



UNIVERSITÀ DEGLI STUDI DI BERGAMO

PROGRAMMI INTERNAZIONALI

CALL for APPLICATIONS “TOP INTERNATIONAL STUDENT GRANTS” (FROM 19-06-2017 TO 01-10-2017)

ART. 1 - Subject, amount and duration.

In order to promote the participation of international students in its 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 (2017-18):

MA Business Administration, Professional and Managerial Accounting (curriculum Accounting, Accountability and Governance)

MA Clinical Psychology for Individuals, Families and Organizations

MA Economics and Global Markets

MA European and Pan-American Languages and Literatures

MA International Management, Entrepreneurship and Finance

MA Management Engineering

MA Planning and Management of Tourism Systems

The grants are allocated as follows:

COURSE	No. of grants
<u>MA Business Administration, Professional and Managerial Accounting (curriculum Accounting, Accountability and Governance)</u>	1
<u>MA Clinical Psychology for Individuals, Families and Organizations</u>	3
<u>MA Economics and Global Markets</u>	1
<u>MA European and Pan-American Languages and Literatures</u>	1
<u>MA International Management, Entrepreneurship and Finance</u>	3
<u>MA Management Engineering</u>	2
<u>MA Planning and Management of Tourism Systems</u>	3

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.

By ‘registering’ 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 (see [Guida studenti](#)).

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

Grant renewal is only possible if a specific call for applications is issued.



UNIVERSITÀ DEGLI STUDI DI BERGAMO

PROGRAMMI INTERNAZIONALI

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

NOTA BENE

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 programme were obtained outside the Italian education system, after at least two years of attendance.

If the qualification for admission is a one-year title, previous qualifications will also be considered.

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

2) candidates are either EU or NON-EU citizens;

3) candidates meet all the requirements for admission to the MA programme of choice, or will meet such requirements in time for actual registration;

4) they are not students in First, Single or Second Cycle degree programs at the University of Bergamo. Important! Those students whose career ended in 2015-16 for any reason are not 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 October 1st 2017 (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 2012; 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 programme (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 19 June 2017 at 12.00 (CET) pm and 01 October 2017 at 12.00 (CET) pm exclusively by post sent to UNIVERSITA' DEGLI STUDI DI BERGAMO – UFFICIO PROTOCOLLO – Via dei Caniana, 2 - 24127 BERGAMO

PLEASE NOTE: on the envelope write “TOP INTERNATIONAL STUDENT GRANTS”



UNIVERSITÀ DEGLI STUDI DI BERGAMO

PROGRAMMI INTERNAZIONALI

Applications may not be faxed or e-mailed.

Important! 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 [Personal data form](https://en.unibg.it/practical-information/join-us/grants-and-fundings) _ available on the following webpage <https://en.unibg.it/practical-information/join-us/grants-and-fundings> containing the candidates' personal data and general information; the form must be signed and dated on the last page;
- 5) print out the last page of the form and sent it with the required documents

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 legalisation or the "declaration of value" of the study qualification.

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

ART. 6 – Candidates' selections

Candidates are selected by a specially-appointed Board and their assessments are approved by Decree 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 20-10-2017 on the following webpages <https://en.unibg.it/practical-information/join-us/grants-and-fundings> and www.unibg.it/bandi

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 sending an email to international.students@unibg.it (Subject of the e-mail : INTERNATIONAL STUDENT GRANTS - MASTER DEGREE - NAME AND SURNAME). Failure to send this confirmation will result in the grant being withdrawn.

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.

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 (including all charges for the beneficiary's and administrative accounts), is subject to:

- the actual admission to and registration in the chosen degree programme;



UNIVERSITÀ DEGLI STUDI DI BERGAMO

PROGRAMMI INTERNAZIONALI

- the payment of the “contributo omnnicomprensivo” 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 programmes.

The payment of the second instalment of € 4,000 (including all charges for the beneficiary's and administration's accounts), is subject to the acquisition of 20 credits and attendance of workshops, classes and laboratories of the relevant MA Course **by 30th April 2018**.

Such credits must be obtained at the University of Bergamo during 2017-18.

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

In case of shortened programmes, previously-obtained credits are NOT taken into account; the academic year of first enrolment will be calculated according to the year of enrolment in 2017-18.

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 programme 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 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 .

The Data Controller is the University of Bergamo, Via San Bernardino, 72/E, Bergamo.

The Data Processor for the purpose of exercising your rights under article 7 is Dr. Elena Gotti, Head of the International Relations Office - Via San Bernardino, 72/E, Bergamo.

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



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THE PERSON IN CHARGE
(Dott.ssa Elena Gotti)
F.to Dott.ssa Elena Gotti

Deadline for applications: 1st October 2017 – h. 12.00 (CET)

Bergamo, 15th June 2017
Prot. n. 51913/V/5