



# CALL FOR TUTOR

## MASTER COURSES

## 28 MASTER SCHOLARSHIP

**CONTEST PERIOD:** from September 13th 2018 to October 8th 2018 - November intake

from October 10th 2018 to October 30th 2018 - January and February intakes

from January 9th 2018 to January 30th 2018 - March intake

IED offers 28 Scholarship covering 50% of tuition fee for Master courses 2018/2019 in Design, Fashion, Visual Arts, Communication and the brand new Art area. Locations involved are Milan, Florence, Rome, Turin and Venice.

Tutor is a regularly enrolled student that fits into the training processes ensuring a steady presence who becomes a reference point for other students, the academic staff and teachers.

A motivated, resourceful, outgoing and reliable person with good interpersonal skills, excellent relational abilities and content transfer skills.

## HOW TO APPLY

In order to apply for the Call For Tutor Contest, participants are demanded to get registered and upload required documents not later than (GMT+1 - Italian time):

- h 23.59 of **October 8th 2018** - for November intakes.
- h 23.59 of **October 30th 2018** - for January and February intakes.
- h 23.59 of **November 15th 2018** - for March intake.

**Step 1.** Read carefully this Regulations and the projects Briefs.

**Step 2.** Pick a course of choice.

**Step 3.** Get registered filling in the form available at [ied.edu/callfortutor-master](http://ied.edu/callfortutor-master). Once registered, you will receive an email confirmation with the credentials to enter your Personal Area where you can upload required papers. A IED Advisor will contact you to support you in the process.

**Step 4.** Once the material collection is ready, enter your Personal Area (using your own credentials) and upload your demanded papers. If your requirements are in line with those requested for the admission at the Master course of your interest, you will be contacted by an Advisor in order to join the interview day (held in the city of the course of your choice).

The interview days will take place within:

- **October 18th 2018** for November intake
- **November 15th 2018** for January and February intakes
- **February 9th 2018** for March intake

**Step 5.** Join the interview day in the city of the course of your choice (your Admission Advisor will let you know the date)

**Step 6.** Scholarships' winners have 3 days to confirm their acceptance and 5 days to complete their application to the Master course of their choice.

**Good luck!**

# TERMS AND CONDITIONS

## 1. PREAMBLE

**1.1** IED – Istituto Europeo di Design S.p.A. (hereafter referred as IED) wishes to promote the interaction between young designers promoting specific contests, in order to assign Scholarship for their courses in the field of Design, Fashion, Visual Arts, Communication and Art.

**1.2** Following this initiative IED promotes the Call for Tutor Contest through the dedicated website [ied.edu/callfortutor-master](http://ied.edu/callfortutor-master) and their social pages.

**1.3** The purpose of the contests is to assign n. **28 Scholarships** for attendance of IED Master courses for students who are matriculated in the academic year of 2018/2019, covering 50% of the tuition fee of the program of choice.

**1.4** The contest is controlled by the present **Regulations** and will take place, through all the phases detailed below, from September 13th 2018, date of publication of the Competition Announcement, until (GMT+1 - Italian time):

- h 23.59 of **October 8th 2018** - for November intakes.
- h 23.59 of **Ottobre 30th 2018** - for January and February intakes.
- h 23.59 of **November 15th 2018** - for March intake.

The final ranking will be published on [ied.edu](http://ied.edu) not later than:

- **October 30th 2018** - for November intake
- **November 30th 2018** - for January and February intakes
- **February 9th 2018** - for March intake.

## 2. PARTICIPATION REQUIREMENTS AND DEADLINE

**2.1** Participation to the Contest is subject to the registration to the website [ied.edu/callfortutor-master](http://ied.edu/callfortutor-master) and to the acceptance of the present Regulations.

**2.2** Participation is strictly reserved to all Candidates who have reached 18 years at the moment of application, in possession of a bachelor degree or - equivalent qualification- or having a job experience in the relevant field. Graduates are eligible, as long as they obtain the academic diploma within 30 days before the discussion of the Master course's Thesis Project. Candidates have to meet the specific requirements fixed in the guidelines and informative materials of each single courses. Candidates need to show proficiency of the course language (B2 level minimum is demanded). Candidates need to show proficiency of the Italian language too (B2 level minimum is demanded).

