



# UNIVERSITÀ DI PAVIA

## CALL FOR APPLICANTS FOR THE FIRST YEAR OF THE *LAUREA MAGISTRALIS* IN INTERNATIONAL BUSINESS AND ENTREPRENEURSHIP (class LM-77) ACADEMIC YEAR 2019-2020

### Index

<a href="#">1.REGULATORY REFERENCES.....</a>	<a href="#">pag. 1</a>
<a href="#">2.EDUCATIONAL OFFER.....</a>	<a href="#">pag. 1</a>
<a href="#">3.ADMISSION REQUIREMENTS.....</a>	<a href="#">pag. 2</a>
<a href="#">4.CURRICULAR REQUIREMENTS.....</a>	<a href="#">pag. 2</a>
<a href="#">5.CRITERIA TO SELECT AND ADMIT EU AND NON-EU CANDIDATES LEGALLY RESIDING IN ITALY .....</a>	<a href="#">pag. 3</a>
<a href="#">6.CRITERIA TO ENROL EU AND NON-EU APPLICANTS LEGALLY RESIDING IN ITALY.....</a>	<a href="#">pag. 6</a>
<a href="#">7.BOOKING LIST .....</a>	<a href="#">pag. 7</a>
<a href="#">8.PROCEDURE AND DEADLINE TO ENROL EU AND NON-EU STUDENTS LEGALLY RESIDING IN ITALY WITH A DEGREE OBTAINED ABROAD .....</a>	<a href="#">pag. 7</a>
<a href="#">9.CRITERIA AND DEADLINE TO SELECT AND ADMIT NON-EU STUDENTS RESIDING ABROAD .....</a>	<a href="#">pag. 8</a>
<a href="#">10.CRITERIA AND DEADLINE TO ENROL INTERNATIONAL CANDIDATES.....</a>	<a href="#">pag. 8</a>
<a href="#">11.ENROLMENT UNDER CONDITION FOR NOT YET GRADUATED APPLICANTS .....</a>	<a href="#">pag. 9</a>
<a href="#">12.REQUIREMENTS AND CRITERIA TO BE ADMITTED BY PASSAGE FROM ANOTHER DEGREE COURSE, TRANSFER, SECOND DEGREE AND REVALUATION OF PREVIOUS ACADEMIC CAREER .....</a>	<a href="#">pag. 9</a>

### 1. REGULATORY REFERENCES

- **Ministerial Decree n.270/2004** (Regulation in terms of universities' teaching autonomy) and related applications decrees;
- **Ministerial Decree March 16, 2007** (organisation of Laurea Magistralis' classes);
- **Law August 2, 1999 n. 264** (Rules concerning university admission) art. 2 comma 1, letter a)
- **Resolution of the Academic Senate of February 18, 2019 and the Administration Council of February 26, 2019** (locally programmed access to degree courses for the academic year 2019/2020 as set by art. 2, comma 1, letters a) and b) law August 2, 1999 n. 264)
- Procedures for entry, stay and enrolment of foreign/international students to university degree courses in Italy for the academic year 2019-2020 issued by the Italian Ministry of Education, Universities and Research MIUR on March 6, 2019.

### 2. EDUCATIONAL OFFER

For the academic year 2019-2020 the University of Pavia sets up the second-cycle degree course taught in English in **INTERNATIONAL BUSINESS AND ENTREPRENEURSHIP, classe LM-77**.

This degree course is locally programmed. In the table below are reported the number of available places for candidates:

Name of degree course	Places for EU and extra-EU students legally residing in Italy- as set by Law 189/2002, art.26	Places for non-EU students normally residing abroad – as set by DPR n. 394/1999 and successive amendments	Reserved places for Chinese applicants in the frame of the “Marco Polo”project
International business and entrepreneurship, class LM-77	65	30	-

Citizens of Norway, Iceland, Liechtenstein, Switzerland and the Republic of San Marino are treated as Community citizens (EU).

Laurea Magistralis is an academic path of university studies of second-cycle level aiming at providing an advanced training to perform high quality tasks in specific sectors.

For further details please peruse the following website <http://mibe.unipv.it>

In order to enrol candidates must follow and complete ALL the following steps:

1. **Evaluation request** of the applicant's CV to obtain ELIGIBILITY to enrol
2. **Occupy a place** (at the following link <https://gestioneliste.unipv.it/>)
3. **Pre-enrolment and payment** of the first tuition fee (by clicking on the following link <https://studentonline.unipv.it/esse3/Home.do>)

### 3. ADMISSION REQUIREMENTS

The Department of Economics Sciences appoints a Commission with the task of evaluating the eligibility of candidates by means of the following requirements:

- a) A Bachelor degree (in compliance with the educational system set out in Ministerial Decree 509/99 or prior, or Ministerial Decree 270/04) or other degree title obtained abroad and deemed suitable, or a university diploma (duration: 3 years).

