



UNIVERSITÀ  
DEGLI STUDI  
DI BERGAMO

Dipartimento  
di Scienze Aziendali

**APPLICATION DEADLINE: 20.3.2024**

**NOTICE OF SELECTION**

FOR PARTICIPATION IN THE DOUBLE DEGREE PROGRAMME

MASTER'S DEGREE IN INTERNATIONAL MANAGEMENT AND MARKETING  
(preferential admission for the International Management Curriculum)

UNIVERSITY OF BERGAMO

and

MSC IN BUSINESS ADMINISTRATION - UNIVERSITY OF STUTTGART

FOR THE ACADEMIC YEAR 2024-2025

The University of Bergamo (UniBg) and the University of Stuttgart (USTUTT) have signed a cooperation agreement that allows students enrolled in the Master's Degree Programme in Management, Marketing and Finance, from academic year 2023-2024 International Management and Marketing, to simultaneously complete the MSc in Business Administration awarded by the University of Stuttgart with attendance at the partner university of a predetermined part of the study programme.

The aim of this integrated double-diploma programme is to provide students with a more complete international education that will enable them to find employment not only in Italy but also in other European countries.

The opportunity to participate in the initiative is reserved for a **maximum number of 4 students** enrolled for the academic year 2023-2024 in the 1st year of the Master's Degree Course in International Management and Marketing (with priority for students in the "International Management" curriculum).

Four (4) University scholarships in the amount of €350 per month each for a maximum stay of ten months are available and will be awarded to the selected students.

The ranking list will be drawn up by the selection committee according to the criteria and procedures described below.

The integrated study programme envisages: a first year course at UniBg, attendance of the second year begins with the winter term at the University of Stuttgart. The University of Bergamo recognises the credits acquired by the student in the International Management Curriculum at the Stuttgart location. This Double Degree is designed on the syllabus of the International Management curriculum, students admitted from other curricula of the same course of study will have to supplement their syllabus with courses from the first year and second year before being awarded the double degree.

At the beginning of the integrated programme at USTUTT, the course council will approve the courses to be taken by the student and identify equivalences with the individual study plan. At the end of the planned programme, the Course Council will approve the recognition of the educational activities carried out abroad and their registration in the student's career, as well as the recognition of the qualification acquired at the partner university.



The call for applications and the relative application form are available on the website at the following address: <http://www.unibg.it/node/126>

### How to participate in the a.y. 2024-2025 programme

Admission to the selection is conditional on regular enrolment in the first year of the LM International Management and Marketing (curriculum: International Management; students from other curricula will have to acquire additional credits in the first year and in the second year in order to obtain equivalence and double degree) for the academic year 2023-2024.

**In order to take part in the selection, all students** must independently and sufficiently in advance take care of the formalities to be carried out in order to obtain all the necessary documentation for the planned period of stay in Germany, and must provide themselves with the necessary documentation to obtain on-campus accommodation and admission, as per the regulations of the host university and specified on its website.

### Application procedure and deadlines

Students must submit their application (application form attached 1) and accompanying documents **no later than 20.3.2024** by sending an email to [economia@unibg.it](mailto:economia@unibg.it).

Together with the scanned application form dated and signed, the following must be sent:

- scan of passport or ID card;
- scan of the Curriculum Studiorum (Student Career with list of exams and grades and print-out of the student transcript showing *the weighted average* on the date of application) and the Curriculum Vitae (in European format) dated and signed, in pdf format.

Applications without all, or part of the required documentation will not be accepted.

### Selections

Applications will be examined by the Commission composed of three professors appointed by the Council of the Department of Management.

The candidates will be called for an interview with the Commission; the interview will take place according to modalities that will be communicated later and that include the telematic mode (via Google meet platform).

### Results and acceptance

The merit ranking will be formulated considering the following parameters:

A) weighted average marks of the Master's degree examinations;

B) outcome of the motivational interview, scheduled **on 22.3.2024 at 1pm**.

Parameter A) contributes 40% to the final score; parameter B) contributes 60%.

The merit list will be published on the website

<https://www.unibg.it/universita/amministrazione/concorsi-e-selezioni/bandi-studenti-e-laureati> and will have the value of notification for all purposes.

