DOUBLE DEGREE PROGRAMMES
SCHOOL OF ECONOMICS AND MANAGEMENT
SELECTION NOTICE – A.Y. 2021/2022

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

These allow students in the following Master's Degree (Laurea magistrale) courses:

- Economia e gestione degli intermediari finanziari
- Economics
- Finance-Finanza
- International Accounting and Management

to earn a double degree.

Further information is available on the following website:
https://www.unisi.it/internazionale/doppi-titoli-double-degrees

Please be advised that, due to evolving pandemic conditions in different countries and geographical areas, international mobility programmes may be suspended or undergo significant changes in terms of implementation (in presence or remotely) or timing, in accordance with any restrictions in destination countries. Students' mobility abroad will be subject to final approval by the Host Institution.

2 - Applicants and admission requirements
The selection procedure is open to those enrolled in the first year of the Master's Degree (laurea magistrale) courses in Economia e gestione degli intermediari finanziari, Economics, Finance-Finanza and International Accounting and Management at the University of Siena.

Applicants must have level B2 certified knowledge of the English language, unless otherwise specified by one of the partner universities.

Applicants to the University of Marburg must have level C1 certified knowledge of the English language.

Students enrolled in the Master's 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 adequate knowledge of the Russian language, since classes will be held in Russian.
During their period abroad as part of the exchange programme, participants must remain fully enrolled at the University of Siena.

3 - Programme description and available places

The following programmes are available:

<table>
<thead>
<tr>
<th>Degree course in Siena</th>
<th>Partner University</th>
<th>Degree course at the Partner University</th>
<th>Available places</th>
<th>Mobility period abroad</th>
</tr>
</thead>
<tbody>
<tr>
<td>LM Economics</td>
<td>University of Ljubljana (Slovenia)</td>
<td>MSc Economics</td>
<td>2</td>
<td>1 academic year</td>
</tr>
<tr>
<td>LM Economics</td>
<td>University of Marburg (Germany)</td>
<td>MSc Economics and institutions</td>
<td>2</td>
<td>1 academic year</td>
</tr>
<tr>
<td>LM Economia e gestione degli intermediari finanziari</td>
<td>Lobachevsky State University of Nizhni Novgorod (Russian Federation)</td>
<td>MSc Management / Economics and Management of Financial Institutions</td>
<td>2</td>
<td>1 academic year</td>
</tr>
<tr>
<td>LM Economia e gestione degli intermediari finanziari</td>
<td>Lobachevsky State University of Nizhni Novgorod (Russian Federation)</td>
<td>MSc Finance and credit – Banking, (in Russian)</td>
<td>2</td>
<td>1 academic year</td>
</tr>
<tr>
<td>LM Economia e gestione degli intermediari finanziari</td>
<td>Siberian Federal University (Russian Federation)</td>
<td>MSc Finance and credit – Banking</td>
<td>2</td>
<td>1 semester</td>
</tr>
<tr>
<td>LM Economia e gestione degli intermediari finanziari</td>
<td>Vilnius University (Lithuania)</td>
<td>MSc Finance</td>
<td>2</td>
<td>1 semester</td>
</tr>
<tr>
<td>LM Finance-Finanza</td>
<td>University of Ljubljana (Slovenia)</td>
<td>MSc Money and Finance</td>
<td>3</td>
<td>1 academic year</td>
</tr>
<tr>
<td>LM International Accounting and Management</td>
<td>Lobachevsky State University of Nizhni Novgorod (Russian Federation)</td>
<td>Management of Business and Finance</td>
<td>2</td>
<td>1 academic year</td>
</tr>
</tbody>
</table>

Double degree students are required to study for one semester or one academic year at one of the abovementioned universities. Students must also:

- have obtained, before the beginning of their study abroad period, all first year university credits (CFU) as provided for in their respective study plans, with the exception of courses chosen by students (elective credits). Students who fail to meet this requirement by the deadline will be assessed by the relevant Academic Board, which will decide whether they can remain in the programme;
- prepare their Master’s thesis in both universities, in accordance with the teaching regulations of each university;
- defend their Master’s thesis in the presence of both supervisors.

Please be advised that, during their first year in Siena, students enrolled in the Master's course in International Accounting and Management who are admitted to the double degree programme will have to pass the following exams:
Double degree students follow a set study plan, and do not therefore need to prepare a Learning Agreement (LA), except in cases where variations in the academic offer of the two universities has to be managed or a choice has to be made within a group of modules, or when requested by the host university. When a LA is required, the programme coordinator shall sign it in the section dedicated to his/her University.

Modifications to the joint study plan will be possible according to the laws and regulations of both countries and subject to agreement between the partner universities.

Students who, for whatever reason, fail to complete the DD programme but follow teaching activities at the host institution are not awarded a double degree but may apply to the host university for recognition of Exchange student status and the ToR. Such students must expressly inform the host university of their withdrawal from the DD programme and, if necessary, of their request to change to exchange student status in accordance with the terms indicated by the latter. They must also promptly notify the relevant Students and Course Administration Office and the International Relations Division of their withdrawal from the double degree programme.

