



UNIVERSITÀ
DI SIENA
1240

**DOUBLE DEGREE PROGRAMMES 2017/2018
SCHOOL OF ECONOMICS AND MANAGEMENT
2nd SELECTION NOTICE**

1 - Subject

The School of Economics and Management is involved in cooperation programmes with the Lobachevsky State University - Nizhni Novgorod (Russian Federation), the Siberian Federal University (Russian Federation) and the Vilnius University (Lithuania)

which permit students on the following second cycle (*Laurea magistrale*) degree courses:

- Management and Governance, specialization in Accounting and Management
- Economia e gestione degli intermediari finanziari (Economics and Management of Financial Institutions)

to earn a double degree.

2 - Applicants and admission requirements

The selection procedure is open to those enrolled in the first year of the second cycle (*laurea magistrale*) degree courses in Management and Governance (specialization in Accounting and Management) and Economia e gestione degli intermediari finanziari at the University of Siena.

Candidates must have certified knowledge of the English language at level B2.

Students enrolled in the Master Degree course in Economia e gestione degli intermediari finanziari applying to Lobachevsky State University- Nizhni Novgorod - Master of Science in Finance and credit (Banking) must have an adequate knowledge of the Russian language, since classes will be held in Russian.

During the period abroad that forms part of the exchange programme, participants must still be fully enrolled at the University of Siena.

3 - Programme description and places available

The programmes provide the following options: Degree course in Siena	Partner University	Degree course at the Partner University	Available spots	Mobility period abroad
LM Economia e gestione degli intermediari finanziari	Lobachevsky State University of Nizhni Novgorod (Russian Federation)	MSc Management / Economics and Management of Financial Institutions	2	1 anno accademico
LM Economia e gestione degli intermediari finanziari	Lobachevsky State University of Nizhni Novgorod (Russian Federation)	MSc Finance and credit – Banking, (in lingua russa)	2	1 anno accademico
LM Economia e gestione degli intermediari finanziari	Siberian Federal University (Russian Federation)	MSc Finance and credit – Banking	1	1 semestre
LM Economia e gestione degli intermediari finanziari	Vilnius University (Lithuania)	MSc Finance	1	1 semestre
LM Management e Governance, curriculum Accounting and Management	Lobachevsky State University of Nizhni Novgorod (Russian Federation)	Management / Economics and Management of Financial Institutions	2	1 anno accademico



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To obtain the double degree students will be required to study for one semester or one academic year at one of the abovementioned universities.

For all options students must also:

- have gained, before the beginning of their study period abroad, all first year university credits (CFU) as provided in their respective study plan, with the exception of courses to be chosen by students (“free” credits);
- prepare their degree thesis in both universities, in accordance with the teaching regulations of each university;
- defend their degree thesis in both universities, in the presence of at least one of the two supervisors;

4 - Costs

Students participating in the double degree programme will not have to pay enrollment fees at the partner university, but must always be regularly enrolled in the abovementioned second cycle degree course at the University of Siena.

Students must pay for their own insurance, travel and accommodation expenses during their period abroad.

Students will receive financial support (400 to 450 Euro per month¹) according to the following calendar:

- 3 monthly instalments 30 days from the date the University of Siena receives the Arrival certificate from the Host University (see Art. 8);
- The final payment 30 days from the date the University of Siena receives the Final certificate from the Host University stating the dates of arrival and departure from the Host university (see Art. 8).

Subject to availability of funds, students may receive a small amount of money to partially cover their travel expenses.

5 - Selection of candidates and formation of list in order of merit

Students will be selected by a Committee composed of at least 3 faculty members of the Degree courses involved in the Programmes as suggested by the President of the relevant Didactic Committee (Comitato per la Didattica). Students will be assessed on the basis of the following criteria:

- cover letter;
- Curriculum Vitae;
- language competence;
- university career to date and grades obtained in the first semester of the second cycle degree course;
- individual interview.

The aim of the interview, which will be conducted in English, is to find out in depth about the student’s motivations, study plan and background.

Based on the abovementioned criteria a separate list in order of merit will be drawn up for each programme. Candidates will be assigned points (max. 100) for each of the abovementioned criteria.

All available places will be assigned according to these lists. Please note that the ranking list will only give provisional admission: student will obtain final admission once they gain all the credits of their first year of study by September examination session.

