

Erasmus+ Key Action: Erasmus Mundus Lot 2
Action Type: Erasmus Mundus Design Measures (EMDM)
Eco-friendly Built Environment
E C O B U I L T
Project ID: 101050081



Eco-friendly Built Environment

STUDENT HANDBOOK

**Joint procedures for admission, selection,
examination, degree awarding**

CONTENT

WELCOME	4
ECOBUILT MASTER'S PROGRAMME	5
PROGRAMME GOALS	5
FACTS SHEET	5
CAREER AND STUDY OPTIONS	6
GENERAL INFORMATION	7
MATRICULATION REQUIREMENTS	8
APPLYING	9
APPLICATION PROCEDURE	9
STEP 1 – ONLINE APPLICATION	9
STEP 2 – APPLICATION FEE	10
STEP 3 – FINAL APPLICATION EXAMINATION	10
ONLINE APPLICATION	11
REQUIRED DOCUMENTS	11
PROOF OF ENGLISH PROFICIENCY	11
PORTFOLIO /CV	13
MOTIVATIONAL LETTER	13
ADMISSION	14
SELECTION CRITERIA	14
INTERVIEW	14
STUDY OFFER	14
FINAL ACCEPTANCE	14
APPEAL PROCEDURE	15
NECESSARY DOCUMENTS	16
WHAT DOCUMENTS TO INCLUDE?	16
ADDITIONAL INFORMATION	16
RESIDENCE PERMIT	17
IMMIGRATION REGULATIONS IN ITALY	17
IMMIGRATION REGULATIONS IN LATVIA	17
IMMIGRATION REGULATIONS IN SERBIA	17
FEES AND FINANCE	19
ARRIVAL AND SETTLING	20
Access to campus facilities	21
Housing	21

Residence Requirements	21
Healthcare	21
Special Needs	21
ACADEMIC CALENDARS	22
1st semester at University of Genoa, Italy.....	22
2nd semester at University of Belgrade, Serbia.....	22
3rd semester at Riga Technical University, Latvia.....	22
4th semester at University of Genoa, Italy.	22
4th semester at University of Belgrade, Serbia.	22
4th semester at Riga Technical University, Latvia.....	22
CURRICULUM	23
STUDY PROGRAMME PLAN	24
SEMESTER 1.....	26
SEMESTER 2.....	26
SEMESTER 3.....	27
SEMESTER 4.....	28
INTERNSHIP.....	28
ASSESSMENT PROCEDURES AND GRADING SYSTEMS	29
IN CASE OF FAILURE.....	30
THESES DEFENCE	30
DEGREE AWARDING	30

WELCOME

Welcome to the ECOBUILT Joint Master's programme!

We are delighted to provide YOU with the best education available to help YOU reach YOUR objectives! We extend a hearty welcome to YOU and are excited to have YOU on board with us! We will provide YOU with our full support and encouragement as YOU begin YOUR academic journey with us.

ECOBUILT MASTER'S PROGRAMME

The **ECOBUILT Joint Master's programme** is accessible to students of different ages and from diverse cultural, social, and economic backgrounds.

Programme is developed in cooperation with **Riga Technical University, University of Belgrade and University of Genoa.**

PROGRAMME GOALS

The ECOBUILT programmes' goal is to educate YOU as a highly qualified professional who can carry out scientific, professional, and academic activities with an eye on eco-friendly concepts. YOU will be prepared to apply knowledge and skills in **architecture design, urban design, landscape design, and renovation design** areas with a focus on eco-friendly approach. YOU will be able to use the acquired knowledge to secure the eco-friendly built environment while preserving the heritage and ensuring the sustainability of urban and rural landscape.

FACTS SHEET

Study location	Italy, Genoa; Serbia, Belgrade; Latvia, Riga
Type / Form of study	Full time, on-site/online
Nominal duration	2 years (120 ECTS)
Study language	English
Degree awarded	Joint Master's degree in Architecture (M.Arch.)
Accreditation	To be accredited in line with the deliverable D1. 13
Scholarships	1400 EUR / month (for selected, successful candidates)
Requirements	A professional or academic bachelor's degree in architecture or equivalent degree in related disciplines, or a professional certificate gained by completing bachelor studies (180 ECTS)
Fees for non-scholarship students	4000,00 EUR per year No fees for Erasmus Mundus scholarship holders

CAREER AND STUDY OPTIONS

We will equip YOU with the knowledge and skills YOU need to engage in practical activities in architectural design, urban design, landscape design, and renovation design. YOU will be trained to become an open-minded professional who can propose design solutions to face the numerous eco-oriented challenges of the contemporaneity such as climate change, environmentally sensitive development, green economy, sustainable cities and human settlements and preservation of biodiversity and ecosystems.

YOU will be able to work independently as a self-employed individual or a commercial, in state and municipal institutions, or in merchant businesses, or to continue YOUR studies in PhD programmes.

GENERAL INFORMATION

ACADEMIC VOLUME	120 ECTS	RTU 80 CP (120 ECTS) UB 120 ESPB (120 ECTS) UniGe 120 CFU (120 ECTS)
DURATION	2 years	
STUDY LANGUAGE	English	
INTAKE	Autumn	
NUMBER OF STUDENTS	Minimum 12, optimum 16, maximum 20	
LOCATION	The study process comprises study periods in Riga (Latvia), Genoa (Italy), and Belgrade (Serbia). Students are exposed to diverse context, different social and cultural backgrounds and versatile economic and political framework.	
DEGREE AWARDED	Joint Master Degree in Architecture (M.Arch.)	

MATRICULATION REQUIREMENTS

YOU are an ideal candidate if YOU are holding a professional or academic bachelor's degree in architecture or equivalent degree in related disciplines, or a professional certificate gained by completing bachelor studies (180 ECTS).

We encourage candidates and future leaders who are committed to an environmentally sustainable approach to the built environment. We embrace diversity and welcome students from all over the world, as well as different countries and backgrounds, and offer one fee for everyone.

All candidates requesting for admission to the first year of master's academic studies must present a portfolio. When enrolling in master's programme YOUR previous earned competencies, portfolio, and language expertise will be evaluated.