### 4 – Financial contribution and costs

Successful candidates will receive an economic contribution based on their ISEE (in compliance with DM. 1047 of 29/12/2017), as shown in the following table:

<table>
<thead>
<tr>
<th>ISEE</th>
<th>MONTHLY MOBILITY GRANT</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISEE ≤ 13.000</td>
<td>€ 500</td>
</tr>
<tr>
<td>13,000 &lt; ISEE ≤ 21,000</td>
<td>€ 450</td>
</tr>
<tr>
<td>21,000 &lt; ISEE ≤ 26,000</td>
<td>€ 400</td>
</tr>
<tr>
<td>26,000 &lt; ISEE ≤ 30,000</td>
<td>€ 350</td>
</tr>
<tr>
<td>30,000 &lt; ISEE ≤ 40,000</td>
<td>€ 300</td>
</tr>
<tr>
<td>40,000 &lt; ISEE ≤ 50,000</td>
<td>€ 250</td>
</tr>
<tr>
<td>ISEE&gt;50,000</td>
<td></td>
</tr>
</tbody>
</table>

Please note that according to the current provisions of the MIUR, the financial contribution will also be paid to those who shall carry out virtual mobility in the host country, but will not be paid to those who shall carry out online mobility outside the country of the destination university.
Any changes regarding this ministerial provision will be communicated to the students concerned.

Candidates must check that their ISEE is recorded on their personal page of the Segreteria online platform. Without this information, students will receive the lowest economic contribution (350€ per month).

Grants will be disbursed as follows:
- a first instalment equivalent to 3 months' contribution upon receipt of the certificate of stay, completed and signed by the host university, certifying the student's date of arrival;
- the remaining sum within 30 days after delivery of the official certificate of stay signed by the host university certifying the actual period of study, with the dates of arrival and departure (payments to students who send the arrival certificate during July and August may be delayed).

Prior to departure, students must enter their bank details (bank account or card registered or co-registered in their name) in the University's Segreteria on-line system. IBANs registered in the name of third parties only (e.g. parents, relatives, friends) are NOT accepted. Changes to the IBAN must be notified promptly.

**Should these details not be provided (or should the student provide an IBAN registered in the name of a third party), funding shall not be disbursed.**

Students participating in the double degree programme will not have to pay enrolment fees at the partner university, but must remain enrolled in the aforementioned master's courses at the University of Siena and pay the relevant tuition fees. However, should they fail to complete the degree examination within the legal terms of the academic year in which they are enrolled at the host university, the latter may request the renewal of their enrolment for the following year and payment of the relevant university contributions.

Students must pay for their own insurance, travel and accommodation expenses in relation to their period abroad.

Successful applicants will continue to receive any assigned national benefits or scholarships. Those in receipt of A.R.D.S.U. (Regional Agency for the Right to University Education) scholarships for academic year 2020/2021 may also apply for the regional bursary for international mobility. For further information, see the website www.dsu.toscana.it, call 0577/760819 or email cghezzi@dsu.toscana.it.

During the mobility period abroad, students may offer their accommodation in Siena to an incoming exchange student. The procedure is mandatory for those assigned university residences, and optional for those staying in private accommodation. The form to be filled in to declare the availability of accommodation can be found among the forms published on the web pages of the International Relations Division at:

https://docs.google.com/forms/d/e/1FAIpQLSfQhY93HV8-IS9IE34pifZefGn8GC1JDs38JVC4uK9rPAFC1w/viewform?c=0&w=1

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**5 - Selection of candidates and merit ranking**

Students will be selected by a committee composed of at least three (3) faculty members of the degree courses involved in the programmes as suggested by the Chair of the relevant Academic Board. Students will be assessed on the basis of the following criteria:

- personal statement;
- Curriculum Vitae;
- language skills;
- university career to date and grades obtained in the first semester of the Master's Degree course;
- individual interview.

The aim of the interview, which will be conducted in English, is to further discuss 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. The weight of the individual items will be specified in the report prepared by the Selection Committee.
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 for their first year of study by the end of the September session, except in cases expressly authorized by provision of the Academic Board.

Should additional places be available, they will be assigned according to the same lists. The location, date, and time of the interview will be communicated to the candidates shortly after the application deadline. The dates cannot be changed and those who cannot attend will be considered not assessable for the purposes of the selection procedure.

6 - Acceptance/Forfeiture

Successful applicants will receive all communications, including the outcome of the selection procedure, by email and must start the application procedure for the assigned University. Successful candidates who wish to decline the offer must promptly inform the office so as to allow time to call the next candidate in the merit ranking.

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 University of Siena cannot be held responsible for refused admission to the host university. Final admission is the decision of the host institution and the University of Siena cannot influence or modify this in any way.

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 International Relations Division and the Students and Course Administration Office

Upon arrival at the host university each participant must go to the relevant 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 study abroad period on the certificate of stay, to be sent to the International Relations Division by email at internazionale@unisi.it.

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

- copy of an official certificate of stay signed by the host university, confirming the actual period of study and indicating the dates of arrival and departure;
- a copy of the Transcript of Records. The original Transcript of Records must be sent to the Students and Course Administration Office of the relevant department;
- Final Report form, duly filled in.

These documents can be downloaded from the following page: https://www.unisi.it/internazionale/doppi-titoli-double-degrees

A successful candidate who fails to send the requested documents to the International Relations Division will not receive the final payment.

At the end of the study abroad period students are required to send a copy of the degree they will have obtained at the partner university to the International Relations Division and to the relevant Course Administration Office.
Applications, drafted using the form available on the website and accompanied by a copy of the applicant's identity document, must be emailed to internazionale@unisi.it as a single PDF file exclusively from his/her personal university email account @unisi.it (documents sent from other accounts will be refused).

Applications must be received no later than **11.59pm on Monday, 15 March 2021**.

Candidates must send the following documents with the application form:

- Self-certification of enrolment at the University of Siena and exams taken;
- Self-certification regarding completion of the Bachelor's Degree, the final grade awarded and all exams taken, with respective grades;
- Curriculum Vitae in English;
- Personal statement;
- Certificate of language skills (only for those enrolled in a Master's Degree programme in Italian) 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 - Processing 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 respect of the personal Data Controller.

Siena, date of the digital signature

Signed The General Manager
Emanuel Fidora