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**CALL FOR PARTICIPATION IN INTERNATIONAL MOBILITY PROGRAMMES
ACADEMIC YEAR 2019/2020
DOUBLE DEGREE**

Art. 1 – Object of the selection

1. The present call regulates the selection process for the allocation of **72 scholarships** to spend a study period abroad at one of the partner universities listed in Attachment 1.
2. Attachment 1 to the present call, divided by scientific/disciplinary areas, includes an information sheet for each partner University indicating:
 - a. the number of scholarships available and their amount
 - b. the departments and study courses involved;
 - c. the requirements at the time of application and at the time of departure for the destination;
 - d. duration of the stay at the partner University and mobility period;
 - e. further requirements from the partner University.
3. Candidates are requested to choose a maximum of two destinations. The order of preference is not binding in regards to the allocation of the destination by the Selection Committee.

Art. 2 - Selection admission requirements

1. UniTrento students may participate in the selection if they possess all requisites indicated in Attachment 1 and are in one of the following conditions:
 - a. they are regularly enrolled in a UniTrento bachelor course, five-year course or master course, as indicated in Attachment 1.
 - b. they are enrolled in single courses leading to the enrolment in a master's degree course. Students must be enrolled in the master course at the time of departure.
2. In order to be admitted to the selection, candidates have to prove their knowledge of the language required for that destination at least at the level indicated in Attachment 1, according to one of the methods below:
 - a. Hold an internationally-recognised language certificate attesting their knowledge of the language at the requested level. Internationally-recognised language certificates and their validity are those listed at the following link <https://www.cla.unitn.it/en/780/certificates-do-you-have-a-certificate>. Candidates are asked to carefully check that the language certificate is still valid at the expiry date of the present call and that they have obtained the minimum grade required for each linguistic ability as per the information at above mentioned link OR
 - b. Be a native speaker in the required language; OR
 - c. Have passed the language exam included in your UniTrento study plan (provided that all four linguistic abilities were tested), if the language is the same as the one required by the partner University and the level is at least the same as the one required; OR
 - d. Have passed the language exam at another University (provided that all four linguistic abilities were tested), if the language is the same as the one required by the partner University and the level is at least the same as the one required; OR
 - e. Only for students of the Department of Economics and Management: having passed both written and oral tests to be taken at the end of the extra-curricular English and German language courses (the certificate issued by the teacher has to be uploaded in the online application); OR

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- f. Hold a high school, Bachelor or Master's Degree either achieved in a country where the official language is the same as the required one or taught in the required language; OR
- g. Have passed a language written and oral test for the purpose of a previous UniTrento international mobility call; OR
- h. For English only, being enrolled in master's course taught in English.

3. The language level is an essential requirement for admission to the selection. In case the candidates do not hold any of the above-mentioned requirements, they are allowed to take the written and oral language exam that the UniTrento Language Centre (CLA) specifically organises for the purpose of international mobility calls.

4. Candidates falling in the category as per art. 2.3 must **register for the test no later than 23rd October 2018 at noon** on <http://international.unitn.it/outgoing/open-selection-calls>. Candidates will be allowed to take maximum two language tests: either for two different levels of the same language or for two different languages regardless of the programme they are applying for (Double Degree, Erasmus+ Study, Bilateral Agreements)

5. The CLA language examinations calendar and its possible variations will be published on the University's webpage <http://international.unitn.it/outgoing/open-selection-calls>. The written exam (listening comprehension, reading comprehension and writing) will be taking place **between 5 and 13 November 2018**, while the oral test will be taking place **between 5 and 12 December 2018**. Candidates should regularly check the webpage for the dates of their tests. No notification will be sent via e-mail to candidates. The candidate's absence will be considered as a renounce to the test, regardless of its cause. The students who pass the language test will have to self-declare it at the time of the online application.

Art. 3 – Application procedure

1. Applications must be submitted online on <http://international.unitn.it/outgoing/open-selection-calls> **no later than 18th December 2018, at noon**.

When the application has been correctly sent, the candidate will receive a confirmation email. Once the application has been submitted, it is not possible to retrieve it, or amend it.

2. All candidates must attach the following documents to the application:

a. **a motivation letter** in Italian or English explaining the reasons for including a study period abroad in their curriculum. The same motivational letter must be also be written in the foreign language requested by the partner university in order to be accepted by said partner university;

b. **a curriculum vitae** in Europass format, written in Italian or English and in the foreign language requested by the partner university (for the Europass format, see <http://europass.cedefop.europa.eu/documents/curriculum-vitae>);

c. if applicable, the certificate proving the knowledge of the required language;

d. any other documents considered relevant for the purpose of the selection.

3. Candidates with disabilities are invited to contact the offices listed in Attachment 2 in order to identify integrative documentation concerning their university career, which will have to be uploaded in the application.

Art. 4 – Selection

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1. Candidates who duly submitted the application with the required attachments, will be evaluated on the basis of their qualifications and an interview.
2. The list of candidates admitted to the interview will be published on the University's website at the following link <http://international.unitn.it/outgoing/open-selection-calls> with at least three days' notice. NB: **candidates will not be notified by email**. The candidate's absence will be considered as a renounce to the selection, regardless of its cause.
3. The Commission is allowed to request the candidate to use the foreign language required by the destination during the interview.

