



International Student Office

**Call for application for 5 scholarships
reserved to International Students from the
Hanoi University HANU (Vietnam)
enrolling in a Master's Degree Programme
in the academic year 2024/2025**

Deadline: 30 May 2024 at 11.59 pm (CEST)

Index

Art.1 Object	3
Art.2 Declaration of value	3
Art.3 Language requirements	3
Art.4 Admission requirements	4
Art.5 Scholarships	4
Art.6 Incompatibility with other scholarships and/or contributions	6
Art.7 Commission	6
Art.8 Documents for admission	6
Art.9 Submission of the application	7
Art.10 Selection procedure	7
Art.11 Acceptance	8
Art.12 Pre-enrolment on University	8
Art.13 Registration	8
Art.14 Medical Insurance	9
Art.15 Ranking lists and assignment of available places	9
Art.16 Waiver	9
Art.17 Information on the processing of data	9
Art.18 Publication of the announcement	9
Art.19 Person in charge of the procedure	10



International Student Office

Art.1 Object

As part of the Cooperation Agreement signed on 30/10/2022 between the University of Tuscia and Hanoi University HANU (Vietnam), 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 5 biennial scholarships to students sent by the University of Hanoi holding a Vietnamese bachelor's degree and enrolling for the first time in 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 course were 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, candidates must deliver the original **school certificates, in Italian or English, authenticated by the Italian Diplomatic Representation competent for 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) centers in Italian or English, such as the Certificate of Verification (as an alternative to legalization or Apostille) and the Certificates of Comparability and 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 then 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 of 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 after the presentation 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. hold a bachelor's degree or post-secondary qualification awarded at Hanoi University, or another Vietnamese university with which Hanoi University collaborates, after 31/12/2020. Students who will obtain their degree by the 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;
2. not be enrolled at the University of Tuscia or at other Italian universities in first-cycle, second-cycle, or single-cycle degree courses;
3. have obtained in the bachelor's degree an average of marks corresponding to at least 7/10 of the Vietnamese classification system;
4. have received the Letter of Acceptance issued by the Dean of the Master's Degree Course, as a positive response to the admission interview.

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 € 5150 (gross of IRAP 8.5% paid by the Institution), i.e. € 4746.54 per academic 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 25 credits by July 2025.

For the academic year 2024/25, the 5 scholarships are reserved for the following English-language courses following the final ranking.

Master's Degree Course	Language
Circular Economy (in Civitavecchia)	English
Forestry and Environmental Sciences	English

Marine biodiversity and biotechnology (in Civitavecchia)	English
Mechanical Engineering	English
Plant biotechnology for food and global health	English
Sustainable Agriculture in Mediterranean Environment (SuAgriMed)	English
Security and Human Rights	English
Total Scholarships	5

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

The scholarship will be disbursed in three instalments for each academic year. The 1st instalment will be paid within 45 days of enrolment; the 2nd instalment will be disbursed by 31 March 2025 after the completion of 12 credits in the first semester; the 3rd instalment will be disbursed by 31 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 25 credits by July 2025, the University will allocate the amount of the scholarship for the second academic year (2025/2026), with the same schedule as for the first year.

Selected students must follow and complete a 600-hour Italian language course organized by the Italian Language and Cultural Centre and International Mobility (University of Hanoi) to obtain B1 language proficiency.

In addition, selected students will be required 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 must bear living expenses, travel expenses, health insurance (which must cover the entire

duration of their stay in Italy), and other administrative expenses during the study programme.

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 in 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 composed of the professors in charge of the Master's Degree Courses concerned and any other professor or collaborator designated by the Rector of the University of Tuscia.

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.

Required documents:

1. The online form is available at the following link: <https://forms.gle/yAhufcgxAFzYxDyz7>
2. copy of a valid Passport;
3. previous certificates of study (degree certificate);
4. *Diploma supplement or transcript of records* with the complete list of exams passed and their grades, including the grading scale (minimum and maximum grade in the corresponding education system);
5. B2 level 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 motivational letter (maximum one A4 page).

Non-mandatory documents:

1. Letter of admission received from the President of the chosen master's degree course

Art.9 Submission of the application

The application must be submitted by filling out the *online* form available at this link <https://forms.gle/yAhufcgxAFzYxDyz7> where students must upload the required documents, by 30 May 2024 at 11:59 pm (Italian time), exclusively through the [available form](#). In case of technical problems, please contact the following address: international@unitus.it

Incomplete applications, applications that are not correctly completed, applications received after the deadline or sent by e-mail will not be accepted. In case of multiple applications sent from different email addresses, 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 Examining Committee.

The selection process is divided into two phases:

Phase 1: evaluation and preliminary verification of the documentation provided by the candidates and communication of admission to Phase 2 (starting from June 2024);

Phase 2: interview for the evaluation of CV and Personal Skills.

Step 1 - Documentation Evaluation

The Selection Committee verifies and evaluates the documentation according to the following criteria:

- Educational background and GPA (score: 7-10)
- Language certificates and/or other qualifications (score: 1-10)
- Evaluation of CV, motivational letter and other personal skills (score: 1-10)

Step 2: Interview

Candidates admitted to the interview will receive an e-mail by 21 June 2024 and must present themselves with the passport/identity card uploaded on the online application form.

Candidates who need assistance during the interview must specify on the form the type of disability and



International Student Office

support they need. In this case, an official certificate of disability is required.

Students who have already participated in the admission interview will not have to take another one, but the score obtained in the previous interview will be taken into account.

The admission interview score will be between 1 and 10.

Definition and approval of the final ranking list

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

The commission reserves the right to award scholarships for an equal geographical and gender distribution.

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 by **05 July 2024**.

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



International Student Office

for enrolment (4 November 2024), after submitting the original documents at 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 current account of the SEPA circuit only at the end of the enrolment procedures, which take place upon their arrival in Viterbo, and after paying stamp duty and regional tax. Applicants will receive detailed information from the International Students Office on the procedure to follow to complete their enrolment.

Art.14 Medical 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 (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 or other calls for scholarships for international students. The ranking will end on the 15th of July 2024.

Art.16 Waiver

Candidates selected as winners can withdraw from the scholarship by sending an email to international@unitus.it by July 31, 2024. 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/>.



International Student Office

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/>.

The Administration reserves the right to verify the veracity of the information provided. Without prejudice to the criminal 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 announcement

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

The announcement 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. Agnese Apuzza, Head of Student Services, University of Tuscia.

The Rector
Prof. Stefano Ubertini