Selected students must notify the Presidium of Economics in writing of their acceptance or withdrawal by **25.3.2024 at 12.00 p.m.** by sending an e-mail to [economia@unibg.it](mailto:economia@unibg.it)

Those who have not sent notification by the due date will be considered as renouncers. In the event of non-acceptance or renunciation, other candidates will take their place according to the order of the ranking list.



## Requirements

The selected students will fulfil the requirements for their enrolment for the academic year 2024-2025 at the University of Bergamo and will attend the courses at the University of Stuttgart, subject to payment of the enrolment fee of approximately 402 euros (201 euros per semester), except for any surcharges which will be communicated by the University of Stuttgart.

For exchange participants who are non-EU students and have studied the first year at UNIBG, the registration fee as a third country at USTUTT (approximately 1,500 Euro per semester) is waived for the second year.

Travel expenses and anything not specified are the responsibility of the participant.

## Insurance cover

For all information on insurance cover, please refer to the Erasmus+ notice published on the Unibg website page: <https://www.unibg.it/internazionale/andare-alleestero/erasmus> (page 12 and following of the notice).

## Economic conditions and financial support

Selected students will benefit from a scholarship funded by UniBg amounting to **350 euros per month each for 10 months.**

The mobility grant will be paid as follows

- 70% of the amount within 30 calendar days after signature of the Erasmus Financial Agreement by both parties;
- 30% of the amount upon return from the period abroad, upon presentation of the official attestation by USTUTT of the period (beginning and end) and of the activities carried out and of the results achieved.

The calculation will be made according to the criteria established by the European Commission. All mobilities will be accounted for according to the commercial year of 360 days; therefore each month, regardless of its duration, will be counted as 30 days.

Should the beneficiary of the grant not complete the mobility, he/she will have to return the amount of the grant received to the University of Bergamo.

Following the allocation of the MIUR's "Fund for the support of young people and to encourage student mobility" (L. 170/03 and D.M. no. 198/03 art. 1), all Erasmus 2024/25

**grant recipients will be awarded further grants, in the form of a monthly supplement.** The amount of the supplement, in accordance with the provisions of Ministerial Decree no. 289/2021, will be based on the ISEE certification (or documentation for calculating income and assets, for international students) that students will present in relation to the 2023/2024 academic year and will be communicated by the offices only to successful and eligible students.

Students with special needs receive an additional European grant of € 250/month (30 days).

Any special funding for students with special needs relating to physical, mental or health conditions may be allocated by the European Union. Winners will be notified directly of the availability of special needs grants.

Any special funding for students in socio-economically disadvantaged situations may be allocated in accordance with procedures and timeframes communicated at a later date.



Please note that the University (see: Servizio per il diritto allo studio) awards a grant for international mobility according to criteria established by a specific call for applications, which will be published in the summer of 2024; students who meet the requirements of the call for applications are therefore invited to apply for this supplement.

The Administration accepts no liability for the loss of communications due to inaccurate information on the address provided by the applicant or failure or delay in communicating a change in the address indicated in the application, or in any case attributable to the acts of a third party, unforeseeable circumstances or force majeure.

### Information

For further information on the integrated programme, please contact Prof. Cristina Bettinelli at the following e-mail address: **[cristina.bettinelli@unibg.it](mailto:cristina.bettinelli@unibg.it)**

### Person in charge of the procedure

Pursuant to Law 241/1990, Dr Fausta Schiavini, head of the Economics Department, is appointed as the person responsible for the administrative procedure.

### Data processing and confidentiality

Pursuant to Legislative Decree 196/2003 (Personal Data Protection Code), EU Regulation 2016/679 as well as Legislative Decree 51/2018 (Implementation of EU Directive 27 April 2016 no. 2016/680 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by competent authorities for the purposes of prevention, investigation, detection and prosecution of criminal offences or the execution of criminal penalties, and the free movement of such data), the personal data provided by the candidates/applicants will be collected at the Department of Business Sciences of the University of Bergamo and processed for the purposes of managing the public selection and the award of the scholarship. The Data Protection Officer (RDP/DPO) appointed by the University of Bergamo is Mr Michele Gorga, who can be reached at [dpo@unibg.it](mailto:dpo@unibg.it).