**2.3** Student who are already enrolled in a 1st Level Master course are not allowed to be enrolled in a Master course or in other academic and Afam courses at the same time.

**2.4** IED and consultants are not allowed to participate in the Contest.

**2.5** By providing the personal data required to register, the Candidate knows the legal consequences of supplying false data thus he's called to supply precise, complete, true and correct data.

**2.6** Processing of personal data will be respectful of the attached information as per D. Lgs. n. 196/03 on personal data protection. None of the data required for registration can be

considered sensible under the above-mentioned decree.

**2.7** The Candidate is informed that knowledge of his Username and Password by third parties will grant them access to the Candidate's personal area of the site in his name. The Candidate is thus bound to keep the secrecy of his access data with the maximum diligence.

**2.8** The Candidate will be held liable or accountable for any damage and damaging consequence occurred to IED for the infringement of the rules stated above.

## 3. CONTEST AND CREATIVE WORKS ("CONCEPT") OF THE CANDIDATE

**3.1** Each registered Candidate can participate to the Contest filling in the **registration form**, specifying the chosen course and the location in which the course is held. Once received the access credentials, Candidates have to upload in their **Personal Area** not later than (GMT+1 - Italian time):

- h 23.59 of **October 8th 2018** - for November intake.
- h 23.59 of **Ottobre 30th 2018** - for January and February intakes.
- h 23.59 of **November 15th 2018** - for March intake.

The uploaded materials must respect characteristics and formats listed in article 4.

**3.2** Each Candidate may take part in only one of the courses included in the present Contest.

## 4. REQUIRED DOCUMENTS

In order to be considered eligible, each Candidate will be asked to provide:

- CV.
- Motivation letter in the language of the chosen course.
- Copy of passport.
- Internationally recognized (e.g. IELTS) certificate of knowledge of the language in which the course is taught, if different from the mother tongue (alternatively it is possible to hold an interview through skype). The minimum level requested for the application is B2. Candidates need to show proficiency of the Italian language too (B2 level minimum is demanded).
- Concept as described in the Brief.
- Portfolio (if required).

## 5. SCHOLARSHIP

**5.1** IED offers as a reward n.28 Scholarships covering 50% of the tuition fee for the chosen course. Winners of Scholarships have to pay the enrolment fee plus the half of the tuition fee.

**5.2** For biennial courses, the renewal of the Scholarship is guaranteed (exception made for the enrolment fee, which is always excluded from Scholarships) only if the student passes all the exams planned in the study plan for the first

year with an average mark not inferior than 28/30. If this conditions are not satisfied, the Scholarship will not be confirmed.

**5.3** The Scholarship will cover just the tuition fees. Enrolment fee, housing and other costs shall be covered by the winners.

**5.4** Scholarship will be assigned - regardless of the designated course - according to the curriculum vitae and the interview's evaluation. The evaluation will be conducted according to the unquestionable judgement of the Panel. IED reserves the right not to assign one or more Scholarships, in case the evaluation of the curriculum vitae and the interview, according to their unquestionable judgment, are not considered suitable for the admission.

**5.5** IED reserves itself the right to revoke the Scholarship after assignment, if any violation of this Regulations made by the designated Candidate emerges.

**5.6** IED reserves itself the discretion not to activate one or more Courses, in case the minimum number of students has not been reached or if the necessary requirements for didactic logistic and administrative support fail for any reason. In these cases, the Scholarships for the courses that haven't been activated will not be assigned; winner will not have the right to ask for any kind of reimbursement.

**5.7** The combination of the reductions and facilitations mentioned in the former articles is not allowed.

## 6. SCHOLARSHIP, IED LOCATION AND COURSES

Scholarship will be assigned according to the schema below:

- **IED Milano:**

13 Scholarship covering 50% of tuition fee

- **IED Firenze:**

5 Scholarship covering 50% of tuition fee

- **IED Roma:**

5 Scholarship covering 50% of tuition fee

- **IED Torino:**

2 Scholarship covering 50% of tuition fee

- **IED Venezia:**

3 Scholarship covering 50% of tuition fee

## 7. SELECTION OF WINNERS AND PANEL

**7.1** Winners' selection will take place within:

- **October 18th 2018** - for November intake
- **November 15th 2018** - for January and February intakes
- **February 9th 2018** - for March intake.

at each IED Italy location through a selection interview. A Panel made of Directors or representatives of Schools will convey the results of the selection.

