



Application and registration

Application

The application to the School requires sending the information requested below (either in Italian or in English) using the specific application form online. The applicants will receive a notification e-mail confirming the completion of the application procedure.

The closing date for applications is January 16, 2014 (previous deadline: January 11, 2014).

Once the deadline has expired, the application form online will be disabled.

Applications will be reviewed by the [Scientific Committee](#). The **short-list of accepted applicants** will be displayed on the [School website](#).

Application requirements

When applying to the School, the following information is mandatory (failure to provide all the information below results in **exclusion from the selection, no exception will be made**).

- 1. IDENTIFYING DOCUMENT (ID):** a copy of the applicant's current identity card (only EU citizens) or passport, in particular of the pages reporting photograph, personal data, number, place and date of issue and expiry date. **No other identity document will be accepted.**
- 2. ACADEMIC CERTIFICATES:**
 - for applicants with an **Italian qualification** (Laurea, Laurea Magistrale or PhD): a self-declaration of the possession of the degree, conferral date, issuing University, final grade, list of examinations taken and grades obtained;
 - for applicants with a **foreign qualification** (Bachelor's degree, Master's degree or PhD): degree certificate with examinations taken and grades obtained or equivalent certification; the applicant should also submit a translation into Italian or English, if in a different language, of the academic certificate with the examinations taken and grades obtained;
 - for **EU citizens** who are expected to reach their Laurea magistrale degree in a short time: enrolment certificate with examinations taken and grades obtained (a self-declaration can be accepted); if these documents are not in English, the applicant must provide a translation in Italian or in English.



3. **CURRICULUM VITAE** in Italian or in English, including contact information (email address and phone) and IEEE membership for years 2013 or 2014, if any.
4. **COVER (MOTIVATIONAL) LETTER** (max 1500 characters).

All the documents listed in **2.**, **3.** and **4.** **must be signed by the applicant**, on his/her own responsibility.

Selection and admission

Participants will be selected by the [Scientific Committee](#) on the basis of their *curriculum vitae* and their cover (motivational) letter according to the following criteria:

- academic degree (foreign University qualifications can be accepted based on contents and duration);
- final grade and examinations grades;
- IEEE membership (for joining IEEE, see the [IEEE website](#));
- motivations to join the school.

Qualified applicants will be short-listed and the short-list will be displayed in the download box of the [School website](#). **Notification is considered as delivered through the announcement of the list.**

Applicants will be admitted to the School according to their place in the final ranking until all available places have been filled. **In case of applicants holding the same position the applicant younger in age will be given preference.**

Registration

Short-listed qualified applicants **must confirm their participation** sending an e-mail to ieeescb2014@unitn.it by **January 30, 2014**. The applicants who do not submit their registration within the above deadline **will lose the right to attend the School**, and the corresponding place will be offered to the next applicant on the short-list.

Fee

School registration is free of charge and admitted student will be provided with course materials and wireless access to University of Trento online services and resources.



Meals, accommodation and transportations are not covered by the School.

Certificate of attendance

At the end of the Winter School participants will receive a certificate of attendance; the certificate will be issued **upon verification of the signatures daily taken during the classes.**

Personal data protection

In accordance with Italian Legislative Decree 196/03 ("Code for protection of personal data"), the applicants' personal data will be used solely for the fulfillment of the selection process.

In observance of the above-mentioned law, participation in the selection allows the University of Trento to publish on the School website the applicants' personal data concerning the results of the selection procedure.