

ENGLISH TRANSLATION
Master's degree in International economics and business management:
Call for application for pre-admission and scholarships

Art. 1 – Subject and purpose of the call for applications

The public selection round for admission to the first year of the Master's degree in International economics and business management of students holding a foreign academic degree is hereby announced. Candidates whose application will be positively evaluated will receive a pre-admission letter in order to complete the enrolment procedure. Non-EU citizens who do not live in Italy will be asked to submit this document to the relevant Italian diplomatic authority (Embassy or Consulate) in order to start the pre-enrolment procedure in their Home Country.

Art. 2 – Minimum requirements for admission

Candidates must meet the following requirements to be admitted to the evaluation process:

- a. English language knowledge, with a minimum level of B1 (as per the Common European Framework – CEFR^[1])
- b. Bachelor's degree (minimum) or foreign equivalent.

A foreign academic degree is considered suitable if its curriculum includes at least the knowledge and skills in the academic disciplines specified in the table of admission requirements and evaluation criteria (Appendix 1A). The degree is considered suitable if it can be seen, by analysing the course of studies, that the programme provides the curricular education and necessary skills to admit the applicant to the specific Master's programme.

Students who are near to the completion of their degree may also apply as long as they will graduate by **30th June 2018**.

Art. 3 – Application procedure

Applications in response to this call must be made by completing the application form online at <http://survey.univr.it/index.php/261497?lang=en> attaching the following documents:

- a. Scanned copy of passport data page;
- b. Copy of degree certificate or a certificate of enrolment which states the expected completion date;
- c. Academic transcript (in English) for the completed degree and for any postgraduate studies completed. This should include a list of all the modules/exams taken and, if possible, details of the weighted average and reference range for minimum and maximum marks and link to the webpage where the syllabus of courses is available.
- d. CV with all studies included, written in English;
- e. Motivation letter;
- f. Other specific qualifications or documents relevant to the application (optional).

Any technical problems related to filling out the application online should be signalled immediately by sending an email to admissions@ateneo.univr.it. Applications submitted after the deadline or by any method other than that specified in this Article will not be considered.

Art. 4 – Evaluating the candidates

The Teaching Committee of the Master's programme will check the applications received and consider only those which fulfil all the requirements specified in Article 2.

Art. 5 – Deadlines for pre-admission application

Candidates who wish to apply for pre-admission to the Master's degree must submit their application as described in Art. 3 by **4th June 2018 at 12.00PM (Italian time, GMT+1)**. Candidates will be informed via e-mail about the results of the evaluation for pre-admission with the following timetable:

For applications submitted:	results of the evaluation for pre-admission will be sent:
by 7 th May 2018	by 15 th May 2018
between 8 th May and 4 th June 2018	by 30 th June 2018

[1] see <https://www.coe.int/en/web/common-european-framework-reference-languages/>

Art. 6 – How to enrol (Italian and EU citizens holding a foreign degree)

All eligible candidates will need to complete their enrolment procedure for the a.y. 2018/2019 following the instructions available at www.univr.it from mid July 2018 on. They will need to submit the official translation and legalisation of the diploma and the declaration of value issued by the relevant Italian diplomatic authority (Embassy or Consulate).

Art. 7 – How to enrol (non-EU citizens living outside Italy)

All eligible candidates must pre-enrol at the relevant Italian diplomatic authority (Embassy or Consulate) in their own country by the deadline¹ that will be posted in March 2018 on the webpage:

<http://www.studiare-in-italia.it/studentistranieri/calendar.html>.

Pre-enrolment is compulsory in order to obtain a visa. Students who do not complete the pre-enrolment process at the relevant Italian Embassy or Consulate by the deadline provided will not be able to complete their university registration for the 2018-2019 academic year.

Candidates will need to submit the official translation and legalisation of the diploma and the declaration of value issued by the relevant Italian diplomatic authority (Embassy or Consulate).

Art. 8 – Scholarships for non-EU citizens

The University of Verona is offering 2 scholarships for top candidates for the 2018-2019 academic year. Eligible candidates are non-EU citizens holding a foreign degree who do not live in Italy. These are annual scholarships which may be renewed for a maximum total of 2 years. The total sum made available by the University for each scholarship is **€9,000** per year, gross of any taxes to be borne by the university or the beneficiary as required by law. These scholarships cannot be combined with scholarships funded by the Veneto Region. Each scholarship covers tuition fees, accommodation fees at an [ESU university residence](#) and a partial contribution towards other living expenses such as meals, books, etc.

