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**DOUBLE DEGREE PROGRAMMES 2015/2016  
ELECTRONICS AND COMMUNICATIONS ENGINEERING  
SELECTION NOTICE**

**1 – Subject**

The Department of Information Engineering and Mathematics is involved in cooperation programmes with the Universidad Carlos III de Madrid (Spain), which permit students on the second cycle (*laurea magistrale*) degree course in Electronics and Communications Engineering to gain a double degree.

**2 – Applicants and admission requirements**

The selection procedure is open to those enrolled in the first year of the second cycle (*laurea magistrale*) degree course in Electronics and Communications Engineering at the University of Siena.

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 still be fully enrolled at the University of Siena.

**4 – Programme description and places available**

The programme provides 5 places.

To obtain the double degree students will be required to study for one academic year at the Universidad Carlos III de Madrid.

**Students participating in the double degree programme must also:**

- have gained at least 36 university credits (CFU) as provided in their respective 1<sup>st</sup> year study plan;
- prepare their degree thesis in both universities, in accordance with the teaching regulations of each university;
- defend their degree thesis in one of the two universities.

plus, for options v) and vi):

**5 – Costs**

Students participating in the double degree programme will not have to pay enrolment fees at the partner university, but must always be regularly enrolled on one of the abovementioned second cycle degree courses at the University of Siena.



# UNIVERSITÀ DI SIENA

1240

Students must pay for their own insurance, travel and accommodation expenses in relation to their period abroad. Successful candidates will be promptly informed of the availability of any ad hoc study grants.

The Universidad Carlos III de Madrid is a partner in the Erasmus Exchange programme. Candidates are therefore advised to apply also for an Erasmus Scholarship 2015/2016 (deadline: February 20th 2015) to cover part of their costs.

## **6 – Selection of candidates and formation of list in order of merit**

Students will be assessed on the basis of the following criteria:

- cover letter;
- Curriculum Vitae;
- level of English language knowledge;
- university career to date and grades obtained in the first semester of the second cycle degree course;
- individual interview.

The aim of the interview, which will be conducted in English, is to find out in depth about the student's motivations, study plan and background.

Based on the abovementioned criteria a list in order of merit will be drawn up. All available places will be assigned according to these list.

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

The location, date, and time of the interview will be communicated to the candidates shortly after the application deadline. The dates of the English test and the interviews cannot be changed and those who cannot attend will be considered as not assessable for the purposes of the selection procedure.

## **7 – 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 place and the next candidate in the list of merit will be called.

Successful candidates will continue to receive any national study grants or scholarships they have been awarded. Students who have been awarded an A.R.D.S.U. (Azienda Regionale per il Diritto allo Studio Universitario) study grant for the academic year 2014/2015 can also apply for the regional study grant for international mobility. Further information is available on the website: [www.dsu.toscana.it](http://www.dsu.toscana.it), by phone: 0577/760819, or by email: [cghezzi@dsu.toscana.it](mailto:cghezzi@dsu.toscana.it).

During the period of mobility abroad, students can let a foreign mobility student use their accommodation in Siena. This procedure is obligatory for those with a place in university residences and optional for those in private accommodation.

The form to fill in for available beds can be found on the website of the Divisione Relazioni Internazionali: <http://www.unisi.it/internazionale/studio-e-lavoro-allestero/studiare-allestero/programmi-internazionali>



UNIVERSITÀ  
DI SIENA  
1240

### 8 - Procedure upon arrival at the host university

Following their acceptance, successful candidates must start 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.

### 9 – Documents to be sent to the Divisione Relazioni Internazionali

Upon arrival at the host university each participant must go to the competent 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 period of mobility on the certificate of attendance, to be sent to the Divisione Relazioni Internazionali by email or fax.

At the end of the study period at the host university, participants must send the following documents to the Divisione Relazioni Internazionali:

- original official certificate of attendance signed by the host university, confirming the effective period of study and indicating the dates of arrival and departure;
- a copy of the transcript of records if any exams have been taken;
- Final Report form, duly filled in.

These documents can be downloaded from the following page: <http://www.unisi.it/internazionale/studio-e-lavoro-allestero/studiare-allestero/programmi-internazionali>

The Divisione Relazioni Internazionali will forward the abovementioned documents to the Ufficio Studenti of the student's Department at the University of Siena.

### 10 - Applications

Applications, to be made on plain paper using the form available on the website and accompanied by a copy of the applicant's identity card/passport, can be:

a) delivered by hand to the Divisione Relazioni Internazionali – International Desk, Via Banchi di Sotto 55, 53100 SIENA;

b) sent by registered post with return receipt to: Divisione Relazioni Internazionali, Via S. Vigilio 6, 53100 SIENA;

c) sent by certified email (PEC) to the address: [rettore@pec.unisipec.it](mailto:rettore@pec.unisipec.it)  
In this case all documents must be formatted in pdf.

d) sent by normal email exclusively from the institutional mailbox of the domain unisi.it (documents sent from other domains will not be taken into consideration) to: [internazionale@unisi.it](mailto:internazionale@unisi.it)  
In this case all documents must be formatted in pdf.



UNIVERSITÀ  
DI SIENA  
1240

In any case applications must be received by **1:00 p.m. on 20 February 2015** at the very latest (postmarks are not considered as proof of receipt).

Candidates must send the following documents with the application form:

- Self-certification of enrolment at the University of Siena and exams taken;
- Self-certification regarding conferral of the first cycle degree, the final grade awarded and all exams taken, with relative grades;
- Cover letter;
- Curriculum Vitae in English;
- Certificate of English language knowledge and any other document deemed useful.

If any documents are missing the candidate will be informed of his/her exclusion from the selection process.

#### **11- Handling and confidentiality of personal data**

Pursuant to art. 13 and having regard to art. 24 of Legislative Decree no. 196/2003, personal data provided by candidates with their applications for this selection procedure will be processed for the purposes of managing this selection procedure. Interested parties can, at any time, exercise the rights they enjoy under art. 7 of the abovementioned Legislative Decree in relation to the holder of the personal data.

**Siena**, ....., 2015

HEAD OF ADMINISTRATION  
Dott. Marco Tomasi