



# APPLICATION FORM

## Semester Courses

ACADEMIC YEAR 2022-2023

Print-out each page of this form. Please write clearly or type your answers to all questions in capital letters, and return this form to the Admission Office. ALL ITEMS ARE COMPULSORY. E-mail completed application form to: [admissions@domusacademy.it](mailto:admissions@domusacademy.it)

### THE UNDERSIGNED

First name .....

Surname .....

Date of birth ..... Place of birth .....

Country ..... Nationality.....

Gender F ( ) M ( )

Permanent address.....

Town ..... Zip code .....

Country .....

Mobile phone number (including country and any other code) .....

Email address .....

Address for correspondence (if different from permanent address).....

.....

Town ..... Zip code .....

Country .....

### COLLEGES, UNIVERSITIES ATTENDED

School name .....

Location.....

Date entered ..... Date departed .....

Graduation date .....

Degree/qualification (BA, BS, BC, BFA, BE) .....

### SECONDARY SCHOOL DIPLOMA

High school name.....

Location .....

Date entered ..... Date departed .....  
Educational System to which Secondary School diploma belongs to (ex. IGCSE, IB, ABITUR, ...) .....  
In case the diploma does not have a specific name, please specify the country where the diploma was issued.  
.....

**REQUIRES**

To be admitted for the A.Y. 2022/23 to the following Semester Course\* (comprising of 1st module with one theoretical course and one workshop + 2nd module with one theoretical course and one workshop) in:

- Semester course in Business Design
- Semester course in Fashion Design
- Semester course in Fashion Management
- Semester course in Interior & Living Design
- Semester course in Luxury Brand Management
- Semester course in Urban Vision & Architectural Design
- Semester course in Fashion Styling & Visual Merchandising
- Semester course in Interaction Design
- Semester course in Service Design
- Semester course in Visual Brand Design
- Semester course in Product Design

*\*Please notice that the Semester's Programme will not include internship experience.*

**APPLIES FOR THE PROGRAM BEGINNING ON**

Please select only one option (mandatory):

- September 8<sup>th</sup> 2022
- November 10<sup>th</sup> 2022
- February 6<sup>th</sup> 2023

**LANGUAGES**

Please provide the information about the English Language Certificate you have (this section is compulsory):

Type of Certificate.....  
Score / Grade.....  
Date of test.....

If you do not have yet obtained your English Language Certificate, please indicate (this section is compulsory):

Type of Certificate .....  
Expected Test Date.....  
Expected Test Result Date.....

Please enclose copy of the certificate showing your English language ability. Entry language requirements: IELTS 5.0 Academic or recognised equivalent certificate (see section E - page 6)

## ATTACHES

To the present application form the following documents:

- Curriculum vitae/resume.....
- Artistic and professional portfolio of projects (not mandatory for Semester Course in MFM, MLBM, MBD, MSD).....
- Essay Assignment only for Semester Course in Service Design (see guidelines here below\*) .....
- Motivational letter (see guidelines here below\*\*) .....
- Copy of Bachelor’s Degree or Academic Diploma translated into English or official Certificate of expected graduation issued by your Institution if not graduated yet .....
- Copy of Bachelor’s Degree or Academic Diploma’s official transcript/mark sheet translated into English (listing subjects and exams, with corresponding number of hours/credits) or most updated official transcript/mark sheet if not graduated yet .....
- Documentation regarding further courses or seminars attended (if available).....
- English language certificate (see section E - page 6).....
- Copy of passport.....
- Payment receipt of Euro 100 application fee .....

