



UNIVERSITÀ DEGLI STUDI DI PAVIA

Servizio Sanità e Post Laurea

Published on the official university noticeboard on 16/07/2018

ADMISSIONS NOTICE TO I LEVEL UNIVERSITY MASTERS COURSE

2018/2019 Academic year

Enrolment opening date: 16 July 2018

Contents	
Art. 1 - Activation.....	1
Art. 2 – Application form	1
Art. 3 – Candidates with a qualification awarded abroad	3
Art. 4 – Masters enrolment	4
Art. 5.- Insurance	5
Art. 6 – Conclusion of the Masters course.....	5
Art. 7 - Publication of proceedings	5
Art. 8 – Notes regarding Art. 13, para 1 of Legislative Decree dated 30/06/2003 n. 196	5
Art. 9 – Reference legislation	5
Art. 10- Head of application procedure	6

Art. 1 - Activation

The University of Pavia, for the 2018/2019 academic year, in accordance with articles 36, 37 of 38 the Statute, art. 3 paragraph 9 of Ministerial Decree dated 22 October 2004 n. 270, art. 11 of the University's Teaching Regulations as well as the '*Regulations for the institution of university Masters courses, refresher courses and permanent training courses*', will activate the following Masters courses:

I LEVEL MASTERS

Title	Reference department
A. DESIGN AND DEVELOPMENT OF VEHICLE DYNAMICS	INDUSTRIAL AND INFORMATION ENGINEERING
B. RACE ENGINEERING	

The characteristics of the Masters course, admission requirements, selection criteria, required documentation, application deadlines, fees and eventual financial support can be found in the Attachment to the Admissions Notice and constitutes an integral part of the Notice.

The Admissions Notice constitutes notification, to all intents and purposes. Eventual modifications, updates or integrations to its content will be made public, **exclusively**, via online publications at:

<http://www.unipv.eu/site/home/didattica/post-laurea/master/master-i-livello.html> - I level Masters

Art. 2 – Application form

Candidates intending to apply for a place on the Masters course should complete and send an application form, by



UNIVERSITÀ DEGLI STUDI DI PAVIA

Servizio Sanità e Post Laurea

electronic means, **by the deadline established in the Call for Admissions**, using **only**¹ the procedure made available in the Reserved Area found at the following address: <https://studentionline.unipv.it/esse3/Home.do>

Online enrolment is in two stages:

1. **REGISTRATION:** access the [Reserved Area](#) and click on the REGISTER tab found on the left-hand banner. Students already enrolled at the University of Pavia should click LOGIN. At this stage in the procedure, personal information², identity document data³, and contact details will be requested.

Once this data has been entered, candidates are provided with a USERNAME and PASSWORD. These should be recalled as they will be needed in the next stages of the enrolment process.
2. **ENROLLING FOR THE ADMISSION TEST:** access the RESERVED AREA using the USERNAME and PASSWORD previously assigned, LOGIN and click on the SECRETARY tab. Then select ADMISSION TEST, click on CALL FOR ADMISSION ENROLMENT, and select the required course: if the SECRETARY link does not appear, click, under the "Choose a career option" tab, on one of the courses that appears and follow the successive steps in the enrolment procedure.
3. **ATTACH the following documentation, online:**
 - a photocopy (front-rear) of the identity document used during registration
 - the documentation requested in article n. 9 of the Attachment to the Call for Admission

Certificates attached to the Call for Admission will not be taken into consideration.

N.B.: Candidates with a disability must, on the Call for Admission form and in accordance with Law dated 5 February 1992, n. 104 and subsequent modifications and integrations, clearly state any eventual equipment needed to complete the selection process as well as requests for additional time.

No modifications may be made once the information has been confirmed and sent electronically.

Once completed, candidates must print:

1. **the completed and signed application form**⁴;
2. **the MAV (Payment against notice) of €35.00 to cover the Masters application fee** (the payment must be made by the deadline established for sending in the application form). After printing the application form, candidates must return to the main page of the Reserved Area and click on PAYMENTS, then on the number entered in the INVOICE column and, to conclude, on the PRINT MAV tab.

Payments will not be reimbursed in any circumstances.

Candidates are responsible for ensuring that the procedure concludes correctly; appeals regarding eventual malfunctioning of the IT system will not be accepted.

The MAV can be paid across the counter at any branch of the Banca Popolare Commercio e Industria, commission-free, or at the counter of any credit institution.⁵ Once the payment is made, it will be received by the University of Pavia, in approximately 7/8 working days.

No payments other than MAV (Payments against notice) can be accepted except in cases where candidates are resident outside Italy. Candidates resident outside Italy can make the payment via bank transfer to UNIVERSITA' DEGLI

¹ Applications made in other ways will not be taken into consideration.

² Including the tax code that we recommending keeping close to hand.

³ This document must also be presented at an eventual selection test to allow candidates to be identified.

⁴ That may include the joint and simultaneous emission of the MAV for *the Masters application fee*.