**PLEASE NOTE:** access to the laurea magistralis is allowed to candidates about to graduate within October 31, 2019 obtaining a degree title suitable to enrol, with at least 120 CFUs including the credits satisfying the minimum curricular requirements at the moment of the submission deadline of the evaluation request (from April 8 until June 20, 2019);

- b) Curricular requirements listed in comma 4;
- c) An adequate personal preparation, verified by the student's curriculum (see comma 5) and upon decision made by the Commission, according to a possible interview, that may take place online (via Skype).

In commas 4,5,6 specific admission criteria are reported.

Attachment A includes a sum-up of all important dates and deadlines concerning the admission process for the academic year 2019-2020.

International students (i.e. non-EU applicants not legally residing in Italy) will not have to follow these instructions, but the ones reported in commas 9 and 10. Applicants with double citizenship of which one is from an EU country will have to stick to the procedures listed from comma 4 onwards.

### 4. CURRICULAR REQUIREMENTS

The minimum curricular requirements necessary to enrol are the following:

- At least **24 CFUs** in one or more scientific sectors SSD **in business**: 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 scientific sectors SSD **in economics**: 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 scientific sectors SSD **in statistics-mathematics-econometrics** : 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 CFUs** concerning courses taught in **English language**.

Only in case these requirements are not met, the following shall be taken into account as equivalent:

- The following international certificates attesting English language proficiency of at least B2 level in the Common European Framework (First Certificate in English), or for comprehension, expression and reading skills (BEC Vantage; FCE; IELTS 5.5-6.5; TrackTest English Test B2; ILEC Pass; TOEFL iBT 72-94; Trinity College ISE II, GESE 7, GESE 8, GESE 9; Pearson JETSET Level 5; LCCI EfB Level 3; AIM AWARDS-ANGLIA Advanced)
- Certificates of English proficiency released by Universities' Linguistic Centres, attesting a knowledge of English of at least B2 level

- The awarding of a bachelor degree entirely taught in English

To ask for an evaluation of an international certificate ( in case the 5 CFUs are missing for English language proficiency), please write to [mibe@unipv.it](mailto:mibe@unipv.it), attaching in the email a copy of the certificate.

**With respect to the minimum curricular requirements, it is allowed a margin of a maximum 10% of the required credits, i.e. 6 CFUs. This margin can apply indifferently to one of the SSD groups mentioned above, or to more groups, except for the English language requirement: this condition must be respected anyway.**

## **5. CRITERIA TO SELECT AND ADMIT EU AND NON-EU CANDIDATES LEGALLY RESIDING IN ITALY**

### **5.1 Admission and selection criteria**

Eu and non-EU applicants legally residing in Italy (please also refer to comma 2 EDUCATIONAL OFFER) may enrol until places are available after being deemed eligible, by considering:

- a) The score calculated according to the candidate's curriculum evaluation, as set by the criteria reported in comma 5.3;
- b) The score obtained in a possible interview (according to the criteria mentioned in comma 5.4)

### **5.2. Submission of the evaluation request for the candidate's curriculum**

All candidates must submit online an evaluation request of their curricula from **April 8 to June 20, 2019 by 12:00 pm.**

It is necessary to:

a) go to the link <https://studentionline.unipv.it/AddressBook/ABStartProcessoregAction.do> and **REGISTER** ; with the obtained username and password then access the Reserved Area and click on **SEGRETERIA** and select **TEST DI AMMISSIONE**. **Students already registered will only have to log in with their credentials and register for the evaluation test.**

b) upload the following documents:

- The Student's Curriculum duly filled in and **SIGNED** - Attachment B page 12
- For candidates enrolled/graduated in Italian Universities: self-certificate (*autocertificazione*) reporting the year of enrolment in year 1 of the bachelor degree, all taken exams with their related scientific sectors SSD, number of CFUs and grades. The degree mark is not decisive to obtain eligibility to enrol; the weighted average of grades will be taken into account (more details in the table below). It is recommended to use the self-certificate form available in the student's reserved area in the universityonline system.

For candidates enrolled/graduated in foreign Universities: certificate issued by the home university stating enrolment and award of the degree in a degree course taught entirely in English with reference to the enrolment in the first year of the bachelor degree, exam lists, credits and related grades.

- Possible English language certificate internationally recognised (please refer to comma 4 page 2 to peruse the complete list of valid certificates) attesting at least a B2 level;
- possible GMAT certificate with the obtained final score.

c) complete the MIBE survey.