### \*Essay Assignment for Semester Course in Service Design

*Describe why Service Design is an emerging field and conduct an analysis justifying the potential of the field. The analyses should map the scale of the field, include a discussion of contemporary examples and possible future directions. The essay should be max. 1500 words and may be supported with imagery, submitted in a pdf format. Applicants submitting additional materials (i.e. portfolio of projects) will be considered as a plus and will be evaluated by Domus Academy Faculty.*

### \*\*How to write your motivation letter

- *Explain your motivation for applying to the program (Why are you interested in the program? What is your specific field of interest? What are your plans for the future and how would this study program help you achieve your goals?)*
- *Explain how your educational and professional background relates to the program you are applying to (What makes you a good candidate for this program? What have you accomplished in the past? What knowledge, skills, and experiences do you have that are relevant to this program?)*
- *For MFM, MLBM and MBD applicants: in your opinion, from an industry point of view, what are the trends affecting the fashion/luxury/business world?*

## DECLARES

To have fully read, understood and accepted the admission regulation and conditions specified in the attached “General information” and “General conditions” sheets. I certify that this application form is accurate and complete to the best of my knowledge.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

# PRIVACY INFORMATION

## PRIVACY / Information pursuant to Art. 13 of EU Regulation 679/16 (GDPR)

### 1) WHY YOU ARE RECEIVING THIS COMMUNICATION

Nuova Accademia S.r.l., as Data Controller, wishes to inform you about the type of data we collect and the methods we use to do this, in order to guarantee respect for your fundamental rights and freedoms, with particular reference to the confidentiality and security with which the data are processed.

### 2) WHAT PERSONAL DATA WE COLLECT

Nuova Accademia S.r.l. collects and stores your personal data at the time of enrolment/registration:

- identifying data such as given name, surname, residential address, email address, studies completed, citizenship, gender, place and date of birth, telephone number, copy of identity card/passport;
- your banking data and/or those belonging to the person making the payment;
- possible person to be contacted for administrative aspects, including payments;
- information about your/your family income, assets;
- possible rental lease for non-resident students;
- any medical certifications proving disability;
- Academic career / curriculum vitae;
- copy of identity card/passport of the person who acts as the student's legal guardian;
- student's images.

The data are collected at the time of enrolment through completion of the matriculation form and by the sending of the required documentation or uploading it onto the personal student area.

The following data are collected subsequent to enrolment/registration:

- tax documentation necessary to verify/confirm the student's income bracket;
- any medical certifications proving illness or disability;
- student's images/recordings collected during events;
- data related to academic evaluations.

### 3.1) FOR WHAT PURPOSES WE USE YOUR PERSONAL DATA

Nuova Accademia S.r.l. uses your data for the following purposes:

- to fulfil pre-contractual and contractual obligations, to allow your enrollment in the course of your choice, as well as the provision of services connected to it;
- to handle money collections and payments, deriving from contractual obligations, including credit recovery;
- to provide online services, including the issue of the electronic student grades booklet;
- to create your user account and your relative email account;
- to create your student ID card;
- to enable access to web-based platforms and to apps connected to Nuova Accademia S.r.l., in order to allow access to/modification of the study plan, exams enrolments, refusal of grades, in accordance with the student regulations, presentation of final diploma examination admission application, and displaying of presences and absences;
- to handle academic activities;
- to provide support services to certified disabled students or to students with certified learning difficulties;
- to fulfil the obligations arising from the Law, Regulations, EU legislation or any order of the Authorities (including checks relating to the provision of cash contributions and/or scholarships and/or benefits in general, if entitlement to receive these is ascertained);
- to aggregate and analyse the information collected to improve our range of educational courses;
- for academic courses recognized by the MIUR (Italian Ministry of Education, University and Research), to comply with requests and instructions from the MIUR;
- to respond to requests for checking academic qualifications, received from other Institutes where the student may ask to enrol;
- to exercise the rights of the Data Controller.

At the end of the course of study some requests relating to confirmation of your academic qualification and the relative final grade may be communicated to other Institutes or to the MIUR.

