

*university college of excellence since 1561*

## CALL FOR APPLICATIONS FOR THE ACADEMIC YEAR 2018-2019 FOR STUDENTS OF THE MASTER'S DEGREE PROGRAMMES

### Introduction

The Almo Collegio Borromeo, a university college of merit recognized and accredited by the Ministry of Education, University and Research (MIUR), make available 11 positions for students enrolling in any Master's Degree programme or Master's Degree Plus at the University of Pavia, or in the first year of the two-year specialist course at the Istituto Superiore di Studi Musicali "F. Vittadini" in Pavia (AFAM) in the academic year 2018/2019.

The positions are conferred through a selection based on titles and exams. The Board of Directors will establish the list of suitable candidates and confer the available study places among them, even beyond the number indicated above and it reserves the possible application of the provisions of articles 17 and 18 of the internal regulations.

The maintenance of the place is subject to annual confirmation, or revocation, in compliance with the merit requirements and conditions set by the regulations of the College and the hospitality contract.

The Collegio Borromeo participates institutionally at the IUSS, Scuola Universitaria Superiore di Pavia: the participation in the ordinary courses of the School is linked to a special call. Students of ordinary courses are required to be students of the colleges as indicated in the IUSS call for applications. The place conferred by the Collegio is not bound to the admission to the ordinary courses of the IUSS.

Consistent with the project of the founder, San Carlo Borromeo, the College proposes itself as a place of human and cultural formation offering to the students, in addition to hospitality, numerous opportunities for qualification and in-depth study, foreign exchange, tutoring and post-degree orientation on the basis of a personalized training project - prepared in accordance with the DM 672 and 673/2016 - linked to non-formal learning to be carried out in the academic year.

### Requirements for admission

Applicants are eligible, regardless of their nationality, if:

- hold a degree that gives access to the University Degree Courses, achieved with a score of at least 80/100 (or equivalent);
- they are under the age of 26, in the year 2018;
- they have no record of criminal felony or criminal proceedings in progress;
- the candidate at the time of the application has taken all the exams of the Bachelor's Degree Programme, with an academic average of at least 27/30 (each exam with a mark not less than 24/30) and has already graduated (or undertake to achieve it by December 31, 2018).

Candidates who are enrolled for the year 2017/2018 in the same course for which they present their application are not suitable for admission.

All candidates are admitted with reserve.

### Annual contribution e economic benefits

The annual fee is € 10,500 for the entire period of opening of the College.

For each place winner who does not hold scholarships from other public or private bodies (excluding the IUSS and EDiSU fellowships), the College shall confer economic benefits aimed at reducing the annual ordinary contribution linked to the ISEE indicator relating to the family nucleus of the student (in the presence of separated / divorced parents or for candidates with residence outside the family unit, the family unit to be considered is that of the family of origin).

For ISEE indicators less than € 15,000, the free area is given with a facility equal to the entire value of the fee.

For an ISEE indicator greater than or equal to € 15,000, the economic aid is linked to the ISEE indicator (the table of contributions and benefits is attached to the announcement and available on the website [www.collegioborromeo.it](http://www.collegioborromeo.it)).

For ISEE indicators over € 180,000 and for those who do not have an ISEE declaration, no concessions are foreseen.

The annual contribution is distributed over 3 installments.

The place winners assigned to study awards are required to apply to the EDiSU (Agency for the Right to University Study) of Pavia for the granting of scholarships.

In order to contribute to the partial coverage of expenses incurred by the College, the student is required to pay a percentage, defined by the Board of Directors, of any scholarships awarded by university bodies or other contributions obtained during the academic year.

In accordance with the Convention stipulated with the IUSS Higher University School of Pavia and in relation to the call for admission to ordinary courses, a total of n. 2 free places (1 for each class) to the place winners of the ordinary IUSS courses, which will also be place winners at the College of Merit in Pavia, including the Collegio Borromeo. The place winners will have to pay to the College the study prize recognized by the IUSS.

**The Board of Directors, at the request of the student, due to particular economic conditions of the family unit, can grant further benefits up to the total gratuity of the place.**

The benefits are linked to compliance with the regulations of merit and discipline of the College, the code of ethics, the compliance with the hospitality contract and the personalized training plan; they can be revoked by the Board of Directors for infringements of the rules in force.