After inserting all requested data for the evaluation request, candidates will receive the document to pay the "Reimbursement fee for expenses concerning the participation in the selection process via titles evaluation- Laurea magistralis in International Business and Entrepreneurship" – the amount to pay is €35,00.

## How to pay university tuition fees

University tuition fees (such as the reimbursement of expenses to evaluate titles, enrolment fee, etc.) must be paid preferably by online payment (credit card or bank transfer) using the PagoPA system. It is however allowed to pay also by the usual MAV form (*Modulo di Avviso di Versamento*).

Students will have to access the section *Pagamenti* from the online Reserved Area, click on the amount to pay and choose the payment method (PagoPA or MAV).

In a few days, the University of Pavia will then be able to verify the payment.

Detailed instructions are available at the link : <http://www.unipv.eu/site/home/naviga-per/studenti/segreteria-studenti-e-ufficio-tasse/ufficio-tasse/articolo9080.html> .

Candidates residing abroad can only pay by credit card by using the PagoPA system. In case they do not have a credit card, other payment solutions shall be agreed with the Students' Administrative offices contacting [matricole.ecosociogiuridiche@unipv.it](mailto:matricole.ecosociogiuridiche@unipv.it).

**ATTENTION: given the high number of requests, candidates are advised to submit their evaluation request well in advance, so that places shall still be available.**

**The Commission will NOT consider documents submitted later than the set deadline (for ex. exams taken or registered in the academic career after the deadline or linguistic certificates obtained meanwhile...) The situation considered to calculate the score is the one attested by the documents attached in the evaluation request.**

### 5.3 Calculation of the score related to the academic record

Title evaluation will be performed in two ways:

- by submitting a GMAT certificate (read comma 5.4)
- or according to the score assigned to the academic record following the conversion criteria reported in the table below:

Grade average	Score assigned to the weighted average in exams
More than 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

Total number of CFUs *	Score assigned to the number of CFUs
170 or more	6
160-169	4
150-159	2

*\* the bonus related to the number of credits is given only to regularly enrolled students, who passed all exams of the third year of their bachelor degree. This bonus will not be assigned to "repeating" students who are spending more than 3 years to graduate.*

In addition, the following bonuses can be assigned:

- 0,25 for each *cum laude* grade;
- 3 points if 24 CFUs are obtained in exams taken in English (except for English language proficiency exams);
- 2 points if the candidate at the time of the application is submitting an English language certificate internationally recognised (please refer to comma 2. 4 to consult the list of acceptable certificates) attesting at least a B2 level; or if the candidate is attending a bachelor degree entirely taught in English.
- 5 points if the candidate is attending or has attended the Master in Digital Innovation and Entrepreneurship (MInDE <https://www.masterminde.com/>) at the University of Pavia

- If the candidate has a GMAT certificate, the following bonuses may be assigned:

Less than 200 points	1 bonus
201-300 points	2 bonuses
301-400 points	3 bonuses
401-500 points	5 bonuses
<b>PLEASE NOTE:</b> GMAT scores exceeding 500 points are NOT considered to assign bonuses: see comma 5.4	

**PLEASE NOTE:** the applicant must complete these data online at the link: <https://studentionline.unipv.it/AddressBook/ABStartProcessoRegAction.do>

With reference to bachelor degrees or equivalent titles obtained in an EU country different from Italy, the Commission will convert the scores regarding the average grades in the exams as well as *cum laude* grades; the results will be communicated to the candidate after the titles evaluation process.

#### 5.4. Evaluation of academic titles: results

Given the academic record submitted and the consequent calculation of the score (refer to comma 5.3), the result of the evaluation of academic titles follows the criteria reported in the table below:

CASES	RESULT OF TITLES EVALUATION	Total score for the curriculum	GMAT
<b>A</b>	<b>ELIGIBILITY ASSIGNED</b> Without further evaluation (see point a. below this table)	score > 34 points	GMAT score > 600
<b>B1</b>	<b>ELIGIBILITY TO BE VERIFIED</b> By further evaluations, leading to a possible interview or direct admission (see point b. below this table)	Score between 30 and 34 points	GMAT score between 551 and 600
<b>B2</b>	<b>ELIGIBILITY TO BE VERIFIED</b> By further evaluations that may lead to direct exclusion or an interview (see point b. below this table)	Score between 26 and 29 points	GMAT score between 500 and 550
<b>C</b>	<b>ELIGIBILITY NOT ASSIGNED</b> Without further evaluation	score < 26 points	

