

ENGLISH TRANSLATION

Rector's Decree n. 185/2024

CALL FOR APPLICATIONS FOR 20 SCHOLARSHIPS FOR INTERNATIONAL STUDENTS ENROLLING IN DEGREE PROGRAMS AT THE UNIVERSITY OF MACERATA IN THE A.Y. 2024/2025**ARTICLE 1 - Purpose, scholarship amount and duration**

The University of Macerata, as part of the initiatives aimed at promoting and supporting the right to study of international students residing abroad, in the framework of internationalization and inclusion processes within its academic offer, intends awarding **20 scholarships to international prospective students, whereof 2 scholarships are reserved to students selected in the framework of the agreement with the University of Hanoi (Vietnam).**

The scholarships are reserved for international students who **will enroll in the 2024/2025 academic year to study full-time in the first year of a study course (a 3-year bachelor's degree program or a 2-year master's degree program) at the University of Macerata, excluding single-cycle master's degree programs.**

International students are understood as all EU citizens (excluding Italian citizens) and non-EU citizens, holding residence abroad and a foreign entry qualification awarded by a non-Italian school or a higher education institution and eligible for access to the chosen study program.

Enrolments in years after the first one, transfers from another degree course or another University will not be taken into consideration.

Each scholarship amounts to 8,000.00 euros (gross of charges to be borne by the beneficiary). Each scholarship holder student is guaranteed total exemption from the payment of the expected tuition fee for each year of ongoing enrolment in the chosen bachelor's or master's degree program, excluding stamp duty, the regional tax for the right to the study, of any increases due in case of delay in paying the contribution and of any additional contributions for services requested for personal needs.

ARTICLE 2 – Incompatibility

The scholarship is incompatible with other scholarships of the same nature awarded for any reason, with those granted to foreign students by the Ministry of Foreign Affairs and International Cooperation (MAECI), also in the framework of the "Invest Your Talent in Italy" program, and those provided by CRUI for students with international protection.

The scholarship cannot be combined, until the "*administrative and academic requirements*" are met as set forth in this call (art. 7), with scholarships of the same nature, provided by the University of Macerata, nor with the scholarships provided by ERDIS (Regional Agency for the Right to Study of the Marche Region).

The scholarship cannot be awarded to students enrolled in multiple or double degree programs for which payment of tuition fees is required at a partner University, other than the University of Macerata.

ARTICLE 3 - Application Requirements

To be eligible for the application, all the following requirements must be satisfied under penalty of exclusion:

1. **Being eligible to enroll** in the chosen bachelor's or master's degree program or be able to provide evidence of fulfilling such requirements upon enrolment. The admission requirements are set by the regulation of each study program available on the website of the University of Macerata www.unimc.it, section "Normativa di Ateneo", subsection "Didattica e studenti".

Enrolment eligibility can be obtained exclusively through the preliminary evaluation procedure of the application (so-called pre-admission application).

To this scope, candidates are required to submit the **pre-admission application** no later than the **30th of April 2024, 11.59 pm (Italian time)**, by using one of the following two options:

- a. online platform at **apply.unimc.it**, for the following two-year and three-year degree programs:
 - L-14 Sciences for Legal Services;
 - L-14 International, European and Comparative Legal Studies;
 - L1&L15 Cultural Heritage and Tourism;
 - LM/SC-GIUR Legal Sciences for Innovation;
 - LM-16 International Finance and Economics, curriculum;
 - LM-37 Languages, Cultures and Literary Translation;
 - LM-38 Modern Languages for International Communication and Cooperation;
 - LM-49 International Tourism and Destination Management;
 - LM-52 International Relations;
 - LM-85 Pedagogical Sciences;
 - LM-89 Cultural Heritage Management;
 - b. exclusively for the programmes not available on the above online platform, online form, which is available in the section "Scholarships for international students", subsection "International" of the website of the University of Macerata.
2. Not being enrolled in a study program at the University of Macerata nor being recipients of a scholarship for international students from the University of Macerata in the previous academic years.
 3. Being born on or after January 1, 2001, for bachelor's degree applicants, and after January 1, 1998, for master's degree applicants.
 4. Being European citizens (excluding Italian citizens) or non-European citizens residing outside Italy.

