



DEPARTMENT OF BUSINESS AND ECONOMICS
MASTERS DEGREE COURSE IN INTERNATIONAL BUSINESS AND ENTREPRENEURSHIP
(class LM-77)
CALL FOR APPLICATIONS FOR ADMISSION TO THE 1ST YEAR – ACADEMIC YEAR 2017-2018

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1. REGULATORY LEGISLATION

- **Ministerial Decree 270/2004** (Legislation concerning the didactic autonomy of universities) and relative implementation decrees;
- **Ministerial Decree dated 16 March 2007** (Definition of Masters degree courses);
- Procedures for admission, residence and enrolment of overseas students on higher-level educational courses in Italy for the 2017-2018 academic year, published on 28/02/2017.

2. EDUCATIONAL OFFER

The Department of Business and Economics will activate, in the academic year 2017-2018, a Masters degree course in
INTERNATIONAL BUSINESS AND ENTREPRENEURSHIP, class LM-77 (in English)

A Masters degree is a second-cycle university course that aims to provide advanced teaching for the practice of specialised activities in specific fields. For more information, consult the following webpage: <http://mibe.unipv.it>

The academic authorities, in compliance with that outlined in Art.2, para 1, lett.a) of L.264/1999, determined in a debate in the Academic Senate on 21 April 2017 the following bands for admission:

- 70 places for EU and non-EU students legally resident in Italy pursuant to L.189/2002, art. 26; citizens of Norway, Iceland, Lichtenstein, Switzerland and San Marino are to be treated in the same way as EU citizens;
- 19 places for non-EU students resident abroad;
- 1 place for a Marco Polo programme student.

3. ADMISSION REQUIREMENTS

In order to evaluate students' curricula and to assess their preparedness, the Department of Business and Economics will nominate a commission to verify that students are suitable for admission. Access to the Masters course in 'International Business and Entrepreneurship' is dependent on the possession of:

- a) a degree (academic regulations prior to Ministerial Decree 509/99 or under new academic regulations, Ministerial Decree 509/99 or Ministerial Decree 270/04) or a qualification awarded abroad and recognised as suitable or a three-year university diploma.

PLEASE NOTE: access to the Masters degree course is also extended to those about to be awarded a suitable qualification (must be awarded by **31 October 2017**) and who, by the deadline for the presentation of the admission application (21 June 2017), have at least 120 university credits (CFUs), including those that satisfy the minimum curricular requirements;

- b) the curricular requirements listed in para. 4;
- c) adequate personal preparation/knowledge, to be assessed at a 'admission test' and from students' curricula (see para. 5)

Details of the admission methods are outlined in paragraphs 4, 5 and 6.

Attachment A details all the dates and deadlines of the admission procedure for the 2017-2018 academic year.

4. CURRICULAR REQUIREMENTS

Enrolment is dependent on the possession of the following minimum curricular requirements:

- at least **24 CFUs** in one or more of the following Scientific-Disciplinary Sectors (SSD) **in the business area**: SECS-P/07; SECS-P/08; SECS-P/09; SECS-P/10; SECS-P/11; SECS-P/13;
- at least **12 CFUs** in one or more of the following SSDs **in the economics area**: SECS-P/01; SECS-P/02; SECS-P/03; SECS-P/04; SECS-P/06; SECS-P/12;
- at least **12 CFUs** in one or more of the following SSDs **in the statistics-mathematics-econometrics area**: SECS-P/05; SECS-S/01; SECS-S/02; SECS-S/03; SECS-S/06; MAT/01; MAT/02; MAT/03; MAT/04; MAT/05; MAT/06; MAT/07; MAT/08; MAT/09;
- at least **5 English language CFUs**.

These credits must be officially registered by the call for applications deadline (**21 June 2017**).

If the minimum curricular requirements related to the knowledge of English language are not satisfied, international certificates are considered the equivalent of 5 CFUs if they attest a knowledge of the English language that is equal to, or superior to, B2 level on the Common European Framework (First Certificate in English) for listening, oral skills and reading. An international TOEFL iBT Total certificate equal to, or superior to, B2 level (87-109), is considered as B2 level on the Common European Framework.

In order to request a valuation of an international certificate (in cases where 5 English language CFUs are not held), candidates should write to mibe@unipv.it, attaching a copy of the certificate awarded. A degree of tolerance, regarding the satisfaction of the minimum curricular requirements – up to 10% or 6 CFUs - is admitted. This degree of tolerance may be applied indifferently to one or more groups of SSDs referred to above, except that related to English, where minimum requirements must be respected.

