



**UNIVERSITY OF MACERATA  
FACULTY OF POLITICAL SCIENCE  
DEPARTMENT OF STUDIES ON ECONOMIC DEVELOPMENT**

***FIRST LEVEL MASTER'S IN***

**RELATIONS WITH EASTERN COUNTRIES**

**Ninth Edition**

**Academic year 2010/2011**

***ANNOUNCEMENT OF ENROLMENT SELECTION***

**1 – Institution of the Master's Program.**

The Political Science Faculty and the Department of Studies for Economic Development of the University of Macerata announce the ninth edition, for the academic year 2010-2011, of the first level master's course in *Relations with Eastern Countries*. The Master's Program will generate 60 credits, equal to 1500 hours of overall workload.

Collaborating in the Master's Program are the Institute for Foreign Commerce, the Macerata Chamber of Commerce, Confindustria Macerata, the Central and Eastern European University Network – CEEUN, and the Economic Attachés' Club of Foreign Embassies in Italy.

The organizational, teaching, and administrative offices of the program are located within the Department of Studies for Economic Development (Piazza Oberdan n. 3 – 62100 Macerata– [masterest@unimc.it](mailto:masterest@unimc.it)).

**2 – Goals**

The Master's program is designed to furnish students with working knowledge of the economic, managerial and legal aspects useful for the efficient operation of institutional, industrial and trade relations with the countries of Eastern Europe, Russia, India, and China.

The *course syllabus* is designed to provide students with high-level professional knowledge and techniques used within the fields of economics, politics, trade, marketing, logistics, and legal areas that bear upon the development of trade and manufacturing, with specific reference to Eastern countries.

Special attention will be paid to:

- direct investments, production delocalisation, and commercial expansion of firms operating in the fashion, textile and shoe industries, with specialist in-depth focus on Russia and the Eastern European nations on the one hand, and China and India on the other;
- the development of institutional relations with EU members and neighbouring non-member nations, the management of international fundraising, and the definition and management of European projects.

Knowledge acquired may be usefully applied to:

- companies involved in business and industrial relations with Eastern European countries, Russia, India, and China (junior expert manager),
- consulting firms and professional agencies that support the internationalisation of their chosen enterprises (junior consultant);
- local and regional bodies, trade associations and private bodies, chambers of commerce engaging in European fundraising or the management of programs/projects for regional development or international cooperation (junior project manager);
- consulting firms assisting public and private bodies for the development of European projects or providing them with management support (junior international consultant).

Cultural integration is also encouraged by the Program's highly international student population: for the past four years, the Master's program has been characterised by attendance of over 60% of foreign students from more than seven different countries.

### 3 – The Syllabus

The one-year Program consists of 1500 total hours of study, subdivided as follows: Classroom lectures (300 hours – 52 credits); internships/work programs (300 hours—4 credits); individual study and examinations (900 hours); final examination (4 credits).

The Master's Program offers the following courses:

#### Internationalisation

	hours	Credits	Sector
International Economics	40	8	SECS-P/ 01
European Institutional Policies and Policy Tools	40	8	SECS-P/ 02
International Law	40	8	IUS/13
International Management	40	8	SECS-P/08

#### Applied Internationalisation

Business Plan	40	4	SECS-P/08
International Project Management	40	8	SECS-P/10

The “Business Plan” and “International Project Management” courses provide individual and/or group exercises and a final test assessed in hundredths .

<b>Language courses *</b> Chinese Italian (basic or intermediate) Russian	60	8	L-OR/21 L-LIN/21 L-LIN/02
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\* Foreign student are required to attend an Italian language course; foreign students with a high proficiency in Italian may choose between Chinese and Russian.  
For Italian students, one foreign language course is required.

Classwork for Business Plan and International Project Management will include individual and/or group exercises.

