



NOTICE OF SCHOLARSHIPS FOR THE PROMOTION OF "INCOMING" STUDENT MOBILITY

Academic Year 2024/2025

ART. 1: INTRODUCTION

The notice defines the requirements as well as the participation and selection procedures and establishes the financial contributions in favor of deserving international students who wish to enroll in master's degree courses offered by the DMMM to promote "incoming" student mobility for the 2024-2025 academic year. All mobility activities must take place in the 2024/25 academic year. The disbursement of the financial contribution (scholarship) is affected by the enrollment of the international student in one of the master's degree courses offered by the Department of Mechanical Mathematics and Management:

- Master's Degree in Mechanical Engineering (English)
- Master's Degree in Ingegneria Meccanica
- Master's Degree in Management Engineering
- Master's Degree in Energy Engineering

ART. 2: ADMISSION REQUIREMENTS

The application can be submitted by international students who, at the deadline of the notice, already hold a bachelor's degree or a three-year university diploma or any other qualification obtained abroad that is considered suitable. Access to the master's degree courses is affected by the possession of curricular requirements and the adequacy of personal scientific-technical and linguistic preparation according to the provisions of art. 6 paragraph 2 of DM 270/04. The possession of the curricular requirements as well as the adequacy of personal scientific-technical and linguistic preparation will be verified according to the regulations of the respective master's degree courses in which the student wishes to enroll.

The suitability of the foreign qualification that has not already been declared equivalent to the degree, which is subjected to the verification of the administrative validity, is certified by the competition's judging committee in compliance with the regulations in force in Italy and in the country where the qualification was issued and the treaties or international agreements on the acknowledgment of qualifications for the continuation of studies. In particular, for the purpose of such recognition, candidates must attach any documentation deemed useful for the suitability assessment to the online application. The online application implies the implicit request for the assessment of the suitability of the qualification obtained abroad. Evaluation of qualification will be carried out only if the provided documentation contains the necessary information (qualification title, duration of the course, university's/organisation's official name, graduation date, graduation grade).

All candidates are admitted with reservation until the verification of said requirements, which the Polytechnic University of Bari can carry out at any time and even after the start of the courses as stated by art. 43 of T.U. n.445/2000. Rejection can be ordered at any time with a justified decision.

ART. 3: SCHOLARSHIPS

The number of available scholarships is 3 (three). The gross value of each scholarship is € 15,000. The scholarships will be awarded based on ranking. The disbursement of the scholarship is affected by the actual enrollment status of the student in the Master's Degree Course. If the candidate is not enrolled, they lose their right to their scholarship. The scholarship will be disbursed monthly starting from October of their enrollment year, if the student is already regularly enrolled. Otherwise, it will be disbursed starting from the month of actual enrollment.

If the student has not acquired at least 12 ECTS by March 31st of their enrollment year, the disbursement of the scholarship for the following months will be interrupted and it will not be possible to renew it. The scholarship is renewable once and for one year only, provided that the student has acquired 48 ECTS with an average grade not lower than 25/30 by September of the first academic year of the degree course.

ART. 4: ADMISSION APPLICATION

The application must be sent by 30-09-2024 at 12:00.

The application form must be completed using the attached Form A and sent via e-mail to the following email address: segreteria.direzione.dmmm@poliba.it.

Applications submitted in different ways will not be accepted.

To apply for admission, candidates must complete the application using the attached Form A. Once the application is submitted, no additions or changes are allowed. The application will be rejected ex officio if received after the deadline.

The validity of the applications, including the completeness and conformity of the provided documentation will be verified by the Administration after the deadline.

ART. 5: APPLICATION ATTACHMENTS

The application, that has to be compiled by using Form A, must contain the following information:

- Candidate's personal details, place of residence, e-mail address
- Indication of the master's degree course in which the candidate intends to enroll
- Curriculum vitae et studiorum compiled using the Model B form, which is provided by the Department, available at the link <https://www.dmmm.poliba.it/>
- Copy of a valid I.D. The following documents will also be accepted, under penalty of rejection: identity card (only if issued by an EU member state); driver's license (only if issued by an EU member state); passport in all other cases (including citizens of non-EU states).
- Bachelor's degrees held. Candidates must attach the following documents issued by the academic institution that awarded them:
 - Bachelor's degree certificate/diploma with grade;
 - Official transcript of exams taken during the entire university course with grades;
 - Italian translation (for courses taught in Italian) or English translation (for courses taught in English) of the bachelor's degree certificate/diploma and the transcript of exams taken;
 - Any other document deemed useful for the verification of the qualification's conformity to the qualifications listed by the notice (Diploma Supplement, declaration of value in loco, Cimea comparability certificate, or ARDI correspondence certificate).



