

Iaac

GUIDE FOR APPLICANTS

2022-24

Contents

Contents	2
About IAAC	3
Who is IAAC for?	3
Application and selection process	3
Steps for Applicants	3
Who can apply? - IAAC Eligibility criteria	4
Before you apply	5
How to apply?	7
Support with applications	9
Selection and evaluation process	10
Step 1. Eligibility Check	10
Step 2. Schedule an Interview	10
Step 3. Academic Committee Review	10
Step 4. Application Results	10
Step 5. Enrollment Fee Payment	11
Step 6. Precourse Fee Payment	11
Step 7. VISA acquisition	12
Step 8. In-Person/Online Registration at IAAC	12
Evaluation Criteria	12
Administrative eligibility	12
Assessment of eligible applications	12
Interview assessment criteria	13
Tips for a successful application	13
Deadlines	14
Deferral	14
Annex 1 - Request for Deferral Form	16
Annex 2 - CV in English Template	17
Annex 3 - Program Enrolment Fees	19

1. About IAAC

The Institute for Advanced Architecture of Catalonia (IAAC) is a centre for research, education, production and outreach, with the mission of envisioning the future habitat of our society and building it in the present.

IAAC follows the digital revolution at all scales (from bits to geography, from micro-controllers to cities, from materials to the territory) to expand the boundaries of architecture and design and meet the challenges faced by humanity. IAAC is an experimental and experiential centre where one learns by doing, through a test methodology that promotes real solutions.

IAAC is an open, independent and radical non-profit foundation, with 20 years of activity; inspired by the values of Barcelona, the capital of architecture and design, where urbanism was invented and where local high-quality and innovation-oriented research is connected to an international network of excellence in technology, architecture and society fields.

2. Who is IAAC for?

IAAC seeks to train excellent applicants of any nationality, gender and discipline from around the world.

3. Application and selection process

3.1. Steps for Applicants

Step	What will happen at this step	Timeframe
1 - Online Application	The applicant submits the application through the online portal before the deadlines.	There are five application periods to apply throughout the year: <ol style="list-style-type: none"> 1. October 1st to December 31st 2. January 1st to February 28th 3. March 1st to April 30th 4. May 1st to May 31st 5. June 1st to July 31st (Online Programs Only)
2 - Eligibility Check	The Applications Coordinator will check whether the application meets the Academic Committee's eligibility criteria.	Upon submission of the application.

3 - Interview	If the application is completed successfully the Applications Coordinator will contact the applicant to schedule an interview with the program coordinator and/or program director.	Max. 2 weeks after the application has been submitted.
4 - Academic Committee Review	The academic committee will review the submitted documents and the results of the interview.	After completion of the applicant's interview.
5 - Application Results	If an applicant has been successful at the interview and is the preferred candidate for the program he/she selected, he/she will receive an acceptance letter for admission into the IAAC program. If he/she has not been successful he/she will receive a rejection letter.	Max. 2 weeks after the interview.
6 - Enrollment Fee Payment	If an applicant has been accepted he/she will be asked to cover an enrollment fee in order to secure his/her position in the program the following academic year.	To be communicated by the Applications Coordinator along with the application results.
7 - Precourse Fee Payment	If an applicant has to (or wants to) attend the precourses he/she will be asked to cover the precourse payment.	To be communicated by the Applications Coordinator along with the application results.

3.2. Who can apply? - IAAC Eligibility criteria

IAAC is open to excellent students and researchers of any age, nationality, gender and discipline, early in their career.

Applicants must fulfill ALL the following minimum eligibility before submitting an application:

1. **Minimum level of studies:** A bachelor's degree that allows the candidate to enroll in a master's program by October 2023.
2. **English proficiency:** Applicants do not need to demonstrate an English degree during their application. Their use of the English language will be assessed during the interview. However, since all IAAC activities (with an exception of Maestría Online en Ciudades) are conducted in English, applicants are expected to be proficient in their use of English. Applicants that have proof of English proficiency, can submit it as an optional document.

