Public call for applications for the award of No**. 9** grants to international students registering to study in Master's degree courses at the University of Macerata in academic year 2018 – 2019

CLOSING DATE: 16th April 2018

ARTICLE 1
Background, Grant Amount and Duration

Within the framework of a set of initiatives aimed at enhancing and upholding the international status of its study courses the University of Macerata establishes No. **9** grants for international students who register in Academic Year 2018/2019 to study full-time on Master's degree courses (two-year courses) at the University of Macerata.

International students must hold a qualification issued by a foreign institution suitable to enrol in the chosen Master's degree course.

'Registration' shall mean 'enrolment in the first year' of a Masters' degree course. Enrolment in other years of the study course, course transfers and university transfers shall not be taken into consideration.

The total amount of each grant awarded for academic year **2018/2019** is € 5.000,00, before tax payable by the beneficiary.

ARTICLE 2
Ineligibility

Students are eligible provided they do are not also beneficiaries of awards by *ERDIS* (the Board for University Studies of the Marches Region), and by the University of Macerata for whatever reason, grants offered by *MAECI* (the Italian Ministry of Foreign Affairs and International Cooperation), by the the *Giacomo Leopardi* School of Advanced Studies, by the Confucius Institute in Macerata and by *CRUI* (the Conference of Italian University Rectors for students enjoying the right to international safeguard.)

Grants may be awarded if students also receive other types of financial help, such as student housing services and students' restaurant (as long as they are not offered by *ERDIS)*, careers services, disabled students allowances, transport allowances, general health services, allowances for access to cultural, recreational and sport activities.

ARTICLE 3
Application Requirements

In order to apply candidates need to produce evidence that they meet requirements listed below. Failure to comply will result in exclusion from the selection process: Students must:
1. Possess a valid qualification to enrol in the chosen Master's degree course, issued by a foreign institution operating outside Italy. Qualifications issued by

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institutions in the Republic of San Marino do not fulfil such requirement;
2. Meet requirements to access the chosen course or be able to provide evidence of fulfilling such requirements upon registration;
3. Not be a student at the University of Macerata enrolled in undergraduate degree courses, Master's degree and single-cycle degree courses and not have been awarded a grant for international students by the University of Macerata;
4. Be aged under 30 on the closing date set in this call for applications.

ARTICLE 4
Application: Terms, Mode and Documents

Applications including documents specified below must be submitted by means of the form available on the website of the University of Macerata at http://www.unimc.it/it/ateneo/bandi-e-concorsi/bandi-studenti.

Applications are to be printed and signed by applicants, and submitted by hand or sent by registered letter to the University of Macerata - *Servizio Protocollo*, Via XX Settembre n. 5, 62100 Macerata, **within 16th April 2018.**

If application is sent by post the date of the postal seal shall be deemed the date of delivery. However, applications received after 26th April shall be rejected.

There shall be no liability upon the University of Macerata for misdelivery of correspondence due to third parties, accidental event, *force majeure* event.
With the purpose of ensuring they are suitably assessed, applicants must make sure they fill in the form with all details required, in line with provisions laid down in Art. 5 below.

Application must include documents listed below. Failure to provide such documents shall result in exclusion from the selection process:
1) Copy of applicant's passport or other valid formal identification;
2) Certificate stating the applicant holds a foreign qualification suitable to access the chosen study course, bearing the final mark achieved;
3) Letter of motivation (maximum 1,500 characters);
4) Education and training resume;
5) Certificate stating the applicant has a B2 level of English of the European Common Framework of Reference for languages (ECFR), if he/she wishes to enrol in a course delivered in English, or certificate stating the applicant has B2 level of Italian of the ECFR, if he/she wishes to enrol in a course delivered in Italian.

Applicants must submit documents either in Italian or in English according to the Master's degree course in which they wish to enrol.

If documents are in a language that is neither Italian, nor English, applicants need to enclose a translation into either Italian or English. Applicants themselves may translate such documents.

At this stage, an official translation, legalization and *Dichiarazione di Valore in Loco* (*DVL* = declaration briefly explaining qualification status) into Italian of the applicant's university qualification is not required.

Incomplete applications or applications lacking the required documents shall be rejected.

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ARTICLE 5
Assessment Criteria, Drawing and Approval of Ranked List of Successful Applicants

A Selection Board appointed by the Chancellor consisting of No. 3 members chosen among the academic staff and administrative, professional and technical support staff, shall assess candidate applications on the grounds of the following criteria:

- Score assigned to the the applicant's foreign qualification suitable to access a Master's degree course, issued by a foreign institution maximum 5 points:
- Reasons outlined in the letter of motivation   maximum 5 points;
- Education and training resume   maximum 5 points.

The Selection Board shall draw a ranked list of suitable applicants to be formally approved. If on the grounds of scoring two or more applicants reach the same ranking, priority is given to the younger applicant.

The ranked-list of successful applicants shall be made available on the official website of the University of Macerata at http://www.unimc.it/it/ateneo/bandi-e-concorsi/bandi-studenti **within 14th May 2018**.