- a. **ELIGIBILITY ASSIGNED without further evaluation (case A):** in the following link <https://web.unipv.it/formazione/iscriversi-a-una-laurea-magistrale-o-ad-una-laurea-magistrale-plus/con-esaurimento-posti-o-con-numeri-chiusi-plus/concorso-area-business> the list of applicants eligible to enrol will be published. Results will be available within 45 days from the submission of evaluation requests. For more details on how to book a place/to enrol see the section “**CRITERIA TO ENROL EU AND NON-EU CANDIDATES LEGALLY RESIDING IN ITALY**”. The list of eligible candidates will be updated weekly starting from April 30th.
- b. **ELIGIBILITY TO BE VERIFIED by possible further evaluations (cases B1 and B2):** in the B1 case, the Commission will evaluate more in depth the student’s curriculum and upon decision set up an interview (see how to register for an interview below), or proceed to directly admit the candidate (eligibility). In the B2 case, the Commission will evaluate in depth the student’s curriculum and upon decision will evaluate if rejecting or accepting their request or organising an interview (see below how to register for an interview) in order to better define the candidate’s profile and evaluate a possible eligibility.

#### INTERVIEWS: RESULTS, DATES, LOCATION AND CONFIRMATION

Results of evaluations and names of candidates entitled to be interviewed will be published online at the link <http://mibe.unipv.it/how-to-apply/application/>.

In the same link, **an online form is available to register for an interview**, as mandatory procedure. If a candidate does not register for the set interview, then their application will be cancelled.

Results of evaluations and possible Skype interviews will be available within 45 days from the date of the applications' submission.

In the following period, it is advisable to consult the above-mentioned link to have any available information concerning the interview.

- c. **ELIGIBILITY NOT ASSIGNED** without further evaluation. Results for non-admitted candidates will be visible online within 45 days from the date of the application's submission.

**It is recommended to accurately calculate your score before sending out the request, to make sure not to fall into the C case implying the automatic exclusion from the evaluation process.**

IMPORTANT:

1. **The final result and the list of candidates eligible to enrol will be published at the following link <https://web.unipv.it/formazione/isciversi-a-una-laurea-magistrale-o-ad-una-laurea-magistrale-plus/con-esaurimento-posti-o-con-neri-chiusi-plus/concorso-area-business> - no personal communication will be provided; it is the duty of candidates to verify the obtained result.** Candidates not eligible to enrol will be ask for a new evaluation in case places are still available at the end of the selection process (30th July 2019).
2. **It is reminded that the assignment of eligibility does not grant a secure place: enrolments in MIBE are confirmed only when the enrolment procedure is entirely COMPLETE (occupy a place and enrolment/payment of the first tuition fee – see comma 6 for more details) and anyway until places are available. For this reason, it is advised to proceed to complete the entire procedure as soon as possible once a candidate is deemed eligible to enrol, to avoid the reached position will not be valid any longer.**

## 6. CRITERIA TO ENROL FOR EU AND NON-EU APPLICANTS LEGALLY RESIDING IN ITALY

EU and non-EU applicants legally residing in Italy who received eligibility to enrol from the Commission (also in case of students not yet graduated but that will graduate within October 31st, 2019) **from April 30th until 12 pm of July 30th 2019 must enter the BOOKING LIST** (link <https://gestioneliste.unipv.it/>) in order to enrol and occupy a place. This procedure must be performed online with the credentials obtained during REGISTRATION.

Available places will be assigned to candidates according to the chronological order of enrolment in the booking list, and the relevant offices will also verify in due time the suitable degree to enrol.

On May 6th 2019 the list of candidates eligible to enrol will be issued online in the dedicated webpage (<https://web.unipv.it/formazione/isciversi-a-una-laurea-magistrale-o-ad-una-laurea-magistrale-plus/con-esaurimento-posti-o-con-neri-chiusi-plus/concorso-area-business>) : **it is the duty of each candidate to verify the correct completion of the online procedure by checking the mentioned webpage.**

Possible queries or objections must be submitted by email to the following address: [matricole.ecosociogiuridiche@unipv.it](mailto:matricole.ecosociogiuridiche@unipv.it) in the following 24 hours.

Once the booking process is over, the candidate will receive a confirmation email. In this email an ID code is reported, used by the University to publish the results online in the dedicated webpage.

