

Disclaimer: the following is a translation of the Bando (call for application) for international applicants. It has merely informational purposes but no legal value. The only official source is the original Italian call available at the webpage: <https://spocri.unimc.it/it/didattica/mobilita-internazionale>

ACADEMIC YEAR 2024/2025

CALL FOR APPLICATION FOR THE ASSIGNMENT OF NUMBER 1 ECONOMIC GRANTS FOR INTERNATIONAL MOBILITY EXTRA- EU IN THE FRAMEWORK OF THE DOUBLE DEGREE PROGRAM WITH THE STATE UNIVERSITY OF CAMPINAS (BRAZIL)

THE DEPARTMENT OF POLITICAL SCIENCE, COMMUNICATION AND INTERNATIONAL RELATIONS

Considering that, according to Ministerial Decree 270/04, art. 3, and “On the basis of specific agreements, Italian Universities can issue Degree in conjunction with other Italian or foreign Universities”;

having regard to the agreement of cooperation signed on July 1st, 2024 aimed at enabling students to achieve the double Master’s degree in International Relations (LM-52) curriculum “International Economic Relations” at the University of Macerata (Italy) and in “Administration” at the State University of Campinas (Brazil);

Having regard to the decision of the Council of Department of Political Science, Communication and International Relations on September 25th, 2024, for which the Department has announced an economic contribution of 4,000.00 euros for student’s international mobility in the academic year 2024/2025.

ANNOUNCES

Art. 1 - Subject

For the 2024-2025 academic year, the Department of Political Science, Communication and International Relations announces the selection of eligible students for the DOUBLE MASTER’S DEGREE PROGRAM in “International Relations”, curriculum “International Economic Relations” (IER) - University of Macerata (UNIMC, Italy) and “Administration” - State University of Campinas (UNICAMP, Brazil).

Art. 2 - Course description

The selected student, duly enrolled in the Master's Degree Program in "International Relations", curriculum "International Economic Relations" (IER), shall take courses required for the “IER” program at Unimc during the first semester (September 2024 - February 2025), and then shall spend the second semester (February - July 2025) at UNICAMP, in order to take the courses in the "Administration" degree program.

With prior authorization from the Double Degree program Coordinators, the student may also attend and take additional courses offered by both universities that are not included in the official study plan. These extra courses will be recognized as supernumerary and will not contribute to the calculation of the final degree grade. At the end of the exchange study period, the host university will inform the partner university about the exams the student has taken and passed.

Art. 3 - General eligibility conditions

Eligibility to participate in this call for applications is opened to students who:

- are regularly enrolled, for the academic year 2024/2025, at the University of Macerata; at the Department of Political Science, Communication and International Relations, in the Master's degree program in International Relations, curriculum "International Economic Relations" (IER), code LM-52;
- are up to date with the payment of university fees for the academic year 2024/2025;
- have an adequate knowledge of the English language, equal to B2 level (CEFR);

declare in the application form:

- to carry out a mobility of 6 months and to acquire no. 32 ECTS;
- to recognise the ECTS acquired during mobility as part of their study plan and not as "excess" credits;
- do not simultaneously benefit for the same mobility, from other contributions provided for by other mobility programmes;
- to undertake mobility in a country other than the one in which they hold citizenship.

Art. 4 - Procedure and deadlines for submitting the application

Applications must be drawn up using the form (Appendix A) available on the following webpage:

<https://spocri.unimc.it/it/didattica/mobilita-internazionale>

Under penalty of exclusion, the following must be compulsorily indicated in the application form:

a) personal details, **b)** registration number, **c)** tax code, **d)** e-mail address.

Furthermore, the following documents must be attached: **a)** a copy of a valid identification document; **b)** self-certification attesting to enrollment in the academic year. 2024/2025 and regularity with the payment of university fees, **c)** learning agreement proposal (see Annex 2.A of the Agreement), **d)** certificates of language knowledge or other documentation suitable to certify the minimum level of knowledge of the language English B2 according to the Common European Framework of Reference, **e)** any certificates of previous mobility abroad, **f)** any motivational letter, **g)** curriculum vitae in European format written in English, dated and signed.

Applications are to be addressed to the Didactics and Students offices of the Department of Political Science, Communication and International Relations (University of Macerata) and may be submitted:

- returning them by hand to the Students' Registrar Office of the Department of Political Science, Communication and International Relations, Monday to Friday from 9.30 to 12.00, via Gramsci n.16, 62100, Macerata;

or

- by sending the application to the e-mail address ir.spocri@unimc.it;

or

- by Certified Electronic Mail (PEC) sending the application via one's own certified electronic mail address to the e-mail address ateneo@pec.unimc.it and enclosing required documents in PDA/A or PDF duly filled in and bearing the applicant's digital signature, with the subject: "Application to participate in the selection for the admission and assignment of 1 economic contribution for extra-EU international mobility within the framework of the Double Degree program with the State University of Campinas (UNICAMP) , Brazil" and the participant's first and last name.