3. **Availability:** Applicants must be available to join at the start date indicated by IAAC and for the entire duration of the program they apply for.
4. **Financial Readiness:** If you register at IAAC, you will be expected to be able to fund your studies fully throughout the length of your program. **Under no circumstances can IAAC help in cases where applicants have knowingly applied underfunded.**
5. **Restrictive measures:** Applicants understand and accept that their application may be subject to security checks and procedures.
6. The Applicant has submitted a complete application with all required information and documents attached via the IAAC Application Portal.

IMPORTANT

Applicants are requested to submit a list of mandatory documents as evidence of eligibility. Applicants failing to submit the mandatory documents will be rejected. Please refer to Table 1 in section 3.4 of this Guide for the full list of mandatory documents. If in doubt, contact IAAC's Applications Coordinator (applications@iaac.net) before you submit your application.

Applications including all mandatory documents BUT not meeting all the above minimum eligibility criteria will be rejected and will not be further assessed.

For more information on the different phases of Evaluation, please refer to sections 3.2, 5.2 and 5.3 of this Guide.

3.3. Before you apply

We recommend that you follow carefully the below steps during the preparation and submission stage of your application:

APPLICANT CHECKLIST

Step 1 – Understand IAAC

- Explore the IAAC website and read the FAQs
- Read thoroughly this Guide for Applicants
- Attend the Open Day sessions/watch the recordings on the IAAC Youtube channel.
- Contact the IAAC Applications Coordinator (applications@iaac.net)

<p>Step 2 – Select the program(s) you want to apply for.</p>	<p>if you have any queries</p> <ul style="list-style-type: none"> • Navigate through the available master’s and postgraduate programs. • Read thoroughly the Program Description(s) and the Program Booklets. • Find out more about their academic structure and the research field they focus on.
<p>Step 3 – Check your eligibility</p>	<ul style="list-style-type: none"> • Read very carefully the minimum eligibility criteria and the admission requirements for the chosen program. • Study carefully and assess your application against the IAAC Application Guide in section 3.2 of this guide
<p>Step 4 – Prepare your Application</p>	<ul style="list-style-type: none"> • Read again very carefully the description of the program you are applying for (available on the program webpage and the program booklet). • Prepare your CV and motivational letter in English (mandatory documents). Make sure the motivation letter adequately reflects the program you are applying for. • Collect all the other mandatory documents (see table 1 of Section 3.4 of this guide). • Collect any other documents you wish to submit (proof of English proficiency). Refer to Section 3.4 of this guide for the list of optional documents. • Think and provide two recommendation letters from two referees who can support your application.
<p>Step 5 – Get familiar with the application form</p>	<ul style="list-style-type: none"> • Register and create your profile on the IAAC Application Portal.

Step 6 – Evaluate your own application	<ul style="list-style-type: none"> • Fill in the Application Form.
	<ul style="list-style-type: none"> • Have this guide open and review your own Application. • For more information on how the Evaluators are going to assess your application, refer to Section 4 of this guide.
Queries/amendments	<ul style="list-style-type: none"> • Submit your application via the IAAC Application Portal (a 50€ fee is requested at the end of the application process). • Remember that incomplete applications (applications without all mandatory documents) will automatically be considered not eligible and rejected.
	<p>Once you have submitted your application, you will not be able to make any changes to it. In case you would like to withdraw or amend your application, contact the Applications Coordinator at applications@iaac.net</p>

3.4. How to apply?

The application form is entirely online and needs to be completed in English through the [online application portal](#) before the deadlines. The portal is very user-friendly and intuitive. In case of doubts please contact us at applications@iaac.net.

Applications received by other means (postal mail, email or similar) will not be accepted.

Consider before applying that:

- You are allowed to apply for up to three programs. If you apply for more than 3 programs, only the last three submitted applications will be considered. Similarly, if there are duplicate applications for the same program only the last submission will be considered.
- For each program you wish to apply for, you need to submit one separate application.
- At the end of each application you will have to pay a fee of 50€.
- You must submit your application before the deadlines.

- You **MUST** submit all mandatory documents (see Table 1 below). If you fail to submit one or more mandatory documents, your application will be automatically rejected. Please note that we will not be sending out reminders for any missing documents, once you have submitted your application.
- Before submitting, your application can be saved and edited later if needed. You are encouraged to start working on your application well before the deadlines and allow enough time to compile the necessary information and supporting documents (including translation of academic transcripts).
- IAAC is committed to Open, Transparent and Merit-based Recruitment (OTM-R), therefore positions will be awarded to the most talented students based purely on merit and capacities.