Candidates eligible to enrol must:

- a) go to the link <https://studentionline.unipv.it/esse3/Home.do> and log in with username and password received during registration, click on **SEGRETERIA > IMMATRICOLAZIONE** and select the degree course; in this phase, candidates have to upload:
  - A passport-sized photograph (face close-up);
  - Copy (recto-verso) of ID document used during registration;
  - Copy of tax code;
  - Copy of permit of stay (only for non-EU students);
- b) Print the enrolment form (STAMPA DOMANDA D'IMMATRICOLAZIONE). With this printout, it will be possible to obtain the form to pay the first tuition fee (156,00 euros currently, except further modifications following the publication of the new tuition fees call for the next academic year 2019-2020: the Administration Council of the University in terms of university tuition fees. For more details on how to pay the first tuition fee please refer to the comma **HOW TO PAY UNIVERSITY TUITION FEES**.

- c) In case of shortening of the academic curriculum due to transfer, second degree, reevaluation, recognition of a foreign academic title, it is necessary to attach the form *Richiesta convalida esami generica* available in the section *Modulistica* at this link <https://web.unipv.it/formazione/modulistica/>. This form, with a revenue stamp attached, will have to be submitted in due time to the Students' Administration offices in Via S. Agostino 1 or to be sent by post via registered mail (*Raccomandata R/R*) addressed to: *Università degli studi di Pavia – Ufficio Protocollo, Via Mentana 4, 27100 Pavia*.

It is communicated that it is a crime to provide false declarations or fake documents. This behaviour implies penal sanctions as set by articles 482, 485, 489, 495, 496 c.p. The submission of false data no longer corresponding to the truth means in fact using fake data. Positions acquired by the use of false acts or declarations will be void with retroactive efficacy from the registration date and the paid tuition fees will not be reimbursed.

The Students' Administration offices will enrol candidates once they receive the requested documents as well as the payment of the first tuition fee **within the set deadline and following the correct online procedure**.

The list of enrolled students will be issued and updated daily at the <https://web.unipv.it/formazione/isciversi-a-una-laurea-magistrale-o-ad-una-laurea-magistrale-plus/con-esaurimento-posti-o-con-numeri-chiusi-plus/concorso-area-business> starting from May 16th, 2019; **it is the duty of candidates to verify the result of the enrolment procedure by checking the webpage and the presence of their name in the following 24 hours and communicate any issue at the email address [matricole.ecosociogiuridiche@unipv.it](mailto:matricole.ecosociogiuridiche@unipv.it)**

The list of occupied places will be published in the dedicated webpage <https://web.unipv.it/formazione/isciversi-a-una-laurea-magistrale-o-ad-una-laurea-magistrale-plus/con-esaurimento-posti-o-con-numeri-chiusi-plus/concorso-area-business>. Candidates who received eligibility to enrol but, accessing the online procedure to occupy a place, do not find any places left will have to include their name on the BOOKING LIST (please refer to the following comma).

Enrolled students will receive by email a Welcome message with some general information and the official university email address: from that moment, the communicated email address will be the only communication channel with the University of Pavia. **Students must activate their new email address, since in this email account new log in credentials to access online services (such as Wifi, Reserved Area etc.) will be communicated. Students already having an official university email address will keep the same email address and same credentials to log in their Reserved Area.**

## 7. BOOKING LIST

**Candidates eligible to enrol who do not find any available places can anyway occupy vacant places by including their name on the BOOKING LIST (<https://gestionliste.unipv.it/>).** Possibly, vacant places available after renouncement, reconsideration or transfer will be assigned by chronological order to candidates whose name is present on the booking list within the deadline of October 31, 2019.

All communications regarding vacant places and procedures to enrol will be communicated in the email address provided during registration: it is therefore suggested to constantly check your email address.

In case the number of bookings is not sufficient to cover all places available for the degree course, the procedures to evaluate academic records and the subsequent enrolment will be reopened in September, and candidates will anyway have to enrol within the deadline of **October 31st, 2019**.

## 8. PROCEDURE AND DEADLINE TO ENROL EU AND NON-EU STUDENTS LEGALLY RESIDING IN ITALY WITH A DEGREE OBTAINED ABROAD

Students having a degree title obtained abroad, after completing the online procedures described above (occupying the place and enrolling) will have to submit the following documents to the Students' Administration offices in Via Sant'Agostino 1 **from April 30th 9 am until 12 pm of July 30th 2019:**

- Receipt of payment for the first tuition fee (see call for university tuition fees 2019-2020 at <https://web.unipv.it/formazione/calcolare-le-tasse/>)
- Original degree title allowing the enrolment to the laurea magistralis (bachelor degree, university diploma or foreign title deemed suitable to enrol), translated into Italian or English by the Embassy or authorised translator, and legalised by the Italian Diplomatic Representations in the country of scholarisation or by Declaration of Value or equivalent certificate (like Cimea certificate attesting also the authenticity of the degree title)
- Diploma Supplement or original certificate containing the exams list and grades, translated and legalised as well
- Copy of permit of stay (only for non-EU students).

