



**Public selection for admission to the Two-Year Master’s Degree in European and  
International Studies – Studi Europei e Internazionali (MEIS)**

**Academic year 2024/2025**

(English translation)

**The only binding version is the Italian one**

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## Art. 1 Public Selection

1. The School of International Studies at the University of Trento announces a public selection based on qualifications and (if appropriate) interview, in order to select students for admission to the first year of the Master's Degree Programme in European and International Studies (MEIS) for the academic year 2023/2024. Entry is restricted to **50 places**; this figure includes **10 places**<sup>1</sup> reserved for non-EU nationals permanently residing abroad. Any places remaining after the first round of selection will be added to the second session.
2. The Master's Degree is an interdisciplinary course and provides teaching in the fields of economics, law, sociology, politics and history.
3. The official language of the course is English.

## Art. 2 Admission Requirements

1. Applications are accepted to the selection process from:
  - a) citizens of non-EU countries permanently residing abroad
  - b) Italian citizens, citizens of the EU and non-EU citizens permanently residing in Italywho satisfy the following requirements:
  - i. a bachelor's or higher degree awarded in Italy or other qualification recognised as equivalent awarded abroad. The university course must include the equivalent of at least 60 credits from at least two of the following disciplinary areas: History and Philosophy, Economics, Law, Political Science, Sociology or Foreign Language. undergraduate candidates are also accepted providing that they will obtain their bachelor's degree:
    - **before 30 June 2024** for non-EU citizens permanent resident abroad;
    - **before 31 October 2024** for Italian, EU-citizens or non-EU citizens permanent resident in Italy;
  - ii. good knowledge of the English language, at least B2 level of the Common European Framework of Reference for Languages attested with one of these certificates, with a date not earlier than March 2022<sup>2</sup>:
    - IELTS no skill lower than 5.5,

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<sup>1</sup> In case of dual citizenship, the European citizenship prevails on the non-European one

<sup>2</sup> IELTS indicator and TOEFL home edition will be accepted



- TOEFL internet-based test (or equivalent TOEFL paper-based or computer-based tests) no skill lower than 21.
  - Cambridge B2 first: no skill lower than 165.
- Candidates who have gained their degree (Bachelor's or Master's) from a university where tuition is entirely in English are not required to submit an English Language certificate;
- iii. basic knowledge of a second foreign language, other than Italian, from among the following: Arabic, Chinese, French, Portuguese, Russian, Spanish, German;
  - iv. a personal background with suitable professional vocational and academic experience appropriate to the interdisciplinary nature of the degree course.

### Art. 3 Application procedures and submission dates

1. Candidates seeking admission to the selection process must complete the online application form at [Application](#) according to the following procedures.
2. Submission of applications is divided into two sessions, according to the following deadlines:
  - a. **between 18 December 2023 and 08 March 2024** for non-EU citizens permanently residing abroad (first call);
  - b. **between 02 April 2024 and 01 July 2024** for Italian, EU-citizens and non-EU citizens resident in Italy (second call);
3. Technical problems in filling out the online application must be immediately communicated by email to [meis@unitn.it](mailto:meis@unitn.it). Applications submitted after the application deadline and/or in different ways will not be accepted
4. To complete the online application correctly, candidates must upload the following documents:
  - a. a copy of passport (only pages relating to personal information) or identity card (Italian citizens are not required to upload it);
  - b. copy of bachelor's degree certificate or registration certificate attesting the expected graduation date<sup>3</sup>;
  - c. transcript including a list of all courses, exams and marks awarded (attach an official translation if this document is not in Italian or English). The transcript must include: the list of exams for the qualification to be awarded, the weighted average mark and the minimum to maximum range of marks<sup>4</sup>;

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<sup>3</sup> Italian students or students enrolled in an Italian University may submit a self-declaration according to DPR 445/2000. Not mandatory for UniTrento students.