### 3.2) SUBJECT TO YOUR EXPRESS CONSENT

Nuova Accademia S.r.l. asks for your consent in order to:

- use your photographs and/or films for educational, institutional or promotional purposes, on Nuova Accademia S.r.l. websites and social networks (e.g. Facebook, Youtube, etc.);
- inform parents or legal guardians about general and/or specific news relating to your course of studies and/or academic performance;
- provide an alternative contact for administrative purposes for the sending of communications regarding payments and reminders;
- transmit your personal data to Nuova Accademia S.r.l. partner companies offering housing services;
- insert your name in the career service online platform designed to promote intermediation between job supply and demand;
- send you communications and/or promotional offers relating to Campus initiatives, our scholarships, courses and events that may be of interest to you.

Nuova Accademia S.r.l. is part of the Galileo Global Education Italia Group. Upon your explicit consent, the data may be transferred to other Institutes of the Galileo Global Education Italia Group to promote courses based on the aptitudes and interests of each student or to enrich their studies.

The data may also be collected by the Galileo Global Education Italia Group in aggregate form to perform statistical analyses.

### 4) HOW LONG WE RETAIN YOUR PERSONAL DATA

For the purposes referred to in point 3.1 we retain your personal data for the whole duration of the time you spend on Campus and even beyond the 10-year period of limitation from the termination of the relationship to comply with legal obligations and for purposes of judicial protection. Students' files are kept on paper or IT support for a period of 50 years, in order to respond to any requests from former students in relation to academic career, course credits or diplomas. Where a deadline is set, the data will be destroyed or made anonymous after the deadline has expired.

For the purposes referred to in point 3.2, we keep your data until consent is revoked and we guarantee the exercise of the rights of the data subject as referred to in point 9.

## 5) THE SECURITY OF YOUR PERSONAL DATA

Your data will be processed using equipment that guarantees their confidentiality, integrity and availability. The processing is carried out on paper and through computerised and/or automated systems and will include all of the operations or sets of operations envisaged in Art. 4 of the GDPR which are necessary for the data processing, including communication with the subjects assigned to the processing itself. The data will not be disseminated; however, they will or may be communicated to public or private entities or individuals who operate within the context of the purposes described above.

## 6) WHO CAN ACCESS YOUR PERSONAL DATA

Only authorised persons can access your data in the context of the tasks assigned by Nuova Accademia S.r.l.

Personal data will not be disseminated in any way; in addition, they may be communicated and processed by third parties duly appointed as Data Processors, such as external collaborators and companies that provide specific technical services.

Your data may also be accessed by authorised persons employed by Galileo Global Education Italia, as well as employees of Istituto Marangoni S.r.l. and Domus Academy, belonging to the same Group Galileo Global Education Italia. Personal data may also be accessible or may be disclosed to those whose right to access your personal data is recognised by the provisions of law or secondary or European Union regulatory provisions.

## 7) WHERE WE STORE YOUR PERSONAL DATA

Your personal data will be managed and stored on servers located within the European Union and belonging to the Data Controller and/or third-party companies appointed and duly identified as Data Processors. Your data will not be transferred outside the European Union.

## 8) IS IT MANDATORY TO CONSENT TO THE PROVISION OF YOUR DATA?

The disclosure of your data referred to in point 3.1 is necessary to conclude and execute the contract; for the purposes referred to in point 3.2 it is optional. If you do not consent, you can still proceed with your enrolment.

## 9) WHAT ARE YOUR RIGHTS IN RELATION TO THE GDPR?

In accordance with the provisions of the GDPR, Nuova Accademia S.r.l. guarantees the following rights:

- to obtain confirmation of whether or not your personal data are being processed and, if so, obtain access to such data (Article 15, Right of access);
  - to obtain the rectification of inaccurate personal data concerning you without undue delay (Article 16, Right to rectification);
  - to obtain the erasure of personal data concerning you without undue delay. Nuova Accademia S.r.l. is obliged to erase personal data without undue delay, provided certain conditions apply (Article 17, 'Right to be forgotten');
  - to obtain the restriction of processing in certain cases (Article 18, Right to restriction of processing);
  - to receive, in a structured format, in common use and readable by an automatic device, the personal data that you have provided to us and where applicable to transmit them to another Data Controller (Article 20, Right to data portability);
  - to object at any time, for reasons connected with your particular situation, to the processing of personal data concerning you (Article 21, Right to object);
  - to receive, without undue delay, communication of any personal data breach suffered by Nuova Accademia S.r.l. (Article 34);
- To withdraw your expressed consent at any time (Article 7, Conditions for consent).

