



*Dati desumibili dalla registrazione a protocollo:  
Numero Protocollo, Titolo,  
Classe Fascicolo Allegati e Riferimenti*

**DEADLINE FOR SUBMITTING APPLICATIONS: MARCH 7, 2025**

### **SELECTION NOTICE**

FOR PARTICIPATION IN THE DOUBLE DEGREE PROGRAM  
MASTER'S DEGREE IN MECHATRONICS AND SMART TECHNOLOGY ENGINEERING  
UNIVERSITY OF BERGAMO  
AND  
MECHATRONICS - UNIVERSITY OF STUTTGART  
FOR THE ACADEMIC YEAR 2025-26

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 course in MECHATRONICS AND SMART TECHNOLOGY ENGINEERING, both in the Mechatronics curriculum and the Smart Technology Engineering curriculum, to simultaneously obtain the Master's Degree and the MSc in MECHATRONICS awarded by the University of Stuttgart by attending a predetermined part of the study program at the partner University.

The aim of this integrated double degree program is to provide students with a more comprehensive international education that offers greater employment opportunities, not only in Italy but also in other European countries. The integrated study program is organized as follows: in the first year of the Master's degree, the student will take exams for the **60 CFU** required at the University of Bergamo. In the second year, the student will complete their studies by taking exams for a total of **60 CFU** at the Stuttgart campus, 30 CFU of which will be related to the Master's thesis, which will be discussed at the host institution. Participants in the Double Degree program are also allowed the possibility to take additional exams ("esami sovrannumerari").

Participation in this initiative is reserved for a **maximum of 5 students** enrolled in the 2024-2025 academic year, in the first year of the Master's Degree in MECHATRONICS AND SMART TECHNOLOGY ENGINEERING.

The ranking will be drawn up by the Commission assigned to the selection, based on the criteria and methods described below.

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

For more information regarding the Double Master's Degree Program in MECHATRONICS AND SMART TECHNOLOGY ENGINEERING (University of Bergamo) and MECHATRONICS (University of Stuttgart), please refer to the "Opportunities and study abroad" section of the page: <https://ls-mec.unibg.it/en/>

## **Participation in the program for the academic year 2025-2026**

### **Requirements to participate in the selection**

Be enrolled in the first year of the Master's Degree in MECHATRONICS AND SMART TECHNOLOGY ENGINEERING for the academic year 2024-2025 and have earned at least **12 CFU** in the exams prescribed by the study plan by the application deadline. It is mandatory to have passed the UniBG computerized English language test at the **B2** level in the academic year 2024-2025, as per the following link: <https://www.unibg.it/internazionale/andare-allestero/partire/accertamento-conoscenza-linguistica>.

Failure to meet the requirements will result in automatic exclusion from the selection process.

Selected candidates will be definitively admitted to the Double Degree program after verifying the following conditions:

- be regularly enrolled in the second year of the Master's Degree in MECHATRONICS AND SMART TECHNOLOGY ENGINEERING for the academic year 2025-2026;
- have earned (recorded) at least **45 CFU** by the end of the September 2025 exam session;
- ensure compliance with the University Regulations for international mobility [[https://trasparenza.unibg.it/sites/trasparenza/files/trasparenza/regolamento\\_mobilita\\_internazionale.pdf](https://trasparenza.unibg.it/sites/trasparenza/files/trasparenza/regolamento_mobilita_internazionale.pdf)], according to which no more than 12 months can be spent abroad during the entire Master's degree and no more than 60 CFU can be earned abroad.

All students must independently and in advance take care of the formalities necessary for obtaining all the required documentation for their stay in Germany for the expected period. It will also be their responsibility to comply with the requirements set by the host university, as specified on its website.

### **Application submission procedure and deadlines**

Interested students must submit their duly signed application (application form Annex 1) along with the required documents **by 12:00 PM on March 7, 2025**, exclusively via email to the address [ingegneria@unibg.it](mailto:ingegneria@unibg.it). The email subject must indicate: "Participation in the Double Degree Master's Program in Mechatronics and Smart Technology Engineering."