#### All classes are taught in English.

Students may choose their internships, or work projects, from those offered by CETRIL (<http://cetri.unimc.it/>). Most of the companies that have offered internships in the past have been small and medium enterprises in the Marche region and members of Confindustria Macerata.

### 4 – Location, Attendance, Academic Calendar

Classrooms are located in Macerata at the Political Science Faculty (Piazza Strambi , 1).

Classes will be held from January 19 to April 19, 2011, Monday to Saturday (approximately 30 hours of lessons per week). Exact times, dates, and classrooms will be posted in advance at the offices of the Master's program.

The work program, or internship phase, will take place between May and November 2011. Interviews will be arranged in or around April 2011. Students who do not find a suitable internship due to lack of opportunities,

through their own choice, or because they are already employed, may opt to replace the internship period with project work.

Those who are already employed by a company or firm of professionals, or those who choose this option, may request to complete the internship or work program requirement through credit from a work project. Attendance is compulsory for 75% of classroom hours and for 75% of internship or work project hours.

### 5 – Admission Requirements

Applicants must hold a first level degree in one of the following subjects: Law, Economics, Foreign Languages and Political Science, or another degree or diploma which the Board of Directors of the Master’s Program, exclusively and irrevocably, shall deem suitable as a background to, and preparation for, the Program’s admission standards. Italian students planning to graduate before December, 2010 may apply. Their admission is contingent upon the effective conferment of their degree.

Applicants who have not yet received their degrees may apply for acceptance to the Program as **auditors** if they have completed relevant and documented work experience in areas of study covered by the Master’s program. **Auditors** accepted onto the Program will receive a certificate of participation upon completion, providing they attend at least 75% of class hours.

The maximum number of enrolled students is **80**. The Council of Directors of the Master’s reserves the right to determine the composition of the class according to the predetermined maximum number of students. Should an adequate number not be reached, the Board of Directors has the right not to proceed with the Master’s.

### 6 – Application for Admission to the Program

The **Admission Application form** is available for download at [www.unimc.it/masterest](http://www.unimc.it/masterest)

The following documents, in English, must accompany the Application as attachments:

- Academic and Professional curriculum vitae (EU format) itemising in detail the nature and dates of certificates and diplomas obtained and attesting to an above-average command of English (GMAT and TOEFL are not compulsory but provide them if you can);
- Degree awarded (or adequate proof thereof as specified in art. 46 of the D.P.R. 445/2000), date of graduation, final grade and course exam grades (excluding auditors);
- Statement of purpose letter;
- Valid personal identification (passport or identity card).

Although English is the official language of the Program and the knowledge of Italian is not required, foreign students must state their level of knowledge of Italian in order to organise the content of the “Italian for Foreigners” class which is part of the Master’s syllabus.

The admission application form, along with required attachments must be delivered to the Master’s Secretary at [masterest@unimc.it](mailto:masterest@unimc.it) no later than midnight, **October 4<sup>th</sup>, 2010** for non EU candidates, and midnight, **11<sup>th</sup> December 2010** for Italian and EU candidates, otherwise it will be rejected.

### 7 – Admission

Selection of applicants requesting admission to the Master’s Program is carried out by the Council of Directors of the Program who will examine the academic qualifications obtained by the applicant.

Candidates will be selected on the basis of academic and professional curricula and the requisite command of the English language. Knowledge of English must be documented by certificates and diplomas provided by the applicant.

A merit system using decimal grading will be used to rank applicants for admission to the Program. The Council of Directors will grade each applicant according to the following criteria:

Criteria	Maximum grade:
Academic Curriculum	60/100
Professional Curriculum	40/100

**Acceptance is automatic for applicants who obtain a grade of at least 60/100.**

Foreign applicants from non EU nations will be selected no later than **October 13<sup>th</sup> 2010**. Applicants from Italy and EU countries will be selected by **December 14<sup>th</sup>, 2010**.