Table 1 - List of mandatory documents/ information that you MUST submit with each application in our application portal:

<p>1. Letter of intent written in English detailing your motivation and adequacy for this particular course (PDF, one A4 page maximum length). Useful Tips:</p> <ol style="list-style-type: none"> Explain why you are a good fit for the program. Summarize relevant skills, experience knowledge and personal behaviors you have that fit the research field. The letter of intent should not be longer than 1 page (3000 characters).
<p>2. A Portfolio showcasing samples of your work in English (PDF, A4 format, 10MB maximum for the portfolio) Important Notes: <i>A design portfolio is not mandatory for applicants who do not have an academic background in design. However, samples of previous projects, research, and publications related to the program you want to apply for will be required as part of the application process.</i></p>
<p>3. CV (Curriculum Vitae/ Resume). Please note that your CV should clearly indicate the starting and ending period of your education, work and research experiences. You can use the template attached in Annex 2 to this IAAC Application guide as guidance.</p>
<p>4. Two letters of recommendation written in English including the referee contact (university lecturers, employers or scientists who are familiar with your academic work and who can judge your potential as a master's student).</p>
<p>5. A scanned copy of your bachelor's diploma. Important Notes:</p> <ol style="list-style-type: none"> <i>Please note that you will need to legalize and translate your bachelor's diploma before the date required and announced in your acceptance,</i>

<p><i>otherwise, you will not be able to receive your Master's Diploma.</i></p> <p>b. Make sure to arrange the legalization of your bachelor's diploma as required by your country of origin (more info here).</p> <p>c. <u>The legalized bachelor's diploma must be translated in Spanish</u> (if not in Spanish already, more info about official translations here.) Your bachelor's diploma must be translated ONLY by an official sworn translator duly registered by the Spanish Ministry of Foreign Affairs. List of authorized translators</p> <p>d. <i>If you have not graduated yet but will be graduating before the academic year begins, you are still eligible to apply but you will need to provide a provisional certificate in English from your University, confirming that you will graduate this year.</i></p> <p>e. <i>Since Brexit, the United Kingdom is considered a non-EU country and therefore bachelor's diplomas issued in the UK will need legalization.</i></p> <p>f. <i>If your bachelor's diploma is not yet available by the time you chose to submit your application, please contact us at applications@iaac.net</i></p>
6. A copy of your valid passport (or I.D. if you are a citizen of a member state of the EU.)
7. 50€ Application fee (non-refundable) is to be paid to submit your application.

List of optional additional documents you MAY submit with each application in our application portal:

In addition to the above mandatory documents (Table 1), you may upload one additional document. Submission of these documents is optional at this stage but highly recommended:

- **English Proficiency Certificate (C1):** You may upload a scanned copy of your English Proficiency Certificate (C1), according to the European Framework of Reference for Languages <https://www.coe.int/en/web/common-european-framework-reference-languages>.
- **IAAC Applicant Financial Support form:** You may upload a signed copy of the IAAC Applicant Financial Support form in case you want to be considered for a needs-based scholarship. You can download the form directly from the application portal or find it [here](#).

3.5. Support with applications

The IAAC Team provides support through email from Monday to Friday from 09:00 AM CET to 18:00 CET.

IAAC Applications Coordinator

Email: applications@iaac.net

4. Selection and evaluation process

Step 1. Eligibility Check

Once an application is received, the Applications Coordinator will start reviewing the submitted applications to check whether they meet all eligibility requirements. Refer to section 3.2 for the Eligibility checklist. Once the eligibility check is completed, Applicants will be informed of the outcome by email with more information on the second step.

Step 2. Schedule an Interview

Applicants shortlisted for an interview will be notified maximum one week before the interviews to allow them time to prepare. All interviews will be conducted by videoconference.

Interviews will be organized based on a round of questions by the panel members. Applicants will be meeting with the program's Director and/or Academic Coordinator through a Video Call Interview.