**7.2** The evaluation will be made by the Panel, unquestionably.

**7.3** Students will be called for a selection interview. They will be evaluated according to the following criteria:

- Candidate's motivation
- intellectual enthusiasm and personal interests

- portfolio (if required)
- skills related to the course of interest
- relational skills
- organizational skills
- attitude to mediation

**7.4** The winners will be notified by email by a IED representative. The winners must send a formal acceptance letter by email, within 3 days after the result is received. If the winner fails to meet this requirement, the Scholarship will be automatically considered as "refused" and the Panel may decide, unquestionably, to grant it to another Candidate. After the winner accepts the Scholarship, he/she will have a 5-day deadline to enrol in the course for which the Scholarship was granted paying the enrolment fee of the course.

**7.5** IED reserves the right to revoke the scholarship in case of lacking requisites or if prejudicial behavior of the student is ascertained towards IED.

## 8. CONDITION AND GENERAL TERMS OF PARTECIPATION

**8.1** Incomplete entry cards are not valid.

**8.2** Incomplete entry cards or sent after:

- h 23.59 of **October 8th 2018** - for November intakes.
- h 23.59 of **Ottobre 30th 2018** - for January and February intakes.
- h 23.59 of **November 15th 2018** - for March intake. (GMT+1 - Italian time) will not be considered valid.

**8.3** IED discharges any external responsibility such as delays due to malfunctioning of device.

## 9. EXCLUSION OF WARRANTIES

**9.1** IED does not state nor grant that the Website and its functions are flawless or satisfy certain standards, needs or requests of the User.

**9.2** IED does not state nor grant that use of the Website and its functions will be prompt, uninterrupted, assured or flawless, nor that the information and contents on the Website are correct, truthful and/or reliable.

**9.3** Under no circumstance, IED will be held liable or accountable towards Candidates or third parties for any damage consequent, accidental, indirect or of any other nature, predictable or unpredictable, deriving from the use or the impossibility to use the Website.

**9.4** IED will not be liable for imprecisions, inaccuracies or delays due to force majeure.

**9.5** IED is not liable for improper use of the Website and do not grant nor authorize its use in any application potentially dangerous for people or properties.

**9.6** The Candidate grants that he/she will hold IED harmless from any consequence deriving from improper, illicit or undue use of the Website.

**9.7** Consequently, the Candidate declares himself/herself solely liable towards IED and third parties for any and every behavior or fact punishable by law during the utilization of the Website.

## **10. OBLIGATION OF THE CANDIDATE**

**10.1** The Candidate commits himself/herself:

- Not to divulge or cede, directly or indirectly, usernames, passwords, and login data to the Website.
- Not to reproduce, copy, distribute in part or in whole, by commercial or non-commercial ends, the Website, the Concepts and IED and Accademia Galli Contents published on the Website, by no means, not electronic nor printable.
- Not to perform any action that can compromise the security of IED Website.

**10.2** It is forbidden for the Candidate:

- To submit, upload and/or publish material protected by copyright, unless the Candidate is the owner of such right or has been authorized by the owner.
- To submit, upload and/or publish material that disclose industrial secrets unless the Candidate
- is the owner of such secrets or has been authorized by the owner.
- To submit, upload and/or publish material that violates intellectual property rights, privacy rights
- or rights deriving from advertising contracts.
- To submit, upload and/or publish material that is illicit or against law, order and public decency.
- To submit, upload and/or publish promotional material, junk mail, spam or any other unrequested or unauthorized form of solicitation.
- To falsify his/her identity.
- To submit, upload and/or publish material containing computer viruses and/or other codes or files or programs created to interrupt, destroy, damage or limit the operation of softwares, hardwares, websites or telecommunication installations belonging to IED or third parties.

**10.3** Any verified breach of this paragraph 13 will determine the right of IED to resolve the agreement reserve the right of IED and/or third parties to compensation for damages.

## **11. LAW AND JURISDICTION**

**11.1** This Agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with Italian law.

**11.2** The court of Milan shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this Agreement or its subject matter or formation (including non-contractual disputes or claims).