

**CALL for APPLICATIONS "TOP INTERNATIONAL STUDENT GRANTS"
(FROM 20-06-2019 TO 01-10-2019)****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 enrolling in the 2nd year of the **following MA COURSES taught in English** in the academic year (2019-20):

- MA Business Administration, Professional and Managerial Accounting (curriculum Accounting, Accountability and Governance)
- MA Clinical Psychology for Individuals, Families and Organizations
- MA Economics and Data Analysis
- MA Engineering and Management for Health
- MA International Management, Entrepreneurship and Finance
- MA International Studies for Languages and Literatures
- MA Management Engineering
- MA Planning and Management of Tourism Systems
- MA Smart Technologies Engineering

The grants are allocated as follows:

COURSE	No. of grants
MA Business Administration, Professional and Managerial Accounting (curriculum Accounting, Accountability and Governance)	1
MA Clinical Psychology for Individuals, Families and Organizations	3
MA Economics and Data Analysis	1
MA Engineering and Management for Health	1
MA International Management, Entrepreneurship and Finance	3
MA International Studies for Languages and Literatures	1
MA Management Engineering	2
MA Planning and Management of Tourism Systems	1
MA Smart Technologies Engineering	1

Students of any nationality (Italian excepted) 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 'enrolling' the call for applications means the first enrolment to the second 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.

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 programme.

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

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

2) candidates aren't Italian and are either EU or NON-EU citizens;

3) candidates meet all the requirements for admission to the MA programme of choice at the time of the admission;

4) they are enrolled at the second year of one of the above mentioned Master degree Courses for the Academic Year 2019/2020, with first enrollment at the Academic Year 2018-2019. Withdrawals from studies must have been completed before the publication of this call;

5) to have awarded 40 CFU within the following deadline 30-09-2019, with average grade 27/30

6) 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 2014; 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 2nd year of 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 **within the following deadline 18-10-2019 at 10.00 am (CET) exclusively by post** sent to **UNIVERSITÀ DEGLI STUDI DI BERGAMO - UFFICIO PROTOCOLLO - Via dei Caniana, 2 - 24127 BERGAMO**

PLEASE NOTE: on the envelope write "TOP INTERNATIONAL STUDENT- 2° YEAR STUDENT ENROLLMENT A.A. 2019/2020"

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) Copy of the certification (or self certification) of enrollment at the II academic year of the relevant Master degree Programme, reporting the n° of CFU acquired and the average grade;
- 4) copy of the filled form
- 5) copy residence permit valid for the whole academic year 2019/2020 or copy of the renewal request receipt

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. 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 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 30-10-2019 on the following webpage 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 signing the acceptance letter at the International Office – Incoming Section – (Via San Bernardino 72/E, 2nd floor – room 3)

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 (8-11-2019) 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:

- 1) the actual admission to and registration in the chosen degree programme;
- 2) the payment of the "contributo omnicomprensivo" of € 156.00;
- 3) the delivery of the required documents (scheda anagrafico-fiscale) as provided by the International Relations Office after the official approval of the results;
- 4) proved acquisition of 40 credits by 30/9/2019, with average grade 27/30
- 5) the availability of an Italian tax code and proof of application for the Italian Permit of Residence or its renewal.

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 € 4,000.00 (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 a.y. 2019-2020.

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 2018-19.

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 General Data Protection Regulation (n. 2016/679) and in any case exclusively for the purposes of this call for applications.



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:

18th October 2019 - h. 10.00 am (CET)

Bergamo, 18nd June 2019

Prot. N. 89163//V/5