Along with the scanned application form (Annex 1) **dated and signed**, the following documents must be sent:

- A scanned copy of the passport or ID card;
- The Curriculum Studiorum (Student academic record with list of exams and grades, and printout of the student transcript certifying the weighted average as of the application date) in PDF format;
- The Curriculum Vitae (in the European format and in English) dated and signed, in PDF format;
- A motivation letter of a maximum of 2500 characters (spaces included) written in English;
- Proof of passing the UniBG computerized English language test at the B2 level.

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

### **Selection**

Applications will be reviewed by a Commission consisting of three professors appointed by the Director of the Department of Engineering and Applied Sciences in order to verify the curricular eligibility of the participants and to assess their CV and motivation. Candidates whose applications meet the requirements of this call will also be invited to an interview with the above Commission; the interview, in English, will take place according to the procedures that will be communicated later.

### **Results and acceptance**

The merit ranking will be formulated based on the following evaluation criteria and score assignment. The maximum total score is **100 points**, of which:

- a maximum of **80 points** assigned based on the evaluation of the academic career and the documentation submitted by the candidate;
- a maximum of **20 points** assigned through an interview.

Evaluation of the career and documentation (maximum 80 points)

- *Parameter PA: CFU earned – max 35 points*  
The score is assigned proportionally to the number of CFU earned, considering half of the CFU expected for the first year of the study plan (30 CFU) as the reference:  $PA = 35 \times \min(1, CFU_{acquired} / 30)$
- *Parameter PB: Weighted average – max 30 points*  
The score is assigned proportionally to the weighted average of the exams taken:  $PB = 30 \times \min(1, average / 30)$
- *Parameter PC: Curriculum Studiorum, previous academic career, and Curriculum Vitae – max 10 points.*  
The score is assigned by the Commission based on the coherence and relevance of previous academic and professional experiences, with particular attention to any international mobility experiences and the final grade obtained in the bachelor's degree. The Curriculum Studiorum must include the academic career related to the master's degree, including a list of exams taken and their respective grades, as well as a copy of the student transcript certifying the weighted average grade as of the application date. Additionally, the document should include the career related to the bachelor's degree, with a complete list of exams taken and grades obtained.
- *Parameter PD: Motivation letter – max 5 points*  
The motivation letter is evaluated by the Commission based on the clarity of personal goals, coherence with the study path, and originality. The candidate must write the letter in an authentic and personal manner. **The use of automatic text generation software or tools for producing artificial content may compromise the eligibility of the application.** The Commission reserves the right to use verification tools to ensure the originality and adherence to the required criteria. The motivation letter, written in English, must be a maximum of 2500 characters, including spaces.

Candidates who receive a score from the **evaluation** of the career and documentation (PA + PB + PC + PD) **lower than 50/80 will not be admitted to the interview**, and their application will be excluded from the evaluation.

Interview evaluation (maximum 20 points)

The list of candidates admitted to the interview will be published by **March 11, 2025**, on the University of Bergamo website in the section <https://www.unibg.it/universita/amministrazione/concorsi-e-selezioni/bandi-studenti-e-laureati> and will have value as a notification for all purposes.

Candidates admitted to the interview will be evaluated by the Commission based on their ability to answer specific questions about their study path, as well as their personal motivation.

The interview will take place on **March 12, 2025**, via videoconference, using computer and digital tools, ensuring the adoption of technical solutions that guarantee its public nature, participant identification, as well as communication security and traceability. **Candidates will receive the link via email at the address indicated in their application. Failure to connect at the established time or late connection, even if due to force majeure, will be considered a waiver of participation in the selection.**

After the interviews, the merit ranking will be published on the University of Bergamo website in the section <https://www.unibg.it/universita/amministrazione/concorsi-e-selezioni/bandi-studenti-e-laureati> and will have value as a notification for all purposes.

Selected students must communicate their acceptance or waiver in writing by **12:00 PM on March 14, 2025**, exclusively via email to [ingegneria@unibg.it](mailto:ingegneria@unibg.it).

Those who fail to send the communication by the specified date will be considered as having waived participation. In case of non-acceptance or waiver, other candidates will be selected according to the ranking order.

