



*International Student Office*

**Call for applications for 20 Scholarships  
reserved to International students  
of Uzbek nationality enrolling in  
a Master's Degree Programme  
in the a.y. 2024/2025**

**Deadline: May 24, 2024 at 11.59 pm (CET)**

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### **Art.1 Object**

As part of the Agreement signed on the 2<sup>nd</sup> of April 2024 between the University of Tuscia and the Ministry of Agriculture of the Republic of Uzbekistan, the University of Tuscia announces a public selection for the admission of international students to Master's Degree Courses for the academic year 2024/2025. The University of Tuscia will draw up a single ranking and will award 20 biennial scholarships to the most deserving students of Uzbek nationality who enrol for the first time at an Italian university.

Enrolment in years subsequent to the first, transfer from one degree programme to another or transfer from one university to another, is not considered "*first enrolment*" in one of the degree programmes of the University of Tuscia in the academic year 2024/2025.

*International students* are students whose qualifications for admission to the chosen degree programme have been obtained at an institution not belonging to the Italian education system, regardless of the student's citizenship.

The complete list of master's degree courses at the University of Tuscia can be found at the link: <https://www.unitus.it/corsi/corsi-di-laurea-magistrale/>

### **Art.2 Declaration of value**

Upon their arrival in Italy, applicants must hand in to the Student Secretary, Via S. Maria in Gradi n. 4, Viterbo, the original **Degree certificates and the Transcript of Records, in Italian or English, authenticated by the Italian Diplomatic Mission in charge of the territory or with an Apostille, and the Declaration of Value issued by the Italian Diplomatic Representation in charge of their territory or, alternatively, the certification issued by the ENIC-NARIC (www.enic-naric.net) centres in Italian or English, such as the Statement of Verification (as an alternative to legalisation or Apostille) and the Statement of Comparability of foreign qualifications (as an alternative to the Declaration of Value) issued by CIMEA, with which the University of Tuscia has an agreement.**

The student can request the aforementioned documents of the qualifications from the link <https://cimea.diplo-me.eu/unitus/#/auth/register>. The documents must be submitted to the **Student Secretariat**, Via S. Maria in Gradi n. 4, Viterbo, within **30 days from arrival and in any case no later than the first exam session of the academic year 2024/2025 (30 January 2025)**. Failure to submit the aforementioned documents within the deadline will result in the interruption of enrolment operations and therefore the impossibility of taking the exams. Enrolment operations may be completed only after the submission of the aforementioned documents.

### **Art.3 Language requirements**

Students enrolling in Master's degree programmes taught in English must present a minimum B2 level

English certificate or prove that their bachelor's degree was fully taught in English.

#### **Art.4 Admission requirements**

The call is reserved for international students who meet the following requirements:

1. applicants must have been born after 31/12/1993;
2. hold a Bachelor's degree or post-secondary qualification from an Uzbek University or an Uzbek higher institution recognized after 31/12/2016. Students who will obtain their degree by the end of academic year 2023/24 will be able to participate provisionally in the call. Failure to obtain the degree by 31 July 2024 will result in the loss of the right to the scholarship;
3. not be enrolled at the University of Tuscia or at other Italian universities in first-cycle, second-cycle, or single-cycle degree courses;
4. have obtained, at the end of the Bachelor's Degree Programme, an average grade point (GPA) corresponding to at least 27/30 of the Italian evaluation system, calculated with the [formula](#) provided by the Ministry of University and Research<sup>1</sup>;
5. have received the Letter of Acceptance issued by the Dean of the Master's Degree Course, as a positive response to the admission interview. In the event that the candidate has not yet taken the admission interview they are required to take it by the 24<sup>th</sup> of May 2024.

#### **Art.5 Scholarships**

Scholarship holders will benefit from:

- tuition fee reduction (value € 1,000.00); in any case the student must pay € 156.00 for duty stamp and regional tax;
- scholarship of € 7,000 (gross of IRAP 8.5% to be paid by the Institution), i.e. € 6,451.60 per year for two academic years (2024/2025 and 2025/2026) net of IRAP paid by the Institution. The scholarship is not among those exempt and will be subject to taxation according to current tax rules based on the amounts progressively disbursed during the year, with the application of the deductions provided for income assimilated to employment which may reduce or eliminate the gross tax applied. The costs of food and accommodation are the responsibility of the student. To keep the scholarship in the second academic year, students must earn at least 18 credits by July 2025;
- reimbursement for travel expenses of € 2,500 (gross of IRAP 8.5% to be paid by the Institution), i.e. € 2,304.14 per year for two academic years (2024/2025 and 2025/2026) net of IRAP to be paid by the

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<sup>1</sup> The [formula](#) provided by the Ministry of University and Research is used to calculate the grade point average (GPA) taken at the end of the Bachelor's Degree Programme, corresponding to the Italian evaluation system.

