Call for applications for n.3 Scholarships reserved to International Students enrolling in Mechanical Engineering Master Degree Programme at University of Tuscia in the a.y. 2023/2024

DEADLINE: 2\textsuperscript{nd} August 2023
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Art. 1 Subject of the call and beneficiaries

The University of Tuscia announces a public selection for International student’s admission to Mechanical Engineering Master Degree Course (2 Years Master's Degrees) for the Academic Year 2023/2024.

- For the Academy Year 2023/2024 the University of Tuscia will foresee n. 3 Scholarships of 7,000€ only for the first year.

Enrolling in years following the first year, changing from one degree programme to another or transferring from one university to another, is not considered ‘first registering’ in one of the degree programmes at the University of Tuscia in the a.y. 2023-24. International students are all students whose qualifications for admission to the chosen Second cycle degree programme were obtained at an institution not belonging to the Italian education system, regardless of their citizenship.

Art. 2 Declaration of value

Upon their arrival to Italy, applicants will have to hand in originals of Degree certificates and Transcript of Records in Italian or in English, authenticated by the Italian Diplomatic Mission in charge of their territory or endorsed with Apostille. Students must hand over the above documents to the Student Secretary, Via S. Maria in Gradi n. 4, Viterbo, by 30 days from the arrival and within the first exam term of the a.y. 2023/2024 (29th February 2024). When required by the General Student Secretariat, with the same deadline, students may have to present the Declaration of Value, issued by the Italian diplomatic mission in charge of their territory or, as an alternative, the certification issued by ENIC-NARIC centres (www.enic-naric.net) in Italian or in English, such as the Statement of Comparability of foreign qualifications issued by CIMEA within 30/01/2024. Failure to submit the above mentioned documents by the deadline will result in career operations and the possibility of taking exams being stopped. Career operations will be available again after submitting the above mentioned documents.

The student can request the aforementioned qualification documents from the link UNITUS - GET TO KNOW UNITUS or directly from the dedicated section on the Cimea DiploMe website.

Art. 3 Language requirements

Students enrolling in Master’s degree courses taught in English are required to present a minimum B2 level certificate of English or evidence that their bachelor’s degree was fully taught in English.

Art. 4 Admission requirements

For the scholarships, the Call is open exclusively to applicants who:
1. are born after 1 January 1994.

2. hold a Bachelor’s degree or post-secondary qualification issued by a foreign University or a recognized Higher Institution not earlier than the year 2019. Students who will get their qualification within the a.y. 2022/23 can provisionally participate in the competition. Failure to obtain their qualifications by July 31st 2023 will result in the applicants losing their right to enroll;

3. are not current students at the University of Tuscia for First, Single or Second Cycle degree programmes or at any other Italian University;

4. have obtained in the Bachelor’s degree a Grade Point Average (GPA) corresponding at least to 22/30 of the Italian grading system, calculated with the formula given by the Italian Ministry of Education;

5. have received the Acceptance Letter issued by the Dean of the Master Degree Course, as a positive response to the admission interview.

**Art. 5 Scholarships**

Beneficiaries of the Scholarship will benefit of:

- full tuition fee reduction (€ 1,000 value); in any case the student must pay € 156,00 in revenue stamp and regional taxes;

- a scholarship of € 7,000,00 per academic year, gross of all charges for the beneficiary's account; the scholarship will be only for the first-year course.

The benefits cannot be awarded to students registering for multiple or joint programmes for which tuition fees must be paid to the sending institution.

The Scholarship does not include accommodation. Students will be responsible for the research of accommodation. The International Student Office, according to the availability, may provide information but it is not in charge of finding accommodation.

The scholarship is divided into two payments (at the beginning of the academic year, upon the arrival in Unitus and the other part will be paid in March 2024 after the completion of 12 CFUs in the first semester).

The amount of the scholarship will be calculated pro-rata based on the actual period of attendance of the student in Unitus, starting from the date of arrival.

The selected students must cover their stay permit fee, health insurance, travel expenses and other administrative fees during their study programme. The selected students must register to the National Health Service SSN for the whole duration of their stay in Italy.
**Art. 6 Incompatibility**

The **Scholarships** covered by this Call cannot be combined with:

- Erasmus+ scholarships for incoming mobilities
- study grants issued by the Ministry of Foreign Affairs and International Cooperation (MAECI),
- CRUI (Conferenza dei Rettori Italiani) grants for beneficiaries of international protection,
- study grants issued by foreign governmental bodies or institutions aimed at assisting the enrolment of international students at Italian Universities including LazioDisco.

**Art. 7 Selection criteria and application documents and Evaluation Committee**

Applicants are selected on the basis of the merit requirements mentioned above (*Art. 4 Admission Requirements*).

The evaluation will be carried out by a Selection Committee composed by the Professors in charge of the Master Programme and any other relevant teaching or staff member designated by the Rector of the University of Tuscia.

**Art. 8 Application documents**

Students applying for the scholarships must fulfil all the necessary enrollment procedures set up by the Università degli studi di Tuscia.

Applicants are required to submit the following documentation translated in English or Italian (at this stage, it is not necessary to provide an official - sworn/certified - translation into Italian, nor the relevant legalisation or “declaration of value” of the qualification). Legalised translation must be presented at the time of enrolment. Applicants are not required to submit any request for their family income certification.