### **Economic conditions and financial support**

Travel, food, accommodation, and health coverage expenses (see next section) are the responsibility of the students.

Candidates selected under this integrated program will be able to benefit from Erasmus+ scholarships for study mobility.

### **Insurance coverage**

For any information regarding insurance coverage, refer to the Erasmus+ call published on the UniBg website at: <https://www.unibg.it/internazionale/andare-alleestero/erasmus> (page 12 and following in the call).

### **Information**

For further information on the integrated program, please contact Professor Stephanie Fest-Santini at: [stephanie.fest-santini@unibg.it](mailto:stephanie.fest-santini@unibg.it).

### **Responsible for the Procedure**

Pursuant to Law 241/1990, Dr. Caterina De Luca, responsible for the Engineering Department, is appointed as the responsible person for the administrative procedure.

### **Data processing and confidentiality**

In accordance with Legislative Decree 196/2003 (Personal Data Protection Code), EU Regulation 2016/679, and Legislative Decree 51/2018 (Implementation of EU Directive 27 April 2016 No. 2016/680 of the European Parliament and Council, regarding the protection of individuals in relation to the processing of personal data by competent authorities for prevention, investigation, detection, and prosecution of crimes or enforcement of criminal penalties, as well as the free movement of such data), personal data provided by candidates will be collected by the Department of Engineering and Applied Sciences at the University of Bergamo and processed for the purposes of managing the public selection and assigning the scholarship. The Data Protection Officer (DPO) appointed by the University of Bergamo is Avv. Michele Gorga, reachable at [dpo@unibg.it](mailto:dpo@unibg.it).

### **Reports of Violations that Harm Public Interest or the Integrity of the University**

In accordance with the provisions of Legislative Decree No. 24/2023 (concerning the protection of individuals reporting violations of European Union law and national regulations), individuals participating in (or acting on behalf of those participating in) selection procedures or pre-contractual phases may report to the University's Corruption Prevention and Transparency Officer (RPCT) behaviours that harm public interest or the integrity of the Administration. The aforementioned reporting individuals and entities owned by them, or for which they work, are guaranteed the protective measures outlined in Chapter III of Legislative Decree No. 24/2023. Furthermore, whistleblowers are guaranteed special protection for the confidentiality of their personal identity, provided that reports are submitted through the designated channels set up by the Administration, namely via the dedicated online platform accessible at the following web address: <https://unibg.whistleblowing.it/#/>, or alternatively, through the voicemail box reachable at the following phone number: 035.205.2160. Additional information on this matter is available on the University's official website, under the Amministrazione Trasparente section, in the sub-section [Altri contenuti / Prevenzione della corruzione / Whistleblowing](#).



### Notes and warnings

Any changes or additions will be made known through publication on the website:  
<http://www.unibg.it/node/126>

If the documentation submitted contains false declarations, incorrect data, or the use of false documents – without prejudice to criminal penalties provided by the criminal code and special laws on the matter, as well as Articles 75 and 76 of Presidential Decree 445/2000 – the candidate will be automatically excluded from the program and will lose all the benefits obtained.

The Administration is not responsible for communication failure due to incorrect contact information provided by the applicant or failure to update the address, or any other cause attributable to third parties, unforeseen events, or force majeure.

### Publication procedures

This selection notice, along with Annex 1, will be published on the University of Bergamo website at the Department of Engineering and Applied Sciences notice board and in the following sections:  
<http://www.unibg.it/node/126>; <https://ls-mec.unibg.it/en/>

HEAD OF THE DEPARTMENT  
Prof. Giuseppe Franchini

Documento firmato digitalmente ai sensi dell'art. 24 del D.lgs. 82/2005 e s.m.i.

## INFORMATION ON THE PROCESSING OF PERSONAL DATA PURSUANT TO ARTICLE 13 OF REGULATION (EU) 2016/679 (GDPR)

In accordance with the applicable legislation on the protection of personal data (Regulation (EU) 679/2016, Legislative Decree 196/2003 as amended by Legislative Decree 101/2018, and other applicable national regulations), we hereby inform you of the following.

