



Almo Collegio Borromeo

University College of merit since 1561

Announcement of a selection for study and research places for the academic year 2019/2020 RESERVED FOR GRADUATES - SPECIALIZING MASTERS and DOCTORAL STUDENTS

01 Introduction

The Almo Collegio Borromeo, a university college of merit recognized and accredited by the Ministry of Education, Universities and Research (MIUR), has made available **12 places for students at the Borromeo campus, section “C. Ferrini”** reserved for:

- **GROUP A) 5 places** reserved for ex-students of the Borromeo College enrolled in Masters, Specialization Schools or Doctorates at the University of Pavia or University and Research Institutes in the academic year 2019-20 (with pre-emption right for seat renewals);
- **GROUP B) 7 places** reserved for students in Collegio Borromeo in the last year of the single-cycle master's and master's degree course in the academic year 2018-19 and who intend to complete the exams or draw up the final thesis, with permanence no later than October 2019

Places are awarded by selection based on qualifications.

The Board of Administration will establish a ranking of suitable candidates and will award the available study places among them, with possibly more than the number indicated above.

Consistent with the project's founder, San Carlo Borromeo, the College presents itself as a place for human and cultural development, offering students, in addition to hospitality, numerous opportunities for qualification and in-depth study.

At the time of application, candidates express their willingness to collaborate, according to their skills, in tutoring activities or for carrying out educational and cultural activities promoted by Collegio Borromeo.

02 Admission requirements

For GROUP A)

To be registered or enrolled in the academic year 2019-20 at a Master's, PhD

or Postgraduate School, at the University of Pavia or at the University or Research Institute of Pavia.

For GROUP B)

To have taken all the exams required according to the individual study plan for the last year of the course, by 30/9/2019 in compliance with the merit requirements established for stay in the College. To have carried out at least 25 hours of informal educational activities as in the training plan

2018-19. Not to be in a position of risking losing the college place in the academic year 2018-19.

All candidates are admitted conditionally awaiting fulfilment of the entry requirements.

03**Annual contribution and economic benefits**

Residence depends on the availability of the accommodation, which must be used exclusively by the assignee and may in no case be transferred or extended to third parties, under penalty of forfeiture of the place. Guests can make use of the kitchens

of their floor and the common areas as laid out in the regulations. The cleaning service will not be guaranteed during the Christmas, Easter and summer holidays.

Fees are defined as follows:

| PERIOD OF STAY AND METHOD OF PAYMENT | Large room with single bathroom | Medium room with single bathroom | Medium room with shared bathroom | Small room with shared bathroom |
|---|---------------------------------|----------------------------------|----------------------------------|---------------------------------|
| GROUP A) ANNUAL Payment: 1. upon acceptance € 250.00 as deposit with registration 2. the remaining amount in 3 instalments due: 1/9/19, 7/1/20, 2/5/20 | € 5.000,00 | € 4.500,00 | € 4.000,00 | € 3.500,00 |
| FOUR-MONTHLY Payment: 1. upon acceptance € 250.00 as deposit with notice 2. € 250.00 by the beginning of the stay 3. the remaining amount the month following the start of the stay | € 2.000,00 | € 1.800,00 | € 1.600,00 | € 1.400,00 |
| MONTHLY Payment: advance of € 250.00 as deposit with registration notice and payment of the balance by the beginning of the stay; then the first day of each additional month | € 550,00 | € 500,00 | € 460,00 | € 420,00 |
| GROUP B) Payment: 1. upon acceptance € 250.00 as deposit with notice 2. by the beginning of the stay and then on 1/10/2019 | € 550,00 | € 500,00 | € 450,00 | € 400,00 |

In case of early departure from the room, the fee will be calculated based on the actual period of stay by applying the tables shown above with adjustments of the amounts. In the event of a six-month stay the amount

will be 60% of the annual contribution. The reservation deposit is not refundable in the case of renunciation or forfeiture of the place.

Collegio Borromeo can assign study contributions for its own students who have distinguished themselves in particular areas of research and study. In particular the following study awards are recognizable:

- **in memory of the Alumni Rabbiosi and Marioni**, the Board of Administration guarantees 3 residential scholarships which consists of hospitality for up to two months (in rooms at the discretion of the Board of Directors) of a graduating student from the College who presents a study and / or research plan in the field of biomedical sciences deemed worthy by the Board . The scholarship can be divided among several candidates considered of equal merit. In the absence of undergraduates, he / she may be assigned to a postgraduate / post-graduate student in the field of biomedical sciences;
- thanks to the contribution of the **Order of Lawyers of the Province of Pavia** 1 study prize of € 3,000 is awarded to a

doctoral student or specialist in the legal field; the prize is intended to cover residential costs (the prize cannot be combined with other study awards provided by the College).