Names of non-EU applicants selected will be duly published on [www.unimc.it/masteres](http://www.unimc.it/masteres) no later than **October 20<sup>th</sup>, 2010**. Names of Italian and EU applicants selected will be duly published **no later than December 20<sup>th</sup>, 2010**. Each applicant will be promptly notified of his/her ranking by email

### **8 – Enrolment, Registration and Fees**

Applicants accepted for the Master's Program should register using the online form available at [www.unimc.it/masteres](http://www.unimc.it/masteres)

Completed registration forms **must be received** by the Area Ricerca Scientifica e Alta Formazione - Ufficio Formazione Post Lauream (Piaggia della Torre n. 8 - 62100 Macerata), either by hand delivery to that office or by normal post by **1pm on January 14<sup>th</sup> 2011 for Non European students and for European students**. Postmarks shall constitute proof of date and location of mailing.

The following documents must be attached to the registration form:

- two I.D. photographs (passport format);
- photocopy of a valid personal I.D.;
- fiscal code (Italian tax code);
- photocopy of the receipt of payment of the tuition fee (not applicable for fee-exempted students);
- revenue stamp of € 14.62 (fee-exempt students only)
- Certified copy of degree certificate, translated, authenticated and a declaration of value issued by the Italian Embassy in the country where the qualification was obtained (only for students who have graduated outside Italy);
- photocopy of valid permit of stay or copy of the receipt of permit of stay request (only for non EU candidates).

Foreign students can deliver copies of their tax code and of their permit of stay upon their arrival in Macerata. Ufficio Formazione Post Lauream will not accept liability for any delay or loss of documents.

**Non-Italian EU citizens wherever resident, and non-EU citizens legally residing in Italy** as defined in art. 39, paragraph 5, of Law n. 286/1998, as modified by Art. 26 of July 20, 2002, n. 189 "*Modifica alla normativa in materia di immigrazione ed asilo*" must deliver the registration form personally or send it by normal post directly to the University attaching all documentation required in the application and duly accompanied by an official Italian translation. Applicants are responsible for supplying translations by local translators but translations must be verified by competent local Italian representatives who will provide candidates with all necessary information. Translations must be notarised and authenticated as to their veracity and accuracy by the official local Italian diplomatic office nearest to the institution issuing the degree.

**Non-EU citizens resident abroad** should submit their registration form and degree to the Italian diplomatic representative in their country of origin or last residence. The request will subsequently be submitted to the University with verification of punctuality, content, suitability and validity of the applicant's academic credentials for admission to the Program.

Admission is contingent upon verification by the competent Academic Offices of suitability of academic qualifications for registration and acceptance of the candidate onto the Program.

For further information visit the website <http://www.studiare-in-italia.it/studentistranieri/>

Candidates who wish to withdraw their registration must immediately the Master's Secretary by email at [masterest@unimc.it](mailto:masterest@unimc.it), thus enabling eventual rearrangements..

Should the registration not been completed before the deadline or express withdrawal by the student, selected applicants may be replaced by the next suitable applicants as defined in the ranking. Applicants instated in this way will be promptly notified by email by the final deadline of January, 31, 2011.

**Full tuition** for the Master's Program, both for students and auditors (including stamp duty and other state deductions) is € 3,000.00, to be paid at registration:

- **Non European students: by January 14<sup>th</sup> 2011.**
- **Italian and European students: by January 14<sup>th</sup> 2011.**

If the fee for Enrollment is not paid before the expiry date, additional charges become payable: € 2500 each, to be paid within 30 days of expiry.

Students who have been awarded the scholarship "Invest your Talent in Italy" must pay the registration fee immediately after the release of that scholarship, no later than February 28, 2011, without paying extra charges for late payment. In the meantime, they may attend classes and take the intermediate exams provided. The right to take the final diploma examination is still subject to the payment of the registration fee.

Attendance, final examination and conferment of the degree are contingent upon payment of the fee.