The candidate rank will be formed based on the sum of points of the parts listed below:

- The success in previously completed studies.
- The quality of the portfolio.
- The motivation.
- Interview.

APPLYING

Information related to admission to the study programme, additional relevant information, and required documents can be found here:

<https://unige.it/en/usg/en/enrolment-ita-eu-or-non-eu-students-ita-residence-foreign-diploma>

How to apply: <https://unige.it/en/prospective-students/how-to-enroll>

Pre-enrolment procedure: <https://corsi.unige.it/en/corsi/9915/prospective-students-admission-criteria-procedure>

Enrolment is completed when the first fee is paid.

APPLICATION PROCEDURE

STEP 1 – ONLINE APPLICATION

The online application form must be submitted to University of Genoa. YOU will have to create an account to complete the online application. YOU may complete it in multiple sessions.

YOU will have to submit:

- **A Motivation Letter** – highlighting why YOU would like to attend the chosen programme and explaining YOUR future academic and career goals;
- **CV** – detailing YOUR educational background and professional experience, if applicable.
- **Portfolio** with maximum five (5) best projects done during the bachelor studies or workshops/internship/personal projects. Each project has a very brief description (200 words) technical drawings, schemes and images that are useful to understand the project itself.

Once YOU have filled in YOUR personal data and inserted the motivational statement the following documents will be needed:

- **Copies** of passport identification pages.
- **YOUR** previous education document copies or the most recent transcripts if final scores are not yet available (official final certificates and transcripts are required). Education documents must be accompanied by English translations of all certificates and transcripts along with approval of the document authenticity;
- **Proof** of English certificate or other acceptable information, according to the set language requirements by the University of Genoa.

NOTE! Before hitting the final SUBMIT button, please review YOUR application and attachments for accuracy one last time. If YOU have submitted all required information, and YOU are eligible to apply for the programme, YOU will be issued Conditional Acceptance letter.

STEP 2 – APPLICATION FEE

To proceed with further application the application fee must be paid. Application fee is **EUR 136** (partially non-refundable) per student. It contains a stamp duty and regional tax, payable upon confirmation of registration:

- stamp duty = Euro 16 (non-refundable)
- regional tax = Euro 120 - minimum amount, to be settled by the next instalment date based on the ISEE-U value (for further information visit: <https://www.studenti.unige.it/tasse/iseeparificato/en/>)

Online application will be processed only after application fee received. Applicant will receive an invoice with the needed details to make an international money transfer via bank when the online application is submitted.

For better service, candidates are requested to upload receipt of application fee payment to the online application system.

NOTE: Candidate pays all bank commission fees for international transfer.

For further information about payment: <https://www.studenti.unige.it/en/tasse>

Contacts:

Student Contributions and Benefits Department

tasse.benefici@unige.it

+39 010 209 5947

Mondays and Fridays from 9 a.m. to 12 noon

STEP 3 – FINAL APPLICATION EXAMINATION

After receiving all required documents, the university sends those to ENIC/NARIC Center or equivalent center for evaluation. The ENIC/NARIC Center evaluates foreign qualifications. This process may take time up to 1 month. Several cases may take longer.

After YOUR educational documents are approved, an invitation for interview will be sent via online application system within 2 weeks.

Results on admission will be informed after all the above steps of application process have been done. Final admission decision is usually announced on average within 3 weeks' time.

Table 1 refers to application timeline.

Table 1

Application timeline

April	Application period begins for Autumn intake
1st May	Application deadline for applicants from EU, EEE and candidate countries and NON EU
1st May	Send portfolio and wait for communication of acceptance, if accepted start the application procedures
June	Interview
1st October	Enrolment deadline for applicants
1st October	Classes commence for Autumn

ONLINE APPLICATION

1. Create an application.
2. Add YOUR personal details.
3. Indicate an email address that YOU regularly check, as it will be used for all communications related to the application process.
4. Upload the scans (not photos).
5. Fill in the application and upload the compulsory attachments including the admission assignment.
6. Submit YOUR application.

REQUIRED DOCUMENTS

1. **Education documents** (diploma and official transcript of records).
Education documents must be accompanied by English translations of all certificates and transcripts along with approval of the documents authenticity.
2. **Proof of English proficiency.**
3. **Portfolio/CV.**
4. **Letter of Motivation.**
5. **Copy of the biodata page of YOUR passport or ID card** (the document needs to be valid during the application process).
6. **Admission assignment.**

PROOF OF ENGLISH PROFICIENCY

If YOUR studies at secondary school or bachelor studies were in English Language, provide a confirmation letter from YOUR school, unless it states on YOUR secondary school certificate that medium of instructions were in English Language. Since YOU apply for master's programme YOU will be asked for online interview.

YOU have to provide the results of an internationally recognised test (see below). If YOUR previous studies were completed in English but in a country where English is not the native language, YOU must present an

official letter from YOUR previous educational institution stating that all of YOUR studies were completed in English (medium of instruction is English) and pass an interview in which the ECOBUILT will evaluate YOUR language skills. Applicants who have already received English education in one of the countries mentioned below do not need to prove separate language proficiency:

1. Australia
2. The Bahamas
3. Canada (except Quebec)
4. Ireland
5. New Zealand
6. St Vincent and the Grenadines
7. United Kingdom
8. United States of America
9. South Africa

If YOU are foreigner that obtained secondary education in a country of the EU, the EEA, or the Swiss Confederation, and YOUR secondary education certificate includes an assessment of foreign language skills comparable to at least level B2 according to the Common European Framework of Reference for Languages, an internationally recognised foreign language certificate is not required (CEFR).

ECOBUILT accepts the following internationally recognized language tests:

1. TOEFL iBT (Test of English as a Foreign Language) Internet-based: score of at least 72
2. TOEFL Essential - at least 8 points
3. IELTS (International English Language Testing System): score of at least 5.5
4. CPE (Cambridge Certificate of Proficiency in English) / C2 Proficiency: any level
5. CAE (Cambridge Certificate of Advanced English) / C1 Advanced: any level
6. FCE (Cambridge English First Certificate in English) / B2 First: at least level B
7. PTE (Pearson Test of English) General: at least level B2
8. PTE (Pearson Test of English) Academic: at least 51 point
9. Language Cert International ESOL at least Level Communicator B2 (Written and Spoken exams)
10. Trinity Integrated Skills Test (ISE): ISEII, ISEIII, ISEIV with a pass in each component.

