

## The Rector



HAVING REGARD TO Politecnico di Milano's Articles of Association;  
HAVING REGARD TO Ministerial Decree 3.11.1999, no. 509;  
HAVING REGARD TO Ministerial Decree 22.10.2004, no. 270;  
HAVING REGARD TO the University's Educational Rules - Regulations;  
HAVING REGARD TO the Regulation for 1<sup>st</sup> and 2<sup>nd</sup> level Specialising Masters, Post Graduate Courses and Continuing Education of Politecnico di Milano issued with Rector's Decree no. 0227162 of 04.10.2022;  
HAVING ACQUIRED the favourable opinion of the Academic Senate during the meeting on 19.02.2023, on the establishment and activation of proposals for Specialising Masters, including the first level Specialising Master in "PROJECT AND CONTRACT MANAGEMENT IN CONSTRUCTION WORKS"

### DECREES

that the first level Specialising Master in "PROJECT AND CONTRACT MANAGEMENT IN CONSTRUCTION WORKS" is established and activated for the years 2024/2025.

#### **ART. 1 Master's features**

The first level Specialising Master in "PROJECT AND CONTRACT MANAGEMENT IN CONSTRUCTION WORKS" has been set up and activated at the Department of Architecture, Built Environment and Construction Engineering.

The Master is provided by CIS-E Consortium (Consorzio CIS-E). The reference school is the School of Architecture, Urban Planning and Construction Engineering.

The Specialising Master's Director is Professor Gianandrea Ciaramella. The Vice Director is professor Pietro Giuseppe Crespi.

The Scientific Committee of the Specialising Master's programme is composed by Professors from Politecnico di Milano: Gianandrea Ciaramella, Pietro Giuseppe Crespi, Paola Ronca, Alberto Franchi and Angelo Lucchini; and by eng. Giovanni Franchi from Consorzio CIS-E.

#### **ART. 2 Educational objective and employment opportunities**

This specializing master course aims to give the main tools of project management to both engineers and architects. Nowadays it is getting more and more important to know how any project should be managed from its inception to its end, in order to optimize costs and to get forward according to a predefined schedule. During this specializing master the students will be introduced to the theory of project management, of investment valuation, and financial accounting. They will receive all the information needed to obtain the PMI (Project Management Institute) certifications and the IPMA (International Project Management Association) certifications. They will receive all the information needed to become a Lean Green Belt Project Leader. And all the information needed to become an accredited project manager in Italy with Accredia. Specific knowledge about digitization of the construction industry and about data analysis will be provided, and the students will learn how to use a powerful tool like Matlab for data management. The construction industry generates a huge

amount of data which until now have been mostly wasted. The ability to collect those data, to store them, to interpret and to use them efficiently will lead in the future to major competitive advantages. A whole unit is about soft skills, those interpersonal attitudes and capabilities that make the difference between a good project manager and a mediocre one. In a world where automation is becoming the norm, the abilities to deal with people, to manage relationships, to communicate well and to lead are becoming more and more relevant, abilities that by their very nature won't be replicated by machines for still a very long time to come. Besides all these PM tools, specific knowledge about contract, claim and delay management will be provided to the students. The need for technicians (engineers and/or architects) who become skilled in managing contracts and claims, and who can perform a delay analysis in accordance with established international standards is ever more urgent among the most important general contractors in Italy and abroad.

The job opportunities opened by the skills acquired following the lessons of this specializing master are varied and plentiful: construction firms, engineering companies, real-estate developers, general contractors, government agencies, etc., all of them need and look for project managers who know how deal and effectively manage contracts, claim, and delays. Many large general contractors, engineering firms, and producers have already confirmed to us to be extremely interested in employing technicians equipped with the set of skills the Master will provide.

**The Master will be delivered in English and online.**

### ART. 3 Teaching content and organisation

The Specialising Master's will start in **October 2024** and will end in **October 2025**.

This specializing master is made of 552 hours of lectures split between 402 hours of various project management subjects and 150 hours of contract management. No intermediate tests are scheduled, instead at the end of the course 200 working hours will be dedicated to the writing of a dissertation that will be reviewed and judged by the academic committee. The subject of the thesis must be the description of a project, or eventually more projects, in which each student is involved while following the master, or has been involved in the past. And the ultimate goal of the thesis is to show how each student has learnt to use in her/his profession some of the tools provided by the master. Each student will be able to write her/his dissertation autonomously.