The Students' Administration offices are open to the public as follows:

- Mon, Thu, Fri 9,30 am – 12 pm drop-ins
- Tue 9,30 am – 12 pm and Wed 1,45 pm – 4,15 pm only by appointment – please book at <http://gopa.unipv.it>

The above-mentioned documents must be submitted by the set deadline to the Students' Administration offices. In case of delay by the Diplomatic Representations, students must anyway regularise their position within 45 days from the enrolment date. In case of missed delivery of such documents, the student is subject to a career block until January 31, 2020. If by that date the student has not yet fixed their position, then the enrolment will be automatically cancelled.

The Students' Administration offices are open to the public as follows:

- Mon, Thu, Fri 9,30 am – 12 pm drop-ins
- Tue 9,30 am – 12 pm and Wed 1,45 pm – 4,15 pm only by appointment – please book at <http://gopa.unipv.it>

**In case it may not be possible to submit the original documents in person to the Students' Administration counters, it is possible to agree another form of documents submission by emailing [matricole.ecosociogiuridiche@unipv.it](mailto:matricole.ecosociogiuridiche@unipv.it) within the deadline set to enrol.**

## 9. CRITERIA AND DEADLINE TO SELECT AND ADMIT NON-EU STUDENTS RESIDING ABROAD

Non-EU students residing abroad having the minimum curricular requirements can access the laurea magistralis in International Business and Entrepreneurship until places reserved for non-EU candidates are available (refer to comma 1).

Information on how to submit an application are available at this link: <https://mibe.unipv.it/how-to-apply/application/#tab-id-2>

Candidates' admission is subject to obtaining **eligibility** following the positive result of an interview/ test –that may also be performed online- aiming at verifying the candidate's skills. This test/interview may concern the following topics:

- motivation
- economics and management, specifically: business strategies, marketing, business organisation, accounting and finance
- mathematics and/or statistics, logics, general culture concerning political-economical aspects
- English language proficiency

## 10. CRITERIA AND DEADLINE TO ENROL INTERNATIONAL CANDIDATES

After receiving eligibility to enrol and completing the requested pre-enrolment for non-EU students by contacting the Italian Diplomatic Representations in their home countries (please refer to provisions set by the Italian Ministry of Education, Universities and Research MIUR), the international applicant may proceed to enrol online, from April 30th 2019 at 9 am until 12 pm of September 28th, 2019.

Candidates must:

- a) Go to <https://studentionline.unipv.it/esse3/Home.do>, select REGISTRATI and complete all requested fields;
- b) Log in with username and password provided during registration, click on SEGRETERIA> IMMATRICOLAZIONE and select the degree course; in this step, candidates have to upload online:
  - A passport-sized photograph (face close-up);
  - Copy (double-sided) of ID document used during registration;
  - Copy of tax code;
  - Copy of permit of stay.
- c) Proceed to print the enrolment form (STAMPA DOMANDA D'IMMATRICOLAZIONE). With this printout it will be possible to obtain the form to pay the first tuition fee (156,00 euros except any further changes in the next tuition fees call for the academic year 2019-2020: for particular cases please consult <https://web.unipv.it/formazione/calcolare-le-tasse/>). The amount to pay for the first tuition fee is subject to changes following resolutions of the Administrative Council in terms of university tuition fees. For more details on how to pay the first tuition fee please read the related comma HOW TO PAY UNIVERSITY TUITION FEES.

After completing the online procedures described above, students must submit **by 12 pm of September 28th, 2019 to the Students' Administration offices in Via S.Agostino 1 the following documents:**



- Receipt of payment of the first tuition fee
- Original degree title allowing the enrolment to the laurea magistralis (bachelor degree, university diploma or equivalent title deemed suitable to enrol), translated into Italian by an authorised translator or by the Embassy, legalised by the Italian Diplomatic Representations in the scholarisation country and provided with a Declaration of Value or equivalent certificate (Cimea certificate also attesting the authenticity of the degree title)
- Diploma Supplement or original certificate reporting all exams list and grades, translated and legalised
- Copy of permit of stay

The above-mentioned documents must be submitted within the set deadline to enrol to the Students' Administration offices. In case of delay in releasing such documents by the Italian Diplomatic Representations, students have 45 days to regularise their position from the enrolment date. In case of missed delivery of such documents, students are subject to a career block until January 31, 2020. If by that date the student has not yet regularised the position, then enrolment is automatically cancelled.