YOU can find more information here: <https://clat.unige.it/en/CertificazioniRiconosciute>

If English is not YOUR mother tongue, YOU must submit confirmation of English language proficiency. YOU should submit one of the following certifications with a minimum score of (Table 2):

Table 2

Minimum scores per English proficiency tests

IELTS	minimum overall grade of 5.5
TOEFL iBT	minimum 61
TOFEL paper-based	minimum 530
TOEIC	minimum 780
Cambridge exam	FCE
Pearson PTE	minimum 59

If none of the above apply, but YOUR secondary school studies were in English, deliver a letter of confirmation from YOUR school, unless YOUR secondary school certificate says that the medium of instruction was in English. In the event of any question, **ECOBUILT maintains the right to request the above-mentioned official language certificate.**

PORTFOLIO /CV

YOU should submit a CV and Portfolio containing the following information:

1. Personal and contact information (email and phone no).
2. Overview of education, indicating the higher educational institution, field of study, degree obtained and the theme of the graduation work/project.
3. Work experience, including the name of all employers of the past five years, job titles, duration of employment and description of the position and its responsibilities.
4. Language skills.
5. Computer and software skills.
6. Maximum five (5) best projects done during the bachelor studies or workshops/internship/personal projects accompanied by very brief description of the project (100 words), technical drawings, diagrams and images that allow us to understand the fundamental points of the project. Other activities, hobbies and interests.

MOTIVATIONAL LETTER

The motivation letter, which is essentially a short essay, is one of the most important components of YOUR application (in English, 2,000 characters maximum, including spaces).

Its purpose is to introduce YOURSELF, support YOUR application, and answer the question, "Why are YOU a suitable candidate?"

Here are some ideas to help YOU answer this question: Why did I decide to apply to this programme? What will I learn from my studies? What makes me a good candidate given my background? How would the programme assist me in achieving my objectives? Include an assessment of YOUR abilities in contributing to multicultural and cross-disciplinary team initiatives, as well as a vision of YOUR future ambitions.

NOTE! Any sources applied in the motivation letter must be properly cited and referenced (quotations, publications, ideas, etc. that are not YOUR own). Failure to follow reference and citation guidelines is considered plagiarism and will result in the rejection of YOUR application.

ADMISSION

YOU must complete an ECOBUILT- related admission assignment following the steps. Description provided here. Eligible candidates will be invited for interviews.

SELECTION CRITERIA

The ECOBUILT Admission Committee will evaluate YOUR application based on the following criteria:

1. YOUR academic quality (qualification), judged primarily by the results of previous university studies – 40%
2. YOUR portfolio – 30 %
3. YOUR motivation in terms of previous studies, work experience (if applicable), and future career plans in relation to ECOBUILT's objectives, as judged by the CV – 20%
4. YOUR interview - 10%

English language proficiency will be assessed by the submitted certificate (if applicable) and interview.

INTERVIEW

1. The interview will take place in real time through the Internet (Zoom or MS Teams). Each candidate's specific interview time will be communicated through e-mail.
2. Members of the ECOBUILT Admission Committee will ask the candidate additional questions based on the information given, motivation letter, and admission assignment. The interviews may also address the candidate's employment history. The applicant's motivation and general knowledge will be evaluated.

STUDY OFFER

After completing the interview, YOU will be provisionally admitted to ECOBUILT. List of selected candidates will be published ECOBUILT webpage: <https://ecobuilt-project.org/>.

Examine the conditional information. It contains a list of all the necessary documents, and deadlines! Please visit the section "Necessary Documents" in this document for further details.

FINAL ACCEPTANCE

The study agreement and the invoice for the tuition fee payment (if applicable) will be sent to candidates by email. The invoice includes money transfer details and a mandatory deadline for the payment to be made.

The final acceptance letter of candidate's admission to ECOBUILT will be issued after the university has received the first-year's tuition fee payment in full (if applicable).

NOTE! ECOBUILT organizes only one student intake a year - for the next autumn semester.

APPEAL PROCEDURE

At this point, there is no opportunity to dispute the final list of selected applicants unless there is a particular procedural error by the ECOBUILT Admission Committee during the application process.

Please carefully study the Selection Criteria as well as the Application Procedure before submitting an appeal.

1. Applicants who do not submit the required documentation by the dates should not submit an appeal.
2. Applicants who followed the application procedure and fulfilled the deadlines but were denied because they did not meet the selection criteria and have reasons to think that a mistake was made during the selection process have the right to appeal the ECOBUILT Admission committee's decision.

The request for reconsideration procedure corresponds with how YOUR proposal was managed during the assessment and eligibility of review processes. It is not another assessment that occurs automatically. Please keep in mind that any additional information or clarifications that should have been included in YOUR proposal will be rejected.

If, after reading the following criteria, YOU still think a mistake was made, please write an email to contact@ecobuilt-project.org for revision by the ECOBUILT Admissions' Committee. All appeals must be filed 36 hours before publishing preliminary rang list. The outcome of the appeal will be notified to the applicant before publishing a final rang list. If no one appeals, the preliminary rang list becomes a final list.

NECESSARY DOCUMENTS

Once YOU arrive for studies, YOU must submit original documents to the ECOBUILT programme coordinator.

International mobility sector <https://rubrica.unige.it/struttura/struttura/100320> will do a document check and approve that documents are original.

WHAT DOCUMENTS TO INCLUDE?

1. 2 signed copies of study agreement;
2. original of Bachelor's diploma in the original language;
3. officially certified copy of academic transcripts in the original language;
4. authorized translation in English of Bachelor's diploma (if the originals are not issued in English);
5. authorized translation in English of academic transcripts (if the originals are not issued in English);
6. simple copy of passport identification pages (created by a photocopier).

Please ensure the following:

- Official translations of education documents in English are supplied.
- Alternatively, bachelor level documentation can be electronically provided to the e-mail contact@ecobuilt-project.org straight from the university that issued the degree. If the institution is unable to supply the documents in English or if the English version is missing, then YOU must transmit official English translations to the e-mail address contact@ecobuilt-project.org separately.