Applicants and Evaluators will be given the same Interview Guide detailing the process and scoring. The evaluation criteria are described in detail in section 5.3 on Evaluation criteria.

Step 3. Academic Committee Review

The results and notes of the interview along with all the submitted documents will be shared with the IAAC Academic Committee.

At this stage, the Academic Committee will be responsible for making the final decision on the acceptance or rejection of an application based on the Evaluation Criteria as described in section 5.3.

Step 4. Application Results

If accepted, applicants will receive an email from the Applications Coordinator.

With that email, applicants will also receive:

1. **A Welcome letter**
2. **An Acceptance letter** (in English and Spanish) - This letter, will include the applicant's name, passport number and program to which he/she has been admitted. In this letter, applicants will also see how the Academic Committee has evaluated their need to take part in the pre-course. Please note that the Spanish copy of the Acceptance Letter will be needed to start the Visa Process (for non-EU citizens).

3. **The Tuition Fee letter** - The tuition Fee letter includes all the information on the program payments and how to enroll. **It's important to respect all the deadlines marked for each payment.**

Step 5. Enrollment Fee Payment

If accepted, applicants will have to confirm their enrollment by proceeding with the enrollment fee payment within a maximum of 3 weeks after they receive the acceptance letter. *(Note: enrollment fee payments vary depending on the program each applicant is admitted in. Please refer to the tuition fees section attached in Annex 3).*

Step 6. Precourse Fee Payment

For the MAA, MAEBB, MaCT, MRAC and MDEF programmes:

Depending on the applicant's profile and technical skills, the Academic Committee has the right to assign up to 3 mandatory modules to an applicant. The selection of these modules depends on the program the applicant has been accepted to and the technical/research skills the applicant is lacking.

In the acceptance letter you will receive a list of mandatory modules with the respective fee:

- **If the mandatory modules assigned by the Academic Committee are 3**, the mandatory fee will be **1200€**.
- **If the mandatory modules assigned by the Academic Committee are 2**, the mandatory fee will be **800€**. The applicant then has the option to select **one more module** to attend from a list of specific modules, **at the additional cost of 400€**.
- **If the mandatory module assigned by the Academic Committee is 1**, the mandatory fee will be **400€**. The applicant then has the option to select **up to two more modules** to attend from a list of specific modules, **at the additional cost of:**
 - **400€ for one more module** (total 800€ for 2 modules, 1 mandatory + 1 selected)
 - **800€ for two more modules** (total 1200€ for 3 modules, 1 mandatory + 2 selected)
- **If no mandatory modules have been assigned by the Academic Committee** then the applicant has the option to select **up to three precourse modules** to attend from a list of specific modules, **at the cost of**
 - **400€ for one selected module**
 - **800€ for two selected modules**
 - **1200€ for three selected modules**

For the 3DPA programme:

Depending on the applicant's profile and technical skills, the Academic Committee has the right to assign 3 mandatory modules to an applicant. Whether the modules are mandatory, highly recommended or optional depends on the technical background of the applicant.

The cost of the 3DPA Pre-course modules is a total of **500€ for all three modules**.

You can find more information on the precourse modules by visiting the [FAQ](#).

Step 7. VISA acquisition

Once the Enrolment Fee has been paid, IAAC will send applicants a welcome package by post as they will need the physical letters of acceptance for their **VISA application** (please note that a Student Visa is needed for non-EU students only). Once applicants receive the physical documents, they can start dealing with their visa application by contacting the Spanish embassy in their country of residence (if relevant).

IAAC encourages accepted students to start their student VISA process right away as the process of issuing a VISA may vary from one country to another and it can sometimes take up to 3 months. Accepted students will need to enquire with the Embassy/Consulate of Spain based in their home country to understand which type of documentation they need to prepare and submit. IAAC will provide applicants with any documentation required from our Institute to facilitate this process. For more information on the VISA process contact the Applications Coordinator (applications@iaac.net).

Step 8. In-Person/Online Registration at IAAC

Successful Applicants who paid the enrollment fee and the precourse fee will be invited to start the registration process in person at IAAC or online (depending on the program).

More information on the registration requirements and the list of documents to be submitted to IAAC will be sent to the accepted students via email from their respective program coordinators in September.