The master's is a **60 ECTS** programme and teaching will be organised as follows:

Didactic activity	MANDATORY Courses		
Course	SSD	Total Hours	ECTS
Fundamentals of management engineering	ING-IND/35	254	<b>10</b>
An Introduction to Value Averaging	ING-IND/35	32	<b>1</b>
IPMA® International Project Management Certification (Level D, Level C, Level B, Level A)	ING-IND/35	59	<b>2</b>
PMI Project Management Certification (CAPM® and PMP®)	ING-IND/35	119	<b>4</b>
Lean Six Sigma Green Belt Project Leader	ING-IND/28	144	<b>6</b>
Real estate valuation and valorization	ICAR/12	82	<b>3</b>
How to become a certified project manager	ING-IND/35	56	<b>2</b>
Leadership & soft skills + communication and public speaking	ING-IND/35	75	<b>3</b>
Digitization and its impact on project management	ICAR/14	64	<b>3</b>
Data analyst	ICAR/12	59	<b>2</b>
Matlab for data analysis	ICAR/09	25	<b>1</b>
Construction Contract Civil Law	IUS/10	50	<b>2</b>
Contracts by international standards (FIDIC, JCT, NEC, AAA)	ICAR/11	25	<b>1</b>

Types of projects and works	ICAR/11	25	<b>1</b>
The main stakeholders	ICAR/12	50	<b>2</b>
Introduction to Contract Management for FIDIC contracts (Red, Pink, Yellow, and Silver)	ICAR/22	58	<b>2</b>
Introduction to Claim Management for FIDIC contracts (Red, Pink, Yellow, and Silver)	ING-IND/26	58	<b>2</b>
Legal BIM	ICAR/09	25	<b>1</b>
Introduction to Delay Analysis	ICAR/12	75	<b>3</b>

Other activities	MANDATORY Courses		
Courses	SSD	Total Hours	ECTS
Dissertation writing, discussion and final exam	n.a.	240	<b>9</b>

#### ART. 4 Admission requirements

Candidates with a Bachelor or a Master of Science in Engineering, Architecture and similar scientific disciplines could be eligible. Equivalent foreign qualifications in their respective University systems will be considered valid.

The maximum number of admitted students is 40. The selection process is carried out by the Scientific Committee.

#### ART. 5 Formal requirements

The **admission application** must be submitted to the managing authority starting from the day after the date of this Decree and by **October, 4<sup>th</sup> 2024**.

The admission application must state the following "I authorise this University, under EU Regulation no. 2016/679 on data protection, to process personal data only for purposes related to the Master's admission, enrolment and management, and agree to the disclosure of my personal information to third parties, particularly:

- public and private entities possibly interested in recruitment;
- to academic programme backers; Politecnico Treasurer for services related to tuition fees;
- to Managing Authorities managing loans, housing, flexible employment contracts, cultural, recreational and/or sport activities.
- I authorise the use of the data for statistical purposes in respect of the procedures and authorisations required by the cited regulation.

The extended information on data processing and data subject rights is available on the website [www.polimi.it/privacy](http://www.polimi.it/privacy)

Admission documentation is available electronically at the following link: <http://www.masterpesenti.polimi.it> or by contacting the secretary of Scuola F.lli Pesenti: Tel. +39 02.2399.4341/4381, e-mail: [franchi@cise-polimi.it](mailto:franchi@cise-polimi.it) .

The documents required for **admission** and **enrolment**, listed below, must be sent to:

#### CONSORZIO CIS-E POLITECNICO DI MILANO

P.ZZA LEONARDO DA VINCI 32

20133 MILANO (MI)

Telefono: +39 02.2399.4341/4381

email: [franchi@cise-polimi.it](mailto:franchi@cise-polimi.it) ;

**\* Italian/foreign citizens who graduated in Italy**

- copy of the identity document
- copy of the Diploma Supplement or copy of the degree diploma or self-certification through the appropriate form provided by the Master's Managing Authority.

**\* Italian/EU citizens with qualification obtained abroad**

- copy of the identity document
- **copy of the academic qualification** in original language and its translation into Italian/English/French or Spanish
- copy of transcripts with the list of exams in the original language and their translation into Italian/English/French or Spanish or Diploma Supplement in English language (**when enrolling, the students have to submit:**
  - **the Declaration of Value issued by the relevant area's Italian Representative abroad** or
  - **the Diploma Supplement with digital signature or electronic time stamp** or, in case of absence of digital signature/electronic time stamp, **the Diploma supplement with apostille** or
  - **a certificate issued by the Enic/Naric Centres** or
  - **a certificate issued by the World Education Services - WES).**

Under Art. 75 of Italian Presidential Decree 445/2000, if the Administration, after carrying out suitable checks, finds that the content of the declarations made by the applicant is untrue, the declarant forfeits any benefits obtained through the untrue declaration.

**\* Non-EU citizens who graduated abroad**

Non-EU foreign citizens must submit the following documents to the Managing Authority:

- **copy of the degree** in the original language and its translation into Italian/English/French or Spanish;
- **copy of the transcripts** with the list of exams in the original language and their translation into Italian/English/French or Spanish (**when enrolling, the students have to submit:**
  - **the Declaration of Value issued by the relevant area's Italian Representative abroad** or
  - **the Diploma Supplement with digital signature or electronic time stamp** or, in case of absence of digital signature/electronic time stamp, **the Diploma supplement with apostille** or
  - **a certificate issued by the Enic/Naric Centres** or
  - **a certificate issued by the World Education Services - WES).**
- **copy of a valid passport)**

at least 30 days before the closing date of the registration period as indicated in this article.

