



**Disclaimer:** this is a translation of the Bando (call for application) for international applicants. It has merely informational purposes but no legal value. The only official source is the original Italian call available at the web pages: (<http://spocri.unimc.it/it/didattica/offerta-didattica/corso-a-doppio-titolo-mgimo-mosca-russia> or <http://gpr.unimc.it/courses/double-degree-with-mgimo-moscow-russia>)

## **2018/2019 ACADEMIC YEAR CALL FOR APPLICATION**

FOR THE ADMISSION TO THE DOUBLE MASTER'S DEGREE PROGRAMME IN GLOBAL POLITICS AND INTERNATIONAL RELATIONS, *CURRICULUM "INTERNATIONAL POLITICS AND ECONOMIC RELATIONS"* AT THE UNIVERSITY OF MACERATA (ITALY) AND IN *"INTERNATIONAL PUBLIC AND BUSINESS ADMINISTRATION"* AT THE MOSCOW STATE INSTITUTE OF INTERNATIONAL RELATIONS (RUSSIA)

### **THE DEPARTMENT OF POLITICAL SCIENCE, COMMUNICATION AND INTERNATIONAL RELATIONS**

considering that, according to Ministerial Decree 270/04, art. 3, and "On the basis of specific agreements, Italian Universities can issue Degree in conjunction with other Italian or foreign Universities";

having regard to the agreement of cooperation signed on 15.01.2014 and its subsequent amendments and integrations between the University of Macerata (Italy) and the Moscow State Institute of International Relations (MIGMO University) aimed at enabling students to achieve the double Master's degree in Global Politics and International Relations (LM-52) curriculum "International Politics and Economic Relations" at the University of Macerata (Italy) and in "International Public and Business Administration" at the Moscow State Institute of International Relations (Russia).

Having regard to the Delibera del Consiglio di Dipartimento on 30.05.2018

### **ANNOUNCES**

#### **Art 1 - Subject**

For the 2018 - 2019 academic year, the Department of Political Science, Communication and International Relations announces the selection of eligible students for the DOUBLE MASTER'S DEGREE in "Global Politics and International Relations, curriculum International Politics and Economic Relations" (IPER) - University of Macerata (Italy) and "International Public and Business Administration" (IPBA) at the Moscow State Institute of International Relations (Russia).



## **Art 2 - Course description**

Selected students, duly enrolled in the master's degree program in Global Politics and International Relations, curriculum IPER, shall take basic courses required for the "IPER" program at Unimc during the first year, and then shall spend the second year at MGIMO in order to take the courses in the "IPBA" programme. The list of basic courses that students must pass during the first year at Macerata (lessons: September 2018 – May 2019) and during the second year in Moscow (lessons: September 2019 – May 2020) are set out in the annexed table.

Students can enter the second year of the programme at MGIMO only in case of passing all examinations provided in the curriculum of the master programme of the first year at the Unimc. Students failing to pass the mandatory examinations in the first year are automatically excluded from the program.

Moreover, in order to attain the double master's degree, students are required to do an internship in Moscow during the second year of the programme. The internship must last 60-90 days, in order to awarding the equivalent Russian value of 34 ECTS.

Students may attend other courses, after the authorization of the coordinators of the double master's degree programme, offered by both Universities, even if they are not required by their study plan; these exams will be included in the final transcript as extra-curricular courses. These are not included when final grade marks are calculated.

At the end of the study period, the host University shall list to the University partner the exams taken by the students.

Before leaving (September 2019) students are required to be regularly enrolled in the second year at Unimc.

## **Art. 3 - Requirements and documents for participating in the selection process**

The following applicants can take part in the selection process:

- a. Graduated applicants holding a first level degree which allows direct access <sup>i</sup> to the master's degree programme in "Global Politics and International Relations, curriculum International Politics and Economic Relations" (LM-52); in this case, the applicant is required to submit, with the application form, the self-certification of the academic qualification, in order to enrol to "Global Politics and International Relations, curriculum International Politics and Economic Relations" (LM-52), with a copy of a valid identification document.
- b. Graduated applicants holding a first level degree which does not allow direct access to the master's degree programme in "Global Politics and International Relations, curriculum International Politics and Economic Relations (LM-52)": the applicant is required to submit, with the application form, the self-certification of the academic qualification and of the exams passed, in order to the correct evaluation of access requirements to the master's degree programme in "Global Politics and International Relations, curriculum



International Politics and Economic Relations” (LM-52), with a valid identification document.

- c. Students graduating in a first level degree which allows the direct access <sup>i i</sup> to the master’s degree programme in “Global Politics and International Relations, curriculum International Politics and Economic Relations”(LM52) who are going to graduate no later than 30 November 2018: in this case, the student is required to submit, with the application form, the self-certification of the enrolment in a first level degree and of the graduating status, with a valid identification document.
- d. Students graduating in a first level degree which does not allow direct access to the master’s degree programme in “Global Politics and International Relations, curriculum International Politics and Economic Relations”(LM52) who are going to graduate no later than 30 November 2018: in this case, the student is required to submit, with the application form, the self-certification of the enrolment in a first level degree and of the graduating status exams and a list of the exams passed, and also of the exams to be taken, in order to the correct evaluation of access requirements to the master’s degree programme in “Global Politics and International Relations, curriculum International Politics and Economic Relations” (LM-52), with a valid identification document.