5. ADMISSION AND SELECTION CRITERIA OF EU STUDENTS AND NON-EU STUDENTS LEGALLY RESIDENT IN ITALY

5.1 Admission and selection criteria

Enrolment for EU students and non-EU students legally resident in Italy (see also para. 2) is based on a points-based ranking list that takes into account:

- a) the student's curriculum, according to the criteria detailed in paragraph 5.2;
- b) the results of a written test (see paragraph 5.3).

Each candidate's position on the ranking list is determined by totalling the points awarded for the curriculum vitae (a) to the points obtained in the written test (b). The attainment of a minimum pass mark for admission is foreseen (see paragraphs 5.3 and 5.7). If two or more students have the same mark, places will be awarded to candidates who completed the admission test registration first (see paragraph **Enrolment procedure for EU students and non-EU students legally resident in Italy**).

It should be recalled that providing false information and the production and use of false documentation will lead to criminal proceedings and administrative sanctions. The candidate will also be barred from the MIBE degree course.

5.2. Students' curriculum of studies

In order to calculate the points score for the curriculum of studies, each student must complete an online procedure in addition to the registration on the University of Pavia portal cited in paragraph 5.4. To complete the procedure, candidates should click on the following link to the MIBE website: <http://mibe.unipv.it/how-to-apply/application/>. Candidates who fail to complete this procedure will be excluded from the admission process.

PLEASE NOTE: during the compilation, candidates will be asked to upload self-declarations or certificates (for students enrolled at foreign universities) of the examinations taken (transcripts) during their three-year degree course and issued by their home university. Certificates should report: the examination taken and the relative SSD, the number of CFUs and the mark. The final degree mark will not affect the ranking list position but the weighted average examination mark will be taken into consideration (as reported in the table below).

The points scores that students obtain for the curriculum of studies is reported in the conversion table below:

Average mark	Points assigned to the weighted average in exams
Over 29	30.0
28.00 – 28.99	29.5
27.00 – 27.99	28.5
26.00 – 26.99	27.0
25.00 – 25.99	25.0
24.00 – 24.99	22.5
23.00 – 23.99	19.5
22.00 – 22.99	16.0
21.00 – 21.99	12.0
20.00 – 20.99	8.0
19.00 – 19.99	4.0
Less than 19	0.0

Number of CFUs accumulated	Points assigned to number of CFUs
170 or more	8
160-169	5
150-159	2.5
140-149	1
130-139	0.5

Further, the following bonuses are assigned:

- 0.25 for each cum laude;
- 5 points if, in the student's career, at least 24 CFUs have been gained in examinations held entirely in English (examinations in English excluded);
- 3 points if the student possesses an internationally-recognised English language certificate (for example: TOEFL or IELTS, see this link as a reference for internationally-recognised certifications https://it.wikipedia.org/wiki/Quadro_comune_europeo_di_riferimento_per_la_conoscenza_delle_lingue) that attests a minimum B2 level; or if the candidate has taken/is taking a three-year degree taught entirely in English
- if the candidate possesses a GMAT certificate, a points bonus according to the table below:

Fewer than 200 points	1 bonus point
201-300 points	2 bonus points
301-400 points	3 bonus points

401-500 points	4.5 bonus points
501-600 points	6 bonus points
Over 600 points	8 bonus points

Regarding three-year degrees or equivalent qualifications awarded in EU countries other than Italy, the commission will convert into points the average examination marks and any eventual *cum laude*. These will be communicated to the student shortly after the application is made.

5.3. Written test

The written test is composed of 30 questions divided as follows:

- 18 questions designed to verify students' general knowledge of themes related to economics and management, with particular attention paid to: company strategy, marketing, company organisation, IT and the digital economy, accounting and finance;
- 12 questions based on: mathematics and/or statistics, logic, general knowledge in the economics-political field;

Each question is awarded 1 point; 0.25 points is deducted for each error; 0 points are awarded for each unanswered question.

There is no single reference text concerning the questions designed to assess students' general understanding of economics and management (block 'a').

