

# Iaac



Academy  
The Academy of (almost) Anything

## **GUIDE FOR APPLICANTS**

### **2022-24**



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# 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 <a href="#">online portal</a> before the deadlines.	Postgraduate Diploma in Fab Academy, and Postgraduate Diploma in Fabricademy follow these application periods:  Fab Academy: <ul style="list-style-type: none"> <li>• Launching: March 2022</li> <li>• Closing applications: Dec 25th 2022</li> <li>• Class start: January 25th 2023</li> </ul> Fabricademy: <ul style="list-style-type: none"> <li>• Launching: October 2022</li> </ul>

		<ul style="list-style-type: none"> <li>• Closing applications: June 2023</li> <li>• Class start: September 2023</li> </ul>
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. <b>2 weeks</b> 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. <b>2-3 weeks</b> 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.

### 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.

**Eligibility before submitting an application:**

1. **Minimum level of studies:** A bachelor's degree that allows the candidate to enroll the Postgraduate program. Without a Bachelor's degree, the student will only obtain the International Diploma, and not the European credits.

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 via the IAAC Application Portal.

### 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 and Fab lab Barcelona websites 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](mailto:applications@iaac.net)) if you have any queries

##### Step 2 – Select the program(s) you want to apply for.

- 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><b>Step 3 – Check your eligibility</b></p>	<ul style="list-style-type: none"> <li>• Read very carefully the minimum eligibility criteria and the admission requirements for the chosen program.</li> <li>• Study carefully and assess your application against the IAAC Application Guide in section 3.2 of this guide</li> </ul>
<p><b>Step 4 – Prepare your Application</b></p>	<ul style="list-style-type: none"> <li>• Read again very carefully the description of the program you are applying for (available on the program webpage and the program booklet).</li> <li>• Collect all mandatory documents if you want to receive the European credits (see table 1 of Section 3.4 of this guide).</li> </ul>
<p><b>Step 5 – Get familiar with the application form</b></p>	<ul style="list-style-type: none"> <li>• Register and create your profile on the <a href="#">IAAC Application Portal</a>.</li> <li>• Fill in the Application Form.</li> </ul>
<p><b>Step 6 – Evaluate your own application</b></p>	<ul style="list-style-type: none"> <li>• Have this guide open and review your own Application.</li> <li>• For more information on how the Evaluators are going to assess your application, refer to Section 4 of this guide.</li> </ul>
<p><b>Step 6 – Evaluate your own application</b></p>	<ul style="list-style-type: none"> <li>• Submit your application via the <a href="#">IAAC Application Portal</a></li> <li>• Remember that incomplete applications (applications without all mandatory documents) will automatically be considered not eligible and rejected.</li> </ul>
<p><b>Queries/amendments</b></p>	<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 <a href="mailto:applications@iaac.net">applications@iaac.net</a></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](mailto: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.
- Master programs have an application fee of 50€.
- You must submit your application before the deadlines.
- 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 be asked to submit during the course, in order to obtain the Official UPC Diploman and European ECTS**

**A scanned copy of your diploma.**

**Important Notes:**

- a. *Please note that **you will need to legalize and translate your diploma** before the date required and announced in your acceptance, otherwise, you will not be able to receive your Master's Diploma.*
- b. *Make sure **to arrange the legalization of your diploma** as required by your country of origin (more info [here](#)).*
- c. ***The legalized diploma must be translated in Spanish** (if not in Spanish already, more info about official translations [here](#).) Your diploma must be translated **ONLY** by an official sworn translator duly registered by the Spanish Ministry of Foreign Affairs. [List of authorized translators](#)*
- d. *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.*

- e. Since Brexit, the United Kingdom is considered a non-EU country and therefore diplomas issued in the UK will need legalization.*
- f. If your diploma is not yet available by the time you chose to submit your application, please contact us at [applications@iaac.net](mailto:applications@iaac.net)*

**A copy of your valid passport (or I.D. if you are a citizen of [a member state of the EU.](#))**

### 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](mailto: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. **An Acceptance letter** (in English) - This letter, will include the applicant's name, passport number and program to which he/she has been admitted. This letter will be sent by the Central Coordination of the Program worldwide, and not the local Coordination team.
2. **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.** This letter will be sent by the Central Coordination of the Program worldwide, and not the local Coordination team.

### 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. VISA acquisition

**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](mailto:applications@iaac.net)).

## Step 7. In-Person/Online Registration at IAAC

Successful Applicants who paid the enrollment 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
Technical Skills and Software Knowledge
Motivation letter
Recommendation letters by referees

### 5.3. Interview assessment criteria

The criteria are detailed in the following table.

<b>Criteria</b>
<b>Scientific and investigative aptitude and motivation</b>
<b>Research and Professional Background</b>
<b>Technical skills</b>
<b>Interpersonal skills</b>