⁵ Payment may be made using a PagoBANCOMAT card at any ATM from a bank belonging to the Gruppo Unione di Banche Italiane. ATM operations must include the MAV identification code and the amount, printed on the paying-in form. A receipt will be provided once the transaction is completed.



UNIVERSITÀ DEGLI STUDI DI PAVIA

Servizio Sanità e Post Laurea

STUDI DI PAVIA – SERVIZIO TESORERIA c/o UBI - Banca Popolare Commercio e Industria - IBAN IT 38H 03111 11300 000000046566, SWIFT: BLOPIT 22776 BIC: POCIITM1XXX)

Please note that transfers from abroad must be made before enrolment as the payment receipt is one of the documents required for enrolment, in accordance with article 9 of the Call for Admission.

Please note that any costs related to bank transfers from abroad must be borne entirely by the payer. Therefore, candidates making bank transfers from outside the EU must pay attention to select, in the field related to banking costs, the OUR code to ensure that the university receives the exact requested amount. Any eventual costs borne by the university will have to be reimbursed by the candidate, through a second transfer.

N.B.: Candidates should be aware that, in accordance with article 40 paragraph 1 of Presidential Decree 445/2000 and subsequent modifications and integrations, the university cannot request nor accept certificates issued by public bodies and third-party providers of public services.

Should, at the deadline date, the number of received applications be lower than the number of places available on the Masters course, the academic board reserves the right to evaluate reopening the enrolment procedure. In such situations, applications will be accepted until the available places have been filled, based on the order that completed online applications have been received.

Applications lacking, in part or in whole, the required documentation, will not be accepted. Candidates who fail to provide the requested documentation will be excluded from the admission procedure.

Candidates will be notified of their exclusion through a notice published on the Organising Secretary's webpage. No personal correspondence will be sent.

Art. 3 – Candidates with a qualification awarded abroad

Candidates with a qualification awarded abroad may apply for a place on the Masters course provided that their course is comparable in duration and content to that of Italian qualifications requested for a place on the Masters course. Enrolment, however, is dependent on the validation of the qualification, for enrolment purposes only, by the Teaching Board as well as the candidate passing the Admission Test.

Candidates from abroad must respect the *Regulations for Overseas Students' Access to University Courses*, which can be consulted on the website of the Ministry of University Education and Research <http://www.studiare-in-italia.it/studentistranieri/4.html>

Candidates from abroad, once they have completed the online enrolment process and presented the Admission form, must, by the deadline date established in the Attachment to the Call for Admission, present the following documentation:

1. **copy of the certificate** required for admission, including the examinations taken and the corresponding mark, translated⁶ into Italian
2. **copy of the “declaration of value”** issued by the Italian diplomatic representative situated in the state where the certificate was issued

When completing the enrolment procedure, original versions of the required documentation must be presented, together with a declaration of legal validity from the Italian diplomatic representative situated in the state where the certificate was issued.

Non-EU citizens, when enrolling, must present a valid residence permit.

⁶ Candidates may contact local translators and then have the translation validated by the Italian diplomatic representative in the state in which the qualification was awarded. If in Italy, they may contact the official translators attached to the local court.



UNIVERSITÀ DEGLI STUDI DI PAVIA

Servizio Sanità e Post Laurea

Italian citizens with a qualification awarded abroad that has not been deemed equivalent to an Italian degree, must follow the above-cited procedure indicated for *Candidates from Abroad*.

Art. 4 – Masters enrolment

The ranking list of those admitted to the Masters course will be published on the Organising Secretary's webpage.

No personal correspondence will be sent: publication of the ranking list on the webpage will serve as official communication.

Candidates must pre-enrol within 10 days of the Organising Secretary opening enrolment to the course.

In accordance with university regulations currently in force, contemporary enrolment on more than one degree course, a Masters/specialist degree course, a specialisation school or research doctorate, is prohibited. Students holding a research grant are also prohibited from enrolling on the Masters course.

To enrol, candidates must:

1. from the left-hand menu, select the SECRETARY tab, click on 'Enrolment', select STANDARD ENROLMENT and then ENROLMENT ON LIMITED-NUMBER COURSES (with a selective entrance test). Candidates should then follow the instructions provided in the video.
2. after confirming the desired Masters course, the system will ask for a clear, passport-sized photograph to be uploaded.
3. attach the following documentation via the online system:
 - photocopy (front-rear) of the identity document used during registration
 - photocopy of the tax code document
 - photocopy of the residence permit/card (only required from non-EU candidates)

To attach the documentation, candidates must click on 'Insert attachment' on the 'Application form attachments page' of the enrolment procedure. These steps must be repeated for each document.

4. 'Pre-enrol' on the course and then PRINT THE ENROLMENT FORM⁷.
5. Print the MAV for the Masters application fee⁸. Please refer to article 2 for the methods for printing and paying the MAV.

EU and non-EU candidates who have been awarded a qualification abroad must also present original versions of the documentation to the administration office at: Health and postgraduate services – State Examination Office – via Ferrata 5, 27100 Pavia, as indicated in article 3.