Applicants must enclose the following documents to their application form: copy of a valid Identity Card belonging to them; their CV in European format. Applications must be submitted not later than November 20, 2024, at noon.

Applications submitted through unauthorized methods or timelines will be rejected. Candidates must ensure their application is completed accurately.



Art. 5 - Selection procedure and assessment criteria

The selection will be made by a Board appointed by the Head of the Department of Political Science, Communication and International Relations. It consists of the assessment of the academic qualification and other qualifications listed in the application form (Appendix A), in the curriculum vitae and attachments. The final ranking is based on the score achieved by each applicant. The maximum score is 20 points.

For the graduate applicants, the evaluation of the degree mark is made as follows:

Degree mark, for a maximum of 10 points

- with a mark lower than 100/110: 1 point
- with a mark from 100 to 103/110: 3 points
- with a mark from 104 to 105/110: 6 points
- with a mark from 106 to 107/110: 7 points
- with a mark from 108 to 109/110: 8 points
- with a mark 110/110: 9 points
- with a mark of 110 cum laude/110: 10 points

Study and cultural qualifications (master's degree, postgraduate courses, other degree in related subjects), language qualifications (certificates or diplomas issued by relevant institutions for english and/or portuguese language), listed in the CV, will be evaluated for a maximum of 10 points. Only those courses organized and managed directly by University institutions will be taken into consideration. In the event of applicants obtaining the same scores, the final ranking will be defined on the basis of the following criteria of priorities:

1. First level degree final mark (highest) / weighted average of the exams taken (highest);
2. Age of the applicant (youngest).

Art. 6 - Announcement of the ranking

The final ranking of the admitted students will be published on the [website of the Department of Political Science, Communication and International Relations](#) on November 29, 2024. The announcement of the ranking on the website of the Department is the only official communication to all the applicants and/or winners.

The candidate must promptly confirm acceptance of the financial contribution for international mobility mentioned in this call using the indicated procedure. In the absence of such acceptance, the applicant will be excluded and the admission will be granted to the applicant ranking next in the list.

Art. 7 Mobility procedure

At least one month before departure, the selected student must:

- submit the learning Agreement (Appendix B). This should include the list of courses to be taken abroad (refer to Annex 2.A of the Agreement) and the list of corresponding courses from the Master's degree program in "International Relations", curriculum "International Economic Relations" (code LM-52). It should be duly signed by the professor coordinator of the agreement.
- Collect all necessary documentation to apply for a visa and/or residence permit. This information can be found at the partner university or at the offices of the diplomatic representatives of the student country located in the host country.

Before departure, students must ensure they have the following documents:

- a valid passport that will not expire during the study period.
- An entry visa for the destination country (if required).
- A private health insurance policy valid for the entire duration of the stay in the country of destination.
- Any specific documentation requested by the host university.

The organization of your study stay (visa, travel, insurance, board, lodging, enrolment in language courses) is entirely at the expense of the student awarded the economic contribution, who may consult the Professor coordinator of the Double Degree program for any clarifications of an educational, logistical and organisational nature.

Art. 8 - Teaching requirements

Students are required to inquire about study opportunities at the partner institution by directly contacting the professor coordinator the Agreement.

Before departure, students must draw up a Study Plan (Learning Agreement, Appendix B) that includes a list of courses to be taken abroad, along with their respective programs and a list of equivalent courses offered by the University of Macerata. This plan should align with the student's course of study at the host institution (refer to Annex 2.A of the Agreement).

The Study Plan must be signed by both the student and the professor coordinator of the Agreement. If any changes to the Study Plan are necessary after the student's arrival at the partner university, these must be formalized within one month of their arrival. Any additional changes to the Study Plan must be agreed upon by the student, the professor in charge of the Agreement, and a coordinator from the host university.

Art. 9 - Economic Contribution

The financial contribution for mobility is €4,000.00, which will be paid in two installments:

- € 2,000.00 upon successful completion of the selection process, as initial support for mobility related expenses.

- €2,000.00 upon adhering to the conditions outlined in the agreement and ensuring university fees are up to date.

This financial contribution will be allocated based on the travel and accommodation expenses, which must be documented at the end of the mobility period.

Within 10 days of returning to campus, and no later than September 30, 2025, students must submit the following original documents to the Research and Internationalization Office (ricerca.spocri@unimc.it) of the Department.

All documents must be duly stamped and signed by representatives of the foreign office:

1. A certificate detailing the exams completed, activities undertaken, and the minimum credits acquired.
2. Documentation of expenses incurred for travel and accommodation: only documented expenses will be reimbursed, up to the maximum amount specified.