Description	Yearly net amount ²
Scholarship including 12-months accommodation in single room	5.300€
Scholarship including 12-months accommodation in double room	5.600€
Scholarship without accommodation (the recipient chooses to find a private accommodation by him/herself)	8.000,00€

The payment of the scholarship is organised in three instalments per year and it is conditional on academic performance during the course of study. The payment of the third instalment for the first year is conditional on the acquisition of at least 9 ECTS within the first year winter session of exams (February 2019). The renewal of the scholarship for the second year is conditional on the acquisition of at least 32 ECTS within the first year autumn session of exams (September 2019). The payment of the third instalment for the second year is conditional on the acquisition of at least 50 ECTS within the second year winter session of exams (February 2020). Details on how the scholarships are administered will be provided to the scholarship recipients.

Art. 9 – Deadlines for preadmission and scholarship application

Candidates who wish to apply for pre-admission to the Master's degree and for a scholarship (see Article 8) must submit their application as described in Art. 3 by **7th May 2018 at 12.00PM (Italian time, GMT+1)**.

Art. 10 – Evaluating the candidates

The Evaluation Committee of the Master's programme (see Appendix 1A) will check the applications received and consider only those eligible for pre-admission, which will receive confirmation of pre-admission by 15th May 2018. These applications will then be evaluated in terms of meeting the educational pre-requisites and the suitability of the candidates' backgrounds. Points will be awarded in accordance with the criteria specified in Appendix 1A.

Candidates who obtain at least 60/100 as a final score will be considered eligible for consideration in the application round for a maximum of 2 scholarship awards. Where two or more candidates have an equal score, priority will be given to the younger candidate.

¹ As a rough indication, for the 2017-2018 academic year, pre-enrolment applications were required to be submitted at the Italian Embassy/Consulate in the students' home countries between 13th April 2017 and 25th July 2017.

² Amounts are approximate and calculated based on 2017/2018 accommodation rates. Up-to-date 2018/2019 accommodation rates will be available from late August 2018 on.

Art. 11 – Merit ranking lists

The ranking lists will be published in the University's Official Journal at <http://www.univr.it/albo> and on the [news section of the Department of Economics webpage](#) within **31st May 2018** taking effect immediately.

Art. 12 – Confirming acceptance of the scholarship

Candidates who are offered a scholarship must confirm their acceptance within 7 days of the publication of the ranking list, following the instructions that will be provided, or their scholarship offer will be revoked.

Scholarship will be revoked also to those candidates who:

- do not give notice of their acceptance within the specified timeframe;
- the relevant Italian diplomatic authority does not confirm a regular pre-enrolment
- do not finalise the enrolment procedure within 15th October 15 2018.

Those candidates will not be allowed to apply again for a scholarship in the academic year 2019/2020.

Scholarships which become available due to candidate withdrawals will be reassigned to the next eligible candidates in the order of the ranking list, until 31st October 2018.

Art. 13 – Processing of personal data (information pursuant to Art. 13 of Legislative Decree no. 196/2003)

The personal data provided by applicants is collected by the University of Verona and processed for the purpose of the selection procedure and consequent communications in relation to the selection. Providing this data is compulsory and necessary to enable the selection procedure to be carried out properly.

This data may only be given to public administration offices directly concerned with the legal economic status of the successful candidates.

Applicants have the rights set out in Art. 7 of Legislative Decree no. 196/2003, which includes the right to access to data relating to them and other rights including the right to correct, update, complete or delete information that is incorrect, incomplete or not collected in conformity with the law, plus the right to object to their data being treated, for legitimate reasons.

Such rights may be invoked with the University of Verona, the data treatment controller.

For any matters not explicitly provided for in this public notice, the current relevant provisions apply.

Art. 14 – Final provisions

Information about the Master's programme, the citizenship of the applicant, the application evaluation criteria and admission process and deadlines can be requested to the International Office (admissions@ateneo.univr.it).