<sup>4</sup> UniTrento can request a statement of verification and/or a statement of comparability whether a verification of the authenticity of the international qualification is needed (procedure available at the page [diploma verification](#))



- d. transcript of marks obtained in all exams taken during any post-graduate degree (Master's) awarded before the submission of this application showing the final mark, any weighting of exams and indicating the range of minimum to maximum marks possible
- e. letter of reference (preferably written by a university lecturer) which can either be uploaded to the online application or sent by the referee to [meis@unitn.it](mailto:meis@unitn.it);
- f. curriculum vitae in English following the '[European](#)' model;
- g. English Language qualification;
- h. declaration by the candidate attesting to at least a basic knowledge of a second foreign language from among the following: Arabic, Chinese, French, Portuguese, Russian, Spanish, German;
- i. statement of purpose - brief personal statement in English in which the candidate supports her/his application (max. 4000 characters, spaces incl.).

Candidates are required to pay an application fee of €15.00, using one of the methods requested during the online application process. within the given deadline for applications (**08 March 2024** for non-EU citizens resident abroad, **01 July 2024** for Italian, EU-citizens and non-EU citizens resident in Italy).

Failing to pay the application fee within the given deadline will automatically lead to the exclusion of the applicant.

#### Art. 4 Selection and ranking

1. The admissions Committee is made up of three members chosen from among the teaching staff at the School of International Studies and ensures that the selection procedures are correctly observed. The Committee may choose to meet via video conference.
2. The admission Committee will evaluate whether candidates fulfil the entry requirements set out in the regulations governing the Master's Degree course in European and International Studies and listed in article 2 of this document.
3. The evaluation is carried out by allocating points in accordance with the following criteria:

Criteria	Score
<b>Academic background and reference letter</b>	<b>Tot. max 45</b>
In particular, the following will be taken into account: degree grade, exam grade point average, other academic and training activities, publications, professional, internship and volunteering experience, English language skills, reference letters (generality/specificity of the letters, credibility of the source, date of drafting)	0-45
<b>Statement of purpose</b>	<b>Tot. max 20</b>



The following are given particular consideration: clarity, strength of motivation, relevance to the course applied for, ability shown in English, originality.	0-20
<b>Relevance of previous studies and experience to the course objectives</b>	<b>Tot. max 35</b>
The relevance of the candidate's previous studies (Bachelor's or Master's) and extracurricular activities (work placements, summer schools, jobs, etc.) to the nature and objectives of the MEIS course.	0-35
<b>Application score</b>	<b>0-100</b>

Applicants might be invited to interview (in person or conference call), only if the admission Committee requires to collect further information on applicants' academic skills and personal competencies

4. Candidates awarded a score of **50/100 or more** will be considered suitable.
5. In the event that two or more candidates obtain the same score in the ranking list, preference will be given to the youngest.
6. On completing the evaluation process, the admissions Committee will place the candidates found suitable on two separate lists in order of classification for admission onto the Master's course (one list for non-EU citizens resident abroad and one for Italian and EU citizens and those treated as such). These lists will be published at [applying for MEIS](#). The list for non-EU citizens resident abroad will be published by 30 April 2024, the list for Italian, EU citizens and non-EU citizens permanently residing in Italy by 31 July 2024.

#### **Art. 5 Admission and enrollment**

1. Suitable candidates who have passed the selection procedure will have pay an Enrollment confirmation fee of €100.00 (one hundred euros) within the date published in the shortlist to confirm their acceptance of the place. This payment will not be reimbursed in any case.
2. Successful candidates who fail to complete the steps set out in the point above shall be considered as having renounced their place. Candidates who intend to renounce their place for whatever reason are required to notify the committee as soon as possible, by e-mail to [meis@unitn.it](mailto:meis@unitn.it).
3. Should any places become available, either as a result of failure to matriculate on the part of successful candidates or for any other reason, the Committee reserves the right to invite other suitable candidates from the ranked list to enroll on the first year of the Master's degree course in European and International Studies, up to the number of places available.



4. Non-EU citizens living abroad who apply and pay the Enrollment confirmation fee must pre-enroll at the Italian diplomatic representative in their own country. The pre-enrolment must be submitted by the deadline indicated in the "Italian Government regulations for the enrollment of Visa requesting students" document<sup>5</sup>. Pre-enrolment is compulsory in order to obtain the Visa. All candidates are advised to read the procedures that must be followed at the webpage [Non-Eu citizens living outside Italy](#).
5. Information about how and when to enroll will be available will be communicated after the publication of the short lists. Students having already obtained their bachelor's degree will have to enroll by 30 September 2024. The others will have to enroll within one week from the graduation and anyway by 8 November 2024.