5.4. Enrolment procedure for EU students and non-EU students legally resident in Italy

The written test enrolment application must be made, exclusively in electronic format, in the period from the call for applications publication date to the deadline of **12.00 on 21 June 2017**. In order to complete the written test application, students must:

- From the <https://studentonline.unipv.it/AddressBook/ABStartProcessoRegAction.do> webpage; begin by **REGISTERING** and, using the USERNAME and PASSWORD assigned during registration, access the RESERVED AREA, click on the ADMINISTRATION tab and access ADMISSION TEST. **Students who have already registered need only log in using the credentials already in their possession and proceed to the Admission test enrolment procedure.** Disabled students should state, when making an online application, whether they need any support or additional time for the completion of the admission test itself. Once the required information has been entered, students should print:
 1. *the "admission test application", provided by the online process, which includes details of the test time and venue as well as the applicants' personal and educational data. This should be conserved and presented on the day of the admission test;*
 2. *the MAV (Payment against notice) of €33.00 used to make the payment of the "Admission test fee – Masters degree in International Business and Entrepreneurship". Under no circumstances will fees be reimbursed.*
- Complete their enrolment on the MIBE website <http://mibe.unipv.it/how-to-apply/application/>. Students should complete all fields with the information required by the online procedure (see paragraph 5.2 for details).

PLEASE NOTE: STUDENTS WHO DO NOT COMPLETE BOTH PROCEDURES, ("A", "B"), WILL NOT BE ADMITTED TO THE WRITTEN TEST.

5.5. MAV payment methods

The MAV may be paid, commission-free, over the counter at the Banca Popolare Commercio e Industria or over the counter at any other credit institution. Payment may be made using any PagoBANCOMAT debit card at any Bank of the Gruppo Unione di Banche Italiane ATM. ATM operations can be made by entering the MAV identification code and the amount stated on the printed payslip. A receipt will be provided once the transaction has been completed.

Once payment has been made, the University of Pavia will receive the payment in approximately 7/8 working days.

No other forms of payment will be accepted, the only exception being from candidates resident abroad. These applicants should, by 21 June 2017, make a bank transfer to UNIVERSITA' DEGLI STUDI DI PAVIA – SERVIZIO TESORERIA c/o UBI - Banca Popolare Commercio e Industria IBAN IT 38 H 03111 11300 000000046566, SWIFT: BLOPIT 22776).

It should be noted that any eventual fees related to overseas bank transfers must be borne entirely by the payer. Therefore, for all extra-EU bank transfers, the OUR code should appear in the field concerning fees. This guarantees that the exact amount required will be received. Any eventual fees borne by the University of Pavia must be covered by means of a further payment.

On the day of the test, students should bring:

- a) Proof of payment of the "Admission test fee – Masters degree in International Business and Entrepreneurship"
- b) The valid identification document used during the admission test registration, pursuant to laws currently in force; non-EU students resident abroad must present a passport bearing a type 'D' student entry visa that is valid for more than 90 days) or a residence permit (or receipt issued by the Questura (police headquarters) attesting that a residence permit request has been deposited).
- c) The admission test application. On the day of the test, once the candidate's identity has been confirmed, s/he will be asked to undersign the application form.

The admission test result will be valid only for the 2017/2018 academic year.

5.6. Date, place and time of the admission test

The admission test will be held at **14:00 on 3 July 2017** in Aula E1 of Palazzo San Tommaso, Piazza del Lino 1, Pavia.

During the admission test, candidates are not permitted to keep with them any bags, backpacks, books and notes, paper, mobile telephones or other electronic devices. Candidates must not communicate, orally or in writing, with others except with invigilators or with members of the examination commission. Candidates who do not respect these regulations will be excluded from the admission process.

5.7. Publication of the ranking list

Based on the criteria outlined in sub-paragraphs 5.1, 5.2, 5.3, each candidate is attributed a final points total. Candidates with the highest points in the ranking list – until the pre-established number of admissions is reached (see point 2, pag 1) – and **may enrol by and not after 12.00 on 19 July 2017** (for details on the enrolment procedure, see paragraph 7).

Candidates who do not achieve a total score – summing their curriculum vitae and admission test score – of at least 36 points will not be placed on the ranking list. If two or more students have the same mark, places will be awarded to candidates who completed the admission test registration first, in adherence with the methods outlined in paragraph 5.4.

The ranking list will be published on the 'noticeboard' tab, found on the homepage of the University's official website, within 5 days of the admission test and at the following link: <http://www.unipv.eu/site/home/articolo13110.html>. Candidates may also view their position on the list by logging in to the Reserved Area accessed during the admission test enrolment.