The Students' Administration offices are open to the public as follows:

- Mon, Thu, Fri 9,30 am – 12 pm drop-ins
- Tue 9,30 am – 12 pm and Wed 1,45 pm – 4,15 pm only by appointment – please book at <http://gopa.unipv.it>

**In case it is not possible to deliver the original documents in person to the Students' Administration offices, then it is possible to agree other forms of documents submission by emailing [matricole.ecosociogiuridiche@unipv.it](mailto:matricole.ecosociogiuridiche@unipv.it) within the set deadline to enrol.**

During online enrolment, students can ask for the ATENEO CARD PAVIA, an ID university badge with multiple functions. More information on the ATENEO CARD PAVIA are available at this link <https://web.unipv.it/formazione/ateneocard/>

#### **11. ENROLMENT UNDER CONDITION FOR NOT YET GRADUATED APPLICANTS**

Students deemed eligible to enrol but who have not yet graduated at the moment of enrolment are admitted under condition. Their enrolment will be valid if **within October 31 2019** they actually graduate. Otherwise, their enrolment will be automatically cancelled, and the first tuition fee will be reimbursed (net of revenue stamp).

#### **12. REQUIREMENTS AND CRITERIA TO BE ADMITTED BY PASSAGE FROM ANOTHER DEGREE COURSE, TRANSFER, SECOND DEGREE AND REVALUATION OF PREVIOUS ACADEMIC CAREER** (this option is possible *only for degree courses of the same level*)

Students asking for transfer from other universities, wishing to enrol to second degree or asking for passage from other laurea magistralis degree courses must in any case submit an evaluation request and pass the selection process as set by rules in section 5. Attention: to calculate the score (see commas 5.3 and 5.4), the student's curriculum regarding their bachelor degree will be considered, just like other candidates.

In case of uncertain admission for post-first year transfers, it is recommended to follow the procedure for taking up a place for entering their first year. Following a pre-evaluation, in case the necessary CFUs are sufficient and the candidate is admitted to subsequent years by occupying a place, then the applicant can ask to be enrolled in the correct year, according to the admission criteria reported in the dedicated webpage.

**Detailed information on how to submit the related request, peruse the available places etc. are available at the link: <https://web.unipv.it/formazione/prevalutazioni-carriere-pregresse/>**

#### **FINAL NOTES**

Please send an email to [matricole.ecosociogiuridiche@unipv.it](mailto:matricole.ecosociogiuridiche@unipv.it) in case of issues or queries.

**Information pursuant to art. 13 of the EU Regulation 2016/679 ( regarding the protection of personal data)**

The information provided by candidates will be processed by the University of Pavia in the interests of the institutional purposes of the University, for the provision of specific services requested by users, as well as for the fulfillment of the requirements of the law. Processing is normally performed by means of IT and informatic tools with the aim of storing and managing the data; in some phases this can be done on paper and, in any case, in such a way as to guarantee security and protect the confidentiality of the party concerned. The provision of personal details is therefore mandatory; the penalty for not providing them is exclusion from selection on the basis of qualifications. In compliance with current legislation, the personal details of users may become known to, and processed by personnel who are specifically in charge of processing. Candidates enjoy the rights provided for by art. 7 of the aforementioned Code, which include access to their personal details, and the rectification, updating, integration and cancellation, etc of them, as well the opposing of the use of data other than the aforementioned institutional data. These rights may be claimed against the Chancellor of the University of Pavia, the person responsible for the treatment of personal data. For any information not specifically provided in the present document, readers are referred to current legislation. The person responsible for the administrative procedures, pursuant to art. 4 of Law n. 241, 7 August 1990, as amended by Law 15/2005, is Dr. Carmen Frassica (Cat. EP2 - Administrative and Management Area).

Pavia, 11/04/2019

**THE GENERAL DIRECTOR**

Emma Varasio

**THE CHANCELLOR**

Fabio Ruge

ATTACHMENT A

**Call for applicants MIBE 2019-2020: Dates to remember**

1	When to submit an evaluation request for academic titles	April 8, 2019 until June 20, 2019 12 pm
2	Online publication of evaluation titles	Every week at the link: <a href="http://www.unipv.eu/site/home/articolo13110.html">http://www.unipv.eu/site/home/articolo13110.html</a>
3	Opening of enrolments	April 30, 2019 until July 30, 2019 12 pm
4	Online publication of enrolments	From May 6, 2019 at the following link: <a href="http://www.unipv.eu/site/home/articolo13110.html">http://www.unipv.eu/site/home/articolo13110.html</a>
5	Booking list in case of vacant places	From the opening of the booking list until November 30, 2019 9,30 am
7	Last deadline to graduate and cancel under condition enrolment	OCTOBER 31, 2019
8	Deadline to enrol for non-EUcitizens residing abroad	FROM APRIL 30, 2019 9 AM UNTIL SEPTEMBER 28, 2019 12 PM