Please keep in mind that all necessary documents must be properly prepared and delivered to us in one full set immediately after arrival. The applicant is responsible for delivering the needed documents on time.

Please keep in mind that application documents (except original education document) will not be returned.

ADDITIONAL INFORMATION

If YOU are in YOUR last year of studies, are still in the process of finishing the last bachelor's semester, and have not yet acquired a diploma, YOU can submit YOUR application with provisional results from YOUR institution. In this situation, YOU must complete the following:

- Application before the 1st of May (for EU and non-EU candidates).
- Enrolment before 1st of October

Rather than submitting a degree certificate, YOU must submit YOUR own statement about YOUR degree to the UniGe application's system, which must include the following information:

1. interim transcript;
2. confirmation letter from the school with the expected date of graduation;
3. other relevant information concerning YOUR graduation;

If YOU have been accepted into the ECOBUILT, YOUR final education documents must be received at the University of Genoa by YOUR arrival soon as possible, and no later than 1st of September. Please ensure that documents are delivered by the deadline. If YOU do not finish YOUR degree or produce the required documents by the deadline, YOUR study offer will be withdrawn.

RESIDENCE PERMIT

After the final acceptance, YOU will have to prepare YOUR documents for the residence permit to start YOUR studies.

IMMIGRATION REGULATIONS IN ITALY

YOU will find information about how to study in Italy here: <https://www.studiare-in-italia.it/studentistranieri/>

Here YOU can find information about Visa: <https://studyinitaly.esteri.it/en/visa>

If YOU are a non-EU student with residence abroad and a foreign diploma and YOU want to enrol at the ECOBUILT, please check the MUR website

Once YOU arrive to Italy

Once YOU have arrived to Italy YOU have to contact the Welcome Office to which YOU will need to hand over all the paperwork related to YOUR diploma in order to complete YOUR enrolment (If YOU have applied for a degree course with admission and limited access, YOU have to pay the admission test fee first). All the documents can be provided by email. For further information, please contact the Welcome Office.

IMMIGRATION REGULATIONS IN LATVIA

YOU will be able to find the information related to residence permit in Latvia here:

<https://vissparmigracijju.pmlp.gov.lv/?lang=en>

Immigration regulations here: <https://international.rtu.lv/immigration-regulations/>

In case of necessity on this matter, please, contact by e-mail: visamatters@rtu.lv

IMMIGRATION REGULATIONS IN SERBIA

Entering the Country and Temporary Stay Permit

Foreign citizens must register their residence in Serbia with the local police station within 24 hours of their arrival. A hotel, hostel or student dormitory will automatically complete it on students behalf. If students are staying at private housing, they should visit the police station with their landlord to register residence. Erasmus Student Network (ESN) can help incoming students with this procedure. All information on regulations and procedures regarding visas and the authorisation of temporary stay of foreigners in Serbia are available online on the website of the Ministry of Interior of the Republic of Serbia: www.mup.gov.rs

ENTRY VISA

There are many holders of foreign passports who do not need an entry visa for Serbia. However, to make sure whether students require an entry visa for Serbia, they should contact the nearest diplomatic, consular mission of the Republic of Serbia in the country of residence. Even though nationals of some countries (not everyone) may enter the Republic of Serbia with their ID cards only, international students and staff are required to have with themselves their valid passports to be able to obtain mandatory authorisation of temporary stay. Therefore visitors are strongly recommended to use it when entering the country as well. Information on general visa requirements and on general entry requirements can be found at the website of the Ministry of Foreign Affairs of the Republic of Serbia: www.mfa.gov.rs/en/consular-affairs/entry-serbia/entering-serbia-requirements

Visa applications should be submitted to the Embassy or Consulate General of the Republic of Serbia abroad. Also, suppose students have any questions or concerns regarding entering the RS or temporary stay as student/staff. In that case, UB strongly recommends contacting the nearest diplomatic-consular mission of the Republic of Serbia for help. Please visit the website of the Ministry of Foreign Affairs of the Republic of Serbia to see the list of Serbian embassies around the world: www.mfa.gov.rs/en

TEMPORARY STAY

As an academic exchange visitor, students will need to obtain their temporary stay visa (residence permit) for legal stay in the Republic of Serbia during the exchange. After registering at the International Relations Office of the University of Belgrade, students are obliged to register the Office for Foreigners of the Ministry of Interior, submitting the following:

- 2 photos
- Certificate from the University of Belgrade
- Certificate from the Ministry of Education
- Certificate from the faculty of the University of Belgrade (the school you will be attending)
- Form No. 8 (request for issuing a temporary stay visa – for foreign citizens - in Serbian: Zahtev za izdavanje boravišne vize – za strance) 3 copies, printed two-sided
- Proof of Accommodation (a certificate from the housing provider /hostel, dormitory, etc/, or personal presence of the flat owner in case of a private accommodation)
- CV in Serbian (The MIA RS Office for Foreigners reserves the right to ask for any additional documents, information or payments)

FEES AND FINANCE

The ECOBUILT study programme has been awarded the status of Erasmus Mundus Joint Masters (EMJM) programme and has received financial support from the European Union. Considering this study fee is 4000 EUR per year (Table 3).

ECOBUILT consortium can annually award the Erasmus Mundus scholarships (Table 3) in the amount of 1400 EUR / month and completely waive the study fee for 16 students of excellence originating from European Union, the third countries associated to the Erasmus+ Programme**, and the Neighbourhood East countries***, as well as to 5-6 students annually originating from certain other parts of the world****.

- ** North Macedonia, Iceland, Norway, Serbia, Liechtenstein, Turkey.
- *** Armenia, Azerbaijan, Belarus, Georgia, Moldova, Territory of Ukraine as recognised by international law.
- **** Region 1 – Western Balkans, Region 3 – South-Mediterranean countries, Region 5 – Asia, Region 6 – Central Asia, Region 9 – Sub-Saharan Africa, Region 10 – Latin America

EC recommendations concerning students' involvement into the EMJM study programmes will be applied.