The students in Collegio Borromeo in the academic year 2018-19 **who are assignees of the INPS agreement places**, if they are winners of positions in the “C. Ferrini” will be able to benefit from the place in the agreement up to the date of discussion of their thesis (and in any case no later than the term of stay) maintaining the same services provided for in the agreement in the academic year 2018-19. The social security institute (INPS) undertakes to contribute to covering the expenses incurred by the College in relation to the relative period and according to the same applied economic conditions of the academic year. 2018-19. Subsequently, the stay will be regulated by the conditions of this announcement and by the hospitality contract.

04 Services offered

The contribution includes the following services available in the “C. Ferrini” and the Historical Palace (from 1 September 2019 to 31 August 2020 - for group B until 31 October 2019 - excluding the closing periods for the Christmas, Easter, summer and national holidays):

- **residential:** single rooms with bathroom or shared bathroom; utilities and ordinary and extraordinary maintenance included; cleaning every other day except weekends; coin-operated washer and dryer; shared kitchens and related equipment (without food supplied); possibility of access to the college refectory by purchasing meal vouchers; concierge at the historic building and garrison 7/7 h.24; continuous opening from 1

September 2019 to 31 August 2020; study rooms, conference rooms, library, newspaper library, chapel, computer rooms with printers and photocopiers (with paid card), gym, soccer field, basketball, tennis, soccer field, music room (with pianos), recreation rooms, rooms TV, gardens and park, bicycle parking.

- **educational:** cultural in-depth activities, through interdisciplinary courses and courses recognized by the University of Pavia, thematic workshops of a national and international nature, integrative interdisciplinary courses for the acquisition of transversal skills, musical season, language courses, orientation activities.

05 Procedure and development of the selection

The selection consists of an evaluation of the qualifications presented (evaluated in 60

points). The Commission for the evaluation of qualifications is appointed by the Board of

Administration of Collegio Borromeo and is composed of two university professors and the Rector of the College. The assessable qualifications and the relative scores are the following:

Common to both groups:

- reference letter: max 10 points
- motivational letter, where the candidate expresses his / her study / research interests, his / her personal characteristics and skills (max. 1,500

words): max points 15

- study / research activity plan: max 10 points

For Group B):

- thesis project: max 10 points
- average and number of exams taken during the university course: max 15 points

For Group A):

- curriculum vitae: max 15 points
- graduation thesis grade: max 10 points

06 Admission ranking

The Board of Administration will formulate the final ranking based on the evaluation of qualifications and based on the following preferential conditions:

1. longer stay periods
2. students of Collegio Borromeo graduating and postgraduate degree students and guests in the academic year 2018-19
3. residence in municipalities no less than 30 km from the city of Pavia
4. a range of students from different disciplines.

The ranking will be published on the Official Register and on the website of Collegio Borromeo **by Friday 19 July 2019.**

Only candidates who obtain an overall mark higher than 40/60 will be eligible to obtain a place. Only winners will be notified of the outcome of the selection by telephone or e-mail. Room assignment is at the discretion of the College based on availability.

07 Application for admission and deadlines

The application form is available on the website www.collegioborromeo.it from **Thursday 11 July 2019, 12 am.**

The selection Secretary is available for assistance: tel. 0382.395507; e.mail concorso@collegioborromeo.it.

Candidates must indicate their personal data in the online procedure and attach (or send in paper form to the Competition Office of the Collegio Borromeo - Piazza Borromeo 9 - 27100 Pavia):

- a digital color photo
- copy of identity card;
- copy of tax code / health card;
- letter of reference
- letter of motivation;
- study / research activity plan for the next academic year
- certification issued by the university secretary's office of acquittal of all the

exams required by the study plan; if not completed, certification of the exams taken and a letter of commitment from the candidate to take them by 30 September 2019.

In addition, only for Group B):

- degree thesis grade or degree thesis project.

In addition, only for Group A):

- curriculum vitae;
- graduation thesis grade;
- registration certificate for the course of doctorate / master / specialization at the University of Pavia University or Research for the academic year 2019-20;
- candidates already guests at the Ferrini Section in the academic year 2018-19 will have to present a detailed report on the activity carried out during the academic year.