The formula is the following: Final grade point average at the end of Bachelor Programme corresponding to Italian system = [(Final Grade at the end of Bachelor Programme - minimum grade in your system) / (maximum grade in your system - minimum grade in your system)] \* (30 - 18) + 18.

Institution.

**For the academic year 2024/25 the scholarships are distributed as follows:**

<b>Master's Degree</b>	<b>Course language</b>	<b>Number of Scholarships</b>
Circular Economy	English	7
Forestry and Environmental Sciences	English	6
Plant biotechnology for food and global health	English	7
<b>Total</b>		<b>20</b>

The scholarship does not include accommodation. The International Student Office can provide information on accommodation agreements, but is not responsible for finding accommodation.

The reimbursement for travel expenses (€2,500) will be paid in a single instalment within 30 days from the completion of the enrolment.

The scholarship will be disbursed in three instalments for each academic year. The 1<sup>st</sup> instalment of € 1,500.00 will be paid within 30 days from the enrolment; the 2<sup>nd</sup> instalment of € 3,500.00 will be disbursed by the 31<sup>st</sup> of March 2025 after the completion of 12 credits in the first semester; the 3<sup>rd</sup> instalment of € 2,000.00 will be disbursed by the 31<sup>st</sup> of July 2025, after the University will have verified that the scholarship beneficiary has regularly paid the rent and accommodation bills.

Only if the beneficiary obtains 18 credits by July 2025, the University will allocate the amount relating to the reimbursement of travel expenses and the scholarship for the second academic year (2025/2026), at the same time as for the first year.

In addition, selected students will be highly recommended to take an Italian language course at the University of Tuscia, once they arrive in Italy, and to pass the final level exam held by the University of Tuscia.

The amount of the scholarship will be calculated pro-rata based on the student's actual period of attendance at Unitus, starting from the date of arrival.

Selected students are responsible for their initial expenses such as travel cost, living expenses including rent, insurance and administrative fee. Above mentioned scholarship will be paid after arrival once students complete required tasks.

Students awarded with a scholarship must work in the Ministry of Agriculture or its subordinate organisations for at least 2 (two) years immediately after obtaining the Master's degree, in accordance with the agreement between the Ministry of Agriculture of the Republic of Uzbekistan and the student.

#### **Art.6 Incompatibility with other scholarships and/or contributions**

The scholarships covered by this call cannot be combined with:

- Erasmus+ scholarships for incoming mobility;
- scholarships issued by the Ministry of Foreign Affairs and International Cooperation (MAECI);
- CRUI (Conference of Rectors of Italian Universities) contributions to beneficiaries of international protection;
- scholarships issued by foreign government bodies or institutions aimed at encouraging the enrolment of international students at Italian universities;
- scholarships provided by the institution for the right to study (LazioDiSCo).

#### **Art.7 Commission**

Candidates are selected on the basis of the merit requirements indicated above (art. 4 Admission requirements).

The evaluation, based on the criteria set out in a preliminary report, will be carried out by a Selection Committee organised by the University, including the professors in charge of the Master's Degree Courses concerned and any other professors or staff members designated by the Rector of the University of Tuscia. The Selection Committee will be composed of 7 (seven) members and 2 (two) of them will be representatives of the Ministry of Agriculture of the Republic of Uzbekistan.

#### **Art.8 Documents for admission**

Applicants are required to submit the following documentation translated into English or Italian (at this stage, when submitting the application it is not necessary to provide an official - sworn/certified - translation into Italian nor the relative legalisation or the "declaration of value" of the title). Legalised translation must be submitted only at the time of enrolment.

**Mandatory documents:**

1. The online form is available at the following link: <https://forms.gle/RA6HZche3mLMkkTT6>
2. copy of a valid Passport or Identity Card;
3. previous certificates of study (Bachelor's degree certificate);
4. Diploma supplement or transcript of records with the complete list of exams passed and corresponding grades, including the grading scale (minimum and maximum grade in the corresponding education system);
5. B2 level of English language certificate (Ielts, CAE, Toefl, Pitman, ESD, Pearson) or proof of having attended a three-year degree course entirely taught in English;
6. a detailed Curriculum Vitae (CV);
7. a motivation letter (maximum one A4 page);
8. Admission letter received by the Dean of the chosen Master's degree programme (see calendar of admission interviews in Annex A). In the event that the applicant has not yet taken the admission interview, they are required to take it by the 29th of May 2024.