Table 3

Fees and Scholarships

<i>Country of origin of the student</i>	<i>No. of EMJM scholarship holders per intake</i>	<i>Scholarship amount</i>	<i>Study fee</i>
<ul style="list-style-type: none"> - The European Union countries - The third countries associated with the Erasmus+ Programme, i.e., North Macedonia, Iceland, Norway, Serbia, Liechtenstein, Turkey - The Neighbourhood East countries - Armenia, Azerbaijan, Belarus, Georgia, Moldova, Territory of Ukraine as recognised by international law 	16	1400 EUR / month	not applicable
<ul style="list-style-type: none"> - Region 1 – Western Balkans - Region 3 – South-Mediterranean countries - Region 5 – Asia - Region 6 – Central Asia - Region 9 – Sub-Saharan Africa - Region 10 – Latin America 	5-6	1400 EUR / month	not applicable
Tuition fees for non-scholarship students	If the candidate is not selected for the EMJM scholarship	-	4000,00 EUR per year

ARRIVAL AND SETTLING

According to the plan of the ECOBUILT study programme, YOUR studies will be provided at three universities. 1st semester in Genoa, Italy; 2nd semester in Belgrade, Serbia, and 3rd semester in Riga, Latvia. YOU are responsible to arrange YOUR arrival and settling in the ECOBUILT countries. Information that will help YOU with this issue is listed below (Tables 4, 5, 6).

Table 4

Useful Information at University of Genoa

Accommodation	https://www.studenti.unige.it/sass/en/accommodation/
UniGe helps you to find a home	https://alloggi.studenti.unige.it/?language=en
Healthcare	https://www.studenti.unige.it/sass/en/health
Bank Account	The University of Genoa has an agreement with Banca Popolare di Sondrio, which offers students favourable banking terms. https://www.studenti.unige.it/sass/en/bank_account/
Useful links	https://www.studenti.unige.it/sass/en/link
International Cooperation and Foreign Students Department	Welcome Office, Piazza della Nunziata, 6, 16124 Genova GE, +39 010 209 51525, sass@unige.it

Table 5

Useful Information at University of Belgrade

Accommodation	The two most common types of accommodation used by international students and visitors to the University of Belgrade are renting a room at the Students' Centre Belgrade (student dormitory or one of their two hostels) or renting private housing. http://www.bg.ac.rs/en/students/appartments-dormitories.php
Campus and Faculty Map	https://www.google.com/maps/d/viewer?hl=en&mid=1Dcfo5F9LlvPx8h8ZY2HEMTSOSRI&ll=44.79924497477592%2C20.429728662457354&z=12
Student services	http://www.bg.ac.rs/en/students/support/contacts.php
Questions and answers	http://www.bg.ac.rs/en/students/support/contacts.php
Healthcare	https://zzzsbg.rs/en/
Useful links	http://www.bg.ac.rs/en/students/students.php
International Cooperation and Foreign Students Department	The University of Belgrade offers extensive support that can be taken exemplary for the services offered by the other partners The International Relations Office of the University of Belgrade has a crucial role in finding accommodation, travelling and legal issues for all international students.

Table 6

Useful Information at Riga Technical University

<i>Accommodation</i>	https://international.rtu.lv/accommodation/
<i>Campus and Faculty Map</i>	https://international.rtu.lv/faculty-map/
<i>Student services</i>	https://international.rtu.lv/riga-technical-university-rtu/student-services/
<i>Questions and answers</i>	https://international.rtu.lv/frequently-asked-questions/
<i>Request Refund</i>	https://international.rtu.lv/request-refund/
<i>International Cooperation and Foreign Students Department</i>	https://international.rtu.lv/contact-us/

Access to campus facilities

YOU will be registered at all three universities during YOUR studies. YOU will have access to the same facilities as local students: library, computer rooms, laboratories, IT services, and student organizations. YOU will be invited to all activities organized for international students.

During process of enrolment, YOU will receive an ID number that will be used to access University e-mail, Microsoft software's, software's discount for students, access to Wi-Fi.

Housing

The Host Institution will assist YOU in YOUR search for housing and will offer accommodation in its student residence, whenever possible.

Residence Requirements

If needed, the Host institution will assist YOU in obtaining visa or residence permit, which is a requirement to take part in the Joint Degree Programme, and convey all necessary documents to prepare their application.

Healthcare

YOU must enrol in a health insurance plan according to the Host Institution's policy.

The Consortium of ECOBUILT Universities will provide the minimum required level of the obligatory insurance to YOU, respecting the minimum requirements for the health and accident insurance, transfers abroad and civil liability and respecting any local legislation as far as insurance is concerned in the framework of didactic activities of the Master programme.

Special Needs

Throughout the implementation of the ECOBUILT Programme, special focus will be made on promoting the benefits of diversity, inclusive language, culturally responsive education, and inclusivity. Throughout the curriculum, physical accessibility, multi - modal teaching and learning facilities, and assessment access arrangements will be offered. Students with special needs must be provided with the required accommodations, services, and supports.

ACADEMIC CALENDARS

1st semester at University of Genoa, Italy.

The first semester in the University of Genoa starts on the third week of September and finishes at the end of the second week of December, here starts with Christmas holidays that ends on the third week of January. The period dedicated to exams starts immediately after and lasts for the whole month of January.

2nd semester at University of Belgrade, Serbia.

The second semester in the University of Belgrade starts on the second week of February and ends at the beginning of June (with the holidays in February, orthodox Easter holiday week); the Exam period starts in June and last until the mid of July.

3rd semester at Riga Technical University, Latvia.

The third semester in Riga Technical University starts at the 1st Monday of September and it is 16 weeks long. Christmas holiday follows week 16 and it is 1 week long. The counting of weeks continues after Christmas holiday. Exam session starts at the beginning of January in the 1st Monday after Christmas holiday and is 4 weeks long.

4th semester at University of Genoa, Italy.

The fourth semester starts in Genova in the end of January and last until the beginning of May. Master Thesis defence is at the mid of July, and students must attend in presence.

4th semester at University of Belgrade, Serbia.

The fourth semester in Belgrade starts on the second week of February and ends at the beginning of June. Master thesis and project defence is at mid-July and must be attended by the student in presence.