Should additional places be available, they will be assigned according to the same lists.

¹ The amount may change due to the final amount of funds distributed by the Italian Ministry of Education every year.



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The location, date, and time of the interview will be communicated to the candidates shortly after the application deadline. The dates of the English test and the interviews cannot be changed and those who cannot attend will be considered as not assessable for the purposes of the selection procedure.

6 - Acceptance/Renunciation

Successful candidates will receive all communications, including the outcome of the selection procedure, by email.

Successful candidates must inform the university of their intention to accept or decline the opportunity offered by the deadline indicated. If a successful candidate does not respect this deadline, he/she loses any right to the place and the next candidate in the list of merit will be called.

Successful candidates will continue to receive any national study grants or scholarships they have been awarded. Students who have been awarded an A.R.D.S.U. (Azienda Regionale per il Diritto allo Studio Universitario) study grant for the academic year 2016/2017 can also apply for the regional study grant for international mobility. Further information is available on the website: www.dsu.toscana.it, by phone: 0577/760819, or by email: cghezzi@dsu.toscana.it.

During the period of mobility abroad, students can let a foreign mobility student use their accommodation in Siena. This procedure is obligatory for those with a place in university residences and optional for those in private accommodation.

The form to fill in for available beds can be found on the website of the Divisione Relazioni Internazionali: <http://www.unisi.it/internazionale/studio-e-lavoro-allestero/studiare-allestero/programmi-internazionali>

7 - Procedure upon arrival at the host university

Following their acceptance, successful candidates must start the application procedure as required by the host university.

Successful candidates must also send any documents requested by the foreign university as instructed. Should a successful candidate not fulfil these requirements, the University of Siena cannot be held responsible for his/her non-acceptance by the host university, and in any case the final acceptance of the candidate is decided upon by the host university and under no circumstances can the University of Siena interfere with or change such a decision.

The information provided in this notice is subject to amendment following any instructions from the host universities. In this case the University of Siena cannot be held responsible for any amendments made to the terms specified in this announcement.

8 - Documents to be sent to the Divisione Relazioni Internazionali

Upon arrival at the host university each participant must go to the competent office (e.g. International Relations, Student Mobility etc.) to announce his/her arrival and ask the office to record the exact start date for his/her period of mobility on the certificate of attendance, to be sent to the Divisione Relazioni Internazionali by email or fax.

At the end of the study period at the host university, participants must send the following documents to the Divisione Relazioni Internazionali by email at internazionale@unisi.it:

- copy of an official certificate of attendance signed by the host university, confirming the effective period of study and indicating the dates of arrival and departure;
- a copy of the transcript of records;
- Final Report form, duly filled in.

These documents can be downloaded from the following page: <http://www.unisi.it/internazionale/studio-e-lavoro-allestero/studiare-allestero/programmi-internazionali>



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The Office of International Programmes will forward the abovementioned documents to the Ufficio Studenti of the student's department at the University of Siena.

Should a successful candidate not send the documents, he/she will not receive the final payment.

At the end of the study period abroad students are required to send to the Office of International Programmes and to the students' office of the relevant department a copy of the Degree they will have obtained at the partner university.

9 - Applications

Applications, made using the form available on the website and accompanied by a copy of the applicant's identity card/passport, must be sent by email to *internazionale@unisi.it* in a unique pdf file exclusively from the institutional mailbox of the domain unisi.it (documents sent from other domains will not be taken into consideration)

Applications must be received by **June 9th 2017** at the very latest.

Candidates must send the following documents with the application form:

- Self-certification of enrollment at the University of Siena and exams taken;
- Self-certification regarding conferral of the first cycle degree, the final grade awarded and all exams taken, with relative grades;
- Cover letter;
- Curriculum Vitae in English;
- Certificate of language competence and any other document deemed useful.

If any documents are missing the candidate will be informed of his/her exclusion from the selection process

10 - Handling and confidentiality of personal data

Pursuant to art. 13 and having regard to art. 24 of Legislative Decree no. 196/2003, personal data provided by candidates with their applications for this selection procedure will be processed for the purposes of managing this selection procedure. Interested parties can, at any time, exercise their rights under art. 7 of the abovementioned Legislative Decree in relation to the holding of the personal data.

Siena, 18/05/2017

Signed by
HEAD OF ADMINISTRATION
Marco Tomasi