5. Evaluation Criteria

Your submitted application will be assessed in 4 stages, as described below:

5.1. Administrative eligibility

Only Applicants meeting ALL eligibility criteria specified in section 3.2 of this guide will be admitted to the next stage of assessment.

Applicants failing to meet one or more of the eligibility criteria will be rejected.

5.2. Assessment of eligible applications

Applications having successfully passed the Eligibility check will be progressed on to the next stage of evaluation. Applications will then be individually assessed by each member of the Interview Panel according to the following assessment criteria:

Criteria
Academic background: <i>academic transcript, experience, etc</i>
CV: <i>Research and work experience, international or industry internships, conferences, publications, etc</i>
Portfolio: <i>The quality of the portfolio will partly be assessed considering the ability of the applicant to demonstrate analytical approaches and processes through his/her work, creativity and flexibility, working on multi-scalar projects from object to city scale, a diversified skill set and a variety of tools applied to the presented work.</i>
Technical Skills and Software Knowledge
Motivation letter
Recommendation letters by referees

5.3. Interview assessment criteria

The criteria are detailed in the following table.

Criteria
Scientific and investigative aptitude and motivation
Research and Professional Background: conceptual understanding of the program's research focus and suitability
Technical skills: fabrication and/or software
Interpersonal skills: communication, teamwork, initiative, English level

5.4. Tips for a successful application

- Allow yourself enough time to prepare your application and collect all supporting documents.
- Read the program description carefully before completing the application form as you will need to demonstrate that you meet all the requirements.
- Read carefully each program's admissions requirements listed in the program description and on their websites.
- Attend the IAAC Online Open Days to learn more about IAAC and its programs from the directors and coordinators. Program coordinators will contact applicants
- Assess your own application against the eligibility and evaluation criteria described in sections 3.2 and 5.2.
- Contact the IAAC Applications Coordinator at applications@iaac.net if you have questions when preparing your application.

5.5. Deadlines

There are five application deadlines to apply throughout the year:

- October 1st to December 31st (for On-Campus and Online Programs)
- January 1st to February 28th (for On-Campus and Online Programs)
- March 1st to April 30th (for On-Campus and Online Programs)
- May 1st to May 31st (for On-Campus and Online Programs)
- June 1st to July 31st (Online Programs Only)

6. Deferral

On rare occasions enrolled students might not be able to attend the program they enrolled in. In these cases the deferral option is available. The deferral option allows **enrolled students** to request the possibility to join in the year after their application if circumstances don't allow them to join in the same academic year. This way, they can save their position in the program and are no longer obligated to pay the enrollment fee the following year.

The deferral option is only available under the following conditions:

- 1) The enrolled student was not able to obtain his/her VISA on time before the beginning of the program.
- 2) The enrolled student has undergone changes in his/her personal that do not allow him/her to join the program.
- 3) The enrolled student can provide medical justification for not being able to join the program.

How to initiate a deferral procedure?

Enrolled Students must complete the request for deferral form with the requested administrative information and clearly describe the reasons why they are requesting a deferral.

Enrolled Students should explicitly refer to one of the three conditions listed above. Deferral forms that don't clearly refer to the conditions cannot be considered.

Enrolled Students must submit their request for deferral within 1 month before the beginning of the programme. The request for deferral must:

- Be related to one of the 3 conditions listed above,
- Be completed using the request for deferral form, and
- Be submitted personally by the Applicant within 1 month before the beginning of the program, and
- Be sent by email to applications@iaac.net with the following subject:

IAAC Program – Deferral request – Applicant Full Name

The deferral process can be done for a maximum of two times per applicant (2 years in a row).

Annex 1 - Request for Deferral Form

First Name:

Last Name:

Program Applied to:

Condition for deferral

VISA restrictions

Personal reasons

Medical Reasons

Full reason for deferral request:

Please describe the grounds of your request.

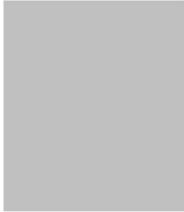
NAME

SIGNATURE AND DATE

Annex 2 - CV in English Template

The below template is indicative only and it can be used as guidance for applicants to prepare their CVs in English. The use of the below template is not mandatory:

PERSONAL INFORMATION



Replace with First name(s) Surname(s)

[All CV headings are optional. Remove any empty headings.]