4th semester at Riga Technical University, Latvia.

The fourth semester in Riga starts at the beginning of February and is 16 weeks long, until the end of May. Master thesis defence is at the mid of June, and students must attend in presence.

CURRICULUM

ECOBUILT is an innovative joint master's study programme that emphasises integrative research and cross-specialization in an eco-friendly built environment. We will help YOU become an ECOBUILT pioneer capable of facilitating change in built environment via strategic thinking, management, and creative leadership. ECOBUILT curriculum is showed in the Figure 1.

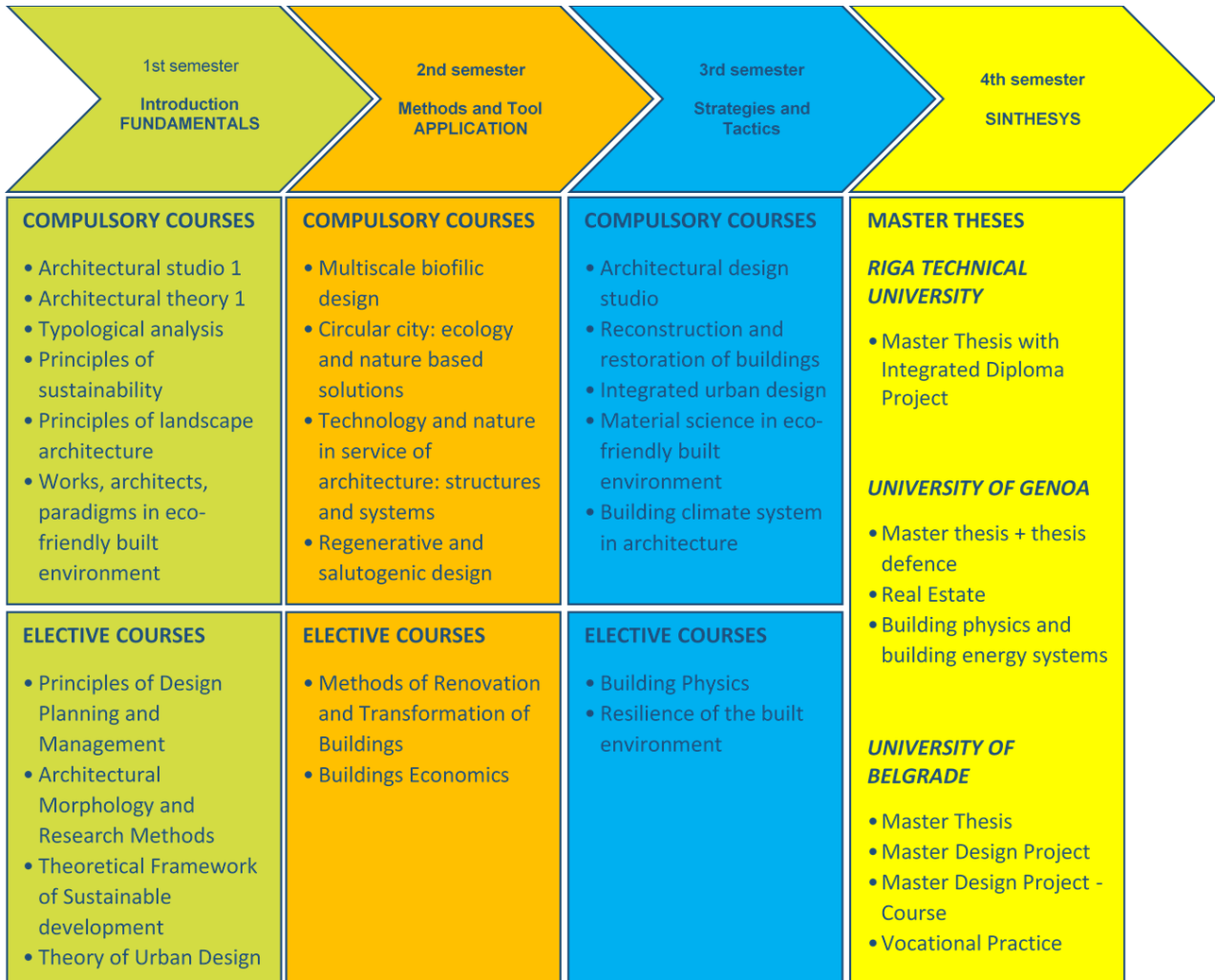


Figure 1. ECOBUILT Curriculum

STUDY PROGRAMME PLAN

It is planned that each year, around 15 students will be admitted to the programme, providing individualized and bespoke approaches to the learning process as well as close collaboration between students and teaching experts in the field. ECOBUILT has strong industry connections, ensuring opportunities for investigation, design, and testing with relevant corporation partners on study subjects and projects in Latvia, Italy, and Serbia.

Study programme plan provides traveling each semester to one of the ECOBUILT universities. The distribution of study courses by semesters is shown in the Table 7.

Table 7

Study Programme Plan

No.	TITLE	1 st semester	2 nd semester	3 rd semester	4 th semester Genoa, Belgrade, Riga
		Introduction FUNDAMENTALS	Methods and Tool APPLICATION	Strategies and Tactics	SINTHESYS
COMPULSORY STUDY COURSES					
STUDIO PROJECT + THEORETICAL					
1	Architectural studio 1	8			
2	Architectural theory 1	2			
3	Typological analysis	5			
4	Multiscale biofilic design		15		
5	Architectural design studio			12	
6	Reconstruction and restoration of buildings			3	
SCIENTIFIC + PROFESSIONAL-APPLIED					
7	Principles of sustainability	4			
8	Principles of landscape architecture	4			
9	Circular city: ecology and nature based solutions		4		
10	Technology and nature in service of architecture: structures and systems		4		
11	Integrated urban design			4	
12	Material science in eco-friendly built environment			4	
THEORETICAL + METHODOLOGICAL					
13	Works, architects, paradigms in eco-friendly built environment	4			
14	Regenerative and salutogenic design		4		
15	Building climate system in architecture			4	
TOTAL ECTS COMPULSORY CONTENT		27	27	27	
ELLECTIVE STUDY COURSES					
PROVIDED BY RIGA TECHNICAL UNIVERSITY					
1	Principles of Design Planning and Management	3			

