SELECTION CALL FOR THE ADMISSION TO A STUDENT EXCHANGE

CORSO DI LAUREA MAGISTRALE IN MANAGEMENT OF HUMAN AND LABOUR STUDIES

(MASTER DEGREE PROGRAM IN MANAGEMENT OF HUMAN RESOURCES AND LABOUR STUDIES)

ACADEMIC YEAR 2018-2019

The University of Milan invites applications for an academic study period at California Polytechnic State University - Cal Poly (San Luis Obispo, USA), in the frame of an academic agreement involving students of “Master Degree Program in Management of Human Resources and Labour Studies”.

Three students will be selected to spend a term (3 months: from January to March, 2019 or from April to June, 2019) at Cal Poly.

Study abroad provisions
The study period abroad will be recognized as part of the academic program. It cannot be carried out immediately after a previous academic mobility.

The study plan to be carried out abroad will be agreed and formalized through a Learning Agreement signed between the academic coordinators of both Universities (Home and Host Institution) and the student prior to departure.

Admission requirements
Applicants for participation in the exchange program must be at least in their first year of the Master Degree Program in Management of Human Resources and Labour Studies during academic year 2017-2018.
Students more than one year behind their study program (fuori corso) can not apply. 

The following eligibility requirements must be satisfied when applying:
- applicants must be regular students of the Master Degree Program in Management of Human Resources and Labour Studies;
- applicants’ weighted cumulative grade point average must be equal or more than 27/30;
- applicants must have earned all the first term’s ECTS.

**Mobility requirements**

Only regular students registered in the Master Degree Program in Management of Human Resources and Labour Studies during academic year 2018/2019 will be eligible to spend a study period at Cal Poly.

Students must keep being registered at the University of Milan all over their study period abroad.

**Application procedure**

Applicants must fill up and sign the Application form (Annex A) for admission in the exchange program.

The following documents must be enclosed along with the application form:
1. curriculum vitae;
2. copy of the identity card or passport;
3. transcript of academic career, with the grades obtained in all the exams taken (screenshot of the relevant UNIMIA page);
4. draft of the study plan to be carried out abroad;
5. statement of purpose (a letter explaining the scope of the mobility).
Applicants must submit their application along with all the relevant documents to the following e-mail address: unimi@postecert.it.

Deadline: September 24, 2018 at 12:00 pm (Italian local time).

Selection procedure

The applications will be assessed by a selection committee, chaired by Prof. Luca Solari and composed of Professors Silvia Gilardi and Massimo Pallini.

After examining the applicants’ dossiers, the committee will interview the candidates on September 26th, 2018, at 9:00 am, at Aula Seminari - Dept. of Scienze Sociali e Politiche.

Applicants unable to attend the interview due to circumstances beyond their control must submit any relevant documentation proving said circumstances. The Committee may decide to interview such applicants via videoconference.

After completing the interviews, the committee will rank the candidates according to their merit.

For each candidate the overall score will be obtained by adding the following four partial scores:

1. curriculum vitae (up to 25/100);
2. academic career and grades obtained (up to 25/100);
3. study plan proposed (up to 20/100);
4. statement of purpose (up to 30/100).
Only candidates achieving an overall score of at least 60/100 will qualify for the exchange program. The final ranking will be published online on the University of Milan website here, by October 1st, 2018. No personal communication will be sent to the candidates.

Applicant in the first three positions of the ranking must formally accept to enter the program within 5 days from the online publication of the ranking, by sending an e-mail message of acceptance to unimi@postecert.it whose “Oggetto” must be “CAL POLY ACCEPTANCE_NAME_SURNAME”.

If the selected candidate’s e-mail of acceptance is not received by the specified deadline, the same candidate loses her/his right to enter the program.

If appointed in academic year 2018-2019 for an Erasmus+ mobility or any other mobility abroad funded by the University of Milan, any selected student to Cal Poly University must opt for one single position.

Ufficio Accordi e Relazioni Internazionali will send the data of the selected candidates to the Host University for final approval. Upon partner University’s acceptance, Ufficio Accordi e Relazioni Internazionali (bandi.extraeu@unimi.it) will contact selected students for information on administrative issues.

**Financial aspects**
Exchange students will pay tuition and fees to the Home University. The Host University will waive tuition and fees. The University of Milan will award a grant towards travel and living costs abroad.

Exchange students will be covered with civil liability insurance and accident insurance provided by the University of Milan during the performance of her/his study activities at
the Host University. Exchange students will personally provide for medical insurance coverage during her/his stay abroad.

The university grant will be awarded according to the student’s income, based on ISEE statement as already submitted to Divisione Segreterie Studenti. The awarding criteria will be as follows:

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<thead>
<tr>
<th>ISEE</th>
<th>Monthly allowance</th>
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<tbody>
<tr>
<td>less or equal to 13.000 euros</td>
<td>700 euros</td>
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<tr>
<td>from 13.000 to 21.000 euros</td>
<td>650 euros</td>
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<tr>
<td>from 21.000 to 26.000 euros</td>
<td>600 euros</td>
</tr>
<tr>
<td>from 26.000 to 30.000 euros</td>
<td>550 euros</td>
</tr>
<tr>
<td>from 30.000 to 50.000 euros and further</td>
<td>350 euros</td>
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The grant final amount will correspond to the study period actually spent abroad. In case of students not spending their period abroad entirely, the amount will be calculated by multiplying the number of days actually spent abroad by 1/30 monthly allowance.

Confidentiality
According to D.Lgs. n. 196/2003 the University shall fully respect the confidential nature of any information furnished by the candidates: said information will only be processed for the purposes of the selection call, the formalization of any relation between the University and the candidates and the management of the relation thereof.
Contacts
General information about the partner University is available on the Cal Poly University’s website.
Further information on didactic issues will be provided by the academic coordinator, Prof. Luca Solari.
For information on administrative issues students are invited to contact Ufficio Accordi e Relazioni Internazionali - Sezione Accordi, e-mail: bandi.extraeu@unimi.it.

Milano, 12 luglio 2018

IL RETTORE