## Offered services

The annual contribution includes the following services (from September 2018 to August 2019 excluding the closing periods for the Christmas, Easter and summer holidays):

- residential: single rooms with bathroom or shared bathroom (some rooms have air conditioning); utilities and ordinary and extraordinary maintenance included; cleaning every other day except weekends; laundry for personal items (payable, coin-operated washer-dryer); full board (7/7) in the opening period excluding national and patronal holidays (refectory service for breakfast, lunch and dinner or alternatively at the pupil's request, for some specific degree courses, it is possible to reimburse expenses incurred for the university canteen); concierge and 24 hour reception (7/7); chapel; study rooms, conference rooms, meeting rooms; library (with possibility of book loan), historical archive (according to specific regulations), newspaper library; computer rooms with printers and photocopiers (with a paid print card); gym, soccer field, basketball, tennis, soccer field); music room (with pianos); recreation rooms, TV rooms; gardens and park; bicycle parking.
- training: cultural in-depth activities, through interdisciplinary courses and courses recognized by the University of Pavia; thematic workshops at national and international level; interdisciplinary integrative paths aimed at acquiring transversal skills; musical season; individual orientation interviews with the management staff and with professionals in the sector; tutoring activities on the university path and on university exams with internal students (junior tutors), teachers, doctoral students (senior tutors); language courses aimed at obtaining certifications; orientation to Erasmus exchange programs and internationalization programs (summer schools and conferences); orientation and introduction to the world of work through individual interviews and group activities (internship and internship opportunities, company visits, meetings with professionals); opportunities for comparison and sharing with other students, management staff, alumni, also through community activities such as sports teams for intercollege tournaments, musical activities.

## Exam specifics and methods

The competition consists of an assessment of the qualifications presented (evaluated in 60 points) and in two oral tests (evaluated in total in 20 points).

The Committee for the Evaluation of Qualifications is appointed by the Administration Board of the Collegio Borromeo and is composed of university professors and the Rector of the College.

**Candidates must attend all the tests with a valid identity document.**

## titles evaluation

The evaluable titles and the relative scores are the following:

- reference letter: max points 13
- motivational letter to assess the candidate's personality: max 20 points
- curriculum vitae: max 13 points
- thesis or thesis project if not yet achieved: max points 6
- number and mathematical average of the exams taken during the three-year university course and degree mark (if already achieved): max 8 points

## oral examinations

**Candidates who have obtained a score of at least 45/60 in the assessment of qualifications are admitted to the oral tests.**

The oral tests consist of an interview with the Directorate of the College to assess the aptitude for community life, the personality, the motivation to study and the propensity to participate in the training activities of the College and in an interview with the Commission to ascertain the preparation and level of maturity of the candidate, the skills possessed, also including the possible presentation of their thesis activity.

The Commission of oral tests is appointed by the Board of the Collegio Borromeo and is composed of university professors and the Rector of the College.

The test will take place at the Collegio Borromeo starting from **Tuesday, September 4, 2018** according to a calendar that will be published on the Official Notice Board and on the College website ([www.collegioborromeo.it](http://www.collegioborromeo.it)) by Monday 3 September 2018.

## Final admission ranking and admissions

The Board of Directors will add to the score obtained by the candidate in the evaluation of the qualifications the score obtained in the oral tests and formulate the ranking that will be published on the Official Notice Board and on the website of the Borromeo College **by Monday 10 September 2018**.

Only the place winners will be notified of the outcome of the competition by phone or e-mail.

**Only candidates who obtain a total assessment of more than 60/80 will be eligible for a place in the Collegio.**

## Application pack and deadline

The application form is available for completion on the website [www.collegioborromeo.it](http://www.collegioborromeo.it) from Monday 2 July 2018 until **12.00 am on Friday 31 August 2018**.

The Secretariat is available for assistance (e.mail [concorso@collegioborromeo.it](mailto:concorso@collegioborromeo.it) / phone 0382.395507).

Candidates have to indicate in the on.line procedure their personal data, the composition of their family nucleus (in the case of separated / divorced parents or candidates with residence outside the family unit, the family unit is that of the family of origin), the qualification held, the possible participation in the competition for student positions in the ordinary courses of IUSS and the degree course. Those wishing to take advantage of an economic facility must report the ISEE indicator of the family unit updated as of 31/12/2017 including the DSU (Single Substitute Declaration) for benefits for the right to university study. Candidates have also to indicate the absence of infectious diseases and that the state of health does not require treatment, aid or specific assistance.

Candidates must attach to the on.line procedure (or send them to the Segreteria del Concorso del Collegio Borromeo - Competition Secretariat of Collegio Borromeo - Piazza Borromeo 9 - 27100 Pavia):

- a digital color photo (or a card-size photograph);
- copy of the identity card;
- copy of the tax code / health card;
- letter of presentation addressed to the Rector of the College, drafted by a person who has a good knowledge of the candidate, complete with address of the referent;
- motivational letter, in which the candidate exhibits his / her study interests, motivations and potential for cultural and professional development (max 1,500 words);
- curriculum vitae (written on European format) with particular reference to international activities, foreign language certifications, sports activities, etc.;
- number of passed exams and mathematical average of marks;
- certification issued by the university secretariat or AFAM secretary for the exams taken and the discussion of the degree thesis (or a letter of commitment to discuss the thesis by December 31, 2018);
- digital copy of the thesis or, if not obtained, thesis project;
- for those wishing to take advantage of an economic facility, the ISEE declaration of the family unit updated on 31/12/2017 including the DSU for university education benefits.