This call for applications is published in the University's Official Journal. Pursuant to and for the purposes of Law no. 241/1990 and following modifications, the Procedure Officer is the Head of the International Mobilities Unit – Research Office, San Francesco Cloister, Via S. Francesco, 22 – 37129 Verona.

This is the English translation of an extract of Appendix 1 of the Call for application for pre-admission and scholarships within the Master's degree in International economics and business management. For further information, please refer to the official Italian version.

Allegato 1A

TABELLA REQUISITI DI PRE-AMMISSIONE E CRITERI DI VALUTAZIONE

Requirements for admission and evaluation criteria

Corso di Laurea Magistrale Masters Programme	Economics
Requisiti accademici Academic requirements	<p>Titolo universitario triennale in Scienze Economiche o altre discipline in ambito economico statistico e finanziario, ove siano stati sostenuti almeno 12 CFU nell'area Matematica e almeno 48 CFU nell'area Economico-Statistica. <i>Three year University Degree (Bachelor) in Economics or other fields related to Economics, Statistics and Finance, with at least 12 ECTS credits in the Mathematics area and at least 48 ECTS credits in the Economics-Statistics area.</i></p>
Requisiti di merito Merit requirements	<p>Media pesata sui crediti (CGPA o equivalente) superiore ad un punteggio medio-buono (indicativamente second class) <i>Cumulative Grade Point Average (or equivalent) equal or higher than an average-good mark (second class).</i></p>
Requisiti linguistici Language requirements	<p>Conoscenza della lingua Inglese di livello almeno B1 (scala CEFR), oppure precedente titolo relativo a corso di studi impartito in lingua inglese. <i>English language knowledge of level not lower than B1 (CEFR scale), or previous degree taught in English.</i></p>

Borse di studio per cittadini non-UE non residenti in Italia

Commissione di valutazione Evaluation Committee	<p>La commissione sarà nominata con decreto del presidente del Collegio Didattico di Economia e Commercio immediatamente dopo la chiusura del bando (7 maggio 2018). La composizione della commissione sarà pubblicata sulla sezione "Avvisi" del sito del Dipartimento di Scienze Economiche: http://www.dse.univr.it/?ent=avviso&lang=en</p> <p><i>The Evaluation Committee will be nominated immediately after the deadline for application (May 7th 2018) and will be available at http://www.dse.univr.it/?ent=avviso&lang=en</i></p>
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Criteria di valutazione – Evaluation criteria		Punti - Score
1	<p>Curriculum Vitae Curriculum Vitae e attinenza della formazione accademica (laurea triennale e eventuali Masters, inclusi risultati in specifici esami nell'area Economico-Statistica) e delle attività extra-accademiche (tirocini, summer schools, attività lavorative, ecc.) con gli obiettivi del corso di studi. Si considera inoltre l'eventuale presenza di pubblicazioni.</p> <p>Curriculum Vitae <i>Curriculum Vitae and relevance of the academic training (Bachelor's degree and any Master degree, including grades on specific exams in the Economics-Statistics field) and extra-academic activities (internships, summer schools, work activities, etc.) with reference to the objectives of the course of study.</i> <i>Presence of publications is also considered.</i></p>	0 - 50
2	<p>Conoscenza della lingua Inglese Eventuale conoscenza della lingua Inglese ad un livello superiore a B1 (scala CEFR), oppure precedente titolo relativo a corso di studi impartito in lingua inglese.</p> <p>Knowledge of the English language <i>English language knowledge of level higher than B1 (CEFR scale) or previous degree taught in English.</i></p>	0 - 10

3	<p>Media voti laurea triennale Si normalizza la scala utilizzata dall'università estera in una scala da 0 a 40, dove 0 corrisponde ad un punteggio "medio-buono" (indicativamente second class) e 40 ad un punteggio eccellente (first class).</p> <p>CGPA in the Bachelor's degree <i>The scale used by the foreign university is normalized to a scale from 0 to 40, where 0 corresponds to a Cumulative Grade Point Average (CGPA) equal to an average-good mark (second class) and 40 corresponds to excellent (first class).</i></p>	0 - 40
Punteggio massimo finale <i>Maximum final score</i>		100
Punteggio minimo per l'idoneità <i>Minimum score (pass)</i>		60 / 100