

Disclaimer: this is a translation of the Bando (call for applications) for international applicants. It has merely informational purposes but no legal value. The only official source is the original Italian call available at the webpages: <http://spocri.unimc.it/it/didattica/offerta-didattica/corsi-di-laurea-magistrale-doppio-titolo> or <http://iper.unimc.it/courses/double-degree-with-kiev-ukraine>

## CALL FOR APPLICATIONS ACADEMIC YEAR 2017-2018

FOR ADMISSION TO THE DOUBLE MASTER'S DEGREE PROGRAMME IN GLOBAL POLITICS AND INTERNATIONAL RELATIONS curriculum "*INTERNATIONAL POLITICS AND ECONOMIC RELATIONS*" AT THE UNIVERSITY OF MACERATA (ITALY) AND IN "BUSINESS ADMINISTRATION" AT THE "TARAS SHEVCHENKO" NATIONAL UNIVERSITY OF KIEV (UKRAINE)

### 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 29.05.2013 between the University of Macerata (Italy) and the "Taras Shevchenko" National University of Kiev (Ukraine) aimed at enabling students to achieve the Double Master's Degree in Global Politics and International Relations (LM-52) curriculum "International Politics and Economic Relations" at the University of Macerata (Italy) and in "Business Administration" at the "Taras Shevchenko" National University of Kiev (Ukraine).

## ANNOUNCES

### Art 1 – Subject

For the 2017-2018 academic year the Department of Political Science, Communication and International Relations announces the selection of eligible students for the DOUBLE DEGREE in "Global Politics and International Relations" curriculum "International Politics and Economic Relations"- University of Macerata (Italy) and "Business Administration" at the "Taras Shevchenko" National University of Kiev (Ukraine).

### Art 2 - Course description

The major goal of the Double Degree program is to allow students enrolled at the Master of Business Administration program at the National University of Kiev (Ukraine) to get an

additional Post-graduate degree in Global Politics and International Relations (LM-52), curriculum ‘International Politics and Economic Relation’, provided by the University of Macerata (Italy);

as well as to provide opportunity for Italian students enrolled at the Post-graduate degree program in Global Politics and International Relations, curriculum ‘International Politics and Economic Relations’ at the University of Macerata (Italy) to get an additional degree of Master in Business Administration at the National University of Taras Shevchenko in Kiev, Ukraine

All academic credits and courses frequented by students during the period of studies at the University of origin and at the destination University are to be approved by both establishments.

Only **maximum of 10 students** may be accepted by the host institution every academic year. For the admission to the double-degree course, the tuition fee should be payed in a country of origin only.

Selected students are allowed to study at the partner university during second semester of the first academic year but, at the same time, they are cannot stay abroad for more than 2 academic semesters. The **minimum amount of ECTS** to get during the studies abroad is **30**.

Students are free to follow other courses proposed by the host University but unforeseen by their studying plan. These courses will be included in students’ curriculum as additional disciplines and will not influence on the final grade.

### **Art. 3 - Requirements and documents for participating in the selection process**

The following applicants can take part in the selection process:

a) **Graduate students holding a first level degree which allows a direct access to the Postgraduate Degree Programme in “Global Politics and International Relations” curriculum “International Politics and Economic Relations” (LM-52) as required by the Didactic Regulation of the course of studies.**

In this case, the student is required to submit, along with the application form, the self-certification of the academic qualifications and the proof of enrolment in the Postgraduate Degree Programme in “Global Politics and International Relations”, curriculum “International Politics and Economic Relations” (LM-52) at the University of Macerata, and a valid identity document.

b). **Graduate students holding a first level degree which does not allow a direct access to the Postgraduate Degree Programme in “Global Politics and International Relations” curriculum “International Politics and Economic Relations” (LM-52):**

In this case, a student is required to submit, along with the application form, the self-certification indicating the exams passed and the proof of enrolment at the University in order to assess the applicant’s eligibility to the Postgraduate Degree Programme in “Global Politics and International Relations”, curriculum “International Politics and Economic Relations” (LM-52) offered by the University of Macerata.

c) **Graduate students holding a first level degree which allows OR does not allow a direct access to the Postgraduate Degree Programme in “Global Politics and International Relations” curriculum “International Politics and Economic Relations” (LM-52), having regard the Regulation of the course, for those students who intend to graduate before and not later than November 30, 2017.**