ARTICLE 4 - Submission of the application: terms, modalities and documentation

Applicants are required to complete the pre-admission application exclusively in compliance with the procedures and within the deadlines set out in Art. 3, and must include the documentation listed below:

- 1) a copy of the applicant's passport or another valid identification document.
- 2) for candidates to bachelor's degree programs, high school diploma, which allows verifying the twelve years of previous schooling; for candidates to master's degree programs, a certificate issued by the sending University listing the taken exams. Master's degree candidates in possession of an entry qualification must also provide a copy of the degree diploma or a certificate issued by the sending University confirming the foreign qualification as valid for access to the chosen master's degree program.
- 3) motivational video in the language the degree course is taught in, namely English or Italian.
- 4) a curriculum vitae in the language the degree is taught in at the University of Macerata.

Applicants must submit documents either in Italian or in English based on the medium of instruction of the degree in which they wish to enroll. If documents are in a language other than Italian or English, they need to be translated into either Italian or English. Applicants themselves may translate the documents. At this stage, official translation, legalization, and declaration of value are not required.

Incomplete applications or applications lacking the required documents will not be accepted.

Eligible candidates, who meet all requirements for enrolment, must confirm their application for this call no later than

20th MAY 2024 AT 11:59 PM (ITALIAN TIME)

Participation in the selection must be confirmed before the deadline by the candidate meeting the requirements for enrolment in the degree course on the online platform apply.unimc.it, by replying to the relevant notification sent via email. Applicants of the degree courses not available on the aforementioned platform must follow the instructions that will be published in the "Scholarships for international students" section of the website of the University of Macerata www.unimc.it.

ARTICLE 5 - Evaluation criteria, ranking and approval of the ranking list

The selection Committee will be appointed by the Rector and formed by at least three members chosen from among the academic or administrative personnel of the University of Macerata.

The Committee will evaluate the applications and prepare a ranking based on the following criteria and scores:

- Curriculum vitae et studiorum

maximum 70 points

- maximum 40 points out of 70 for the evaluation of the candidate's school or academic curriculum;
- maximum 15 points out of 70 for the evaluation of a reference letter provided by one of the professors of high school or university who know the candidate and his/her studies. It is possible to participate in the selection even in the case of failure to present the reference letter: in this case, none of the points available for this evaluation criterion will be assigned;

- maximum 15 points out of 70 for possession of one of the linguistic certifications recognized by the University and proving knowledge of the language of instruction of the chosen course at least at level B2 of the Common European Framework of Reference; candidates coming from countries in which English is used as the official language *de jure* or *de facto* and who have not presented the aforementioned certifications will be assigned a score corresponding to the minimum level of linguistic knowledge required as a requirement for access to the bachelor's or master's degree.

- Contents of the motivational video

maximum 30 points.

In the event of equal scores among candidates pre-admitted to courses of study of the same level, the youngest candidate will be given priority. In case of equal scores between candidates pre-admitted to courses of different levels, priority will be given to the candidate with the highest score in the motivational video.

The Committee will formulate the ranking list which will be subsequently approved by Rector's decree. The ranking list will be published on the website of the University of Macerata www.unimc.it/en, section "International" subsection "Scholarships for international students".

ARTICLE 6 – Acceptance of the scholarship

Candidates selected for a scholarship will receive a notification of the scholarship assignment to the e-mail address indicated in the application form.

Within and no later than ten (10) days from the date of notification of the scholarship award, the recipient must e-mail the declaration of acceptance of the scholarship under the conditions of the call for applications. Failure to meet this requirement will result in the loss of the scholarship.

In the event scholarships are not accepted or declined, they will be awarded to the next applicants on the ranking list.

Scholarship recipients must complete the enrolment process for the chosen degree program as full-time students in the 2024/2025 academic year. Failure to comply will result in the loss of the scholarship.

ARTICLE 7 - Payment methods and requirements to maintain scholarship eligibility

The award of the scholarship is subject to effective enrolment in the a.y. 2024/2025, as a full-time student, in the chosen study program and to the possession of the maintenance requirements as set out below.

The payment of the scholarship will occur upon submission of the specific eligibility statement, whose template will be sent to the recipients, through which students undertake to accept the scholarship terms and conditions and confirm that no incompatibility arises within the meaning of Article 2. Failure to comply will result in the loss of the scholarship. Scholarship recipients must promptly inform the University of Macerata of any change in the content of their initial statement throughout the duration of the grant.

Each scholarship amounts to 8,000.00 euros (gross of charges to be borne by the beneficiary).