The following documents are required for participating in the selection process:

1. Application form dated and signed by the applicant;
2. Self-certification of the possession of the requirements for participation, set out in this article, points a), b), c), d) , depending on own student status;
3. Valid identification document
4. Language certificate or other adequate documentation in order to certificate the minimum knowledge of English language: B2 level, according to the Common European Framework of Reference for Languages;
5. Self-certification of the completion of 15 years of schooling, as required by current Russian law regulating the enrollment procedure at the Moscow State Institute of International Relations;
6. Updated curriculum vitae, in English version, duly signed and dated;
7. language certificate or other adequate documentation in order to certificate the knowledge of Russian language (if any).

#### **Art. 4 - Submission of the application for participation in the selection procedure**

Applicants are required to submit their application, with the necessary documentation listed in the art. 3, by using exclusively the form downloadable from the website of the Department of Political Science, Communication and International Relations (<http://spocri.unimc.it/it/didattica/offerta-didattica/corso-a-doppio-titolo-mgimo-mosca-russia> or <http://gpr.unimc.it/courses/double-degree-with-mgimo-moscow-russia>)



The application form (hard or electronic) must be delivered by:

**BY 12.00 P.M. (NOON), JULY 20<sup>th</sup> 2018**

In the case of hard copies, they can be:

- A) handed in to the Ufficio Segreteria Studenti - Unità organizzativa Didattica e Studenti del Dipartimento di Scienze politiche, della Comunicazione e delle Relazioni internazionali — Via Don Minzoni 22/A – Macerata – from Monday to Friday, from 9.30 a.m. to 12.00 p.m. (noon) and on Thursday from 14,30 pm to 16 pm.
- B) sent by certified mail with return receipt (**the postmark date will not be considered as meeting the deadline requirement**) addressed to Segreteria Studenti - dell'Unità organizzativa Didattica e Studenti del Dipartimento di Scienze politiche, della Comunicazione e delle Relazioni internazionali, Via Don Minzoni 22/A, 62100 Macerata.

Hard copies must have written on the envelope: “Domanda di partecipazione alla selezione per il doppio titolo con MGIMO University, A.A. 2018/2019 - Dipartimento di Scienze politiche, della Comunicazione e delle Relazioni internazionali”.

The Department shall not be responsible for any delay, loss or damage arising from any delay in delivering.

As an alternative, documents can be signed, scanned and sent by Certified E-mail (PEC - Italian certified e-mail system) to the University of Macerata's PEC address [ateneo@pec.unimc.it](mailto:ateneo@pec.unimc.it), from the applicant's personal PEC address and meet requirements as follows:

- A) “Domanda di partecipazione alla selezione per il doppio titolo con MGIMO University, A.A. 2018/2019 - Dipartimento di Scienze politiche, della Comunicazione e delle Relazioni internazionali” must be written in the subject line;
- B) the application form and the other required documents must be in PDF/A and attached to the certified mail sent to the University of Macerata.

Applicants, intending to use a certified electronic e-mail address which is different from the one mentioned above, are required to digitally sign the application form and its annexes and to follow the instructions given in points A and B.

Incomplete applications and applications submitted after the deadline will not be considered.

#### **Art. 5 - Selection procedure and assessment criteria**

The Selection will be made by a Board appointed by the Head of the Department of Political Science, Communication and International Relations. It consists of the assessment of the academic qualification and other qualifications listed in the *curriculum vitae*.



The final ranking is based on the score achieved by each applicant. The maximum score is 20 points. The knowledge of the Russian language constitutes a preferential requirement.

For the graduate applicants, the evaluation of the degree mark is made as follows:

Degree mark, for a maximum of 10 points

- with a mark lower than 100/110: 1 point
- with a mark from 100 to 103/110: 3 points
- with a mark from 104 to 107/110: 5 points
- with a mark from 108 to 110/110: 7 points
- with a mark of 110 cum laude/110: 10 points.

For the graduating applicants, the evaluation is based on a weighted average of the exams taken as follows:

Average of the exams taken for a maximum of 10 points:

- with an average of less than 26/30: 1 point
- with an average of 26/30: 3 points
- with an average of 27/30: 5 points
- with an average of 28/30 and 29/30: 7 points
- with an average of 30/30: 10 points.

Study and cultural qualifications (master's program, postgraduate courses, other degree in related subjects); language qualifications (certificates or diplomas issued by relevant institutions for English and/or Russian language), listed in the CV, will be evaluated for a maximum of 10 points. Only those courses organized and managed directly by University institutions will be taken into consideration.