**Mandatory documents:**

The application form available at the following link https://forms.gle/y9MqZRMBccKSXdTz6

1. a copy of a currently valid Passport or Identity Card;

2. **previous study certificates (Bachelor’s Degree);** students that will graduate in the summer session 2023 can upload the Transcript of records of the previous semesters;

3. Diploma supplement or an official transcript of records with a full list of passed exams and relative marks, including the grading scale (min and max grade in the correspondent
International Student Office

education system);

4. a detailed Curriculum Vitae (CV);

5. a motivation and recommendation letter (maximum one A4 page);

6. Admission letter received by the Director of the selected Master degree course

Not Mandatory documents

For students selecting master's degree programmes taught in English: B2 level English language certificate (Ielts, CAE, Toefl, Pitman, ESD, Pearson) or evidence that they attended a bachelor’s degree fully taught in English. The admission of students who don’t have an official English language certificate is to be considered ‘under condition’ and they must present a valid certificate by July 2023.

Art. 9 Deadlines and modalities

Application must be submitted by filling the online form where the students have to upload the required documents, applications can be by 2nd of August 2023, exclusively through the form available at the following link: https://forms.gle/y9MqZRMBccKSXdTz6

In case of technical problems please contact to the following address: international@unitus.it.

Applications that are not properly filled in or completed with all required documentation will not be accepted.

Art. 11 Selection process

Applicants are selected based on merits requirements and the evaluation process is held by the Selection Committee appointed by the Rector

The Selection Committee will establish the weight of the following criteria during the first evaluation meeting:

- Age
- Academic background and GPA
- Language certificates and/or other titles
- Evaluation of CV
- Motivation and recommendation Letters
- Admission Interview grade

Establishment and approval of the final ranking list

Applicants’ rankings are drawn up by the above-mentioned Selection Committee. A ranking list
International Student Office

will be drawn up for the Mechanical Engineering Master Degree (LM33)

The ranking is organised in descending order of points and Scholarships will be allocated following the ranking.

The Selection Committee reserves the right to distribute grants for a fair geographical and gender distribution.

In the event of a tie, preference will be given to the youngest candidate.

The list of eligible applicants, will be notified by email and published on http://www.unitus.it/it/unitus/international2/articolo/get-to-know-unitus not later than 10th August 2023.

**Ranking scroll and assignment of available seats**

In case of vacant seats, due to lack of suitable candidates or withdrawal of the admitted candidate, the University of Tuscia reserves the right to re-allocate the financial resources for eligible candidates from the ranking lists of this Call or other Call issued by the University partners addressed to international students.

Art. 12 Acceptance

The winning applicants must reply to the University communication accepting the scholarship or the instalment contribution and pre-register on Universitaly web portal within 7 days from notification. Failure to provide a reply within the deadline will result in loss of benefits.

By accepting the benefits, the student fully and unreservedly accepts services and financial benefits under the conditions set out in the present Call. By accepting the scholarship or the instalment contributions, the student also confirms under his/her own responsibility that he/she does not fall under any of the conditions of incompatibility established in Art. 2 of the present call. He/She must also inform the University of any changes in the declared data that may occur during the year.

Art. 13 Pre-registration on Universitaly

Upon the acceptance of the Scholarship or the Instalment Contribution, EXTRA EU International students must complete the pre-registration on the Universitaly web portal http://www.universitaly.it. The pre-registration application is provisionally accepted by the Italian diplomatic missions also if the student is attending the last year of a Bachelor’s degree course and will graduate within July 2022. For more information on the pre-registration procedure at the Italian diplomatic missions, please see http://www.studiare-in-italia.it/studentistranieri/

Art. 14 Enrolment
International Student Office

The enrolment process is finalised through the registration on the Unitus Student WEB Portal and under payment of the € 156.00 registration fee through the online Portal, which must be done within the enrolment deadline (5th of November 2023).

Selected applicants are not automatically enrolled in their chosen Master Degree Programme.

Selected applicants are required to comply with applicable provisions and deadlines, including the enrolment regulations established by the Memorandum issued by the Italian Ministry of University and Research concerning foreign students’ access to university degree programmes.

Winners will receive the benefits only upon completion of the enrollment procedures and their arrival in Viterbo. Applicants will receive detailed information from the International Student Office of the University of Tuscia on the procedure to follow to complete their enrolment.

Art. 15 Ranking scroll and assignment of available seats

In case of vacant seats, the University of Tuscia reserves the right to assign the benefits to applicants who meet the admission requirements as indicated above (Admission Requirements) and have already been admitted in a master degree program at the University of Tuscia by the Responsible Professor of the degree course.

Art. 16 Withdrawal

Candidates selected as winners can withdraw by sending an e-mail to international@unitus.it by 18th August 2023. In case of withdrawals, the scholarship will be allocated to the next eligible candidate in the ranking.

Art. 17 Information notice concerning data processing

In compliance with European data protection policy, the personal data collected are processed as described in the following page available (in Italian) at http://www.unitus.it/it/unitus/footer/articolo/privacy1

The applicant gives consent to publish his/her passport/identity card number of his/her in the final list of candidates admitted to the project on the website: http://www.unitus.it/it/unitus/international2/articolo/get-to-know-unitus.

The Administration reserves the right to verify the truth of the information provided. Without prejudice to the penal sanctions of article 76 of Italian Presidential Decree no. 445/2000, in the event of fraudulent information being discovered as a result of such verification the applicant will forfeit the right to the study grant.

Art. 18 Conditional issuing of the call for applications
This call might be suspended or withdrawn in accordance with the developments of the legal and epidemiological framework of the health emergency known as “Coronavirus” or “SARS-CoV-19”.

**Art. 19 Publication of the Call**

The present call and the application form will be published on the website UNITUS - GET TO KNOW UNITUS.

**Art. 20 Procedure Manager**

In compliance with the provisions of Law no. 241/1990, art.5, the person in charge of the procedure at the present call is dott. Agnese Apuzza, Coordinator of Student Service and of the International Student Office, University of Tuscia.

Viterbo, 21st July 2023

The Rector
Prof. Stefano Ubertini