## 10) IF YOU HAVE ANY QUESTIONS PLEASE REFER TO THE CONTACT DETAILS PROVIDED BY THE DATA CONTROLLER

If you believe that we have not complied with your rights regarding the protection of personal data, you can contact the Italian Data Protection Authority. Alternatively, if you live in another country, you can contact your local Data Protection Authority.

## 11) DATA CONTROLLER

The Data Controller is Nuova Accademia S.r.l. Via C. Darwin 20 – 20143 Milano

Email [privacy@naba-da.com](mailto:privacy@naba-da.com)

The Data Protection Officer is Frareg S.r.l. – Viale Jenner 38 – 20159 Milano MI

Email: [dpo@frareg.com](mailto:dpo@frareg.com) - Ph: +390269010030

## 12) UPDATE TO THIS INFORMATION NOTICE

This Information Notice may be subject to change. Any substantial changes will be communicated to you via email or through our student platform.

- I declare that I have read the Information Notice in relation to Art. 13 of the GDPR 679/16 and consent to the processing of my data (mandatory in order to proceed with enrolment)
- I agree to the processing of my personal data for the specific purposes of point 3.2 as I indicate by ticking the boxes below:
- I agree to the use of my photographs and/or videos for educational, institutional or promotional purposes, on Nuova Accademia S.r.l. websites and social networks (e.g. Facebook, Youtube, etc.);
- I agree to inform my parents or guardians about general and/or specific news about my course of study and/or academic performance;
- I agree to the provision of an alternative contact for administrative purposes for the sending of communications regarding payments and reminders;
- I agree to the transmission of my personal data to Nuova Accademia S.r.l. partner companies offering housing services;
- I agree to the use of my photographs and/or videos for Nuova Accademia S.r.l. information-promotional initiatives;
- I agree to the insertion of my name in the career service online platform designed to promote intermediation between job supply and demand;
- I agree to receive information and/or promotional offers from Nuova Accademia S.r.l. or from other schools of Galileo Global Education Italia about Campus initiatives, scholarships, courses and events that may be of interest to me.

Date

Signature (legible) of Data Subject

# GENERAL INFORMATION

## A. AUDIENCE

General entry requirements include:

- Holding a first level academic degree (Bachelor degree or academic diploma) in fields related to the selected study Program; our Semester Courses are also open to students with a different degree or diploma, provided that the applicant is motivated by strong interest in the program's topics and demonstrates the necessary technical skills.
- Certificate of English language (IELTS 5.0 Academic on entry – see section E - page 8)
- Semester Courses are open also to professionals with a previous background in the related field of study

The evaluation of an application is based on the positive assessment of the Program Leader and the Admissions Office that will evaluate whether the degree and the technical skills correspond to requirements.

Participants will receive a **Certificate of Attendance** on successfully completing the program (no ECTS credits will be awarded).

## B. ADMISSION PROCESS

Within 7 days from the application submission, Domus Academy Admissions Office will inform the candidates about the acceptance and, in case of positive feedback, will send the Admission Package to the students. The admission will stay conditional until the **required language certificate** is submitted to the school.

## C. DEADLINES

Applications can be sent

- **Within August 8th 2022 for September 2022 intake**
- **Within October 10th 2022 for November 2022 intake**
- **Within January 6th 2023 for February 2023 intake**

Please notice that each Semester Course has a limited number of available places and enrolments will be closed when reaching the limit. When admission is confirmed, students are required to secure their place by returning the Enrolment Form and the receipt of payment of the pre-enrolment fee.\*

\*Please refer to the Application Form's General Conditions, paragraph TUITION FEE AND PAYMENT CONDITIONS at page 7. Official pre-enrollment payment dates can be anticipated depending on the Admissions Office's decisions based on the application/admission dates.