In the event of applicants obtaining the same scores, the final ranking will be defined on the basis of the following criteria of priorities:

1. First level degree final mark (highest) / weighted average of the exams taken (highest);
2. Age of the applicant (youngest).

#### **Art. 6 - Announcement of the ranking**

The final ranking of the admitted students will be published on the website of the Department (<http://spocri.unimc.it/it/didattica/offerta-didattica/corso-a-doppio-titolo-mgimo-mosca-russia> or <http://gpr.unimc.it/courses/double-degree-with-mgimo-moscow-russia>) **on the 24 of July 2018**. In order to confirm the acceptance, selected applicants must send an e-mail to [didattica.spocri@unimc.it](mailto:didattica.spocri@unimc.it) within **the 27 of July 2018 h. 13.00 (1.00 pm)**.

**In the absence of such acceptance, the applicant will be excluded and the admission will be granted to the applicant ranking next in the list.**

In case of renunciation, the next winner will be duly informed.

The announcement of the ranking on the website of the Department (<http://spocri.unimc.it/it/didattica/offerta-didattica/corso-a-doppio-titolo-mgimo->



[mosca-russia](http://gpr.unimc.it/courses/double-degree-with-mgimo-moscow-russia) or <http://gpr.unimc.it/courses/double-degree-with-mgimo-moscow-russia>) is the only official communication to all the applicants and/or winners.

### **Art. 7 – Enrollment process**

- a) Graduate applicants are required to enroll to the master's degree course in "Global Politics and International Relations, curriculum International Politics and Economic Relations" (LM-52), according to the procedures for enrollment in any course of the University of Macerata, **no later than 30 September 2018**.
- b) Graduating applicants who have not yet obtained a first level degree, are required to proceed to pre-enrollment in the master's degree course in "Global Politics and International Relations, curriculum International Politics and Economic Relations" according to the procedures for enrollment in any course of the University of Macerata, **no later than 30 September 2018** and then to complete the enrollment to the degree course **within 10 days** from the attainment of the first level degree, no later than November 30, 2018.

Students will be required to pay the tuition fees in accordance with the administrative student guide a.y. 2018-2019 published on the website of the University and will be admitted to the partner University on a reciprocal basis.

Candidates who have a place on the ranking list will be considered to have withdrawn if they fail to enroll within the aforementioned time limits: in this case the admission will be granted to the applicant ranking next in the list.

### **Art. 8 - Appointment of the responsible person for the procedure and access to the documents**

According to the relevant rules, Dr. Adriano Morelli ([adriano.morelli@unimc.it](mailto:adriano.morelli@unimc.it) - 0733 258 2865) is appointed as the responsible for the selection procedure.

Applicants have the right to access documents of the selection procedure according to the procedure required by the law in force.

### **Art. 9 - Information on the treatment of personal data**

The University of Macerata and the Department of Political Science, Communication and International Relations will use the personal data provided by the applicants, exclusively for the purpose of this Selection Call and will be treated in compliance with all relevant privacy law (with or without the use of informatics systems).

In compliance with the relevant and applicable rules, applicants have the right to access personal data, to obtain updating, rectification or, where interested therein, integration of the data and blocking of the data that has been processed unlawfully.

The owner of the personal data is the Department of Political Science, Communication and International Relations, Via Don Minzoni, 22/A – 62100 Macerata.



### **Art. 10 - Final dispositions**

For what not specified above, this call shall be governed by the current Italian laws. The call, the presentation of the course, the requirements of access to the course, the application forms for admission to the selection and registration are published in the website of the Department of Political Science, Communication and International Relations at the address (<http://spocri.unimc.it/it/didattica/offerta-didattica/corso-a-doppio-titolo-mgimo-mosca-russia> or <http://gpr.unimc.it/courses/double-degree-with-mgimo-moscow-russia>)

Such publication is the official notification to the parties concerned all the effects and consequences of the law.

Every official communication to the applicants will be sent exclusively to the University e-mail address (with the extension @studenti.unimc.it) or, if the applicant does not have it, to the one written in the application form.

Macerata, 28/06/2018

F.to The Head of the Department  
Prof. Elisabetta Croci Angelini

#### **CONTACT AND FURTHER INFORMATION**

dott.ssa Giuliana Carassai ( [giuliana.carassai@unimc.it](mailto:giuliana.carassai@unimc.it))

General Information about the Double Master's Degree Program:

<http://spocri.unimc.it/it/didattica/offerta-didattica/corso-a-doppio-titolo-mgimo-mosca-russia> or <http://gpr.unimc.it/courses/double-degree-with-mgimo-moscow-russia>

<sup>i</sup> First level degree (L-36) in Political Science and International relations, or Four-years degree in Political Science (previous system) or legally recognized equivalent qualification obtained abroad

<sup>ii</sup> Graduating in in Political Science and International relations, or Four-years degree in Political Science (old organization) or legally recognized equivalent qualification obtained abroad