

DEADLINE

FEBRUARY 15 2024

AT NOON (CET)

CALL FOR THE PARTICIPATION THE DOUBLE DEGREE PROGRAMME WITH MASARYK UNIVERSITY

Academic Year 2024/2025

Please note that this is a courtesy translation – the only binding version is the Italian one

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| Table of Contents | 1 |
| Art. 1 – Object of the selection | 2 |
| Art. 2 - Admission requirements | 2 |
| Art. 3 – Requirements to start the mobility | 2 |
| Art. 4 – Application procedure | 3 |
| Art. 5 – Selection | 3 |
| Art. 6 – Ranking list..... | 4 |
| Art. 7 – Activities abroad and mobility period | 5 |
| Art. 8 – Scholarship, fees and start of the mobility..... | 6 |
| Art. 9 – Information and contacts..... | 7 |

Art. 1 – Object of the selection

1. The present call regulates the selection process for the allocation of 2 scholarships for a study period at the Masaryk University for the academic year 2024/2025. See art. 8 for the amount and timings of payment of the scholarships and tuition fees amount due.

Art. 2 - Admission requirements

1. UniTrento students may participate in the selection if they are regularly enrolled in the 1st year of the master's degree course in European and International Studies – Studi Europei e Internazionali.
In the case of simultaneous enrolment in two courses at UniTrento, it will only be possible to apply for one of the active careers. In the case of dual enrolment in another Italian or foreign university, it will be possible to apply at both calls, but it will not be possible to carry out two mobility programmes promoted by the two different universities in the same period, under penalty of cancellation of the mobility programme assigned by UniTrento;
2. In order to be admitted to the selection, candidates must prove their knowledge of the English language at level B2 uploading one of these certificates:
 - a) IELTS: overall score of 6.5 with no skill lower than 6.0;
 - b) TOEFL internet-based (por equivalent TOEFL paper based and computer based): minimum overall of 90;
 - c) Cambridge B2;
 - d) Certificate attesting that the bachelor's degree (or Master's degree) was gained after a course completely held in English.

Art. 3 – Requirements to start the mobility

1. Before starting the mobility abroad (September 2024) candidates must:
 - a) be regularly enrolled in the second year of the master's degree European and International Studies – Studi Europei e Internazionali for the academic year 2024/2025 having paid the tuition fees or being eligible for fees exemption;
 - b) complete the enrollment for the a.y. 2024/2025 at Masaryk University too, paying the yearly reduced amount of € 1.500 (instead of € 3.000), according to the intructions given by the receiving institution;
 - c) complete the exams required in the study plan agreed with UniTrento and Masaryk University.

Art. 4 – Application procedure

1. Applications must be submitted at the link available on the webpage [Open Selection calls](#) no later than **15 February at noon (CET)**.

When the application is correctly submitted, candidates receive a confirmation email. Once the application has been submitted, it is not possible to cancel it nor to amend it. In case of difficulties or technical problems with the online applications please refer to the contacts stated in Art. 9 well in advance of the deadline.

2. Candidates must attach the following documents for each chosen destination:
 - a) a motivation letter in English explaining the reasons for including a study period abroad in their curriculum;
 - b) a curriculum vitae in [Europass format](#), written in English;
 - c) certificate proving the knowledge of English language;
 - d) any other documents considered relevant for the purpose of the selection;
3. Candidates with disabilities are invited to contact the offices at Art. 9 in order to identify additional documentation that might be submitted.