The Managing Authority shall send the documentation listed above to Politecnico di Milano Masters and Continuous Educations unit, for the evaluation of qualifications, **by the closing date of this call for applications**, in accordance with the MIUR/MAE's note "Procedures for entry, residency and enrolment of international students and the respective recognition of qualifications, for higher education courses in Italy for the academic year 2024/2025".

**After the acceptance from the University, and only after confirming to the Managing Authority their participation to the programme in accordance with its procedures, students will have to register on the Ministerial portal <https://www.universitaly.it>. Once the registration has been completed, the student will have to inform the the Managing Authority, so that the application can be sent to the authorities responsible for issuing the entry visa.**

## **ENROLMENT PROCESS:**

Students admitted to the Master's Programme must create access credentials to Politecnico di Milano's online services on the website [www.polimi.it](http://www.polimi.it). They also must enter their details, attach a valid identity document (passport for non-EU citizens) in order to create a **person code**, and send it to the Master's Managing Authority. Students already registered have to update their personal details, if they are obsolete.

**Portal access credentials must be safely kept since they will be required for the access to all Politecnico di Milano's services.** Lost credentials can be autonomously restored or obtained through an OTRS ticket.

Politecnico creates a temporary student identification number to allow the student to pay the enrolment fee via online services.

In addition to the above documentation, **non-EU citizens must upload a copy of a valid entrance document as well as the residence permit, on their online services personal data record.**

In order to be enrolled at Politecnico di Milano, regardless of the Master's delivery mode (in person, online/distance learning), **non-EU citizens must upload a copy of a valid passport on their online services personal data record.**

### **ART. 6 Degree and award recognitions**

#### **ISSUED CERTIFICATION**

In order to be able to take the final exam, students admitted to the Master's final examination have to pay the due fee through the online services of Politecnico di Milano.

At the end of the Programme, upon completion of the course and after passing the final test, the student will be awarded the first level specialising Master "PROJECT AND CONTRACT MANAGEMENT IN CONSTRUCTION WORKS", in English language.

#### **STUDENT OBLIGATIONS**

Attendance is compulsory for at least 75 per cent of the programme activities.

Withdrawal from the Programme must be communicated in written form. The training period cannot be suspended for any reasons.

#### **TESTING METHODS**

The final exam will consist of the discussion online of the master's thesis.

### **ART. 7 Tuition fees and contributions**

The cost of this Specialising Master programme is € 4,000.00 divided as follows:

- Politecnico di Milano enrolment fee is € 500.00 per student.
- Participation fee is € 3,500.00 per student

Enrolment and participation fees can be paid by the following dates:

- First instalment: € 2,500.00 by 07/10/2024;
- Second instalment: € 1,500.00 by 31/01/2025.

**Politecnico di Milano enrolment fee will not be refunded under any circumstances.**

Enrolment and participation fees can be paid to the bank account IBAN number: IT89N0306909498100000001001 – Account no. 100000001001 – CAB 09498 – ABI 03069 – CIN EUR 89 – CIN IT N – account holder Consorzio CIS-E - at Intesa San Paolo, Viale Romagna, 22, 20133 Milano (MI).

Specifying as the reason for the payment: **ID 2777 MU1 PROJECT AND CONTRACT MANAGEMENT IN CONSTRUCTION WORKS.**

**ART. 8**  
**Personal data processing**

Under EU Regulation no. 2016/679 on data protection, the University processes personal data only for purposes related to the master's admission, enrolment and management, and you agree to the disclosure of your personal information to third parties, particularly:

- public and private entities possibly interested in recruitment;
- to academic programme backers; Politecnico Treasurer for services related to tuition fees;
- to Managing Authorities managing loans, housing, flexible employment contracts, cultural, recreational and/or sport activities.
- I authorise the use of the data for statistical purposes in respect of the procedures and authorisations required by the cited regulation.

The extended information on data processing and data subject rights is available on the website [www.polimi.it/privacy](http://www.polimi.it/privacy)

**ART. 9**  
**Publication**

This Decree is made public on Politecnico di Milano's website at <https://www.polimi.it/corsi/master-universitari-e-corsi-post-laurea/>

**FOR CLARIFICATIONS AND FURTHER INFORMATION, PLEASE CONTACT:**

**Prof.ssa PAOLA RONCA**

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Website: <http://www.masterpesenti.polimi.it/>

The Rector  
(Prof. Donatella Sciuto)  
*Signed Donatella Sciuto*

*Digitally signed document, under legislation.*