



UNIVERSITÀ
DI SIENA
1240

**SELECTION NOTICE
DOUBLE DEGREE PROGRAMMES
Master's Degree in Finance
A.Y. 2024/2025**

1 - Subject

A selection is announced for mobility places within the Collaboration Programmes with the University of Ljubljana (Slovenia) and the Romanian-American University in Bucharest (Romania), which allows students enrolled in the Master's Degree Course in Finance at the University of Siena to achieve a double degree.

Those who successfully complete the path, in addition to the Master's Degree in Finance, will obtain the Master's Degree in Money and Finance at University of Ljubljana or the Master's Degree in Finance at the Romanian-American University in Bucharest.

Further information is available on the following website:

<https://finance.unisi.it/en/course/double-degrees>

Please be advised that, due to possible or unexpected emergency situations arising in one of the partner countries or other force majeure or due to termination or expiration of the agreement within its terms, 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. Therefore, students' mobility abroad will be subject to the final approval of the Host Institution.

2 - Applicants and admission requirements

The selection procedure is open to those enrolled in their first year of the Master's Degree (*laurea magistrale*) course in Finance 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 Ljubljana are required a minimum average grades of 24/30.

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:

Degree course in Siena	Partner University	Degree course at the Partner University	Available spots	Mobility period abroad
LM Finance-Finanza	University of Ljubljana (Slovenia)	MSc Money and Finance	3	1 academic year
LM Finance-Finanza	Romanian-American University in Bucharest (Romania)	MSc Finance	2	1 academic year

Double degree students are required to study for 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.

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:

ISEE	MONTHLY MOBILITY GRANT
ISEE \leq 13,000	€ 500
13,000 < ISEE \leq 21,000	€ 450
21,000 < ISEE \leq 26,000	€ 400
26,000 < ISEE \leq 30,000	€ 350
30,000 < ISEE \leq 40,000	
40,000 < ISEE \leq 50,000	
ISEE > 50,000	

According to the current provisions of MIUR, the financial aid will also be paid to those who, in the cases mentioned in point 1, might be forced to carry out virtual classes or activities in the host country; however, it cannot be paid to those who will carry out online activities 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 installment equivalent to the three-months contribution, within 30 days of receiving the certificate of stay, completed and signed by the host university, certifying the student's date of arrival, to be sent via e-mail¹ to DDstudents@unisi.it;

¹ To limit the spamming, all e-mail communication should be through the student's institutional mailbox (...@student.unisi.it). The office is not responsible for any inconvenience or delay due to the use of different e-mail accounts
DD program ref e-mail address: DDstudents@unisi.it



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- 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 2024/2025 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.

5 - Selection of candidates and merit ranking

The Programme coordinator will consider the applications and select candidates on the basis of their submitted documentation. Applications will be ranked by the sum of their points from the following:

1. Academic Merit (max 30 points)
 $0.15 \times \text{average grades of the student} + 0.15 \times (30 \times \text{credits received by the deadline}) + 0.7 \times \text{mark on the degree}$
(marks out of thirty)
2. Language skills, academic fit of the proposed exchange and candidate's motivation (max 30 points) will be evaluated by the Programme coordinator during an interview which will be conducted in English.

Regarding point 1, **the deadline to be considered is March 29th, 2024.**

Regarding the allocation of the score based on the bachelor's degree grade, students with foreign qualifications enrolled in the 1st year of master's degrees must ensure that the bachelor's degree grade converted on a scale of 110 is entered into the online secretariat by the deadline of this notice. For insertion, it is necessary to send to the Admission Office - admissionoffice@unisi.it - a certification issued by the University where the bachelor's degree was obtained, stating, according to the respective evaluation scale, the achieved grade as well as the minimum and maximum grade for obtaining the degree (e.g., Achieved Grade: 4; Evaluation scale: minimum grade 3, maximum grade 10).

The absence of the converted degree grade will not allow the attribution of the percentage score related to the degree grade, according to the calculation formula outlined in this article.

In case of a tie between two or more candidates, the successful student will be selected by the standard preference of Esse3, the software that processes destination selection.

Based on the abovementioned criteria a list in order of merit will be drawn up. All available positions will be assigned according to the final ranking list. Please note that the ranking list will only provide provisional admission: students will obtain final admission once they gain all of the university credits (CFU) of their respective 1st year study plan by fall term 2023, except in cases expressly authorized by approval by the Didactic Committee (see Art. 3).

Should additional positions be available, they will be assigned according to the same list.

Candidates will receive more details on the interview from the Programme coordinator soon after the application deadline. Those who cannot attend will be considered not assessable for the purposes of the selection procedure.

6 - Acceptance/Forfeiture

Successful candidates will receive all communications, including the outcome of the selection procedure, in their own institutional email (...@student.unisi.it) and must start the application procedure for the assigned University.

Successful candidates must inform the home 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 programme and the next candidate in the list of merit will be nominated.

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 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' Office²

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 - in .pdf format - at **DDstudents@unisi.it**

At the end of the study period at the host university, participants must send the following documents - in .pdf format through institutional email ...@student.unisi.it - to the International Relations Division by email at **DDstudents@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;
- 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.

9 - Applications

Application must be submitted exclusively through the online system (paper applications or ones sent by email will not be accepted). Students may access <https://segreteriaonline.unisi.it> using their own university credentials.

Further details on how to submit an application are available in the guide, which may be found here:
<https://www.unisi.it/internazionale/doppi-titoli-double-degrees>

² To limit the spamming, all e-mail communication should be through the student's institutional mailbox (...@student.unisi.it). The office is not responsible for any inconvenience or delay due to the use of different e-mail accounts
DD program ref e-mail address: **DDstudents@unisi.it**



The online application will be active from 12 pm (noon) of March 8th to 12 pm (noon) of March 29th, 2024.

Candidates must upload the following documents with the application form:

- Self-certification of enrolment at the University of Siena and exams taken;
- Self-certification regarding attainment of the Bachelor's Degree, the final grade awarded and all exams taken, with respective grades;
- Motivational letter in English, one for each destination;
- 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 - Privacy and confidentiality of personal data

As regards the personal data transmitted by candidates with the application to participate in the programme, the University of Siena, in line with the provisions of EU Regulation 2016/679, informs that such data will be processed according to the principles established by art. 5 (lawfulness, correctness, transparency, adequacy, relevance, accuracy, minimization of processing, limitation of conservation, etc.) Furthermore, the provision of the data requested with this documentation is mandatory for the purposes of the procedure for which they are collected and will be processed only for the purposes connected and instrumental to the call and, up to the extent strictly necessary, it may be communicated to the data processors appointed pursuant to of article 28 of the EU Regulation (for example, subjects who manage applications in outsourcing or of hosting on behalf of the University). As an interested party, the candidate may exercise towards the University of Siena all the rights provided for in article 15 et seq. of the European Regulation (access, rectification, cancellation, limitation, opposition, and withdrawal of consent). We invite you to read carefully the information on the processing of personal data, drawn up pursuant to art. 13 of EU Regulation 2016/679, published on the University portal - Sezione Privacy <https://www.unisi.it/ateneo/adempimenti/privacy>

Siena, date of the digital signature

Signed by the General Manager
Beatrice Sassi