Pursuant to Presidential Decree 445/2000 **during the oral examination, at the time of identification, candidates will confirm the declarations made online by signing the application.**

## Documentation check

The Collegio Borromeo reserves (even after the nomination of the winners) to exert a careful check on the requisites indicated in the application and the declarations produced and will carry out by any means at its disposal the investigations it deems appropriate requesting information and investigations from the Tax Police, at Financial administration of the state, municipalities and cadastral offices.

The lack of the requisites and the non-truthfulness of the declarations made determines the exclusion from the competition and the forfeiture of the post.

## Confirmation of the position

**By Wednesday, September 12, 2018, at 1:00 pm** the place winners will have to communicate by e-mail a declaration of acceptance or renunciation of the post. The Administration may discretionally consider the failure to communicate in the terms envisaged as silence-refusal.

From the acceptance, all formal and economic requirements for conferment of the place start, including the payment of the deposit of € 500.00 (which will not be refunded if you give up the place). Subsequently the place assignees must sign the hospitality contract (which must be countersigned by cohabiting parents) in which they accept the economic conditions, the rules and regulations in force of the College, sharing the Christian inspiration that characterizes them, the code of ethics, the organizational model, the personalized training plan linked to "non-formal" learning as indicated in Legislative Decree 13/2013, to be carried out during the academic year of stay. By September 24th, date of entry into the College, the first installment must be paid (if due) reduced by the amount of the deposit.

In case of cancellations, a list will be placed in order of a subsequent call: the winners must send the declaration of acceptance or renunciation of the post within 24 hours from the communication received from the Administration.

Place winners of the IUSS ordinary courses for the two-year cycle must submit a copy of the certificate of registration to the School.

## Final admission ranking – IUSS

Participation in the call for admission to the first year of the second level biennial course of the ordinary courses of the IUSS Scuola Universitaria Superiore of Pavia is regulated by a specific and specific announcement available at [www.iusspavia.it](http://www.iusspavia.it).

Candidates have access to it following a public competition and on the basis of a specific and autonomous list issued by the School.

The places are assigned by a special agreement between Collegio Borromeo and IUSS.

## Information on the processing of personal data

In compliance with the laws of European Regulation no. 2016-679 and Legislative Decree no. 196-2003, the Almo Collegio Borromeo informs that the processing of the personal data required for participation in this notice is based on the principles of fairness, legality and transparency and the protection of Your personal privacy. Therefore, we inform you that:

- the purpose of the processing of the personal data provided is strictly and necessarily subject to the verification of the regulatory criteria for the participation in the competition and for the use of services and activities offered in connection with the Internal Rules of the College and for the management of related procedures linked to the activities of the Colleges of Merit, recognized and accredited by MIUR;
- the procedure of processing of personal data is carried out by means of electronic or automated instruments for the aforementioned purposes, in accordance with the provisions of Legislative Decree n. 196-2003 and the EU Regulation n. 2016-679, and it will include all the operations or set of operations required by art. 4, paragraph 1, lett. a) of the aforementioned Legislative Decree n. 196-2003;
- all the personal data processed are kept and placed at the server manager who is a third party which adopts very high levels of security for the custody and the retention of personal data;
- the nature of the transfer of the personal data for the indicated purposes is compulsory, since any eventual rejection would not allow the Data Controller to collect the applicant's data for his/her permanence in the College;
- the use of electronic instruments is exclusively managed by specially staff, appointed by the Owner;
- the data storage will take place on informatics support;
- due to the historical memory of the College, all the host data will be kept in the Archives of the Almo Collegio Borromeo.

The communication of the personal data relating to the processing in question, for the purposes stated in this information, is not subject to dissemination or communication which are external to the College unless otherwise provided in the Law. The dissemination of the data will be strictly limited to the execution of the assignment given by the Data Controller to the subjects in charge. Therefore, the personal data may be known only by the Data Controller and by the personnel responsible for processing, within their functions and duties in accordance with the instructions received, only for the specific purposes indicated in this information.

President of the Administration Board  
**prof. avv. Vincenzo Salvatore**

Rector  
**don Alberto Lolli**

Pavia, May 2018