## D. IMPORTANT INFORMATION

- Application dossiers will be taken into consideration only if complete and received within the established deadline.
- Programs will start only upon the attainment of a minimum number of enrolled students. In case the selected program Semester Course will not start, Domus Academy will inform students on time.
- The present application form shall be considered read and approved in all its parts by the signature on page 3 and 5.

## E. ENGLISH LANGUAGE CERTIFICATE

The English language requirement is IELTS 5.0 Academic or recognised equivalent certificate to be submitted at least **two months before the beginning of the Semester Course** and **should not be older than 2 years**.

Here below the list of the accepted English language certificates and exemptions:

IELTS	5.0 Academic
Cambridge English: First (FCE)	C or 154 (from January 2015)
Cambridge English: Preliminary (PET)	With Merits or 160 (from January 2015)
Cambridge English: Business Vantage / BEC V	C or 154 (from January 2015)
Cambridge English: Business Preliminary / BEC P	Distinction or 160 (from January 2015)
TOEFL computer	173 - 180
TOEFL internet	59 - 64
Trinity College Certificate	Integrated Skills in English (ISE level I - all 4 skills)
PTE Academic	36 - 42
TEEP	5
BULATS	40 - 59 (all 4 skills should be passed: listening, reading, speaking, writing)
TOEIC (provided that student passes all parts)	Listening and reading: score 600; Speaking: score 140; Writing: score 140

The following cases are exempt from the language test:

- Mother tongue students (prior check with the admission office)
- Bachelor's Degree Programs run in English (graduation date within 2 years prior the **Semester Course** beginning). Please provide an **official university certificate** stating that English was the official and only medium of instruction (prior check with the admission office).

**IMPORTANT: the official admission to Domus Academy programs is conditional to the actual achievement of the requested level of English language. Domus Academy reserves the right to check it through an internal language test when necessary.**

# GENERAL CONDITIONS

## TUITION FEE AND PAYMENT CONDITIONS:

The tuition fee for a Semester Course is:

Euro 8.500 (full fee, including pre-enrolment and tuition) for all, to be paid as follows:		
Payment	Deadline	Description
Euro 2.000	within 15 days after admissions - official deadline will be provided in the admission letter	pre-enrolment fee
Euro 6.500	Within one month before the course beginning	balance of the tuition fee

In order to apply and be considered for admission to the Semester Courses candidates shall pay an **application fee** of Euro 100.

The fee can be settled:

### 1. BY BANK TRANSFER:

- **Account holder:** NUOVA ACCADEMIA SRL, Via C. Darwin 20, 20143 Milano, Italy
- **Bank name:** Gruppo Banco BPM Milano Ag. 10 Via Aristo 1/A 20145 Milano

International bank details:

- **SWIFT:** BAPPIT22
- **IBAN IT36U0503401610000000000251**
- **Reason for payment:** Please clearly specify name of student/program chosen

**2. CREDIT CARDS** (VISA, MASTERCARD, AMEX, UNION PAY) PAYMENTS DIRECTLY AT DOMUS ACADEMY ACCOUNTING OFFICE. Prior check with Admissions Office for opening hours.

### 3. BY FLYWIRE

Domus Academy has partnered with flywire in order to streamline the process of international payments. Flywire allows you to pay securely from any country and any bank, generally in your home currency.

By making your payment with flywire you can

- Track your payments from start to finish
- Save on bank fees and exchange rates
- Contact their multilingual customer support team with any questions, day or night

To get started, click or go to: [www.flywire.com/pay/domusacademy](http://www.flywire.com/pay/domusacademy) to begin the payment process.

**Please notice that all bank, credit card and third party charges have to be covered by the applicant and that the application fee is not refundable for any reason.**