a non-Italian Bachelor Degree) academic documents legalized translation into Italian and value declaration ("Dichiarazione di Valore in loco") to be requested by the candidate to the corresponding Italian representative authority. The Italian representative authority will take its time to make it and will send it directly to NABA, which is not a problem, but it's important to start the process of documents legalization before coming to Italy to join the program
- ❑ 6<sup>th</sup> step - enrolment completion (enrolment form filled out and sent to NABA together with the enrolment fee payment receipt)
- ❑ 7<sup>th</sup> step - upon receiving the enrolment form filled out and the first instalment payment, NABA will provide students with all necessary assistance in order to apply for a student visa.  
THE COURSE WILL START ON MAY 3<sup>RD</sup>, 2010.

### TIMING AND DEADLINES RECAP

	Italian and EU citizens	Non-EU citizens
Application	must reach NABA by March 31 <sup>st</sup> , 2010	must reach NABA by March 31 <sup>st</sup> , 2010
NABA feedback on application	max 1 week from receiving application dossier	max 1 week from receiving application dossier
Evaluation session	max 1 month from receiving application dossier	max 1 month from receiving application dossier
NABA feedback on evaluation	max 1 week from evaluation session	max 1 week from evaluation session
Scholarship awarding	by April 7 <sup>th</sup> , 2010	by April 7 <sup>th</sup> , 2010
Academic documents translation + value declaration	to be required before coming to Italy	To be required before coming to Italy
Enrolment completion	April 16 <sup>th</sup> , 2010	April 16 <sup>th</sup> , 2010
Visa application	-	As soon as possible after enrolment completion

For further information please contact us, writing to [giulia.pitzolu@naba.it](mailto:giulia.pitzolu@naba.it). Thank you!



## MASTER IN INTERIOR DESIGN "CONTEMPORARY LIVING" 2010 - SCHOLARSIP REQUEST FORM

(to be filled out in capital letters and sent to NABA via ordinary mail /express courier together with the rest of the application dossier)

To the Academic Dean of NABA Nuova Accademia di Belle Arti Milano

THE UNDERSIGNED

photo

First name \_\_\_\_\_ Surname \_\_\_\_\_

Date of birth \_\_\_\_\_ Place of birth \_\_\_\_\_

Country \_\_\_\_\_ Nationality \_\_\_\_\_ Sex F( ) M ( )

Permanent address \_\_\_\_\_

Town \_\_\_\_\_ ZIP code \_\_\_\_\_ Country \_\_\_\_\_

Home phone number (including country and area code) \_\_\_\_\_

Mobile phone number (including country and any other code) \_\_\_\_\_

Fax number if available (including country and area code) \_\_\_\_\_

Email address (please write it in clear capital letters) \_\_\_\_\_

Graduated at (name of University/Academy of graduation, if available) \_\_\_\_\_

In (Department / subject of graduation) \_\_\_\_\_

Graduation year \_\_\_\_\_ Graduation grade (if available) \_\_\_\_\_

Source (where did you hear about NABA/the Master program/MIND project: e.g. web, Istituto Italiano di Cultura, educational advisor, educational fair, advertising on newspapers, Internet)

### REQUIRES

To be allowed to apply for a MiND scholarship for the academic year 2009/2010 for the Master course Interior Design - Contemporary Living, held in English language.

### DECLARES

To have fully read, understood and accepted the admission regulation and conditions specified in the attached "General information", "General conditions" and "Admission procedure" sheets.

### ENCLOSES

The present form to the full application dossier, including the application form duly filled out and signed.

Date

Student's signature

*NABA declares that, according to the Italian law on privacy 196/03, all personal data provided by the student and acquired by the Academy will be treated according to security and discretion national regulations.*