The scholarship disbursement in two instalments is subject to the awardees' fulfillment of the "administrative and academic requirements" outlined as follows:

- **The first instalment, amounting to 4,000.00 euros (gross of charges to be borne by the beneficiary), will be paid in December 2024 to those who have completed enrollment on the Study Course, full-time and in compliance with all requirements provided for by the internal regulations of the University and by the annual ministerial procedures for the entry, enrolment of international students and the related recognition of qualifications for higher education courses in Italy, by 22 November 2024.**
- **The second instalment, amounting to 4,000.00 euros (gross of charges to be borne by the beneficiary), will be paid in November 2025 to those who have acquired at least 40 university training credits (CFU) and completed enrollment in the second year of the Course study, full-time and in compliance with all the obligations required by the internal University regulations and by the annual ministerial procedures for the entry, registration of international students and the related recognition of qualifications for higher education courses in Italy, by October 15, 2025.**

For those who have not fulfilled the administrative and academic requirements for the provision of the first instalment but complete the enrolment and acquire at least 10 university credits (CFU) by 15 March 2025, the payment of the first instalment of the scholarship will be postponed and will take place starting from April 2025. To those who have not satisfied these requirements to obtain the deferred payment of the first instalment but meet the requirements for the payment of the second instalment, the scholarship will be paid in a single payment.

Any university credits acquired as a result of a recognition of a previous career will not be taken into consideration since the credits must be effectively obtained at the University of Macerata.

Payment of the scholarship will be made according to the above-mentioned terms and by bank transfer to a bank account or prepaid card, preferably with an Italian IBAN **in the name of the beneficiary student.**

The recipients of the scholarship are exempted from paying the tuition fees for each year of ongoing enrolment in the chosen bachelor's or master's degree course; in any case, they are required to pay the stamp duty, the regional tax for the right to study, any increases due in the event of a delay in paying the contribution and any additional contributions for services requested for personal needs.

ART. 8 – Personal Data Processing

Personal data processing is regulated by Legislative Decree No. 196 of 30 June 2003 and GDPR UE 016/679, and personal data provided by applicants in submitting their applications for selection will be processed only for the purposes related to this call.

The holder of personal data processing is the University of Macerata, the head office of is in Macerata, via Crescimbeni, nn. 30 – 32, in the person of the rector as legal representative (urp@unimc.it or CEM: ateneo@pec.unimc.it).

The holder of personal data processing has a data protection officer appointed pursuant to article 37 of the GDPR (dpo@unimc.it). According to the objectives mentioned above, personal data may be used

only and exclusively in the procedure described above by designated university staff and data will not be transferred to non-EU countries.

The provision of the data is obligatory to assess the application requirements, under penalty of exclusion from the public selection.

ART. 9 – Final Provisions

Under article 4 of Law 241 of 7 August 1990, the person in charge of this procedure is Irene Toscana – Internationalization Area, Internationalization Strategies Office, located in Via della Pescheria Vecchia n. 8 62100 Macerata (tel. +39.0733 258 6019, email: irene.toscana@unimc.it).

For further information relating to the administrative procedure of this call, you may contact the Internationalization Area, Internationalization Strategies Office, at prospective.student@unimc.it

This announcement is published on the University website at www.unimc.it, in the announcements section and the "International" section, under the heading "International Students", "Scholarships".

The English version is a translation of the original in Italian for information purposes only. In case of a discrepancy, the Italian original will prevail. Please refer to relevant legislation for all matters not covered in this call.

Issued in Macerata.

The Rector
Prof. John Mc Court

Notice deadline summary:

- **April 30, 2024, at 11.59 pm (Italian time):** deadline for submitting a request for preliminary evaluation also known as "pre-admission application" via the apply.unimc.it platform or online form.
- **May 20, 2024, at 11.59pm (Italian time):** deadline for submission of confirmation of participation in this call.

Summary of terms of payment of the scholarship:

Installment	Paid amount (gross of charges to be borne by the beneficiary)	Timing of disbursement	Administrative and academic requirements
First	€ 4.000,00	December 2024	By November 22, 2024: full-time enrolment in the study program and in compliance with all required obligations.
		Postponed: April 2025	By March 15, 2025: full-time enrolment in the study program and in compliance with all required obligations, and acquisition of at least 10 credits.
Second	€ 4.000,00	November 2025	By October 15, 2025: acquisition of at least 40 credits and completion of the full-time enrolment in the second year of the chosen study program.
Single	€ 8.000,00	November 2025	By October 15, 2025: acquisition of at least 40 credits and completion of the full-time enrolment in the second year of the chosen study program.