Since the enrolment fee is not subject to VAT, art. 1 and 4 of D.P.R. 633/1972, the University of Macerata will not issue an invoice. Completed registration forms must be received by the Area Ricerca Scientifica e Alta Formazione no later than January 31, 2010.

**In the event of withdrawal from, or non-completion of, the Program, no fees or tuition are refundable.**

Tuition payments (excluding tuition-exempt or scholarship students) should preferably be made **directly to Banca delle Marche**, account number Tesoreria 010250, account held in the name of the University of Macerata. Payments may be made through any other banking institution by cheque or electronic funds transfer. The banking coordinates for direct or electronic transfer of fees to the Program account are: **CIN I; ABI 06055; CAB 13401; CONTO 00000018281 – IBAN: IT2210605513401000000018281**. It is highly recommended that payments include the name and surname of the student, the course number, the description of payment (Registration Master's, 'Relations with Eastern Countries') and the academic year referenced as '2010' (for academic year 2010-2011).

If the Master's Program does not reach the necessary number of participants as established by the Council of Directors, fees will be refunded to students upon request, excluding stamp duty, equivalent to € 14.62.

## **9 – Exceptions**

For foreign applicants who upon admission achieve top ranking positions, partial or total tuition fee exemption may be granted (except for the stamp fee of € 14.62), thanks to contributions made available by the sponsors of the Master's course. These special conditions are granted to some applicants according to their merits on a person-to-person basis. If registration is not carried out before the deadline or express withdrawal by the student, partial or total tuition fee exemption will not be offered to the next suitable applicant on the ranking.

See the Master's Program website [www.unimc.it/masterest](http://www.unimc.it/masterest) for scholarship opportunities and/or expense grants sponsored by the Program's participating institutions, associations and businesses.

**No exemptions or exceptions are available to auditors.**

Enrolment fees may be partially or totally covered by vouchers issued by financing institutions.

## **10 – Examinations**

Examinations in all courses will be graded using a decimal system. Mid-term and final examinations for each course, plus the final examination of the Program, will determine a student's final grade for the entire Master's program.

The final examination consists of a written thesis, one copy of which to be delivered electronically to the Examination Commission at [masterest@unimc.it](mailto:masterest@unimc.it), and one hard copy to be delivered to the offices of the Master's Program, c/o the Department of Studies in Economic Development (Piazza Oberdan n. 3 - 62100 Macerata).

Students who pass all examinations will be awarded a First Level University Master's Degree in 'Relations with Eastern Countries' (60 credits).

Master's Program credits earned may be used towards completion of the Italian teaching degree offered by the Political Science Faculty of the University of Macerata.

### 11 – Enrolment in single classes

If all available positions are not filled, attendance in single classes may be offered.

Class	Description
1	International Economics
2	European Institutional Policies and Policy Tools
3	International Law
4	International Management
5	Chinese Language
6	Italian Language
7	Russian Language
8	Business Plan
9	International Project Management

Applicants for enrolment in a single module must hold a first level degree in Law, Economics, Foreign Languages, Political Science, or another degree or diploma which the Council of Directors of the Master's Program exclusively and irrevocably shall deem suitable as a background to, and preparation for, the Program's admission standards. Undergraduate students who have not yet graduated may apply for participation in single modules **as auditors** only. Applications for undergraduate audits may be downloaded at [www.unimc.it/masterest](http://www.unimc.it/masterest). Required attachments to the application for single course attendance as an undergraduate auditor are:

- two I.D. photographs (passport format);
- photocopy of a valid personal I.D.;
- fiscal code (Italian tax code);
- photocopy of the receipt of payment for the tuition fee (not applicable for fee-exempted students);
- revenue stamp of € 14.62 (fee-exempt students only)
- degree certificate, translated, authenticated along with a declaration of value issued by the Italian Embassy in the country where the qualification was obtained (only for students who have graduated outside Italy);
- photocopy of valid permit of stay or copy of receipt of request of permit of stay (only for non EU candidates).