Other (non-mandatory) documents may be attached, such as:

- Abstract of the bachelor's thesis with an indication of the title and mentor(s) (max 3,000 characters). Note: although not mandatory, this document contributes to the evaluation of the candidate's academic curriculum; therefore, its absence does not affect the application but may award a lower qualification score.
- Bachelor's thesis. In no case will the abstract of the thesis topic be considered a thesis. Note: although not mandatory, this document contributes to the evaluation of the candidate's academic curriculum; therefore, its absence does not affect the application but may award a lower qualification score.
- Any other qualification that may be useful for evaluation purposes;
- Any language certificates of at least a B2-level knowledge of the English language. International candidates may attach their Italian language certificate.
- Letters of reference.

ART. 6: CAUSES FOR REJECTION

Applications may be rejected because:

- The application has been submitted in a different way from what is listed in article 4 of this notice;
- One or more mandatory documents listed in article 5 is missing;
- The candidate stated false information, in regard to their qualification/deeds/quality;

Candidates will be notified of their rejection via e-mail.

ART. 7: SELECTION PROCEDURE

The selection procedure is aimed at verifying the admission requirements and the candidate's preparation on engineering topics needed for admission to the master's degree course chosen by the candidate.

The procedure is aimed at ensuring an appropriate comparative evaluation of the candidates.

The selection procedure consists of an evaluation of qualifications and an oral test.

The examining committee will evaluate the qualifications according to the criteria stated in art. 8 first.

After the evaluation, the committee will list the candidates admitted to the oral test. Before the oral test, candidates will be notified of their score via a notice that will be published on the Department's website <https://www.dmmm.poliba.it/>.

At the end of the oral tests, the committee will list every candidate and their score.

The evaluation of qualifications will take place within 15 days after the committee's nomination decree, which will also state the dates of the oral tests, which must end within two months after the deadline for the submission of applications.

The interviews will be conducted online and will follow the operational procedures given to the candidates through a notice that will be published in the DMMM's website,

<https://www.dmmm.poliba.it/>. Should a candidate be unavailable or unreachable in the appointed day, they will be removed from the competition.

Candidates must also demonstrate a good knowledge of at least the English language. This can be done by providing a certificate of at least a B2 level, such as the ones issued by the Common European Framework of Reference for Languages (CEFR). Should the certificate be unavailable, the English language knowledge will be verified during the oral test.

Candidates that have requested a study VISA for Italy that wish to enroll in a Master's Degree course that is only taught in Italian, and that cannot be exempted from the test because they do not possess the requirements to do so (requirements listed in the M.U.R. notice) must also take and pass an Italian language test <http://www.poliba.it/it/didattica/prova-di-conoscenza-della-lingua-italiana-studenti-extracomunitari-richiedenti-visto-aa-1>.

The tests can be taken either in Italian or in English.

Any changes to the day and time of the aforementioned test will be published on the DMMM website <https://www.dmmm.poliba.it/> with an official notification. Therefore, no further notifications regarding the date of the oral test will be sent to the candidates.

At the end of the oral test, the committee will proceed with the overall evaluation and will compile the merit ranking based on the scores obtained by the candidates in the individual tests (evaluation of qualifications and oral test).

ART. 8: EVALUATION OF QUALIFICATIONS AND INTERVIEW

The committee has a total of 100 points for the evaluation of qualifications and exams of each candidate, according to the scheme below:

Master of Science Degree Course	Qualification evaluation	Oral Test	Minimum Score for eligibility
Ingegneria Meccanica	Min. 20; Max. 40	Min. 30; Max. 60	50
Mechanical Engineering	Min. 20; Max. 40	Min. 30; Max. 60	50
Ingegneria Gestionale	Min. 20; Max. 40	Min. 30; Max. 60	50
Ingegneria Energetica	Min. 20; Max. 40	Min. 30; Max. 60	50

Access to the subsequent oral test is granted only if the minimum score indicated in the table for the evaluation of qualifications is achieved. The criteria for evaluating qualifications will be established by the examining committee.

ART. 9: JUDGING COMMITTEES AND SCHOLARSHIP ASSIGNMENT



The Department Director appoints the judging committee by his decree. The members of the judging committee can provide a substitute certification as stated by art. 46 of D.P.R. 445/2000, ensuring that:

- The committee notifies any and all possible conflicts of interest, abstentions or incompatibilities;
- The members do not have a criminal record and have not been prosecuted for crimes that impede their possibility of employment in public offices or crimes that impact their professional morality, as stated by the Legislative Decree no. 231/2001;
- The members are not currently involved in any lawsuit;
- The members operate impartially and perform their tasks with rigour and confidentiality in compliance with current regulations and fundamental principles in the Code of Ethics and Conduct of the Polytechnic University of Bari.