Art. 5 – Evaluation criteria

1. The Committee's evaluation criteria are determined as follows:
 - a. Motivation letter (maximum 35 points)
 - b. Interview and curriculum (maximum 35 points)
 - c. UniTrento GPA or the final grade of the latest degree achieved (maximum 30 points)
2. The GPA (criterion c) will be taken into consideration only if at least 18 ECTS credits have already been registered in the student's career by 31/10/2018. If this is not the case, the final grade of the latest degree achieved will be taken into consideration. In case of foreign degrees, the GPA will be taken into consideration when the final grade is not available.
3. 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.
4. In case some scholarships are not assigned, they might be re-assigned to another destination by the Committee, if the partner University is willing to accept more students.

Art. 6 – Ranking list

1. The final ranking lists will be published on the University's website at the following page <http://international.unitn.it/outgoing/open-selection-calls> no later than 5 working days from the date of the interview. The destination's positions are awarded following the ranking list order.
2. Selected candidates will be contacted via email at their official UniTrento email address. Each candidate will have to present, no later than 5 working days after the email has been sent, a declaration of acceptance using the form which will be 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 scholarship will be definitive only after the candidate has been also accepted by the destination university, as some universities may require additional language examinations or applications' evaluations and/or request further documentation and potentially not accept the proposed candidate. Candidates are therefore requested to carefully check the partner university's website, as indicated in Attachment 1.
5. Selected students who are allocated an additional scholarship for another mobility programme, have to formally renounce it in order to accept the Double Degree scholarship.
6. Selected students have to autonomously check if a visa is required for the country of destination and the relevant requirements.
7. Candidates who are allocated a Double Degree scholarship have to remain regularly enrolled in the University of Trento for the whole duration of their mobility abroad.

Art. 7 – Scholarship payment

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1. The scholarship is given only upon actual participation in the mobility programme. It is paid in two instalments:

For the first two semesters of the mobility:

- 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;

For the following semesters abroad, if applicable:

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

Should the student not achieve at least half of the yearly ECTS credits required by the programme, they might be excluded from the Double Degree programme and they might be asked to return the scholarship.

2. In case of withdrawal or interruption of the stay with no proper motivation, the student is asked to return the scholarship; the refund is a necessary condition for the admission to the graduation final exam.

3. The study grant is to be considered as a contribution towards the mobility period. It does not entitle to any social security treatments nor evaluation towards juridical and economic careers, nor automatic recognition for social security objectives. It is subject to taxation foreseen by the law. Candidates are invited to be aware of the cost of living in the destination country and of the economic requirements necessary to obtain the visa, if applicable.

4. Students who do not graduate within the next 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.

Art. 8 – Information and contacts

1. Further information and contacts are listed in Attachment 2 to the present Call.

Art. 9 – Information on the processing of personal data

1. Under article 13 of Regulation EU 2016/679, the “General Data Protection Regulation” (GDPR), the University of Trento shall process personal data exclusively to the extent that it is necessary in the performance of its institutional tasks within the present selection procedure (point (e), article 6(1) of the GDPR).

2. The data controller is the University of Trento, via Calepina 14, 38122 Trento, email: ateneo@pec.unitn.it; ateneo@unitn.it. The contact details of the data protection officer (DPO) are as follows: Fiorenzo Tomaselli, via Verdi n. 8, 38122 Trento, email: rpd@unitn.it.

3. The processing of personal data shall be carried out manually and/or by automated means exclusively by staff of University, acting on instructions concerning purposes and arrangements of such processing. Personal data shall be processed lawfully, fairly and transparently, in a manner that is adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

4. The personal data may be disclosed to the partner Universities listed in Attachment 1 in order to perform the study or research mobility. Personal data disclosure is a requirement necessary to perform the study or research mobility.

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5. The data controller may transfer personal data to non-EU countries in compliance with the provisions laid down in article 44 et seq. In particular:

- to third countries or international organisations, on the basis of an adequacy decision by the Commission in compliance with article 45 of the GDPR;
- to third countries or international organisations providing appropriate safeguards and on condition that enforceable data subject rights and effective legal remedies for data subjects are available, in compliance with article 46 of the GDPR;
- to third countries or international organisations based on derogations for specific situations, in compliance with article 49 of the GDPR.

6. The data shall be transferred:

- to non-EU universities in the framework of international exchange programmes for incoming and outgoing students;
- to the universities of origin of international students, that is foreign universities, including non-EU universities

7. The personal data are necessary to carry out the procedure. Failure to provide such data will result in disqualification from the procedure.

8. The personal data are stored for as long as they are necessary to carry out the procedure and to comply with all legal requirements.

9. The data subject shall exercise the rights referred to in article 15 et seq. of the GDPR and, in particular, the right of access to and rectification, erasure or completion of personal data, restriction of processing of personal data concerning the data subject or the right to object to processing. The data subject shall maintain the right to lodge a complaint with the Italian data protection authority by virtue of article 77 of the GDPR.