

**CALL for APPLICATIONS "TOP INTERNATIONAL STUDENT GRANTS"
(FROM 2-05-2019 TO 01-10-2019)****ART. 1 - Subject, amount and duration**

In order to promote the participation of international students in their degree programs, the University of Bergamo offers 14 study grants to international students registering in the first year of the following MA COURSES taught in English in the next academic year (2019-2020):

- MD Business Administration, Professional and Managerial Accounting
- curriculum in Accounting, Accountability and Governance (AAG)
- MD Clinical Psychology for Individuals, Families and Organizations
- MD Economics and Data Analysis
- MD Engineering and management for Health
- MD Management Engineering (curriculum Business and Technology Management)
- MD Mechanical Engineering – curriculum Smart Technology Engineering (STE)
- MD Intercultural Studies in Languages and Literatures (ISLL)
- MD Planning and Management of Tourism Systems (PMTS)
- MD International Management, Entrepreneurship and Finance (IMEF)

The grants are allocated as follows:

COURSE	No. of grants
<u>MD Business Administration, Professional and Managerial Accounting (curriculum Accounting, Accountability and Governance)</u>	1
<u>MD Clinical Psychology for Individuals, Families and Organizations</u>	3
<u>MD Economics and Data Analysis</u>	1
<u>MD Engineering and Management for Health</u>	1
<u>MD Intercultural Studies in Languages and Literatures</u>	1
<u>MD International Management, Entrepreneurship and Finance</u>	3
<u>MD Management Engineering (curriculum Business and Technology Management)</u>	2
<u>MD Mechanical Engineering (curriculum Smart Technology Engineering)</u>	1
<u>MD Planning and Management of Tourism Systems</u>	1

Students of any nationality qualify as international, if the titles required for admission to the chosen MA programs were obtained outside the Italian education system.

Titles obtained in the Republic of San Marino do not satisfy this condition.

To "register" the call for applications means the first enrolment to the first year in the relevant MA course. Enrolling in years following the first year, transferring from one-degree program to another or from one University to another, is not considered first enrolment (please see Guida studenti).

Each study grant is awarded for two academic years only and amounts to a total of € 16,000 (€ 8,000 year) **including all charges for the beneficiary's and Administration's accounts.**

ART. 2 - Incompatibility

These study grants cannot supplement study grants/prizes issued by the University of Bergamo, the Regional Board for the Right to Higher Studies (Students' Aid Service), the Italian Ministry of Foreign Affairs and International Cooperation (MAECI), and CRUI grants for beneficiaries of international protection (considering the budget for meals), or issued within the Erasmus Mundus program.

These study grants are compatible with other forms of study support funded by the Students' Aid Service (such as fee exemption, housing services, etc.).

IMPORTANT NOTE:

To apply for further benefits, students enrolled at UNIBG, must obtain an ISEEU certification from an Authorized Fiscal Assistance Centre (called CAF in Italy). An ISEEU (Indicator of the economic situation for University purposes) estimates the economic situation of families. It takes into account income, properties (i.e. houses, shares, assets, dividends) and the composition of the family.

ART. 3 - Admission requirements

Application is open exclusively to candidates who are in possession of all of the following requirements:

1) The titles for admission to the chosen MA program were obtained outside the Italian education system, after at least three years of attendance.

Note: Titles issued by institutions of the Republic of San Marino do not satisfy this condition.

2) Candidates can be either EU or NON-EU citizens;

3) Candidates should meet all the requirements for admission to the MA program of choice at the time of the admission;

4) Candidates who are not students in First, Single or Second Cycle degree programs at the University of Bergamo.

Important: Those students whose career ended in 2018-19 for any reason will not be considered students. Withdrawals from studies must have been completed before the publication of this call;

5) Candidates must not be over 30 years old by the time of the deadline for applications.