No personal correspondence will be sent and the publication of the ranking list will be considered official correspondence to the interested parties.

Appeals against the measures to approve the ranking list may be made to the regional administrative tribunal (TAR) within 60 days of the list's publication and extraordinary appeals made to the President of the Republic within 120 days of its publication. Appeals made outside these periods will not be accepted.

Should candidates admitted to the course choose not to enrol, any vacant places will be made available to the candidates next on the ranking list, until the maximum number permitted, and following the methods outlined in the paragraph '**PROCEDURES AND DEADLINES FOR SUBSTITUTIONS ON THE RANKING LIST**' has been reached.

If, after substitutions, there are still places available, the Commission reserves the right to organise a second admission test. Should this be the case, candidates will be informed via the 'News' section of the MIBE website.

6. ENROLMENT METHODS FOR EU STUDENTS AND NON-EU STUDENTS LEGALLY RESIDENT IN ITALY

Students who are legally resident in Italy and who have 'admitted' status (even students yet to be awarded a degree but who intend to graduate by 31 October 2017) must present, in electronic format and by the **peremptory deadline of 12.00 on 19 July 2017**, the enrolment application form by logging in using the USERNAME and PASSWORD obtained when registering. Students should access the RESERVED AREA, click on ADMINISTRATION >ENROLMENT, and then select the desired course, complete all fields required and print the ENROLMENT FORM. Students will receive the MAV (Payment against notice) with the printout and this should be used to pay the first enrolment instalment (see Notice on 2017-2018 contributions: <http://www.unipv.eu/on-line/Home/documento6562.html>). The methods for making this payment are described above in the REGISTERING FOR THE ADMISSION TEST paragraph.

The procedure requires the attachment (via an upload) of the following documentation:

- a) a passport format photograph that shows the candidate's face clearly and in full;
- b) a photocopy (front-rear) of the personal identity document used during registration and which was used to identify the student;
- c) a photocopy of the fiscal code card;
- d) a photocopy of the residence permit/card (only requested of candidates who are non-EU citizens).

In order to complete the enrolment process and obtain the assigned place, candidates MUST send (by the peremptory deadline of 12:00 on 19 July 2017) a scan of the paying-in slip stub to the following email address matricole.ecosociogiuridiche@unipv.it.

EU students with qualifications awarded overseas must, after completing the steps outlined above and by 12.00 on 19 July 2017, send a scan, via email, to matricole.ecosociogiuridiche@unipv.it of the following documentation, which should also be presented at the counter at the Student Administration Office in Via S. Agostino 1, Pavia: walk-in on Monday, Thursday and Friday 9:30 – 12:00, by appointment to be reserved online at <http://gopa.unipv.it/> on Tuesday 9:30-12:00 and Wednesday 13:45 – 16:15.

- a. MAV (Payment against notice) paying-in slip stub for the first instalment of the university tuition fee (see Notice on 2017-2018 contributions: <http://www.unipv.eu/on-line/Home/documento6562.html>).
- b. Original certificate of the qualification requested for enrolment on the Masters degree course (Bachelor's level degree, university diploma or approved overseas qualification) translated into Italian (by a recognised translator or by the appropriate embassy) and legally validated by the Italian diplomatic representative situated in the state that has awarded the qualification, as well as a declaration of value.
- c. Degree certificate detailing the examinations taken and issued by the overseas institution that awarded the certificate. The certificate must be translated into Italian and legally validated by the Italian diplomatic representative situated in the state that has awarded the qualification.
- d. Information on the school-leaving certificate: official certificates that attest to at least 12 years of schooling before attending university.

CANDIDATES WHO DO NOT POSSESS ALL THE NECESSARY DOCUMENTATION WILL NOT BE ALLOWED TO ENROL

Should candidates require that examinations be recognised, (for academic credit transfer evaluations, second degrees, evaluations, recognition of qualifications awarded overseas), they should complete the dedicated form available at <http://www.unipv.eu/site/home/documento9251.html>; this should be accompanied by a €16.00 duty stamp and sent to: Università degli Studi di Pavia – Segreteria studenti di Economia, Via S. Agostino 1 - 27100 Pavia. Please see the paragraph entitled ADMISSION REQUIREMENTS AND METHODS FOLLOWING TRANSFERS, TRANSFERS FROM OTHER INSTITUTIONS AND SECOND DEGREES.