Candidates must also provide:

- qualora beneficiari di posto convenzionato con INPS nell'a.a. 2018-19, richiesta di proroga del beneficio sino alla data di discussione della tesi di laurea (e comunque non oltre il termine di permanenza del 31 ottobre 2019) mantenendo gli stessi servizi previsti nella convenzione nell'a.a. 2018-19;
- disponibilità a collaborare - per un numero variabile di ore concordato con il Rettore del Collegio all'atto del conferimento del posto - secondo le proprie competenze, ad attività di tutorato o per lo svolgimento di

attività didattiche, formative e culturali promosse dal Collegio Borromeo;

- l'impegno a sottoscrivere un progetto formativo personalizzato - redatto ai sensi dei D.M. 672 e 673/2016 - concordato con il Rettore e legato all'apprendimento non formale, per un minimo di 25 ore da svolgere nell'anno accademico sulla base della proposta formativa formulata dal Collegio.

Dovrà essere allegata alla domanda una dichiarazione ai sensi del DPR 445/2000 di validità delle dichiarazioni rese all'atto della presentazione della domanda

08 Checks on the documentation presented

Collegio Borromeo reserves the right (even after the nomination of the winners) to exercise a thorough check on the requirements indicated in the application and on the declarations produced, and will carry out, through any means at its disposal, the inquiries it deems appropriate, including asking the Fiscal authorities for

information and assessments Taxation, the State Financial Administration, the Municipalities and the land registry offices. The lack of the requisites and the non-truthfulness of any declarations made will result in exclusion from the selection and loss of the place.

09 Acceptance of the place

By Friday 13 September 2019, hours 19.00 the winners of college places must communicate in writing via e-mail a declaration of acceptance or non-acceptance of their place. The Administration may - on a discretionary basis - consider the failure to communicate within the prescribed terms as a refusal.

On acceptance, all formal and economic requirements of the place, including the payment of the confirmation deposit of € 500.00 (non-refundable if the place is cancelled) must be fulfilled. Subsequently, the assignees of the place must sign the hospitality contract (which must be countersigned by the 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 ethical code, the organizational model, the personalized educational plan linked to "non-formal" learning as indicated in the Legislative Decree 13/2013, to be carried out during the academic year of stay. By September 23, the date of entry into the College, the first installment must be paid (if due), less the amount of the deposit.

In case of cancellations, a subsequent call will be made in order of ranking: the winners will have to send the declaration of acceptance or non-acceptance within 24 hours of the communication being received from the Administration.

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

10 Durata e riconferma

Il posto è assegnato per la durata massima

prevista dal bando e comunque non oltre il 31/8/2020.

In compliance with the regulation referred to in the European Regulations n. 2016-679 and Legislative Decree n. 196-2003, the Almo Collegio Borromeo informs that the processing of the personal data requested in relation to participation in this announcement is based on principles of correctness, lawfulness, transparency and protection of privacy. Therefore, pursuant to the aforementioned legislation, we inform you that:

- the purpose of the processing of personal data supplied is strictly and necessarily directed at verifying the regulatory criteria for participation in the selection, for reconfirming the position in the College and for taking advantage of the provision of services and activities offered in relation to the Internal Regulations of the College and for the management of the procedures related to the educational activities of the Colleges of Merit, accredited by MIUR;
- the method of processing personal data is carried out by means of electronic or automated means for the aforementioned purposes, in compliance with the provisions of Legislative Decree n. 196-2003 and to the EU Regulation n. 2016-679, and will include all the operations or series of operations envisaged by art. 4, paragraph 1, lett. a) of the aforementioned Legislative Decree no. 196-2003;
- all personal data processed is kept and placed with the server manager, which is a third party company that adopts

very high levels of security regarding the custody and storage of personal data;

- the nature of the provision of personal data for the purposes indicated therein is mandatory, since any refusal would not allow the Data Controller to collect the data of the Student interested in being part of the collegial community.
- the use of electronic tools is managed exclusively by personnel specifically appointed by the Data Controller;
- the data will be stored on computer media;
- for the purposes of the historical memory of the College, all the data relating to the student entering the collegiate community will be kept in the historical Archives of the Almo Collegio Borromeo.

The communication of personal data relating to the processing in question, for the purposes indicated in this statement, are not the object of dissemination or disclosure external communication to the College, except in the cases provided for by the Law. The scope of data dissemination will be strictly limited to the execution of the assignment conferred by the Data Controller to the appointed persons. Personal data can therefore be known exclusively by the Data Processor and by the personnel in charge of processing, in the context of their respective functions and duties in accordance with the instructions received, only to achieve the specific purposes indicated in this information notice.

The Chairman of the Board of Directors
prof. adv. Vincenzo Salvatore

The Rector
Alberto Lolli

Pavia, 31 May 2019

