

Università degli Studi di Roma "Tor Vergata"
Dipartimento di Management e Diritto

**CALL FOR APPLICATION
ON FOUR GRANTS FOR AN EXTRAEUROPEAN MOBILITY
ADDRESSED TO STUDENTS**

Academic Year 2016/2017

TAKING INTO ACCOUNT art.1 of the M.D. n. 198 of 10/23/2003, in which the Ministry of Education, University and Research assigned a grant to favor the international mobility of university students for the academic year 2016/2017;

TAKING INTO ACCOUNT art.1 of the M.D. n. 976 of 12/29/2014, in which the Ministry of Education, University and Research assigned a Fund to support the youth and favor students' mobility, pursuant to the art. 1 of the L.D of 0 5/9/2003, converted into law n. 170 of 07/11/2003;

GIVEN THAT, the classes taken abroad are in line with the student's curriculum, he/she attends the relative courses and passes the final exams;

ACKNOWLEDGING that, in order to do researches for the completion of the thesis done abroad, it is expected to publish a special call;

THE UNIVERSITY OF ROME TOR VERGATA
ANNOUNCES THE N.4 SCHOLARSHIP GRANTS
FOR THE EXTRAEUROPEAN MOBILITY OF THE MSc IN BUSINESS ADMINISTRATION STUDENTS

**Art.1
Requirements for Eligibility**

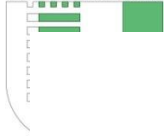
Students wishing to be eligible for this grant award need to meet the following requirement: be enrolled for the 2016/2017 Academic Year in the University of Rome Tor Vergata in the MSc in Business Administration.

PLEASE NOTE that, during the stay abroad, students will have to be enrolled in the University of Rome Tor Vergata and will earn their degree (Master's degree only) after completing their period of study abroad.

Students who have already benefited from an extra-European mobility grant in the course of their academic career cannot apply a second time.

For international students enrolled at the University of Rome Tor Vergata who are citizens of one of the host countries listed in this call, the extra-European mobility cannot happen in their country of residence.

**Art.2
Terms and Conditions to Submit the Application**



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To participate, submit the application by, and no later than, 15th June 2017 (at 12 pm).

The application complete with the requested documents must be **handed in or sent via email** to managementediritto@pec.torvergata.it or **sent by registered post** to the MSc in Business Administration Programme Office - University of Rome Tor Vergata, School of Economics, via Columbia 2, Building A, ground floor - 00133 Rome, under penalty of its rejection if submitted after the aforementioned final deadline (15th June 2017 at 12 pm).

PLEASE NOTE that for hand delivery, the Programme Office hours are Monday to Friday from 9am to 5pm.

For applications sent by registered post, the postmark will serve as proof of the respect of the final deadline.

Under penalty of rejection of the application, two paper copies of the application must be duly signed and submitted by the applicant.

Attach to the application the following documents:

- application form, (Attachment A);
- motivation letter;
- language certificates;
- 2 passport-sized photos.

One missing element will result in the applicant's ineligibility.

WARNING: in accordance with the art. 71 of the Presidential Decree 445/2000, the Administration will proceed to undertake necessary checks, even sample checks, for any case showing reasonable doubts about the veracity of the statements certified by candidates on their application form.

Art.3

Selection and Criteria of Evaluation of the Applications

The selection of the candidatures with the relative grants assignment will be evaluated by a specific Commission.

The Commission will select the candidates' applications based on the following criteria of evaluation:

- a) Academic curriculum of the candidate
- b) GPA (calculated by adding up the product of the result of each test (mark) by the relative number of credits and dividing the total thus obtained by the total number of credits earned from tests with marks);
- c) Motivation letter;
- d) English Level;

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e) Be accepted at Normal University of Shanghai.

In order to calculate the GPA, the Commission will consider the student's marks and his/her extra-activities that appear on the Delphi system on the date of the deadline for submitting applications. In case of incomplete information (i.e. the exams or extra activities are not registered yet), the students may attach a copy of their booklet (*libretto*) and/or possible documents issued by the University assuring the absolute completion of undertaken extra-activities.

At the end of the evaluation process, the Commission will draft the ranking list of merit.

Art.4 Amount and Provision Mode of the Grant

The selected grantees will be exempted from paying the tuition fee of the foreign Host University, but they will be charged for the tuition fee of the University of Rome Tor Vergata.

This contribution is not of a flat-rate nature, but it must be considered as a coverage of the costs incurred and duly documented and justifiable by the grant winner. The eligible costs are: travel, accommodation, meals, VISA, Health Insurance, and any other expenses related to the activity. Only one round trip is allowed.

The maximum amount of the grant will be Euro 2.500,00 (two thousand five hundred).

The disbursement of the grant will take place in two instalments: the first instalment will be reimbursed before the student's departure and will cover health insurance, VISA and the cost of the flight tickets, after presenting the receipt (travel agency, electronic ticket), while the remaining costs will be reimbursed after student's return, after presenting the original receipt of other expenses (sale receipts, invoices, boarding passes).

The disbursement of the second tranche is dependent upon the presentation of a document certifying the stay abroad (concerning the activities performed and the arrival and departure dates signed by the host university) and to a report of the activities carried out by the grantee within 15 days from his/her return.

For the disbursement of the mentioned contributions, it is also required having earned 1/3 of the credits provided for by the current regulation in force (60 credits per year) proportionally to the time spent at the foreign host University.

PLEASE NOTE that the grant winner is required to present at the end of the stay a document attesting the period of stay and the report on the undertaken activities, under penalty of no disbursement of the second instalment and the obligation of returning the first one.



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Art.5

Credits for the Undertaken Activity

Before departure, it is imperative that the student consults with the head of his/her degree course to develop a coherent curriculum in line as closely as possible with the curriculum of the chosen degree course offered at the University of Rome Tor Vergata. For this purpose, please consult the website of the Host University. The student will make sure to plan the curriculum with the professors and sign the learning agreement before departure, so that exams taken abroad can be recognised. This way, the Course Council of the MSc in Business Administration can approve the didactic activities carried out at the partner foreign University after the stay abroad.

Art. 6

Grant use and term of validity

The study **abroad period** validated by the extra-European Mobility Grant shall be set from **August 2017 to February 2018**.

Art. 7

Assignment and Acceptance of the grant

The list of grant winners will be published on the Department in Management and Law website in the section Call for Application (*Bandi*).

This publication will be the only mean of disclosure of responses on the selections of grantees. No other written communication will be sent out to the winners.

PLEASE NOTE that grantees have 7 (seven) consecutive days from the issue of the aforementioned list to accept the grant by showing up at the Master of Science Business Administrations Programme Office (Via Columbia 2 - Building A ground floor) to sign the acceptance form. It will also be possible to send via email the aforementioned form to managementediritto@pec.torvergata.it.

Formal acceptance of the grant is conditional in order to benefit from it. In the event of non-acceptance of the grant or exclusion from the competition, the latter will go to the next grantee of the list.

Rome, 17th May 2017

HEAD OF THE DEPARTMENT of MANAGEMENT AND LAW
(Professor Ugo Pomante)