ART. 4 - Award criteria

The "Top International Student Grants" are awarded on the basis of GRE test (Revised General Test) results. All the tests must have been taken after 31 March 2015; earlier results won't be considered.

The results are assessed by a board which will be appointed after the call closes.

The achievement of a minimum score is not required.

For all candidates, payment of the study grant depends on the actual admission to and enrollment in the chosen MA degree program (therefore candidates must pay a "Contributo Onnicomprensivo" of € 156,00 before the first instalment of the grant is paid to them); candidates must equally meet the requirements listed in art. 8.

ART. 5 - Applications: terms and procedures

Applications must be submitted between 1-04-2019 at 12.00 to 01-10-2019 at 10.00 am (CET).

Application must be sent by post to **UNIVERSITÀ DEGLI STUDI DI BERGAMO - UFFICIO PROTOCOLLO - Via dei Caniana, 2 - 24127 BERGAMO**

PLEASE NOTE: on the envelope write "TOP INTERNATIONAL STUDENT GRANTS"

IMPORTANT: Applications may not be faxed or e-mailed.

UFFICIO PROGRAMMI INTERNAZIONALI

Via San Bernardino 72, e

24122 Bergamo

International.students@unibg.it

Please note:

The application is only valid if the student attaches all the required documents, namely:

- 1) copy of their currently valid passport. EU citizens can attach a copy of their identity document;
- 2) copy of their official GRE score report;
- 3) certificate confirming they have the qualifications suitable for admission to the chosen degree program, along with the transcripts of records of the last 3 years;
- 4) fill in the form

The documents presented by the applicants must be written in English or Italian. If the documents are written in any language other than Italian or English, a translation into English or Italian on unstamped paper must be supplied. The translation may be done, signed and dated directly by the candidate.

At this stage it is not necessary to present an official translation into Italian of a document confirming the validity of the study qualification, relative legalization or the "declaration of value" of the study qualification (It has to be submitted in original at the Student's Office in Italy in order to finalize the matriculation).

Incomplete applications will not be accepted and documents will not be returned.

The University reserves the right to request any other document deemed necessary for a more complete evaluation of the application.

ART. 6 - Candidates' selections

Candidates are selected by a specially-appointed Board and their assessments are approved by determination of the Head of the International and Vocational Office.

The selections are based on the candidates' GRE scores. In the event of equal scores, the younger candidate is selected.

The selection outcomes will be published by 21-10-2019 on the following webpages:

- <https://en.unibg.it/services-facilities/facilities/prospective-students-join-us/fees-grants-and-scholarships>
- <https://www.unibg.it/universita/amministrazione/concorsi-e-selezioni/bandi-studenti-e-laureati>

ART. 7 - Acceptance, withdrawal and failure to confirm

Successful applicants will be notified by e-mail. They are then required to confirm their acceptance of the grant within the next ten days by signing the acceptance letter at the International Office - Incoming Section - (Via San Bernardino 72/E, 2nd floor - room 5)

Acceptance must be full and without reserve, at the conditions stated in the call for applications. In this statement, successful candidates must also confirm, under their own full responsibility, that they do not fall within any of the conditions of incompatibility stated in article 2 of this call for applications. They must also commit to notify the University of any variation in the declared information which may arise during the year.

In case of withdrawal of the scholarship or lack of acceptance letter by the deadline (29-10-2019) the scholarship will be transferred to other eligible candidate.

ART. 8 - Payment of the study grant

The study grant will be paid in 2 instalments.

Payment procedures will start in November and April and will end by 60 days.

The payment of the first instalment, of €4,000.00 (including all charges for the beneficiary's and administrative accounts), is subject to:

- the actual admission to and registration in the chosen degree program;
- the payment of the "contributo omnicomprendivo" of € 156.00;
- the delivery of the required documents (scheda anagrafico-fiscale) as provided by the International Relations Office after the official approval of the results;
- the availability of an Italian tax code and proof of application for the Italian Permit of Residence.