No.	TITLE	1 st semester	2 nd semester	3 rd semester	4 th semester Genoa, Belgrade, Riga
		Introduction FUNDAMENTALS	Methods and Tool APPLICATION	Strategies and Tactics	SINTHESYS
2	Architectural Morphology and Research Methods	3			
3	Methods of Renovation and Transformation of Buildings		3		
PROVIDED BY UNIVERSITY OF BELGRADE					
4	Theoretical Framework of Sustainable development	3			
5	Theory of Urban Design	3			
6	Building Physics			3	
PROVIDED BY UNIVERSITY OF GENOA					
7	Buildings Economics		3		
8	Resilience of the built environment			3	
TOTAL ECTS ELECTIVE CONTENT		3	3	3	
MASTERS THESES					
RIGA TECHNICAL UNIVERSITY					
	Master Thesis with Integrated Diploma Project				30
UNIVERSITY OF GENOA					
	Master thesis + Thesis defence (26) + Real Estate (2) + Building physics and building energy systems (2)				30
UNIVERSITY OF BELGRADE					
	Master Thesis (9) + Master Design Project (16) + Master Design Project - Course (2) + Vocational Practice (3)				30
TOTAL ECTS SEMESTER		30	30	30	30

SEMESTER 1

Mobility to Genoa, Italy / Enrolment

The 1st Semester YOU will attend classes in Genoa (Table 8). Genoa is a medium-sized city where student exchanges are intense; it has a vibrant cultural life, and a rich and still partly unexplored architectural history. From Genoa it is possible to reach larger cities such as Milan, Turin, and Florence, in a day trip; or Rome, Bologna and Venice only a little farther away.

The school is located in the heart of the medieval city, in an ancient convent restored in 1989 by Ignazio Gardella, and offers ample space and modern requirements. The Master programme have a small number of students, with a very good teacher-student ratio.

The curriculum starts with a deep immersion into the eco-friendly design process (Table 8), in order to clarify the core problems of the discipline with the contribution of specialized approaches and with international experiences.

Table 8

Mobility to Genoa, Italy / Enrolment

No.	TITLE	<i>1st semester</i>
		<i>Introduction FUNDAMENTALS</i>
COMPULSORY COURSES		27
1.	Architectural studio 1	8
2.	Architectural theory 1	2
3.	Typological analysis	5
4.	Principles of sustainability	4
5.	Principles of landscape architecture	4
6.	Works, architects, paradigms in eco-friendly built environment	4
ELECTIVE COURSES		3
TOTAL		30

SEMESTER 2

Mobility to Belgrade, Serbia

YOU will spend the third semester of YOUR studies in Belgrade (Table 9). Belgrade (Beograd) is the capital of Serbia, and has a population of around 1.6 million. It is situated in South-Eastern Europe, on the Balkan Peninsula, at the confluence of the Sava and Danube rivers. It is one of the oldest cities in Europe and has since ancient times been an important focal point for traffic, an intersection of the roads of Eastern and Western Europe.

The University of Belgrade is the oldest university in Serbia and the largest in this part of Europe. Founded in 1808, it consists of 31 faculties, 11 research institutes, 13 University centres, Computer Center and the University Library with more than 3.500.000 volumes. The Faculty of Architecture (1948) itself is a preeminent school for studies in Architecture and Urbanism in South-Eastern Europe. The Faculty has more than 1300 students, 150 teaching staff and 30 independent researchers.

The second semester is dedicated to the methods and tools (Table 9) with a focus to multiscale and problem-based design including biophilic design, circular design, nature-based solutions, regenerative and salutogenic design.

Table 9

Mobility to Belgrade, Serbia

No.	TITLE	2 nd semester
		Methods and Tool APPLICATION
COMPULSORY COURSES		27
1.	Multiscale biophilic design	15
2.	Circular city: ecology and nature-based solutions	4
3.	Technology and nature in service of architecture: structures and systems	4
4.	Regenerative and salutogenic design	4
ELECTIVE COURSES		3
TOTAL		30

SEMESTER 3

Mobility to Riga, Latvia

YOU will spend the third semester of YOUR studies in Riga (Table 10). Riga, Latvia's capital city is located along the Baltic Sea at the mouth of the Daugava River. It is a cultural hub, with numerous museums and performance halls. The city is also famous for its wooden buildings, art nouveau architecture, and medieval Old Town. The old town of Riga is a UNESCO World Heritage Site known for its Art Nouveau/Jugendstil architecture and 19th-century timber buildings.

RTU, founded in 1862, is the largest science-based university in the Baltic States. Riga Technical University is located in the centre of Riga, Latvia's capital city. Latvia, along with Germany, Sweden, and other nations, has a border with the Baltic Sea. RTU has a long tradition of scientific achievement, with Nobel Prize winners, Presidents, and Prime Ministers among its previous professors and students. RTU is a fully accredited, internationally recognised European university with nine faculties.

RTU is Latvia's first higher education school, launching the building of its campus in Ķīpsala in 1965. The work is still ongoing, but already a majority of university students have been educated at the Ķīpsala Campus. When completed, the RTU campus will be the most advanced engineering study centre in the Baltic States.

The third semester is dedicated to the strategies and tactics (Table 10) in architecture with a focus to restoration and reconstruction of buildings through the prism of materials science in eco-friendly built environment.

Table 10

Mobility to Riga, Latvia

No.	TITLE	3 rd semester
		Strategies and Tactics
COMPULSORY COURSES		27
1.	Architectural design studio	12
2.	Reconstruction and restoration of buildings	3
3.	Integrated urban design	4
4.	Material science in eco-friendly built environment	4
5.	Building climate system in architecture	4
ELECTIVE COURSES		3
TOTAL		30

SEMESTER 4

Semester 4 is dedicated to master theses development and defence (Table 11). Depending on what way YOU will choose whether it will be architectural design, urban design, landscape design or renovation design YOU will choose the theses development place – Riga, Genoa or Belgrade (Table 11).