In this case, a student is required to submit, along with the application form, a self-certification indicating the exams passed and those expected to be accomplished before the final graduation. In order to correctly assess the applicant's eligibility to the Postgraduate Degree Programme in "Global Politics and International Relations", curriculum "International Politics and Economic Relations" (LM-52) offered by the University of Macerata

In addition, the following documents must be submitted:

1. Certificate of B2 English language level under the Common European Framework of Reference for Languages (CEFR);
2. Completion of 15 years of schooling, as required by current Ukrainian law regulating the enrollment procedure at the "Taras Shevchenko" National University of Kiev, together with a self-certification of the years of schooling;

#### **Art. 4 - Submission of the application for participation in the selection procedure**

Applicants are required to submit their application to the Department of Political Sciences, Communication and International Relations (Via Don Minzoni 22/A, Macerata), along with all necessary documents listed previously in art. 3, exclusively by using the form in the website of the Department of Political Science, Communication and International Relations:

<http://spocri.unimc.it/it/didattica/offerta-didattica/corsi-di-laurea-magistrale-doppio-titolo>

or

<http://iper.unimc.it/courses/double-degree-with-kiev-ukraine>

The application form (hard or electronic copy) must be submitted

**Before and not later than 12.00 a.m., November 17th, 2017**

In the case of **hard copies**, application can be:

- A) sent by post office with return receipt (the postmark date will not be considered as meeting the deadline requirement) addressed to "Segreteria Studenti - dell'Unità organizzativa Didattica e Studenti del Dipartimento di Scienze politiche, della Comunicazione e delle Relazioni internazionali, Via Don Minzoni 22/A, 62100 Macerata
- B) or handed directly to the Student's Registrar Office - Unità organizzativa Didattica e Studenti del Dipartimento di Scienze politiche, della Comunicazione e delle Relazioni internazionali — Via Don Minzoni 22/A – Macerata – from Monday to Friday 9.30 a.m. — 12.00 a.m.

In both cases "**Domanda di partecipazione alla selezione per il doppio titolo con Kiev, A.A. 2017-2018 - Dipartimento di Scienze politiche, della Comunicazione e delle Relazioni internazionali**" must be written on the envelope.



The Department shall not be responsible for any loss or damage arising from any delay in delivering.

As an alternative, **documents can be signed, scanned and sent by Certified Mail** (PEC - Italian certified e-mail system) to the University of Macerata's PEC address [ateneo@pec.unimc.it](mailto:ateneo@pec.unimc.it), from the applicant's PEC address following requirements listed:

- A) **“Domanda di partecipazione alla selezione per il doppio titolo con Kiev, A.A. 2017-2018 - Dipartimento di Scienze politiche, della Comunicazione e delle Relazioni Internazionali”** must be written in the subject line;
- B) the application form and the other required documents must be in **PDF/A or PDF format** and attached to the certified mail sent to the University of Macerata.

Applicants, intending to use a certified electronic email address which is different from one mentioned above, are required to digitally sign the application form and its annexes and to follow the instructions given in points A and B.

The following list of documents together with a signed application form have be attached:

- photocopy of a valid identity card/ passport
- self - certification of a Bachelor degree with a list of exams taken during previous studies divided by scientific fields, final grades, academic credits (**in case a bachelor degree was obtained in another university**), for students who obtained their diploma at the moment of **their enrolment** to the post-graduate program;
- self - certification of a Bachelor degree with a list of exams taken during previous studies divided by scientific fields, final grades, academic credits (**in case a students is still enrolled in another university**), for students who did not obtain their diploma at the moment of **their enrollment** to the post-graduate program;
- Certificate of B2 English language level under the Common European Framework of Reference for Languages (CEFR);
- Completion of 15 years of schooling, as required by current Ukrainian law regulating the enrollment procedure at the “Taras Shevchenko” National University of Kiev, together with a self-certification of the years of schooling
- Curriculum Vitae with date and student's signature (in original)

All requirements and necessary documents have to be ready at the moment of application for enrollment.

Incomplete applications and applications submitted after the deadline will not be considered.

#### **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 qualifications and other qualifications written in the *curriculum vitae*.

The final ranking is based on to the score achieved by each applicant. The maximum score is 20 points.

