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DI SIENA
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DOUBLE DEGREE PROGRAMME

**University of Siena - Master in *Public and Cultural Diplomacy*
Jagiellonian University Krakow - Master in *International Relations and Public Diplomacy***

NOTICE OF SELECTION A.Y. 2024/2025

1 - Subject

The Department of Social, Political and Cognitive Sciences is involved in a cooperation programme with the Jagiellonian University in Krakow (Poland), which allows students of the Master's Degree programme in *Public and Cultural Diplomacy* to obtain a double degree.

Students who successfully complete the programme will be awarded both the Master in *Public and Cultural Diplomacy* of the University of Siena and the Master in *International Relations and Public Diplomacy* of the Jagiellonian University Krakow.

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 of Science in Public and Cultural Diplomacy at the University of Siena with a weighted average of 27/30 or higher.

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

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

3 - Programme description and available positions

The programme provides 12 available spots. To obtain the double degree students will be required to spend the second year of their Master's programme at the Jagiellonian University in Krakow.

Students participating in the double degree programme must have completed all university credits (CFU) as provided in their respective 1st year study plan before the start of courses at Jagiellonian University in Krakow. In the case of failure in meeting this requirement, the case will be submitted to the Didactic Committee, which will evaluate whether the student may participate in the programme.

The programme provides:

- The attainment at the Jagiellonian University in Krakow of the university credits provided for in the 2nd year programme of Public and Cultural Diplomacy;
- Preparation of Master's degree thesis, which will be valid in both universities, according to the respective educational regulations, as foreseen by the agreement;
- Defence of the degree thesis, which will be held at the home University with the presence of the host University supervisor or at both Institutions.

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



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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.

At the end of their study period at the Jagiellonian University in Krakow, students who have not succeeded in obtaining all of the 60 university credits (CFU) as provided in their 2nd year study plan but who have gained at least 40 university credits:

- A- will spend an additional semester at the Jagiellonian University in Krakow in order to complete the programme and gain the double degree;
- B- gain only their home university degree.

Subject to the approval of the Host University, students who have not met all the requirements they need to gain the double degree may apply to the host university for recognition of Exchange student status and the Transcript of Records.

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.

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;
- the remaining sum 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.

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.

The financial contribution cannot be disbursed without this data.

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 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

¹ To limit 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



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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 formation of list in order of merit

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 the fall term 2024, 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.

The interview will be held online. Candidates will receive more details 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/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 programme and the next candidate in the list of merit will be nominated.

7 - Procedure for registration at the host university



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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 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 International Relations Division and the Student's 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 attendance, to be sent - in .pdf format - to the International Relations Division through @student.unisi.it institutional email at DDstudents@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 *DDstudents@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;
- copy of the *Transcript of Records*. The original *Transcript of Records* must be sent to the Student's Office of the relevant department;
- Final Report form, duly filled in.

Templates of these documents can be downloaded from the following page:
<https://www.unisi.it/internazionale/doppi-titoli-double-degrees>

Students who do not submit the required documentation listed above will not receive the financial contribution.

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 both to the International Relations Division and to their relevant student's 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 can be found here:
<https://www.unisi.it/internazionale/doppi-titoli-double-degrees>

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;
- Curriculum Vitae in English;
- Certificate of English 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



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As regards the personal data transmitted by candidates with the application to participate in mobility programmes, 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