**Applications must be submitted to the Area Ricerca Scientifica e Alta Formazione - Ufficio Formazione Post Lauream (Piaggia della Torre n. 8 - 62100 Macerata and delivered either in person or by normal post no later than 1:00 p.m. on the dates indicated in the websites mentioned above. Postmarks shall constitute proof of date and location of mailing.**

The outside of the envelope should bear the following identification: *“Iscrizione al modulo..... del Master in Relazioni con i paesi dell'est”*.

Ufficio Formazione Post Lauream will not accept liability for any delay or loss of documents.

**Fees for each single module, both for graduates and auditors**, are €485.38 **plus a virtual revenue stamp of €14.62**, for a total cost of **€500.00**. In cases where applications are made for participation in more than one module, only one virtual revenue stamp is required.

Preferably, payment of fees should be made directly to Banca delle Marche, account number Tesoreria 010250, account held in the name of the Università di Macerata. Payments may be made through any other financial institution by cheque or electronic funds transfer. The banking coordinates for direct or electronic transfer of fees to the Program account are: CIN I; ABI 06055; CAB 13401; CONTO 000000018281 – IBAN: IT22I0605513401000000018281. All payments must indicate the name and surname of the student, the course number, the description of payment (Registration Master's, 'Relations with Eastern Countries') and the academic year, which should be referenced as '2010' (for the academic year 2010-2011).

Upon completion of the module, **auditing students** who have attended at least 75% of the total hours of the module will be issued a certificate of participation indicating the title and subject matter of the class attended and the credits, for graduates only, upon passing an examination graded using a decimal system.

For students, the final examination and conferment of the degree are contingent upon payment of the fee; for auditors, the class attendance certificate is also contingent upon payment of the fee.

If the enrolment fee for a single class is not paid before the expiry date, additional charges will become payable: €25.00 each, to be paid within 15 days of the deadline.

Since the enrolment fee is not subject to VAT, art. 1 and 4 of D.P.R. 633/1972, University of Macerata will not issue an invoice.

#### **12 - The Council of Directors of the Master's Program**

The Council of Directors of the Master's Program, for the academic year 2010-2011, is made up of the following staff: Prof.ssa Beatrice Ilaria Bonafè, Prof. Corrado Cerruti, Prof.ssa Elisabetta Croci Angelini, Prof.ssa Margherita Scoppola, Prof.ssa Michela Soverchia, Prof.ssa Francesca Spigarelli, Prof. Ernesto Tavoletti, , Dr.ssa Paola Bellabona, Dr. Alessandro Valenza.

Prof. Corrado Cerruti is the Course Director. Prof. Ernesto Tavoletti is the Course Co-director.

#### **13 – Treatment of personal data**

Personal information provided by participants is used for the purposes of administering the procedures of admissions, enrolments, course attendance and issuing of final qualifications, in compliance with Italian law d.lgs 196/2003 and subsequent amendments.

#### **14 – Incompatibility**

Under Art. 142 T.U. 1592/1933, it is forbidden to enrol simultaneously on different courses at a university: therefore, in the same academic year, participants on the Master's in Relations with Eastern countries may not enrol on another Master's Program, School of Specialisation, PhD program or degree.. Students enrolled on a course which is subject to incompatibility can make a conditional enrolment onto the Master's Program, within the scheduled time frame, provided that the two courses are related to different academic years and the first qualification is obtained before the end of the Master's Program. Immediately after obtaining the first qualification, the enrolment onto the Master's Program must be completed by payment of the fee in order to avoid being disqualified from the University.

Macerata, April, 2010

*Administrative Director*  
*Dr.ssa Maria Grazia Capponi*

*Rector of the University*  
*Prof. Roberto Sani*

*Director of the Master's Program*  
*Prof. Corrado Cerruti*

For further information:

#### **Organisation, teaching and administration office**

##### **Department of Economic Development Studies**

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