- ✓ Pending the arrival of the complete documentation, candidates who transfer from other Italian universities must attach a certificate issued by the university of origin that attests that a transfer request has been made. In all cases, the complete documentation must be received by 31/10/2017;
- ✓ Candidates transferring from other universities must also attach:
 - **If already graduated**, a self-declaration attesting that the degree has been awarded along with the date and mark, a list of all examinations taken along with the date, mark, CFU and SSD; **if yet to graduate**, a self-declaration attesting an up-to-date enrolment with a list of examinations passed, along with the date and mark, the CFUs and the SSD;
 - a self-declaration attesting enrolment in each year of the university;

Candidates are advised to use the self-certificate issued in the reserved area of the university of origin, if available. Alternatively, they may complete and send the form available at: <http://www.unipv.eu/site/home/articolo994.html>;

Should candidates encounter any problems, they may send an email to matricole.ecosociogiuridiche@unipv.it. The email must include, in the subject field, the candidate's name and surname as well as the degree course on which the student intends to enrol.

The Student administration office, once it has received payment of the first instalment and the required documents **within the stated deadlines and via the methods illustrated above**, will proceed with the enrolment.

The list of enrolled students will be published, and updated daily, at <http://www.unipv.eu/site/home/articolo13110.html> from 10 July 2017 on: **candidates must check that the enrolment procedure has been successfully completed by consulting the indicated webpage, verifying that their name is present on the list in the 24 hours following the completion of enrolment procedure described above.**

Those students who do not appear on the list, despite having completed the steps described above within the deadlines indicated, should email immediately the Economics Student Administration Office at: matricole.ecosociogiuridiche@unipv.it by the **peremptory deadline of 21 July**.

PLEASE NOTE: Candidates who appear on the ranking list will be considered as having withdrawn if they do not enrol via the methods described above by the peremptory deadline of 12.00 on 19 July 2017, as will those who have not informed the Economics Student Administration Office, by the peremptory deadline of 21 July 2017, that their name does not appear on the list of enrolled students published online.

Newly-enrolled students will receive a 'Welcome' email that will provide general information and include their university email address. This will be the only channel of correspondence between the University of Pavia and the student. **Students should activate their new email address as it will be used for the sending of other credentials to access university online services (e.g. the Reserved Area and wifi).** Students already in possession of a University of Pavia email address will maintain it, as well as their normal credentials for accessing the Reserved Area.

PROCEDURES AND DEADLINES FOR SUBSTITUTIONS ON THE RANKING LIST

Once the enrolment deadline has passed, the number of course places still available will be verified. This information will be published on 22 July at: <http://www.unipv.eu/site/home/articolo13110.html>.

From 22 July to 12.00 on 29 July 2017:

- candidates entitled to directly enrol (those 71st and below on the ranking list and whose places fall within the number of substitute places available) may enrol by following the procedure described in the section: ENROLMENT PROCEDURE FOR EU STUDENTS AND NON-EU STUDENTS LEGALLY RESIDENT IN ITALY.

Once the deadline has passed, the Administration Office will publish a list of enrolled students, including substitutes. Those candidates who do not appear on the list, despite having completed the steps described above within the deadlines indicated, should, by **1 August 2017**, contact the Economics Student Administration Office by email at: matricole.ecosociogiuridiche@unipv.it

- all other qualifying candidates, including the last on the ranking list, may complete a 'conditional' enrolment application, exclusively online, **from 9:30 on 22 July**. The form may be accessed at <http://www.unipv.eu/site/home/articolo13110.html>

and candidates should make a payment of €156,00 via bank transfer to UNIVERSITA' DEGLI STUDI DI PAVIA – SERVIZIO TESORERIA c/o UBI - Banca Popolare Commercio e Industria: IBAN IT 28Y 05048 11302 000000046917, C/C 46917 CIN Y ABI 05048 CAB 11302. The payment receipt should be uploaded (as a .pdf); the candidate's bank details (IBAN) should also be provided in case any fees need to be reimbursed.

From 3 August 2017, should places be available, qualifying students who have presented an application will be enrolled. Enrolment will proceed until all available places have been filled. These candidates will be informed that they have been assigned a place via an email sent to the address supplied in the conditional enrolment application. Candidates must regularise their position by the deadline that will subsequently be provided; failing to do so will result in exclusion.