### Notes and warnings

Any variations and additions will be made known by publication on the website:

<http://www.unibg.it/node/126>.

In the event of false declarations, indication of untrue data or the use of false documents in the documentation submitted - without prejudice to the criminal sanctions provided for by the Criminal Code and the special laws on the subject and as provided for by Articles 75 and 76 of Presidential Decree 445/2000 - the candidate will be automatically excluded from the programme and will lose all the benefits obtained.

### Head of Corruption Prevention

The University of Bergamo has adopted the Integrated Activity and Organisation Plan 2024-2026, which incorporates the "Three-year Corruption Prevention and Transparency Plan", and assigns responsibility for the prevention of corruption and transparency to the figure of the Director General, Dr Michela Pilot.

Any reports of irregularities in the proceedings may be forwarded to

[prevenzione.corruzione@unibg.it](mailto:prevenzione.corruzione@unibg.it) .

### Publication requirements



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This selection notice, together with Annex 1, will be published on the website of the University of Bergamo on the notice board of the Department of Business Sciences and in the following sections

- <http://www.unibg.it/node/126>; <https://ls-imm.unibg.it/en>

The Director of the Department  
Prof. Giovanna Zanotti

***Document digitally signed pursuant to Art. 24 of Legislative Decree 82/2005 and subsequent amendments and additions.***



**APPLICATION FORM**  
**FOR THE PARTICIPATION TO THE DOUBLE DEGREE PROGRAM**  
**MASTER DEGREE IN INTERNATIONAL MANAGEMENT AND MARKETING (preferential**  
**access for Curriculum International Management) – UNIVERSITÀ DEGLI STUDI DI**  
**BERGAMO**  
**AND**  
**MSC IN BUSINESS ADMINISTRATION – UNIVERSITY OF STUTTGART**  
**FOR THE ACADEMIC YEAR 2024-2025**

I, the undersigned, Surname \_\_\_\_\_ Name \_\_\_\_\_  
Place of birth \_\_\_\_\_ Date of birth \_\_\_\_\_  
Citizenship \_\_\_\_\_ Resident in \_\_\_\_\_  
Prov. \_\_\_\_\_ Cap \_\_\_\_\_  
\_\_\_\_\_ Street \_\_\_\_\_  
Home  
phone. \_\_\_\_\_ Cellphone. \_\_\_\_\_  
\_\_\_\_\_  
e-mail address \_\_\_\_\_  
Domicile (if DIFFERENT from residency)  
\_\_\_\_\_ Prov. \_\_\_\_\_ Cap \_\_\_\_\_  
\_\_\_\_\_ Street \_\_\_\_\_ home/cell  
\_\_\_\_\_  
Tax identification number \_\_\_\_\_  
Student ID number \_\_\_\_\_

enrolled in the academic year **2023-2024 for the 1st year of Master Degree in International Management and Marketing (IMM)**, of the Department of Management of the University of Bergamo, curriculum \_\_\_\_\_

ASKS

to participate in the integrated joint Double Degree program in "M.Sc. Business Administration" (Stuttgart University) and "Master in International Management and Marketing" (University of Bergamo) for the academic year 2024-2025.

I, the undersigned, furthermore, aware of the penal sanction provided in case of false declarations according to "D. P. R. 445 del 28 dicembre 2000 e s.m.i.",



declare:

[ ] on the day of the submission of the application, of having passed the following exams of the Master Degree in International Management and Marketing:

Exam	Code	Passed on date	Score	CFU

Date ..... SIGN .....

I authorize the treatment of my personal data according to "Decreto Legislativo 30 giugno 2003, n. 196 "Codice in materia di protezione dei dati personali", del Regolamento EU 2016/679 nonché del Decreto Legislativo 18 maggio 2018, n. 51 "Trattamento di dati personali a fini di prevenzione, indagine, accertamento e perseguimento di reati o esecuzione di sanzioni penali" attuativo della Direttiva UE 2016/680".

Date ..... SIGN .....

**Attachments:**

1. a scanned copy of CV Vitae (according to the European format) et Studiorum (Student Career with list of exams and grades and printout of the student record certifying the weighted average on the date of application), dated and signed, in pdf format;
2. a scanned copy of the ID card or the passport, in pdf format.