For the graduate students 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 107/110 - 5 points
- with a mark from 108 to 110/110 - 7 points
- with a mark of 110 cum laude/110 - 10 points.

For the students who did not obtain their diploma of undergraduate studies at the moment of application, the evaluation procedure is based on assessment of an average mark for exams passed:

Average mark, for a maximum of 10 points

- with average mark lower than 26/30 – 1 point
- with average mark from 26/30 – 3 points
- with average mark from 27/30 – 5 points
- with average mark from 28/30 – 7 points
- with average mark of 30/30 – 10 points

Study and Cultural qualifications (Master's Programmes, Postgraduate courses, other degrees in related subjects); language qualifications (certificates or diplomas issued by relevant institutions for English, Russian or Ukrainian language), 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. Undergraduate 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 <http://spocri.unimc.it/it/didattica/offerta-didattica/corsi-di-laurea-magistrale-doppio-titolo>

or

<http://iper.unimc.it/courses/double-degree-with-kiev-ucraine> from the **23th of novembre 2017**.

In order to confirm the acceptance, selected students must send an e-mail to [didattica.spocri@unimc.it](mailto:didattica.spocri@unimc.it) by the **27th of November 2017**.

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.

In case of renunciation, the next eligible student in the ranking list will be duly informed.

The candidate shall always be updated on the procedure status, actively checking the process and the news from the University Administrative offices on the website. The announcement of the ranking on the website of the Department (<http://spocri.unimc.it/it/didattica/offerta-didattica/corsi-di-laurea-magistrale-doppio-titolo> or <http://iper.unimc.it/courses/double-degree-with-kiev-ucraine> is the only official communication to all the applicants and/or winners.

## **Art. 7. – Enrollment**

Graduate students are required to enrol to the postgraduate degree course in “Global Politics and International Relations” curriculum “International Politics and Economic Relations” (LM-52) **no later than November 30, 2017.**

Students will be required to pay the tuition fees in accordance with the administrative student guide A.Y. 2017-2018 published on the website of the University and will be admitted to the partner University on a reciprocal basis.

The student will have to bear the costs of food, accommodation and health insurance. Scholarships might be provided in case of financial aids from the Ministry, the European Community, or from any other institution.

Candidates who have a place on the ranking list will be considered to have withdrawn if they fail to enrol within the aforementioned time limits: in this case the admission will be granted to the applicant ranking next in the list.

## **Art. 8. - Appointment of the responsible for the procedure and access to the documents**

According to the relevant rules Dr. Adriano Morelli ([adriano.morelli@unimc.it](mailto:adriano.morelli@unimc.it) - 0733 258 2865) is appointed as the responsible for the selection procedure. For further information please contact Mrs. Maria Luce Dragotto ([marialuce.dragotto@unimc.it](mailto:marialuce.dragotto@unimc.it) – 0733 258 2521).

Applicants have the right to access documents of the selection procedure according to the procedure required by the law in force.

## **Art. 9. - Information on the treatment of personal data**

The University of Macerata and the Department of Political Science, Communication and International Relations will use the personal data provided by the applicants, exclusively for the purpose of this Selection Call and will be treated in compliance with all relevant privacy law (with or without the use of informatics systems).

In compliance with art.13 of the Legislative Decree no. 196/2003 applicants have the right to access personal data, to obtain updating, rectification or, where interested therein, integration of the data and blocking of the data that has been processed unlawfully.

The owner of the personal data is the Department of Political Science, Communication and International Relations, Via Don Minzoni, 22/A – 62100 Macerata.

## **Art. 10. - Final dispositions**

For what not specified above, this call shall be governed by the current Italian laws. The call, the presentation of the course, the requirements of access to the course, the application forms for admission to the selection and registration are published in the website of the Department of Political Science, Communication and International Relations at the address <http://spocri.unimc.it/it/didattica/offerta-didattica/corsi-di-laurea-magistrale-doppio-titolo> or <http://iper.unimc.it/courses/double-degree-with-kiev-ucraine>



Such publication is the official notification to the parties concerned all the effects and consequences of the law.

Every official communication to the applicants will be sent exclusively to the University email address or, if the applicant does not have it, to the one written in the application form.

Macerata, 17/10/2017

The Director

Prof.ssa Elisabetta Croci Angelini