For non-EU citizens living abroad the deadline for the arrival and the enrolment at the University of Trento is 30 September 2024. Candidates who fail to arrive within this date will be excluded from admission to the programme. No extension can be granted for any reason whatsoever, even if the cause of non-arrival is independent of the candidate.

#### Art.6 Tuition fees and scholarships for non EU citizens living abroad

1. The maximum tuition fees for non-EU citizens living abroad is € 10.000 per academic year. Further details are available at the webpage [Tuition fees](#).
2. The amount of tuition fees for admitted students can be reduced on the basis of the application score as follows:

Tuition Fees Amount	Application score
Tuition waiver	Application score between 90/100 and 100/100
€ 1.000	Application score between 70/100 and 89,9/100
€ 3.000	Application score between 60/100 and 69,9/100
€ 6.500	Application score between 50/100 and 59,9/100

3. **The top scored NON-EU candidate living abroad** will be entitled to receive a scholarship from the University of Trento provided that he/she gets a score of at least 70/100. Students who benefit from the scholarship are waived from tuition fees.

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<sup>5</sup> The information will be published at the following webpage [Studiare in Italia](#).



Students who turn out to be in the "fee waiver" bracket are not necessarily entitled to receive a scholarship from the University of Trento. The scholarship is intended as a partial contribution to mobility expenses and will be paid only after arrival in Italy. The scholarship may be awarded for the following academic year on the basis of available resources and if the student meets the merit requirements established annually by the University.

## **Art. 7 Tuition fees and scholarships for Italian, EU citizens and non-EU citizens resident in Italy**

1. The amount of tuition fees for admitted students is available at the webpage [Tuition fees](#). The amount can be partially or totally reduced according to the economic situation of the student's family (ISEE).
2. Information on scholarships, accommodation and tuition fee waiver for EU citizens and non-EU citizens living in Italy are published on the page [Scholarships](#).

## **Art. 8 Admission to the second year**

1. A transfer application to the Master's degree course in European and International Studies can be submitted only in case of positive evaluation by the selection committee. Students can be admitted at the II year only if the result of the credit transfer pre-evaluation is of at least 54 credits.
2. The "Academic transfer credit pre-evaluation" form (published at [applying for MEIS](#)) must be sent at [meis@unitn.it](mailto:meis@unitn.it) by 15 May 2024.
3. UniTrento will send you the evaluation results by 15 June 2024.

## **Art. 9 Further Information**

1. Information concerning the pre-enrolment procedures and academic documentation required for non-EU citizens resident abroad is available at the webpage [Bachelor's and Master's degrees in English - Non-EU citizens living outside Italy](#)
2. Information concerning the study documentation required for EU citizens with degrees awarded in EU countries other than Italy is available at the webpage [Bachelor's and Master's degrees in English - EU citizens](#)
3. Information concerning ministerial pre-enrolment procedures and study documentation required for non-EU citizens living in Italy are available at the following webpage [Bachelor's and Master's degrees in English - Non-EU citizens living in Italy](#)
4. Information about the cost of living in Trento is available at the following webpage [Cost of living](#).



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## **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](mailto:ateneo@unitn.it); [ateneo@pec.unitn.it](mailto: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](mailto: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), article 9(2), point. g) of the GDPR and article. 2 (1) sexies, points. aa) and bb) D.lgs. 196/2003 and following amendments).

### **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. Recipients of personal data**

Personal data will be disclosed to all the University personnel acting for the above-mentioned purposes. In any case, personal data must be disclosed in compliance with legal obligation and/or a provision of the judicial Authorities.

## **7. Data retention period**

Personal data will be stored as long as necessary to fulfil the purposes for which they were collected, and in any case as long as it is necessary by law. In any case, the data will be stored as long as necessary by the regulations in force and/or by University regulations on the storage of administrative documents relevant to the performance of its services.

## **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 and/or to take the appropriate judicial offices.