Art. 5 – Selection

1. The Selection Committees of the School of International Studies, appointed by Rector's Decree, will evaluate all the regular online applications and the relative attached documentation, as per Art. 4. Candidates will be evaluated on the basis of the documents regularly submitted as per Art. 4 and an interview.
2. The evaluation criteria are determined as follows:
 - a) Motivation letter (maximum 35 points)
 - b) Curriculum studiorum and interview (maximum 35 points)
 - c) UniTrento GPA or the final grade of the latest degree obtained (maximum 30 points)



3. The GPA (criterion c) will be taken into consideration when at least 18 ECTS credits with a grade have already been registered in the student's career by 31 October 2023. If this is not the case, the final grade of the latest degree obtained will be taken into consideration. In case of degrees obtained abroad, the GPA will be taken into consideration if the final grade is not available.
4. The list of candidates admitted to the interview will be published on the University's webpage [Open Selection calls](#) with at least three days' notice. Publication on the website is to be considered as an official notification and candidates will not be notified by email. Candidates' absence will be considered as a withdrawal from the selection, regardless of its cause.
The Selection Committee can request the candidate to use the language required for the destination during the interview.
5. The Committee will draw up a ranking list for each destination on the basis of the points scored by each candidate in each of the above-mentioned criteria. The minimum score required is 70 points.

Art. 6 – Ranking list

1. The final ranking list will be published on the University's webpage [Open Selection calls](#) within 5 working days from the ending date of the selection process. Scholarships are awarded following the ranking list order.
2. Selected candidates will be notified via email at their official UniTrento email address. Candidates will have to send, within the deadline mentioned in the email, a declaration of acceptance attached in the said email.
3. In case of withdrawal of a selected candidate, the next eligible candidate in the ranking list will be contacted to take their place.
4. The allocation of the mobility position will be definitive only after the candidate has been also accepted by Masaryk University which might request further documentation and or potentially not accept the proposed candidate. Candidates are therefore requested to carefully check the partner university's website.
5. Selected students who are eligible for a scholarship for another mobility programme have to formally renounce it in order to accept the Double Degree position.



Art. 7 – Activities abroad and mobility period

1. Candidates who participate in the Double Degree programme have to remain regularly enrolled in the University of Trento for the whole duration of their mobility abroad and pay the fees if due.
2. The following activities may be carried out during the Double Degree:
 - a) attendance of university courses with related examinations;
 - b) thesis research
 - c) internship (if foreseen by the study course)
3. The University of Trento guarantees the recognition of all the activities carried out abroad if certified by the hosting institution with a Transcript of Records and agreed with the host and home coordinators.
4. The actual duration of the mobility period will be attested by the partner university. In the cases mobility period longer than two semesters, the scholarship may be awarded only up to the first year beyond the regular duration of the degree (first year “fuori corso”).
5. Students who do not graduate within 12 months following the validation of all exams taken at the partner university will be excluded from the Double Degree programme and will therefore only be able to obtain a UniTrento degree. Exceptions might be made only for documented and motivated cases, which will be evaluated on an individual base.
6. Participants are invited to:
 - a. check for security or risk alerts on the [website of the Italian Ministry of Foreign Affairs](#);
 - b. check carefully how the mobility will be carried out at the partner university in case of a pandemic or other circumstance of force majeure, with particular reference to online teaching, availability of services such as student housing, canteens, etc.;
 - c. buy a travel insurance covering for cancellations/delays due to pandemic or other force majeure circumstances;
 - d. buy a health insurance explicitly covering for costs related to hospitalization and treatments due to a pandemic/epidemic;
 - e. selected students must autonomously check if a visa is required for the country of destination and the relevant requirements to obtain it.
 - f. In the case of possession of a residence permit or temporary protection, find out about the regulations in Italy and in the host country. If necessary, renew the documents in time for the start of the mobility;



- g. check the cost of living in the destination country and of the economic requirements necessary to obtain the visa, if applicable (proof of solvency).

Art. 8 – Scholarship, fees and start of the mobility

1. The gross amount of the scholarship for each semester is as follows:

- € 3.750 if ISEE-Università 2024 \leq 25.000
- € 2.500 if ISEE-Università 2024 $>$ 25.000

The scholarship is awarded only upon attendance of the mobility programme abroad, that is to say for the actual time spent abroad. It is paid in two instalments:

- a. The first instalment is paid within two months after the beginning of the mobility period;
- b. The second instalment is paid within two months after the beginning of the second semester;