**Art.9 Submission of the application**

**Application must be submitted by filling out the *online* form available at this link <https://forms.gle/RA6HZche3mLMkkTT6> where students must upload the required documents, by May 24, 2024 at 11:59 p.m. (Italian time).** In case of technical problems, please contact the following address: [international@unitus.it](mailto:international@unitus.it)

Incomplete applications, applications that are not correctly completed, applications received after the deadline or sent by email will not be accepted. In case of multiple applications sent from different email addresses, only the first application submitted in chronological order will be considered.

**Art.10 Selection procedure**

Candidates are selected on the basis of merit requirements and the evaluation process is held by the Selection Committee.

The Selection Committee will establish the weight of the following criteria at its first evaluation meeting:

- Age
- Educational background and GPA
- Language certificates and/or other qualifications
- Evaluation of CV and other personal skills
- Motivation letter

- Admission Interview Grade

### **Establishment and approval of the final ranking list**

The rankings are organised in descending order of score and the scholarships will be assigned according to the ranking.

In the event of a tie, preference will be given to the youngest candidate.

The list of eligible candidates will be communicated by email and published on the <https://www.unitus.it/profilo/international/> website .

### **Art.11 Acceptance**

**Within 10 days of the notice received from the University, winning applicants must accept the scholarship and non-EU students must pre-enrol on the [University web portal](#).** Failure to respond within the deadline will result in forfeiture from the ranking.

Students fully and unreservedly accept services and economic benefits under the conditions set out in this announcement. By accepting the scholarship, students confirm, under their own responsibility, that they are not in any of the conditions of incompatibility provided for by art. 6 of this call. Students must also notify the University of any changes to the declared data that may occur during the year.

### **Art.12 Pre-enrolment on University**

Upon acceptance of the scholarship, non-EU students must complete pre-enrolment on the University web portal: <http://www.universitaly.it>. For more information on the pre-registration procedure at the Italian diplomatic representations, please consult <http://www.studiare-in-italia.it/studentistranieri/>.

### **Art.13 Registration**

The enrolment process is finalised in person by registering on the University's Student WEB Portal and by paying the registration fee of € 156.00 through the online Portal. Payment must be made by the deadline for enrolment (4 November 2024), after submitting the original documents (see art. 2) to the International Students desk at the Student Secretariat.

**Selected candidates are not automatically enrolled in their chosen master's degree programme.**

Selected candidates are required to comply with the applicable provisions and deadlines, including the



enrolment rules established by the [Circular of the Ministry of University and Research on the access of foreign students to university degree programmes](#).

Winners will receive the benefits on a bank account of the SEPA circuit only at the end of the enrolment procedures, which take place upon their arrival in Viterbo, and after paying the registration fee of € 156.00 (duty stamp and regional tax). Applicants will receive detailed information from the International Student Office on the procedure to follow to complete their enrolment.

#### **Art.14 Health Insurance**

The scholarship holder, who does not already have one, is required to independently take out a health insurance to cover any expenses for illnesses and accidents in Italy.

#### **Art.15 Ranking lists and assignment of available places**

In the event of vacancies, the University reserves the right to assign benefits to candidates who meet the admission requirements indicated above (*Art. 4 Admission Requirements*) by scrolling through the ranking list.

In the event that the ranking list of a course is exhausted, the University reserves the right to reallocate the remaining funds for the financing of other scholarships and/or ranking contributions of other courses in this call. The ranking will end on the 15<sup>th</sup> of July 2024.

#### **Art.16 Withdrawal**

Candidates selected as winners can withdraw from the scholarship by sending an email to [international@unitus.it](mailto:international@unitus.it) by June 30, 2024. Selected candidates will be withdrawn from the scholarship if they miss the deadline mentioned in Art.11. Additionally, selected candidates will be withdrawn from the scholarship if they do not agree to sign the agreement with the Ministry of Agriculture mentioned Art.5. In case of withdrawal, the scholarship will be awarded to the next eligible candidate in the ranking

#### **Art.17 Information on the processing of data**

In compliance with the European data protection policy, the personal data collected is processed as described on the following page available at <https://www.unitus.it/ateneo/privacy/>.

Applicants give their consent to publish their passport/identity card number in the final list of applicants admitted to the project on the website: <https://www.unitus.it/profilo/international/>.



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The Administration reserves the right to verify the veracity of the information provided. Without prejudice to the penal sanctions referred to in Article 76 of Presidential Decree no. 445/2000, in the event of the detection of fraudulent information as a result of such verification, the candidate forfeits the right to the scholarship.

**Art.18 Publication of the call**

This call and the application form will be published on the <https://www.unitus.it/profilo/international/> website.

The call is also translated into English for dissemination purposes only.

For the application of the notice, for the resolution of any dispute and for any legal effect, only the Italian version is valid.

**Art.19 Person in charge of the procedure**

The person in charge of the procedure for this call is Dr. Marcella Barone, Responsible for International Student Office, University of Tuscia.

The Rector  
Prof. Stefano Ubertini