



Disclaimer: this 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 web pages: <http://spocri.unimc.it/it/didattica/offerta-didattica/corsi-di-laurea-magistrale-doppio-titolo> or <http://iper.unimc.it/courses/double-degree-with-mgimo-moscow-russia>

## CALL FOR APPLICATIONS

FOR ADMISSION TO THE DOUBLE MASTER'S DEGREE PROGRAMME IN "INTERNATIONAL POLITICS AND ECONOMIC RELATIONS" AT THE UNIVERSITY OF MACERATA (ITALY) AND IN "INTERNATIONAL PUBLIC AND BUSINESSADMINISTRATION" AT THE MOSCOW STATE INSTITUTE OF INTERNATIONAL RELATIONS (RUSSIA)

### ACADEMIC YEAR 2015/2016

For the 2015-2016 academic year the Department of Political Science, Communication and International Relations announces the selection of at least 5 applicants willing to enrol in the master's degree course in "International Politics and Economic Relations" - University of Macerata (Italy) for the attainment of a DOUBLE DEGREE in "International Politics and Economic Relations" at the University of Macerata (Italy) and "International Public and BusinessAdministration" at the Moscow State Institute of International Relations (Russia) through the recognition of educational activities attended and approved in their respective courses of study at the University of origin and destination, in accordance with the tables of mutual equivalence annexed to the agreement signed by the Rectors of the respective universities on January 15<sup>th</sup>, 2014 and written in the note attached to this announcement.

**The validity of this call for applications and its provisions is conditional upon the approval by the competent University bodies of possible amendments to the study plans, arranged with the Moscow State Institute of International Relations, and it is subjected to the compliance with the terms and conditions set by the agreement of cooperation between the two Universities.**

#### **1. 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 that allows direct access to the postgraduate degree programme in "International Politics and Economic Relations" 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 qualification for the **postgraduate degree programme in "International**



**Politics and Economic Relations”** (classe LM-52) together with a copy of a valid identity document.

b. Students enrolled in an undergraduate program that allows the direct access to the postgraduate degree programme in "International Politics and Economic Relations" as required by the didactic regulation of the course of studies, who are going to graduate within 30 November 2015: in this case, the student is required to submit, along with the application form, the self-certification indicating the exams passed at the University, and the exams yet to be taken, in order to assess the applicant's eligibility to the postgraduate degree programme in “International Politics and Economic Relations” (classe LM-52) offered by the University of Macerata, along with a valid identity document.

c. Graduate students holding a first level degree which does not allow direct access to the postgraduate degree programme in "International Politics and Economic Relations": the student is required to submit, along with the application form, the self-certification indicating the exams passed at the University in order to assess the applicant's eligibility to the postgraduate degree programme in “International Politics and Economic Relations” (classe LM-52) offered by the University of Macerata, along with a valid identity document.

d. Students who are going to graduate within 30 November 2015 in a three-year degree which does not allow direct access to the postgraduate degree programme in "International Politics and Economic Relations": in this case, the student is required to submit, along with the application form, the self-certification indicating the exams passed at the University, and the exams yet to be taken, in order to assess the applicant's eligibility to the postgraduate degree programme in “International Politics and Economic Relations” (classe LM-52) offered by the University of Macerata, along with a valid identity document

Applicants must meet also the following requirements:

1. Knowledge of English language of B2 level, according to the Common European Framework of Reference for Languages;
2. Completion of 15 years of schooling, as required by current Russian law regulating the enrollment procedure at the Moscow State Institute of International Relations.

## **2. Submission of the application for participation in the selection procedure**

Prospective candidates are required to submit their application along with the necessary documentation listed in the previous article exclusively by using the form downloadable from 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-mgimo-moscow-russia>).



The application form must reach the Student Registrar's office:

- By certified mail 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 2, 62100 Macerata.
- 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 PEC address. The following documents must be attached to the PEC:
  - scanned copy of the application form duly filled in and signed by the PEC holder along with any other required document in PDF/A format and a scanned copy of a valid identity document;

Or, as an alternative

- the application form filled in and digitally signed along with any other required document in PDF/A (the digital signature must be certified by person inserted in the CNIPA's list)

The subject of the mail must be "Domanda di partecipazione alla selezione per il doppio titolo con MGIMO University, A.A. 2015/2016 - Dipartimento di Scienze politiche, della Comunicazione e delle Relazioni internazionali".

- Delivered by hand to the "Segreteria Studenti - dell'Unità organizzativa Didattica e Studenti del Dipartimento di Scienze politiche, della Comunicazione e delle Relazioni internazionali, Via Don Minzoni 2, 62100 Macerata (from Monday to Friday 9.30 a.m. – 12.00 a.m.).

### **BY 10.00 a.m., June 22<sup>nd</sup> 2015**

*Please note that since January 1, 2012 new rules are in place about the validity and the use of certificates by the Public Administration. The Public Administration can no longer accept nor request a certificate containing the information already in its possession. These changes do not apply to certificates containing information not in the possession of the Italian Public Administration. Pursuant to Article 71 of Presidential Decree 445/00, there will be spot-checking that the requirements of the candidates and, in all cases where there are serious doubts about the veracity of the statements made in the self-certification by the applicant, even after the selection phase. These checks will be made in accordance with the legislation in force.*

### **3. 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 *curriculum vitae*. A cover letter can be attached as a separate document.

The final ranking is based on to the score achieved by each applicant. The maximum score is 20 points. The knowledge of the Russian language constitutes a preferential requirement.

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 undergraduate students the evaluation is based on a weighted average of the exams taken as follows:

Average of the exams taken for a maximum of 10 points:

- with an average of less than 26/30: 1 point
- with an average of 26/30: 3 points
- with an average of 27/30: 5 points
- with an average of 28/30 and 29/30: 7 points
- with an average of 30/30: 10 points.

Study and Cultural qualifications (High School diploma, postgraduate courses, other degree in related subjects); language qualifications (certificates or diplomas issued by relevant institutions for English and/or Russian 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).

#### **4. 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-mgimo-moscow-russia> on **the 22nd of June 2015**. 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 23rd of June 2015**.

**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 winner will be duly informed.

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-mgimo-moscow-russia> is the only official communication to all the applicants and/or winners.

### **5. Enrollment**

- a) Graduate students are required to enrol to the postgraduate degree course in "International Politics and Economic Relations" **no later than 30 September 2015**.
- b) Graduants who have not yet obtained an undergraduate degree are required to enrol to the postgraduate course in "International Politics and Economic Relations" **within 10 days** from the attainment of the three year-degree which must be obtained by November 30, 2015.

Students will be required to pay the tuition fees in accordance with the administrative student guide A.Y. 2015-2016 published on the website of the University and will be admitted to the partner University on a reciprocal basis. Meals, accommodation and health insurance will be charged to the student. 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 enroll within the aforementioned time limits: in this case the admission will be granted to the applicant ranking next in the list.

### **6. 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 additional information, applicants can contact Simona Natali ([simona.natali@unimc.it](mailto:simona.natali@unimc.it) 0733 258 2716).

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

### **7. 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, 2 – 62100 Macerata.

### **8. 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-mgimo-moscow-russia>. 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 (with the extension @studenti.unimc.it) or, if the applicant does not have it, to the one written in the application form.

Macerata 8 June 2015

F.to The Rector  
Prof. Luigi Lacché