ANNOUNCEMENT FOR STUDYABROAD OPPORTUNITY AT THE AMERICAN GRADUATE SCHOOL IN PARIS
ACADEMIC YEAR 2018/2019

1 - Subject
A selection is announced for three available positions to study abroad for the duration of one semester during the academic year 2018/2019 at the American Graduate School in Paris.

2 - Candidates
Applicants must be students enrolled in master’s degree courses for the academic year 2018/2019 in the following subjects:

- Administration Sciences;
- International Sciences;
- Finance – Finanza;
- Management and Governance;
- Public and Cultural diplomacy.

N.B. The courses available to exchange students are exclusively those offered by the School of International Relations and Diplomacy, which are listed on the following web pages:

http://www.ags.edu/international-relations/degree-programs/graduate-course-catalog

3 – Requirements for Admission
Registration in one of the aforementioned master’s degree courses.

The winners must hold a certificate stating that they have passed the TOEFL or IELTS exam, for which a minimum score is not required.

AGS may still ask candidates for a telephone or Skype interview to assess their language level.

Those selected, during the period abroad provided for by the exchange programme, must remain enrolled at the Università di Siena.

4 - Taxes, costs, meals and housing
Those selected will not be required to pay university fees to the host institution.

The host organization will provide information for the housing search. Students are responsible for paying the costs of food, lodging and travel.

Students will receive an economic contribution equal to an Erasmus grant (including the ministerial contribution) according to the following timetable:
- after sending the certificate of stay—completed and signed by the host university certifying the date of arrival of the student—to internazionale@unisi.it, students will receive a deposit equal to 3 months
- the final payment following the delivery of the final documentation (see Article 9).

Furthermore, once financial availability has been verified, a contribution may be paid to partially cover travel expenses.

Before leaving, students must enter their bank details (current account or card of account holder or co-owner) on the Segreteria on-line system (Home> Personal data, Bank details. Choose bank or postal bank transfer) following the instructions at the following link: https://www.unisi.it/sites/default/files/manuale_iban_0.pdf

Some rechargeable cards have a credit cap. Check this restriction before entering the data in the online system. Students who have residency abroad must also enter the address of their Italian residence (Home>Personal Data).

Those who fail to submit this information will not receive financial contribution.

5 – Selection

For selection purposes, candidates must undergo an interview with Prof. Alessandra Vivian, the exchange programme coordinator for the American Graduate School in Paris. The aim of the interview is to ascertain both the level of English proficiency and the candidates' aptitude for participating in a study abroad programme. The location, date and time of the interview will be communicated to the candidates after the application deadline has passed.

A classification will be formulated assigning a score for each of the following aspects:

**Degree marks (from 1 to 10 points)**

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For non-graduates, the weighted average of exams will be taken into account (from 1 to 10 points)

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Scientific Works (from 1 to 10 points)

Previous experiences abroad (maximum 10 points)

- Erasmus and previous international experience: 5 points
- Other experiences (Summer school, Internship, etc...): 3 points

Coursework (from 1 to 30 points)

Language ability (from 1 to 30 points)

Interview (from 1 to 30 points)

On equal terms, the seniority criterion will be applied (priority to older students)
Candidates who have no study abroad experience be given priority.

**6 – Acceptance/Renunciation**

Those selected will receive all communications, including the selection results, via email. Those selected will be required to comply with the terms by which to communicate the acceptance or renunciation of the opportunity offered. In the event that this deadline is not respected, a student will lose all rights and the next candidate in the ranking will be selected. The winners will continue to receive any study grants or national scholarships of which they are beneficiaries.

The winning students announced by the A.R.D.S.U. (Azienda Regionale per il Diritto allo Studio Universitario) for the academic year 2017/2018 may also apply for the regional scholarship for study abroad.

Further information is available on the website: www.dsu.toscana.it, by phone: 0577/760819, or by email: cghezzi@dsu.toscana.it.

During the study abroad period, students may allow a foreign study abroad student to use their accommodation in Siena. This procedure is obligatory for those with a place in university residences and optional for those in private accommodations.

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 for registration at the host university**

Following their acceptance, successful candidates must begin 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 Università di Siena cannot be held responsible for his/her non-acceptance by the host university.

It should be noted that the information and study periods indicated in the announcement may be subject to variations following possible indications from the American Graduate School in Paris. In this case, the Università di Siena will not be responsible for any changes made to the terms set out in the announcement.

**8 – Fulfilment of scholarship holders**

**Before departure**

The scholarship holders must deliver the study plan to their Student’s Office (the module for the study plan can be found at the following link: https://www.unisi.it/internazionale/studio-e-stage-allestero/studio-e-ricerca-allestero/programmi-internazionali/prima), attached with the syllabi of the individual courses to be taken abroad.

The Student’s Office will send the study plan to the Didactic Committee for the master’s programme to which the student belongs for the formal approval of the proposed study programmes that must take place before the student leaves.

**During the study abroad period**

Upon arrival at the host institution, students must present themselves at the relevant office (International Relations, Student Mobility, etc.) to signal their arrival, recording the exact start date of the mobility period on the certificate of stay to be sent to the Divisione Relazioni Internazionali by e-mail (internazionale@unisi.it)
The certificate of permanence can be downloaded from the following link: https://www.unisi.it/internazionale/studio-e-stage-allestero/studio-e-ricerca-allestero/programmi-internazionali/durante

Reentry

At the end of the study abroad period, students are required to send the following documentation to the Divisione Relazioni Internazionali:

• original certificate of the official residence signed by the host organization certifying the effective study abroad period with indication of arrival and departure dates;
• copy of the Transcript of Records if exams were taken;
• Final Report form duly filled out.

These modules can be downloaded from the following pages: https://www.unisi.it/internazionale/studio-e-stage-allestero/studio-e-ricerca-allestero/programmi-internazionali/al

Those who have taken examinations must submit their Transcript of Records and questionnaire—in order to confirm completion of the study abroad programme—to their Student's Office.

9 - Application

The application questions, written on plain paper on the document available on the website, the attachments, and a copy of an identity document, must be sent exclusively via e-mail in a single pdf file to internazionale@unisi.it through an institutional address of the unisi domain (documents that come from other domains will not be taken into consideration).

Applications must be received no later than 13:00 on Tuesday 20 February 2018

The following documentation must be attached to the application form:

• Self-certification concerning enrolment and exams taken at the Università di Siena;
• Self-certification regarding the attainment of the bachelor’s degree with the final mark reported;
• Curriculum Vitae (in English);
• Previous experiences abroad (Erasmus.....)—regarding this point it is sufficient that the circumstance be self-certified in the Curriculum Vitae;
• Any other certificates of linguistic knowledge;
• Any other publications and qualifications the candidate deems useful for the application.

Furthermore, the candidate must attach the following to the application:

• A detailed description (in English) of his/her intended study programme. In the event that the candidate intends to be recognized abroad, he/she must attach a list of any courses and exams he/she intends to take at the host institution to the application form.
  The list of AGS courses is available at the address: http://www.ags.edu/international-relations/degree-programs/graduate-course-catalog

If the attached documentation is not complete, the application will be automatically excluded from the selection after communication to the interested party.

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10 - Treatment 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 personal data.

Siena, 25/01/2018

Signed,

Regent General Director

Giovanni Colucci