Please note. Once enrolments related to substitutes have been completed, and until 16/11/2017 (with the assignation of all available places), should students already enrolled withdraw, transfer, repent or, should students conditionally enrolled not be awarded a qualification, candidates who presented a conditional application by the deadline of 29 July 2017 may be enrolled, in ranking list order.

7. CRITERIA AND DEADLINES FOR THE ADMISSION AND SELECTION OF NON-EU STUDENTS RESIDENT ABROAD AND OF STUDENTS FROM THE MARCO POLO PROGRAMME

Non-EU students resident abroad, as well as students from the Marco Polo programme, who possess the minimum curricular requirements, may enrol on the Masters degree in International Business and Entrepreneurship. There is a limited number of places reserved to these groups (see pag. 1) and admission is dependent on being deemed 'suitable', following an interview. This interview may be held remotely and is designed to verify candidates' competences. Interviews may include:

- questions designed to verify students' general knowledge on themes related to economics and management, with particular attention paid to: company strategy, marketing, company organisation, IT and the digital economy, accounting and finance;
- questions on: mathematics and/or statistics, logic, general knowledge in the economics-political field
- knowledge of English.

Candidates who pass the interview and are deemed 'suitable' must complete their enrolment between 5 September and 30 September 2017.

8. CRITERIA AND DEADLINES FOR THE ENROLMENT OF NON-EU STUDENTS RESIDENT ABROAD AND OF STUDENTS FROM THE MARCO POLO PROGRAMME

Having passed the admission interview and completed the necessary pre-enrolment procedures through the Italian diplomatic representative situated in the state of origin (deadlines should be verified with MIUR), non-EU students resident abroad may enrol at the Economics Student Administration Office in Via S. Agostino 1, Pavia: walk-in on Monday, Thursday and Friday 9:30 – 12:00, by appointment to be reserved online at <http://gopa.unipv.it/> on Tuesday 9:30-12:00 and Wednesday 13:45 – 16:15. Students must present the following documentation:

- a) Original certificate of the qualification requested for enrolment on the Masters degree course (Bachelor's level degree, university diploma or approved overseas qualification) translated into Italian (by a recognised translator or by the appropriate embassy) and legally validated by the Italian diplomatic representative situated in the state that has awarded the qualification, as well as a declaration of value or equivalent document.
- b) Degree certificate detailing the examinations taken and issued by the overseas institution that awarded the certificate. The certificate must be translated into Italian and legally validated by the Italian diplomatic representative situated in the state that has awarded the qualification.
- c) Information on the school-leaving certificate: official certificates that attest to at least 12 years of schooling before attending university.
- d) a photocopy of the residence permit/card (only requested of candidates who are non-EU citizens).
- e) <http://www.unipv.eu/site/home/documento9251.html>

CANDIDATES WHO DO NOT POSSESS ALL THE NECESSARY DOCUMENTATION WILL NOT BE ALLOWED TO ENROL

In order to complete their enrolment, students must produce their identity document and fiscal code card as well as making the first instalment of €680.00. Detailed information will be provided by the Economics Student Administration Office counter staff.

9. CONDITIONAL ENROLMENT FOR CANDIDATES AWAITING THE AWARD OF A DEGREE

Students with 'admitted' status who have not graduated at the enrolment deadline date will be 'conditionally enrolled'. Enrolment will become definitive if, by **31 October 2017**, the student is awarded the qualification. If the qualification is not awarded, enrolment to the Masters degree will lapse and the enrolment fee will be reimbursed (net of the duty stamp).

10. ADMISSION REQUIREMENTS AND METHODS FOLLOWING TRANSFERS, TRANSFERS FROM OTHER INSTITUTIONS, SECOND DEGREES AND RECOGNITION OF PRIOR LEARNING (possible *only from a course of the same level*)

Students who request a transfer from another university, enrolment for a second degree or a transfer from another Masters degree must still sit the admission test and pass the selection process, in accordance with the regulations outlined in paragraph 5.

10.1. Students who request a transfer from another University of Pavia Masters course

If the admission test is passed, by 19 July 2017 for direct enrolment or by 29 July 2017 for 'repechage' enrolments, the first instalment of the fees and contributions for the 2017/2018 academic year should be made by using the MAV that can be printed from the RESERVED AREA. A transfer application should then be presented by following the instructions published online at the following [link](#)

10.2. Students requesting enrolment following a transfer from another university

Students must present a pre-evaluation form of their career in the period between **6 and 21 June 2017** (date the application arrives at the University of Pavia and not the postmarked date), in accordance with the methods outlined on the website <http://www.unipv.eu/site/home/articolo5998.html>, and must sit the admission test. If the test is passed, the student may enrol by following the methods and respecting the deadlines stated in paragraph 7.