The committee will file a report of the tests and send it to the DMMM's management office's e-mail address (segreteria.direzione.dmmm@poliba.it) in order to create the ranking.

ART. 10: GENERAL MERIT RANKING AND ADMISSION TO COURSES

The Director, by his decree, verifies the suitability of the acts, approves the general merit ranking, and announces the names of the winners with an indication of the scholarships (Decree of Approval of Acts and Scholarship Assignment).

In the event of a tie, gender balance is taken into account, i.e., the gender that is in the minority among the candidates placed in a higher position in the same ranking prevails. In case of further equality, the younger candidate prevails.

The general merit ranking will be published on the DMMM website at the link <https://www.dmmm.poliba.it/> and on the online notice board of the Polytechnic University of Bari <https://www.poliba.it/it/amministrazione-e-servizi/albo-online> and will have official notification value.

ART. 11: ENROLLMENT

Those who have not yet enrolled must proceed with enrollment by following the methods and deadlines published on the website <https://www.poliba.it/it/didattica/ammissioni>.

Failure to enroll on the winning candidate's part will be considered a withdrawal, and it will also have an effect on subsequent ranking adjustments and inquiries that may arise.

Candidates will be given a peremptory deadline to complete the aforementioned procedures, after which failure to respond/complete the procedures will be considered a withdrawal from the ranking.

At enrollment, the following documents will be requested:

1. I.D./Passport/Residence permit;
2. Visa (mandatory for candidates requesting a study visa);
3. Original diploma (or substitute certificate) of the official foreign qualification obtained in Italian or English;
4. Transcript with the list of exams taken and grades in Italian or English;



5. Declaration of value issued by the Italian Diplomatic Representation in the country where the qualification was issued or Cimea comparability certificate or ARDI correspondence certificate or Diploma supplement;
6. Documents mentioned in points 3 and 4 must be verified for authenticity through one of the following alternative methods: legalization/apostille, direct contact with the foreign institution, with the submission of documentation directly from the foreign university, using online verification tools, with Cimea verification certificate or attestations proposed by the Enic-Naric centre.

Candidates that withdraw from enrollment after the procedure has been completed will be asked to pay the 16 € stamp.

ART. 14: FEES AND CONTRIBUTIONS

Students are subjected to the Tuition and Contribution Regulation in force at the time of enrollment in the Master's Degree Course, published on the university's dedicated page.

ART. 15: PERSONAL DATA PROCESSING

As stated by the 675/96 law, the confidential nature of the information provided by each candidate will be respected. All the provided information will be used only for procedures related to competition; for the winning candidates, their information will be only used for procedures regarding their Master of Science, for those who wish to obtain it. At the end of the procedure, data will be processed in order to help candidates find employment. Data will be processed in compliance with the provisions stated by the RGDP EU 2016/679 Regulation.

As stated by articles 15-18 of said Regulation, candidates may request access to their information and request correction, deletion or supplement, and also restrict processing by making a request to the Polytechnic University of Bari via email at: rpd@poliba.it.

In any case, participation in the competition implies, in compliance with the principles of the aforementioned law, implicit consent for the personal data of the candidates and those relating to the competition tests to be published on the university website/portal.

According to the 7th of August 1990 n. 241 law and the 12th April 2006 n. 184 Decree and subsequent amendments, anyone with a legally relevant interest is guaranteed the right to access to competition documents, to be exercised within the legal terms. Documentation may also be viewed by other candidates.

ART. 16: PROCEDURE MANAGER

The manager of the competition procedure is Dr. Vitantonio Martino, head of administrative services of the Department of Mechanical Mathematics and Management, who can be contacted only via the following methods: segreteria@poliba.it, tel. +39 080 596 3529.

ART. 17: REFERENCE RULES



Politecnico
di Bari



Dipartimento
Meccanica
Matematica
Management

MIUR
Dipartimento
di Eccellenza
2018-2022
2023-2027

For matters not provided for in this notice, refer to the regulations in force and the DMMM's Course Regulations.

Candidates that request a study VISA must complete the procedures accordingly, through the University platform (www.university.it), paying attention to the timeframes and procedures listed by the current regulations.

This notice will be published on the DMMM website at the page <https://www.dmmm.poliba.it/>.

The Head of DMMM



Giuseppe Carbone
07.08.2024 14:57:40
GMT+02:00