If a student withdraws from mobility after departure or fails to acquire the minimum number of ECTS required by the Learning Agreement, they will be required to repay any funds received.

Art. 10 - Use of the University email account

All the information regarding the procedure will be sent to the University email account of each student (i.e. m.rossi@studenti.unimc.it). The University email account can be accessed once the enrollment procedure is completed. To access the University email account it is required to go to the following link: <https://login.unimc>. It is also possible to redirect the University email account to the personal email account. Students are required to check their emails regularly.

Art. 11 - Procedure manager and access to the documents

Pursuant to the current regulations, the Manager of the procedure referred to in this call is Dr. Massimiliano Strada (m.strada@unimc.it, 0733 258.2771).

Candidates have the right to access documents pertaining to the selection procedure, following the procedure established by relevant legislation. Requests for access to these documents must be submitted to the [URP office of the University at \(urp@unimc.it\)](mailto:urp@unimc.it), located at [Via Crescimbeni 30-32, 62100 Macerata](#).

Art. 12 - Processing of personal data

In accordance with Article 13 of Legislative Decree No. 196 of 30 June 2003, the European Regulation for the Protection of Personal Data (GDPR-EU 2016/679), and the guidelines published at <https://www.unimc.it/it/privacy-policy>, the owner of the personal data processing is the University of Macerata, located at via Crescimbeni 30-32, Macerata. The legal representative is the Magnificent Rector. The Data Controller has appointed a Data Protection Officer in accordance with Article 37 of the GDPR. You can contact the Data Protection Officer at the following email address: dpo@unimc.it.

Article 13 - Final dispositions

For matters not covered by this call, please refer to the current legislation.

The Head of the Department
Prof. Angelo Ventorne

CONTACT AND FURTHER INFORMATION:

Prof. Ernesto Tavoletti (ernesto.tavoletti@unimc.it), Double Degree Coordinator;

Didactics and Students office:

Dott. Massimiliano Strada (didattica.spocri@unimc.it - 0733 258.2771.)

Dott.ssa Ludovica Spadoncelli (didattica.spocri@unimc.it - 0733 258.2513)

Dott.ssa Emanuela Saporito (segreteria.studenti.spocri@unimc.it - 0733 258.6028)



ANNEX 2.A AGREEMENT

Università di Macerata - International Economic Relations			University of Campinas - Administration			Notes
Disciplines	ECTs	SEM	Disciplines	ECTs	SEM	
FIRST YEAR						
Quantitative Methods for Economics	8	1	Research Methods Applied to Administration	12	1	Fully transferred
Comparative Government and Politics of West and East Europe	8	1	Strategic Management of Innovation in Companies OR Value Chain	12	1 / 2	Fully transferred
Project Cycle Management	8	1	Strategic Project Management OR Theory of Organizations OR Research Seminars I	12	1 / 2	Fully transferred
International Trade and Investment: issues and policies	8	1	Corporate Finance OR Business Performance	12	1 / 2	Fully transferred
International Marketing	8	2	Marketing	12	1 / 2	Fully transferred
European Union Institutions and Policies	8	2	Policy and Management Instruments: Foresight, Prioritization and Decision Support OR Sustainable Operations Management	12	1 / 2	Fully transferred
Foreign language: - English for economic and political relations - French for International Relations - Advanced German - Advanced Spanish - Italian Language and Culture (for international students)	8	1 / 2				Taught at UNIMC
SECOND YEAR						
Foreign language: - English for economic and political relations - French for International Relations - Advanced German - Advanced Spanish	8	3 / 4				Taught at UNIMC
Development Economics	8	3	Entrepreneurship and Socioeconomic Development OR Entrepreneurship, Technology and Society	12	3 / 4	Fully transferred
International Business Strategy	8	3	Fundamentals of Strategy OR Strategic People Management	12	3 / 4	Fully transferred
International Trade Law	8	3	Emerging Topics in Sustainability OR Sustainable Business Model	12	3 / 4	Fully transferred
Elective course	8	3 / 4	Elective course	12	3 / 4	Fully transferred
Extracurricular activities (Computer skills, internships, other useful knowledge for entering the world of work, Global Justice and Technology Lab).	8	4	Special Topics in Administration OR Advanced Topics in Entrepreneurship OR Elective course	12	3 / 4	Fully transferred
			Professor Internship Program	12	3 / 4	Taught at UNICAMP
FINAL EXAM WITH GRADUATION THESIS, including Academic writing (4 ECTS)	16	4	FINAL EXAM WITH GRADUATION THESIS (at Unicamp, there is no credits for the final exam and academic writing, but we can consider this for validation)	0	3 / 4	Fully transferred