Replace with house number, street name, city, postcode, country

Replace with telephone number Replace with mobile number

State e-mail address

State personal website(s)

Replace with type of IM service Replace with messaging account(s)

Sex Enter sex | Date of birth dd/mm/yyyy | Nationality Enter nationality/-ies

WORK EXPERIENCE

[Add separate entries for each experience. Start from the most recent.]

Replace with dates (from - to)

Replace with occupation or position held

Replace with employer's name and locality (if relevant, full address and website)

▪ Replace with main activities and responsibilities

Business or sector Replace with type of business or sector

EDUCATION AND TRAINING

[Add separate entries for each course. Start from the most recent.]

Replace with dates (from - to)

Replace with qualification awarded

Replace with education or training organisation's name and locality (if relevant, country)

▪ Replace with a list of principal subjects covered or skills acquired

PERSONAL SKILLS

[Remove any headings left empty.]

Mother tongue(s)

Replace with mother tongue(s)

Other language(s)

Replace with language

Replace with language

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken interaction	Spoken production	
	Enter level	Enter level	Enter level	Enter level	Enter level
	Replace with name of language certificate. Enter level if known.				
	Enter level	Enter level	Enter level	Enter level	Enter level
	Replace with name of language certificate. Enter level if known.				

Levels: A1/2: Basic user - B1/2: Independent user - C1/2 Proficient user
Common European Framework of Reference for Languages

Communication skills Replace with your communication skills. Specify in what context they were acquired. Example:
 ▪ good communication skills gained through my experience as sales manager

Organisational / managerial skills Replace with your organisational / managerial skills. Specify in what context they were acquired.
 Example:
 ▪ leadership (currently responsible for a team of 10 people)

Job-related skills Replace with any job-related skills not listed elsewhere. Specify in what context they were acquired.
 Example:
 ▪ good command of quality control processes (currently responsible for quality audit)

Computer skills Replace with your computer skills. Specify in what context they were acquired. Example:
 ▪ good command of Microsoft Office™ tools

Other skills Replace with other relevant skills not already mentioned. Specify in what context they were acquired.
 Example:
 ▪ carpentry

ADDITIONAL INFORMATION

Publications Replace with relevant publications, presentations, projects, conferences, seminars, honours and awards, memberships, references. Remove headings not relevant in the left column.
Presentations Example of publication:
Projects ▪ How to write a successful CV, New Associated Publishers, London, 2002.
Conferences Example of project:
Seminars ▪ Devon new public library. Principal architect in charge of design, production, bidding and construction supervision (2008-2012).
Honours and awards
Memberships
References

Annex 3 - Program Enrolment Fees

On Campus Programmes

Program	Enrolment Fee
MAA01 - Master in Advanced Architecture	3500€
MAA02 - Master in Advanced Architecture + Thesis Project	3500€
MaCT01 - Master in City & Technology	3500€
MaCT02 - Master in City & Technology + Thesis Project	3500€
MAEBB01 - Master in Advanced Ecological Buildings & Biocities	3500€
MAEBB02 - Master in Advanced Ecological Buildings & Biocities + Thesis Project	3500€
MRAC01 Full-Time - Master in Robotics & Advanced Construction Full Time	3500€
MRAC01 Part-Time - Master in Robotics & Advanced Construction Part Time	3500€
MRAC02 - Master in Robotics & Advanced Construction + Thesis Project	3500€
MDEF01 - Master in Design for Emergent Futures	3500€
MDEF02 - Master in Design for Emergent Futures + Thesis Project	3500€
3DPA - Postgraduate in 3D Printing Architecture	2500€
MAA01 + 3DPA	3500€
MRAC01 + 3DPA	3500€

Online Programmes

Program	Enrolment Fee
MaCAD - Master in Advanced Computation for Architecture & Design	2500€
MaCAD Postgrad 01 - Environmental and Structural Design	1250€
MaCAD Postgrad 02 - BIM and Smart Construction	1250€
MaCAD Postgrad 03 - Artificial Intelligence in Architecture	1250€
MOeC - Maestría Online en Ciudades	2500€