In order to be admitted and to register, the student must comply with the provisions and deadlines in force, including the regulations laid down for enrolment in the Circular Letter of the Ministry of Education, University and Research concerning the access of foreign students to university degree programs.

The payment of the second instalment of € 4,000.00 (including all charges for the beneficiary's and administration's accounts), is subject to the proved acquisition of 20 credits and attendance of workshops, classes and laboratories of the relevant MA Course by 30th April 2020.

Such credits must be obtained at the University of Bergamo during 2019-20.

The payment of the third instalment of € 4,000.00 (including all charges for the beneficiary's and administration's accounts), is subject to the proved acquisition of 40 credits and attendance of workshops, classes and laboratories of the relevant MA Course by 30th September 2020.

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Such credits must be obtained at the University of Bergamo during 2019-20.

The payment of the third instalment of € 4,000.00 (including all charges for the beneficiary's and administration's accounts), is subject to the proved acquisition of **40** credits and attendance of workshops, classes and laboratories of the relevant MA Course **by 30th September 2020**.

Such credits must be obtained at the University of Bergamo during 2019-20.

The payment of the fourth instalment of € 4,000.00 (including all charges for the beneficiary's and administration's accounts), is subject to the proved acquisition of **60** credits and attendance of workshops, classes and laboratories of the relevant MA Course **by 30th April 2021**.

Such credits must be obtained at the University of Bergamo during 2019-20.

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The payment of the third instalment of € 4,000.00 (including all charges for the beneficiary's and administration's accounts), is subject to the proved acquisition of 60 credits and attendance of workshops, classes and laboratories of the relevant MA Course by 30th April 2021.

Note: Such credits must be obtained at the University of Bergamo during 2019-20.

Payment procedures will start only after the completion of credit recognition processes.

In case of shortened programs, previously-obtained credits are NOT taken into account; the academic year of first enrolment will be calculated according to the year of enrolment in 2019-20.

Credits obtained in single course units which are not recognized, or by completing Additional Learning Requirements ("OFA") or attending Italian Language Courses at the University Language Centre, or any other credits which are not part of the study program will not be taken into account.

Payment of the grant is made by bank transfer to the pre-paid UBI BANCA Enjoy Card, which is issued to students free of charge upon enrollment.

ART. 9 - Information notice concerning data processing

The personal data provided by the applicants will be processed in compliance with the principles and provisions of the Italian Legislative Decree no. 196/2003 (Data Protection Act) and e EU Regulation 2016/679, in any case exclusively for the purposes of this call for applications.

The data will be processed using both electronic and paper methods. The provision of the requested data is compulsory for the purposes of application processing; University of Bergamo could communicate the data only to other Public Administrations.

The Data Protection Responsible is GRC Team S.r.l., dott. Laura Di Liddo, e-mail: dpo@unibg.it

The Data Processor for the purpose of exercising your rights is the Chancellor (prof. Remo Morzenti Pellegrini).



ART. 10 - Language

This English version of the call is made only for publicity purposes. For enforcing the call, resolving any dispute and for all legal purposes only the Italian version is valid.

ART. 11 - Transitional and finale measures

The Administration reserves the right to verify the truth of the information provided. Without prejudice to the penal sanctions laid down in article 76 of Italian Decree of the President of the Republic no. 445/2000, in the event of fraudulent information being discovered as a result of such verification, the applicant will forfeit the right to the study grant.

For information please contact

Fax +39 035 2052293

Email international.students@unibg.it

Office hours:

- Tuesday and Thursday: from 9.30 am to 12.30 am
- Tuesday and Thursday from 2 pm to 4 pm

THE PERSON IN CHARGE

(Dott.ssa Elena Gotti)

F.to Dott.ssa Elena Gotti

Deadline for applications: 1st October 2019 – h. 10.00 am (CET)

Bergamo, 1/04/2019

Prot. N 61174/V/5