

## CALL FOR ADMISSION TO I LEVEL UNIVERSITY MASTERS COURSE

2019/2020 Academic Year

**Enrolment opening: 18 June 2019**

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### 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. 12 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
<b>A. DESIGN AND DEVELOPMENT OF VEHICLE DYNAMICS</b>	<b>INDUSTRIAL AND INFORMATION ENGINEERING</b>
<b>B. RACE ENGINEERING</b>	

The characteristics of the Masters course, admission requirements, selection criteria, required documentation, application deadlines, fees and eventual financial support can be found in the Attachments 1 and 2 to the Call for Admission and constitutes an integral part of the Call.

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

<https://web.unipv.it/formazione/master-universitari/master-i-livello/>

### Art. 2 – Application form

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

electronic means, **by the deadline established in the Call for Admissions**, using **only**<sup>1</sup> 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, from the MENU in the top right corner, click on the REGISTER and complete the required information. Students already enrolled at the University of Pavia should click LOGIN.  
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.

**PLEASE NOTE: 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 Masters application, Attachments 1 and 2 of the Call for Admission

**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 as proof that the information has been entered;**
2. **pay €35.00 to cover the *Masters application fee***  
The payment should preferably be made online (by credit card or online bank transfer) using the PagoPA system. Traditional MAV (Payment against Notice) transactions are also permitted. After printing the application form, candidates must return to the main page of the Reserved Area and click on PAYMENTS, select the invoice to be paid and the payment method (PagoPA or MAV). Payments made will be recorded by the University of Pavia in two or three working days.

Candidates resident outside Italy may only make credit card payments; using the PagaGO system. If candidates do not have a credit card, alternative payment methods may be agreed with the Organising Secretary of the Masters degree, by sending an email to: [info.raceeng@unipv.it](mailto:info.raceeng@unipv.it)

**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.

**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.**

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<sup>1</sup> Applications made in other ways 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.  
The University declares, in accordance with article 40, paragraph 1 of Presidential Decree 445/2000 and subsequent modifications and integrations, that it cannot request nor accept certificates issued by public authorities and providers of public services.

Should, at the deadline date, the number of received applications be lower than the maximum 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.

### 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/>

**Candidates from abroad**, once they have completed the online enrolment process and presented the Admission form, must, by the deadline date established in Attachments 1 and 2 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, translated<sup>2</sup> 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 and handed in, by the deadline of 10/01/2020, to Ufficio Master - Servizio Sanità e Post Laurea - Esami di Stato – via Ferrata 5, 27100 Pavia.

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

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.

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<sup>2</sup> 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.

**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 FORM<sup>3</sup>.
5. Print the MAV for the Masters application fee within 10 days of the publication of the ranking list on the Masters Secretary website. Please refer to article 2 for payment methods.

EU and non-EU candidates who have been awarded a qualification abroad must also present original versions of the documentation requested in article 3 to the administration office at: Ufficio Master - Servizio Sanità e Post Laurea - Esami di Stato – via Ferrata 5, 27100 Pavia.

The administration office will proceed with the enrolment<sup>4</sup> 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).**

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

<sup>3</sup> printing of the enrolment form may also include the joint and simultaneous emission of the MAV for the payment of the *Masters application fee*.

<sup>4</sup> 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).

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 2021.

## **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 Organising Secretary's webpage.**

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

<https://web.unipv.it/formazione/master-universitari/master-i-livello/>

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 courses"*, and to the Vice-Chancellor's Decree concerning the Institution of Masters courses \_\_\_\_\_

### **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** – Servizio Sanità e Post Laurea.

#### **For more information:**

Contact:

**Ufficio INFORMASTUDENTI- WELCOME POINT:** <https://web.unipv.it/servizi/urp-e-welcome-point/>

**Ufficio MASTER:** <https://web.unipv.it/formazione/master-universitari/> e-mail: master.ateneo@unipv.it

Pavia,

**GENERAL DIRECTOR**  
**Emma Varasio**

DB/DC/cg