The administration office will proceed with the enrolment⁹ of qualifying candidates, after having received the payment of the application fee and all of the documentation required **by the deadline date and via the methods outlined above**.

Candidates who **fail to send** in the documentation required for enrolment **within 10 days of being informed, by the Organising Secretary**, of the opening of enrolment will be considered to have **withdrawn**.

VAT is not added to the application fee as the Masters is an official university course and not a commercial course. Therefore, invoices cannot be issued. Application fees will not be reimbursed under any circumstances.

Candidates who have enrolled will receive, in their personal inbox, a 'Welcome' email that will include the candidate's university email address. Candidates should activate their email account as it will be used to send the new credentials necessary for accessing the university's online services (e.g. Reserved Area, wifi).

⁷ printing of the enrolment form may also include the joint and simultaneous emission of the MAV for the payment of the *Masters application fee*.

⁸ Payment **must** be made within 10 days of the publication of the ranking list.

⁹ Candidates will be conditionally enrolled and their credentials evaluated. The Administration Office reserves the right to check the veracity of the documentation supplied. Should it emerge that the documentation provided by candidates proves to be false, inaccurate or misleading, the candidate will be excluded and may face criminal prosecution in accordance with the prevailing penal code and special legislation (articles 75 and 76 Presidential Decree 445/2000).



UNIVERSITÀ DEGLI STUDI DI PAVIA

Servizio Sanità e Post Laurea

Candidates who already have a University of Pavia email account will keep the same address and credentials for accessing the Reserved Area.

It is possible to modify the password using the 'Change University Password' function, which can be accessed from the webpage: <https://studentionline.unipv.it/Anagrafica/PasswordDimenticata.do>

Art. 5.- Insurance

The University of Pavia, in accordance with Presidential Decree dated 30 June 1965 n.1124, bis and successive modifications, ensures, limited to Masters-related activities, INAIL personal injury cover and adequate third-party public liability insurance cover.

Art. 6 – Conclusion of the Master course

The Masters will conclude on 30 April 2020.

Art. 7 – Publication of proceedings

The list of candidates admitted at each stage of the procedure, the start date of the Masters course, the course calendar and all activities and correspondence to candidates will be published on the [Organising Secretary's webpage](#).

Candidates will be able to view the final ranking list by accessing the Reserved Area and following the steps taken when enrolling for the Masters course.

Any eventual modifications, updates or integrations to the content of the Call for Admission will be published, **exclusively**, on the following website:

<http://www.unipv.eu/site/home/didattica/post-laurea/master/master-i-livello.html> - I level Masters

Publication on the website constitutes official correspondence to candidates.

Candidates will not receive any other correspondence from the university's Administration Office.

Art. 8 – Informative notes pursuant to article 13 of EU Regulations 2016/679 regarding the protection of individuals' personal data as well as the free circulation of such data.

The information supplied by candidates will be handled by the University of Pavia for institutional purposes, to provide specific services requested by users, as well as to fulfil its legal requirements.

The personal data is generally handled by data processing and telecommunications systems designed to memorise and manage data. In some cases, a hard copy may be generated; this process is always undertaken to ensure that it is secure and to protect the privacy of the interested party.

Conferring personal data is therefore obligatory and failing to do so will result in exclusion from the admission procedure.

Candidates' personal information may be revealed and handled, in compliance with current legislation, by staff who are involved specifically in data handling. Candidates are entitled to the rights stated in articles 15-18 of the mentioned above code regarding personal data, for example: accessing their own personal data, correcting their personal data, updating their personal data, making additions to their personal data, etc. They are also entitled to object to their personal data being used for purposes other than those stated above. The Vice-Chancellor of the University of Pavia, as Head of Personal Data Handling, is responsible for defending these rights.

Art. 9 – Reference legislation

For any matter not explicitly expressed in this document, reference should be made to the provisions governing university Masters courses and, in particular, Ministerial Decree dated 22 October 2004 n. 270, the University of Pavia's *"Regulations for the institution of university Masters courses, refresher courses and permanent training*



UNIVERSITÀ DEGLI STUDI DI PAVIA

Servizio Sanità e Post Laurea

courses", and to the Vice-Chancellor's Decree concerning the Institution of Masters courses N.1956/2018 dated 9/07/2018.

Art. 10 – Head of application procedure

In accordance with article 4 of Law 241 dated 7 August 1990 and subsequent modifications and integrations, the Head of the application procedure of the Call for Admission is **DAHLIA CARNEVALE** – Health and Postgraduate Services.

For more information:

Contact

URP – Public Relations Office

Telephone number: +39 0382 989898 (from Monday to Friday, from 9 to 12 and from 14 to 16) –

Students currently enrolled at the University of Pavia: "[FILO DIRETTO](#)"

Alternative contact: unipvinforma@unipv.it

State examination office

website: <http://www.unipv.eu/site/home/didattica/post-laurea/master.html>

fax: +39 0382985976

Pavia,

GENERAL DIRECTOR
Emma Varasio

DB/DC/cg