Public selection for admission to the Bachelor's Degree in Comparative European and International Legal Studies (CEILS) for Non-EU citizens living abroad

Academic year 2022/23

(English translation)

The only binding version is the Italian one

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Art. 1 Public Selection

1. The University of Trento announces a public selection based on qualifications and interview, in order to select students for admission to the first year of the Bachelor’s Degree in Comparative, European and International Legal Studies - CEILS for the academic year 2022/2023. The Bachelor’s Degree in Comparative, European and International Legal Studies - CEILS is offered by the Faculty of Law of the University of Trento. Entry is restricted to 10 places reserved for non-EU citizens living abroad.

2. The official language of the course is English. The selection procedure will be held in English.

Art. 2 Admission Requirements

1. Applicants to the selection process are Non-Eu citizens living abroad who satisfy the following requirements:

   a. To hold a secondary school diploma awarded in Italy or other qualifications recognized as equivalent awarded abroad. To be eligible for admission to a Bachelor’s degree in Italy a minimum of 12-years of school education is required. If the applicant achieved the qualification in a Country in which an entrance exam is set for the admission to the University, he/she must also provide a certificate which states that he/she has passed that test. For further information please check the Ministry of Higher Education webpage\(^1\). Candidates who do not currently possess the secondary school qualification will also be accepted, provided that they obtain it during the year 2021/22;

   b. To possess good knowledge of the English language, at least B2 level of the Common European Framework of Reference for Languages, attested as follows:

      i. International Certification among the ones listed at the Language Center webpage: [Certificates - Do you have a certificate?](#). Candidates can also prove their language skills by submitting a provisional document or a Statement of Result with overall grade proving the passing of one of the above examinations.

      ii. having passed the B2 English language exam or higher in another University or certifying body;

      iii. having been awarded a Diploma from a secondary school entirely taught in English;

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\(^1\) See website [Studiare in Italia](#)
iv. residing for a substantial period in a country where English is the official language;

v. having English as mother tongue;

Art. 3 Application procedures and deadlines

1. Candidates seeking admission to the selection process must complete the online application form “CEILS - Comparative, European and International Legal Studies for Non-EU citizens living abroad 2022/23” at the portal Application according to the following procedures and deadlines.

2. Submission of applications is possible from December 15th 2021 to March 4th 2022, 12.00 (UTC+1).

3. Technical problems in filling out the online application must be immediately communicated by email to info.ceils.international@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. copy of the passport (only pages related to personal information) or ID card;
   b. copy of the Secondary School Diploma, if already awarded, or certificate attesting the enrollment in the last year of secondary school with the prospect of taking the final exam during the current school year 2021/2022;
   c. Curriculum vitae et studiorum in English following the ‘European’ model (see http://europass.cedefop.europa.eu/);
   d. Proof of English proficiency (see Art. 2);
   e. Statement of Purpose: brief personal statement in English in which the candidate supports her/his application, describes his/her motivations and expectations regarding the course (max 500 words).

5. Applicants 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 (March 4th 2022, 12.00 - UTC+1). 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 of the Faculty of Law and a linguistic expert and ensures that the selection procedures are correctly observed. The Committee may choose to meet via video conference.
2. The Admissions Committee will evaluate whether candidates fulfil the entry requirements set out in the regulations.

3. The evaluation is carried out by allocating points (up to 100) in accordance with the following criteria:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Curriculum Vitae et Studiorum (performance, scores, results and/or</td>
<td>Up to 60</td>
</tr>
<tr>
<td>judgements obtained in previous studies, any postgraduate studies or other</td>
<td></td>
</tr>
<tr>
<td>extracurricular activities) and Statement of Purpose</td>
<td></td>
</tr>
<tr>
<td>b. Interest, competence, and language skills ascertained through an interview</td>
<td>Up to 40</td>
</tr>
</tbody>
</table>

Interviews with candidates may be conducted in person or via a virtual platform. Candidates will be notified about the time and date of the interview at least 7 days in advance at the email address communicated in the relevant section of the online application. Candidates scoring less than 10 points in the criteria in section a (CV and Statement of Purpose) will not be eligible for the interview and will be excluded from the selection process.

4. Applicants awarded a final score of **50/100 or more** will be considered as eligible. Only the 10 highest-ranking applicants will be admitted to the course; the other eligible candidates will be placed in a waiting list.

5. In the event that two or more candidates obtain the same score in the ranking list, preference will be given to candidates with a higher score in “Interest, competence and language skills”.

6. On completing the evaluation process, the Admissions Committee will publish the ranking list one month after the deadline of the Call at the following webpage: **CEILS - Comparative, European and International Legal Studies**.

**Art. 5 Admission and enrolment**

1. Admitted candidates will be asked to pay an Enrollment confirmation fee of €100 (**one hundred Euro**) by the deadline published in the ranking list 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 will 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 **info.ceils.international@unitn.it**.

3. Should any places become available, the Committee reserves the right to invite other suitable candidates from the ranked list to enroll on the Bachelor’s degree 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\(^2\). 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 the enrollment to the Bachelor’s Degree in Comparative, European and International Legal Studies - CEILS will be provided to admitted candidates in due time. Students, who will not complete the enrollment within the given deadlines, will be considered as having renounced their position.

**Art. 6 Tuition fees non-EU citizens living abroad**

1. The maximum tuition fees for non-EU citizens living abroad is €6.000 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:

<table>
<thead>
<tr>
<th>Tuition Fees Amount</th>
<th>Application score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Fees Exemption</td>
<td>Application score between 90/100 and 100/100</td>
</tr>
<tr>
<td>€ 1.000</td>
<td>Application score between 70/100 and 89,9/100</td>
</tr>
<tr>
<td>€ 2.000</td>
<td>Application score between 60/100 and 69,9/100</td>
</tr>
<tr>
<td>€ 4.500</td>
<td>Application score between 50/100 and 59,9/100</td>
</tr>
</tbody>
</table>

3. **Top scored NON-EU candidates living abroad** will be entitled to receive a scholarship from the University of Trento provided that they get a score of at least 70/100 according to scholarships availability. Students who benefit from the scholarship are waived from tuition fees. Students who turn out to be in the "fee waiver" bracket are not necessarily entitled to receive a scholarship from the University of Trento.

**Art. 7 Transfer from another study course/University**

1. Students attending other Degree Programs can ask to be transferred to the Bachelor’s Degree in Comparative, European and International Legal Studies - CEILS only in case of positive evaluation by

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\(^2\) The information is usually published in spring at the following webpage [Studiare in Italia](#).
the Admission Committee after passing the selection in accordance with the deadlines and procedures given in the present Call for admission.

2. Interested candidates must apply for pre-evaluation of the credit transfer by February 4th, 2022 by contacting info.ceils.international@unitn.it in order to verify the requirements for possible admission to the second year of the course through recognition of credits from a previous university career. The application form and reference guidelines are available on the Application page of the website dedicated to the degree course.

3. Candidates will be informed about the results by February 25th, 2022. Students who do not meet the requirements for the admission to the second year may be admitted to the first year.

Art. 8 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.

Trento, 15th December 2021
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).

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.
Personal data may be published on the University website in fulfilment of the obligations of publicity and
transparency provided for by current legislation.

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.