Table 11

Master theses development and defence

TITLE	4 th semester Genoa, Belgrade, Riga
	SINTHESYS
MASTERS THESES	
RIGA TECHNICAL UNIVERSITY	
Master Thesis with Integrated Diploma Project	30
UNIVERSITY OF GENOA	
Master thesis + Thesis defence (26) + Real Estate (2) + Building physics and building energy systems (2)	30
UNIVERSITY OF BELGRADE	
Master Thesis (9) + Master Design Project (16) + Master Design Project - Course (2) + Vocational Practice (3)	30
TOTAL	30

INTERNSHIP

YOU will be encouraged to do YOUR internship during summer at the end of the first year or during the fourth semester during development of the Master's Thesis, from one (1) to three (3) months of internship, according to Module Catalogue.

It can be done in an architecture studio, appropriate scientific research institutions, in organizations for performing innovation activities, in organizations for providing infrastructural support to innovation activities, in companies and public institutions.

ASSESSMENT PROCEDURES AND GRADING SYSTEMS

YOU will have to complete the study programme ECOBUILT by earning 120 ECTS, through exams, laboratories and Thesis defence according to curriculum. Following the study programme plan, YOU must earn a specific number of ECTS in specific subjects, to have a complete knowledge and be awarded with the degree (see Study Programme Plan in this document).

Each subject has a specific number of ECTS according to students' workload. Each ECTS corresponds to 25 h of work. YOUR progress will be monitored during classes, but the evaluation will be done during the exam at the end of the course.

The following fundamental concepts will be observed while assessing the acquisition of the study curriculum.

- openness of knowledge and skills assessment - a set of requirements for positive assessment of study achievements will be determined in accordance with the set goals and objectives of the programme, as well as the goals and objectives of the study courses;
- the principle of compulsory assessment - it is necessary to obtain a positive assessment of the acquisition of the compulsory content of the programme.

An exam will be the most basic form of programme acquisition evaluation.

YOUR assessment will be carried out in accordance with the national legislations and approved methodological recommendations of each ECOBUILT university, and YOU will be required to get acquainted and perform in accordance with them depending on where the studies will take place.

Italy: It is regulated by the Regolamento didattico di ateneo D.R. n. 1281 del 28.03.2022, published the 29.03.2022. Marks are in a scale of 30. 30 cum laude is the maximum mark that can be achieved. From 0 to 17 it is insufficient and the subject has not passed, the student must re-do the exam. It is not necessary to re-attend the class, except for laboratories. 18 is sufficient.

The result of the examination is recorded, with the mark obtained, on the spot. If the examination involves written tests, the student has the right to see his papers before the result of the examination is recorded. In the event that the examination does not conclude with an oral test, the result of the test is notified to the student electronically: the deadlines for viewing and discussing the paper with the teacher as well as the deadlines for official registration are governed by the University regulations for students.

More information: <https://www.studenti.unige.it/orientamento/sistema-di-votazione/>

Serbia: The student earns points in a subject through the work during lessons and by fulfilling the pre-examination obligations and taking the exam. Student's success in mastering a particular subject is continuously monitored during classes and expressed by points. The minimum number of points a student can achieve by completing pre-examination obligations is 30, and the maximum is 70. The maximum number of points a student can earn in a subject is 100.

Pre-examination obligations for students are realized in different ways, depending on the type and content of the subject per study programme: tests, colloquiums, evaluation of exercises, presentation, workshops, etc. Attending knowledge tests during the semester is compulsory. The exam form and points acquisition rules are adapted to the subject education field. The exam can include written or oral form, seminar paper, semester elaborate of the project, or exercises essays with an oral defence, etc., appropriately chosen according to the type of subject and content of the course.

The student's assessment is based on the total number of points that a student has earned by fulfilling the pre-examination obligations and taking the exam according to the quality of the acquired knowledge and skills.

Student's overall success in the subject is expressed by grades 5 (failed) to 10 (excellent), following the Rulebook on Student evaluation on Exams (Gazette of the University of Belgrade, No. 136, 168 and 180).

Each subject from a study programme has a precise and published method of earning points. The way of earning points during teaching includes the number of points a student receives based on each type of activity during the course or by fulfilling the pre-examination obligations and taking the exam.

Latvia: The acquisition of the programme is graded on a 10-point scale in both the exam and the final examination. The level of acquisition of the programme, which is not lower than 4 (almost satisfactory), is considered positive.

The lecturer, fixing it in the calendar plan of the study course, determines criteria for knowledge assessment in study courses, examination form and procedure. Calendar plans are issued to students at the beginning of the semester.

In developing the evaluation criteria, the lecturer relies on the Cabinet Regulation No. 240 “Regulations on the State Academic Education Standard”, the RTU approved methodological recommendations “Assessment of Study Quality at RTU”, RTU Regulation on the Assessment of Study Outcomes and Regulation on Final Examinations at RTU”.

More information:

https://www.rtu.lv/writable/public_files/RTU_regulation_on_the_assessment_of_learning_outcomes.pdf

IN CASE OF FAILURE

If YOU fail courses, YOU must repeat the appropriate tests and meet the entrance or evaluation committee's criteria. If necessary, the ECOBUILT universities will work to conduct remote catch-up examinations.

THESES DEFENCE

Minimum 10 days before defending the Master's thesis, YOU must have successfully passed all the exams completed laboratory work, developed the required study works, etc. according to study programme.

At the end of the studies, YOU will have to develop a master's thesis with an integrated diploma project on a current topic of environmental creation and development, in which the YOU will prove the knowledge and skills acquired during the studies. The master's thesis with an integrated diploma project is defended at an open meeting of the State Examination Commission. The commission consists of both ECOBUILT universities teaching staff and representatives of the profession.

DEGREE AWARDING

Each ECOBUILT institution determines whether YOU have met all of the prerequisites for a degree based on its own internal criteria. Each ECOBUILT university gives YOU credit transfer from the other institution in accordance with the applicable rules, laws, and regulations.

YOU must have defended a master's thesis with the following minimum grades in order to be awarded a Joint Master's degree in Architecture: Latvia – 5 (five), Serbia 6 (six) – 51/100 points, Italy – 66/110 points.