### Data Controller and Data Protection Officer

The Data Controller is the University of Bergamo (hereinafter referred to as "University"), with its registered office at Via Salvecchio, 19 - 24129 Bergamo.

The University has appointed a Data Protection Officer (DPO), who can be contacted at [dpo@unibg.it](mailto:dpo@unibg.it) for any information regarding the processing of your personal data by the University.

### A. PERSONAL DATA COLLECTED

The personal data concerning you, collected and processed by the University, include those voluntarily provided by you for the formalization of your application, namely: name, surname, tax code, place and date of birth, physical and electronic address, landline and/or mobile phone number, curriculum vitae data, health-related data (if required by the type of application or if voluntarily provided by you, including through the curriculum vitae), and judicial data (self-certification of the absence of criminal convictions).

Some of the collected and processed personal data may fall within the categories of "special categories of personal data" as defined by the EU Regulation. These include data revealing your health status and judicial data.

### B. PURPOSES AND METHODS OF PROCESSING

Your personal data will be processed for the following purposes:

- a) formalization of the application;
- b) staff recruitment;
- c) compliance with legal, regulatory, or contractual obligations, including compliance with EU regulations, particularly concerning social security and supplementary assistance, occupational health and safety, taxation, public health protection, public order, and security.

With regard to the above purposes, your data will be processed in compliance with the principles of lawfulness, fairness, transparency, adequacy, relevance, and necessity as set out in Article 5, paragraph 1, of the Regulation (EU). The processing will be carried out using manual, IT, and telematic tools, ensuring security and confidentiality and in full compliance with applicable regulations. The University will take all necessary measures to promptly rectify any inaccuracies in the processed data.

### C. LEGAL BASIS FOR PROCESSING

The processing of your personal data, excluding special categories of data, will be carried out based on the following legal grounds:

- For purposes (a) and (b), the execution of pre-contractual measures taken at your request;
- For purpose (c), compliance with a legal obligation.

The processing of special categories of data will be carried out to fulfil obligations and exercise the specific rights of the Data Controller or the data subject in the field of labour law, social security, and social protection, for preventive or occupational medicine purposes, for assessing the employee's work capacity, or for reasons of substantial public interest, in accordance with Article 9, paragraph 2, of the GDPR.

### D. MANDATORY OR OPTIONAL PROVISION OF DATA

The provision of data is optional but necessary for the above-mentioned purposes. Failure to provide the requested data may result in the impossibility of obtaining the requested services related to the selection and recruitment process.

### E. SCOPE OF DATA CIRCULATION AND DISCLOSURE

For the pursuit of the above-mentioned purposes, your personal data will be disclosed to employees and collaborators of the Data Controller, acting as authorized persons based on their specific roles.



Your personal data may also be communicated to natural or legal persons providing consultancy services or collaborating with the University to achieve the stated purposes. These entities will act as data processors under Article 28 of the Regulation or as autonomous data controllers. Your data may also be disclosed to other public authorities when required by law or regulation or when necessary for the performance of the institutional functions of the entity, in compliance with applicable legislation.

**F. DATA STORAGE AND POSSIBLE TRANSFER**

Your personal data will be stored at the University and will not be transferred to a third country or an international organization.

**G. DATA RETENTION PERIOD**

Your personal data will be retained for the time necessary to achieve the purposes set out in Section B.

**H. YOUR RIGHTS**

The legislation on personal data protection (Articles 12-22 of Regulation (EU) 679/2016) guarantees you the right to be informed about the processing of your data and the right to access your data at any time, as well as to request their updating, integration, and rectification.

Where the applicable conditions are met, you may also exercise the right to erasure of data, restriction of processing, data portability, objection to processing, and the right not to be subject to decisions based solely on automated processing.

If the processing of personal data is based on your consent, you have the right to withdraw the consent given at any time.

Pursuant to the applicable legislation, you have the right to lodge a complaint with the competent supervisory authority (Italian Data Protection Authority) if you believe that the processing of your personal data violates applicable regulations.

These rights can be exercised by contacting the Data Controller via email at [privacy@unibg.it](mailto:privacy@unibg.it).