Further, as well as the documentation required for enrolment, the student must send, to matricole.ecosociogiuridiche@unipv.it, a certificate issued by the university of origin that attests that a transfer request has been made. In any case, the complete documentation must be received by 31/10/2017. The Arrival Waiver form is available at <http://www.unipv.eu/site/home/naviga-per/studenti/immatricolarsi---frequentare---concludere/articolo994.html>.

10.3. Students requesting enrolment who already hold a degree or credits from another course of the same level

Students must present, between **6 and 21 June 2017** (the date the application arrives at the University of Pavia and not the postmarked date), a pre-evaluation form of their career in accordance with the methods outlined on the website <http://www.unipv.eu/site/home/articolo5998.html>. Students must sit the admission test: if the test is passed, the student may enrol by following the methods and respecting the deadlines stated in paragraph 7. The student must also send the dedicated [Seconda laurea/richiesta di convalida esami](#) form available online.

If the first degree course, or prior course, was taken at another university, the student must also attach a self-declaration detailing their prior career, the examinations taken, CFUs and SSD. Candidates are advised to use the self-certificate issued in the reserved area of the university of origin, if available. Alternatively, they may complete and send the [form](#) available at: <http://www.unipv.eu/site/home/documento5291.html>)

NOTES AND ADDITIONAL INSTRUCTIONS

Candidates who require assistance, or who encounter technical problems, should send an email to matricole.ecosociogiuridiche@unipv.it.

Informative note in accordance with art. 13, paragraph 1 of the Legislative Decree dated 30/06/2003 no. 196 ("personal data protection code")

The personal data provided by candidates is gathered electronically by the University of Pavia's Information Technology department and handled exclusively for purposes of enrolment to the admission test and for drawing up the ranking list. Conferring personal data is therefore obligatory and failure to do so will result in exclusion from the call procedure. If enrolled, candidates' data will be handled, manually, by a team designated by the *Ripartizione Studenti*. Candidates are entitled to the rights stated in art. 7 of the code mentioned above regarding personal data, its modification, updating, integration, cancellation etc., as well as reserving the right to oppose any use of the data other than the institutional purposes stated above. These rights may be enforced against the Vice-Chancellor of the University of Pavia as the personal data controller. For the informative note relative to the handling of personal data, please refer to Attachment 2 of Ministerial Decree dated 18/06/2009, which was implemented in this call.

For any matter not explicitly expressed in this document, current laws in force apply.
The **Head of Administrative Procedures**, pursuant to art. 4 of L. 7 August 1990, no. 241 modified by L. 15/2005, is **Dr. Carmen Frassica** (Cat. EP2 – Management Administration Area).

Pavia, 07/06/2017

GENERAL DIRECTOR

Emma Varasio

VICE CHANCELLOR

Fabio Ruge

ATTACHMENT 'A'

MIBE 2017-2018 call for applications: Important dates

1	Deadline for presenting admission applications	21 JUNE 2017 AT 12:00 31 OCTOBER 2016
2	Test date	3 JULY 2017 AT 14:00
3	Publication of the ranking list	WITHIN 5 DAYS OF THE TEST DATE
4	Opening of enrolment	FROM THE PUBLICATION OF THE RANKING LIST TO 19 JULY 2017 AT 12:00
5	Deadline for enrolment and payment of the first instalment fee for <u>EU students who have direct enrolment status</u>	19 JULY 2017 AT 12:00
6	Deadline for reporting names missing from the list of enrolled students	21/07/2017
7	Opening of the substitution procedure for any eventual available places	FROM 22 JULY TO 29 JULY 2017 AT 12:00
8	Deadline for enrolment for substitute <u>EU and non-EU students legally resident in Italy</u>	29 JULY 2017 AT 12:00
9	Deadline for reporting names missing from the list of enrolled substitute students	01/08/2017
9	Deadline for award of degree and to satisfy enrolment conditions	31 OCTOBER 2017
10	Deadline for non-EU students resident abroad	FROM 5 SEPTEMBER TO 30 SEPTEMBER 2017 AT 12:00