ARTICLE 6
Accepting the Grant

The successful applicant will be officially informed the grant has been awarded to him/her, with a message sent to the e-mail address given on the award application form. Within 20 days from receipt of such information, at the latest, the successful applicant will have to provide official acceptance of the award **on the terms of the advertised award-granting competition** by writing an e-mail to ss.foreignstudent@unimc.it . **Failure to comply will result in decline by default.**
      Successful applicants will have to complete enrolment in the chosen Master's degree course (two-year courses) at this University registering as full time students. Failure to comply will result in decline by default.

ARTICLE 7
Payment of Grant and Requirements to Preserve Eligibility

Payment of the grant is subject to actual registration as full-time students on the chosen Master's degree course on part of successful applicants, as well as their meeting eligibility requirements set out below.
      Grants are paid in three instalments once award-winners submit a specific form downloadable at http://www.unimc.it/it/ateneo/bandi-e-concorsi/bandi-studenti, in which they provide a statement declaring on their own responsibility they are not ineligible under provisions set in Art. 2 of this call, under penalty of loss of entitlement to the grant. Moreover, throughout duration of the grant, they also commit to promptly inform the University of Macerata of any change in the content of in their initial statement.
      Payment is subject to award winners fulfilling administrative and academic

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requirements outlined below:

Instalment	Administration and Education and Academic Requirements. Successful Applicants Need to:	Amount
1st	Have registered as a full-time student to study on the chosen course of study or other course of similar academic level	€ 1.500,00 *
2nd	Have gained at least 6 university credits by 31st March 2019	€ 1.500,00 *
3rdo	Have gained at least 40 university credits by 15th October 2019 and have enrolled in the second year of the Master's degree course at the University of Macerata	€ 2.000,00*

*before tax payable by the beneficiary

Students who do not satisfy requirements to obtain payment of the second instalment within 31st March 2019, yet meet requirements for payment of the third instalment, will have the second instalment paid together with the third one.

University credits acquired in academic year 2018/2019 are to be gained at the University of Macerata or other academic institution within the frame of mobility programmes carried out by the University of Macerata and have been validated. In the latter case, grant instalments shall be paid after validation.

Grants shall be paid by means of a prepaid card or by banker's transfer directly into the award winner's bank account or jointly held account, which must be identified by Italian bank details (IBAN).

ARTICLE 8
Declining the Grant

If the successful applicant declines the award offer, he/she will have to inform the University of such decision officially by writing an e-mail to ss.foreignstudent@unimc.it..

If the award-winning applicant does not enrol within 15th July 2018 the next-ranked award-winning applicant shall be offered any residual grants.

Failure to enrol within the deadline set out in the Students' Career Regulations of the University of Macerata, shall result in decline by default.

ARTICLE 9
Data Protection

The University of Macerata shall process all data in the application forms, as well as data provided by successful candidates at a later stage, only for the purposes connected to this call.

Pursuant to Legislative Decree No. 196 of 30th June 2003, applicants are entitled to legally exercise the right to access their personal data, to update, to amend, to supplement inaccurate data, to cancel all data that have not been collected in line with law provisions, to deny personal data processing on lawful grounds. The data controller processing applicants' data is the University of Macerata represented by Prof. Francesco Adornato in his capacity as university Chancellor.

The University of Macerata may carry out inspections to check whether

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applicants' statements contain untrue information. Without prejudice to provisions laid down by Art. 76 of Decree of the President of the Republic No. 445/2000 whereby misrepresentation is a criminal offence, successful applicants shall no longer be entitled to the grant awarded on the grounds of information that should turn out to be untrue.

ARTICLE 10
Responsabile del Procedimento

Pursuant to existing laws the manager in charge of administrative proceedings in connection with this call is Rosella Mariotti – Ufficio Orientamento, Placement e Diritto allo Studio - of the University of Macerata - Tel. No. +(0)733-258.6008 – email: rosella.mariotti@unimc.it.

Applicants are entitled to legally exercise the right to access records regarding this call for applications, in line with existing laws. Applications to access records must be sent to the *Ufficio Relazioni con il Pubblico* (*URP*: Public Liaison Office) of the University of Macerata within the Ufficio Affari Istituzionali (Institutional Affairs Office), Via Crescimbeni 30-32, 62100 Macerata, Italy.

ARTICLE 11
Language

This public call for applications is also available in English for mere information purposes.

In line with existing laws, in case of disputes only the Italian version of this public call for applications shall apply.

CONTACTS AND FURTHER DETAILS

Ufficio Orientamento, Placement e Diritto allo Studio of the University of Macerata - Tel. No.: +(0)733-2586005 – E-mail: ss.foreignstudent@unimc.it).

Website: http://www.unimc.it/it/ateneo/bandi-e-concorsi/bandi-studenti

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Macerata, 21 marzo 2018

The Chancellor

Prof. Francesco Adornato

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