ATTACHMENT B - STUDENT'S CURRICULUM

THE  
UNDERSIGNED \_\_\_\_\_

BORN IN \_\_\_\_\_ PROV/STATE. \_\_\_\_\_  
ON \_\_\_\_/\_\_\_\_/\_\_\_\_

RESIDING IN  
\_\_\_\_\_

PROV./ STATE \_\_\_\_\_ PHONE \_\_\_\_\_ CELL \_\_\_\_\_

E-MAIL  
\_\_\_\_\_

TAX CODE: \_\_\_\_\_

DECLARES

UNDER HIS-HER RESPONSIBILITY AND ACCORDING TO ART. 46 D.P.R. N. 445 OF THE TEXT  
28 DECEMBER 2000 (REFERENCE TEXT CONCERNING LAW PROVISIONS AND RULES FOR  
THE TREATMENT OF ADMINISTRATIVE DOCUMENTS):

to be  ENROLLED  GRADUATED

Name of Bachelor Degree \_\_\_\_\_

Name of Laurea Magistralis / Specialisation title  
\_\_\_\_\_

To be enrolled in the first year of a bachelor degree course in the academic year \_\_\_\_\_

to have all curricular requirements to be admitted in the laurea magistralis in **International Business and Entrepreneurship**, such as:

- at least **24 CFUs** in one or more scientific sectors *SSD* in **business**: 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 scientific sectors *SSD* in **economics**: 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 scientific sectors *SSD* in **ambito statistics-matehematics- econometrics**: 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 CFUs** in **English language proficiency**

to have, at the moment of the evaluation request, the following number of CFUs: .....

to be graduated/ about to graduate as a regular student, , or to have completed all exams for the third year of the bachelor degree course named : .....

**More specifically, to have passed the following exams already registered in the academic record:**

Field	Scientific sectors - SSD	Min. number of CFUs
Business	SECS-P/07; SECS-P/08; SECS-P/09; SECS-P/10; SECS-P/11; SECS-P/13	24
<b>Taken exams of business</b>	<b>NAME OF EXAM, SCIENTIFIC SECTOR SSD, DATE AND GRADE WITH CFUs</b>	<b>TOTAL CFUs</b> .....
	.....	
	.....	
	.....	
	.....	
	.....	
	.....	
	.....	
	.....	
	.....	
Economics	SECS-P/01; SECS-P/02; SECS-P/03; SECS-P/04; SECS-P/06; SECS-P/12	12
<b>Taken exams of economics</b>	<b>NAME OF EXAM, SCIENTIFIC SECTOR SSD, DATE AND GRADE WITH CFUs</b>	<b>TOTAL CFUs</b> .....
	.....	
	.....	
	.....	
	.....	
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	.....	
	.....	
	.....	
	.....	

Statistics, mathematics, econometrics	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	12
<b>Taken exams of statistics, mathematics and econometrics</b>	<b>NAME OF EXAM, SCIENTIFIC SECTOR SSD, DATE AND GRADE WITH CFUs</b>  ..... ..... ..... ..... ..... ..... ..... ..... ..... ..... ..... ..... ..... ..... ..... ..... ..... ..... .....	<b>TOTAL CFUs</b> .....
<b>University exams in English language</b>	<b>NAME OF EXAM, SCIENTIFIC SECTOR SSD, DATE AND GRADE WITH CFUs</b>  ----- ..... ----- ..... ----- ..... ----- .....	<b>TOTAL CFUs</b> .....
<b>Weighted average of all grades for exams passed and registered in the academic record</b>	.....	
<b>Number of <i>cum laude</i> grades</b>	.....	

to have registered at least 24 CFUs of exams entirely taken in English language (English language exams excluded), such as the following:

Name of exam	SSD	Date	Grade	CFUs	Name of University
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to have obtained /to be about to obtain a bachelor degree in English

to have an English language proficiency certificate internationally recognised (see page 2 of the call for valid certificates) attesting at least a B2 level

to have a GMAT certificate with the following final score .....

to have attended/be attending the *Master in Digital Innovation and Entrepreneurship* at the University of Pavia

The undersigned states to be aware of legal responsibilities and administrative sanctions concerning this declaration.

Particularly, the undersigned is aware that providing fake statements, or using false documents or related fake acts is a crime.

- to be aware that submitting false data is equal in any case to using false data;

-to be aware that the position acquired by submitting false data or statements will be void with retroactive reinforcement from the documents' submission date, and the paid tuition fee will not be reimbursed.

Date \_\_\_\_\_

Signature \_\_\_\_\_