2. During the mobility year, the winner is also required to pay Masaryk the amount of €1,500
3. Should students not achieve at least half of the yearly ECTS credits required by the programme, they might be excluded from the Double Degree programme and might be asked to return the scholarship.
4. In case of withdrawal or interruption of the stay with no justified and documented motivation, the student is asked to return the scholarship to UniTrento; the refund is a necessary condition for the admission to the graduation final exam.
5. The scholarship is to be considered as a contribution towards the travel costs of the study period spent abroad. It is not meant to be a contribution towards the tuition fees. In case of a virtually carried out mobility, the scholarship will not be awarded.
- It does not entitle to any social security treatments nor evaluation towards juridical and economic careers, nor automatic recognition for social security objectives.
- The scholarship is subject to taxation as foreseen by the law.
6. Students with disabilities can benefit from the services offered by the UniTrento Inclusion Service and may submit a request for an additional financial contribution to the University of Trento. The additional financial contribution for students with special needs will be granted at the end of the mobility period on the basis of



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actual costs met abroad. In order to access these services, students have to contact the relevant International Mobility Office.

Art. 9 – Information and contacts

1. For further information please refer to page [Double degree programme with Masaryk University](#)
2. Contacts:
 - International Mobility Office - Social Sciences Area and Humanities - Email: mobility-ssh@unitn.it

On behalf of the Rector of the University

Paolo Zanei

Head of the Education and Student Services Management

NOTE 1 - Information on the processing of personal data

Regulation (EU) 2016/679, the “General Data Protection Regulation” (hereinafter “GDPR”), provides that everyone has the right to the protection of personal data concerning him or her.

In compliance with Article 13 of the EU Regulation 2016/679, the University of Trento provides the present notice to persons who want to participate in this selection procedure (hereinafter “data subjects”).

1. Data controller

The Data controller is the University of Trento, via Calepina 14, 38122 Trento; email: ateneo@unitn.it; ateneo@pec.unitn.it.

2. Contact details of the Data Protection Officer (DPO)

The DPO can be contacted to request information on personal data at the following email address: dpo@unitn.it.

3. Purpose of the processing and legal basis

The University of Trento shall process personal and particular data exclusively for the management of this selection procedure, as part of the performance of its public interest tasks as well as for the fulfilment of legal obligations (article 6(1), points e) and c) of the GDPR). Particular data (e.g. health data) shall be collected and processed only for the purpose of providing compensation for disadvantages (article 9(2), points g) of the GDPR).

4. Acquisition of data

The provision of personal data for the purposes indicated above is mandatory to participate in the selection procedure; failure to provide it will make it impossible to participate. The provision of particular data is optional and failure to provide it will make it impossible for the University to guarantee the use of the facilities requested.

5. Data processing methods

The processing of personal data shall be carried out manually and by automated means by authorised staff, according to their tasks. Personal data shall be processed lawfully, fairly and transparently, confidentially, in a manner that is adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed (GDPR, article 5(1)).

No profiling is carried out, and decision are not taken by automated means.

6. Categories of Recipients

In addition to the University personnel acting for the above mentioned purposes, personal data may be disclosed to third parties (public and private) for the fulfillment of a legal obligation and/or a public safety and/or judicial authority order.

7. Data retention period

Personal data will be stored as long as necessary to fulfil the abovementioned purposes and anyway in compliance with legal obligations. In any case, data will be stored for the time indicated by the current law and/or by the University regulations on managing and storage of documents issued by the University within its institutional activities.

8. Rights of the data subjects

At any time the data subject can exercise the rights referred to in article 15 et seq. of the GDPR towards the Data Controller, at the contact details indicated above, and in particular: the access to his/her own personal data and to other information as mentioned in art. 15 of GDPR; the request of rectification of his/her own personal data when inaccurate and/or their integration when incomplete; the erasure of his/her own personal data, except when the University is obliged to data storage to comply with article 17 (3) of the GDPR; the restriction of processing as per article 18 of the GDPR; the object to processing of personal data concerning him or her when allowed as per art.21 GDPR. This is without prejudice to the right to lodge a complaint with the Supervisory Authority pursuant to Art. 77 of the GDPR or to engage in legal proceedings.