



UNIVERSITÀ DI PAVIA

*Admissions Notice for the **First Year***

Master's Degree in Medicine and Surgery (taught in English) - Classe LM-41

2019/2020 Academic Year

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1. REGULATORY FRAMEWORK

- **D.M. of 22 October 2004, n. 270** "Changes to the Regulations governing the didactic autonomy of universities, approved by decree of the Minister of Universities and Scientific and Technological Research, November 3, 1999, n. 509";
- **DD.MM. of 16 March 2007**, which redefined, in accordance with D.M. 270/04, the categories of first cycle and master's degree programmes;
- **L. 2 of August 1999 n. 264** (Regulations for admission to university degree programs) art. 1 subsection 1, letter a);
- **D.M. of 18 June 2019 n. 542** (Procedure and content of the admission tests for the English-language degree program in Medicine and Surgery, 2019/2020 academic year);
- **Resolution of the Academic Senate of 15 April 2019 and of the Board of Administration of 30 April 2019** (Determination of the enrollment quotas for degree courses and master's degree courses with a number programmed at a national level for the a.y. 2019/2020);
- **Ministerial Disposals of 7 March 2019** for entry, residence and enrolment of foreign/international students for higher education courses in Italy during the 2019-2020 academic year;
- **Rector's Decree n. 1960/2019 of 13 June 2019** pertaining to designation of the Examination Committee.

2. GENERAL INFORMATION

For the 2019/20 academic year the University of Pavia will offer, pursuant to accreditation, a single-cycle master's degree program in Medicine and Surgery (taught in English) with a legal duration of six years.

In order to facilitate participation of students residing abroad, and within the context of promoting the internationalization process in Italian Universities, for the 2019/2020 academic year the admission test can be taken at the following centres:

Country	City	Centre Name	Start time (local time)
Brazil	Sao Paolo	Winner Idiomas	09:00
Canada	Toronto	GlobalVillage English Centre	09:00
Cyprus	Nicosia	Pascal Education Ltd	15:00
China	Beijing	School of International Education, Beijing Foreign Studies University	19:00
France	Paris	The British School of Paris	14:00
Germany	Essen	Stevens English Training	14:00
Germany	Munich	Münchner Volkshochschule GmbH	14:00
Greece	Athens	Hellenic English Council Ltd	15:00
Hong Kong	Hong Kong	ITS Tutorial School	19:00
India	Gurugram	Planet EDU – Pvt Limited	17:30
Israel	Tel Aviv	Mobile Testing Solutions	15:00
Pakistan	Lahore	British Council Lahore	17:00
Poland	Warsaw	Lang LTC	14:00
Saudi Arabia	Jeddah	British Council Jeddah	15:00
Switzerland	Zurich	Swiss Exams	15:00
South Africa	Johannesburg	British Council Johannesburg	14:00
Spain	Madrid	CESMA Business School	14:00
Turkey	Istanbul	British Side	15:00
UAE	Dubai	British Council, Dubai	16:00
UK	London	Mobile Testing Solutions Ltd	13:00
USA	New York	OHC New York	09:00

Students must, in order to enroll in the degree program:

- take an entry test in English; the same test is given at all the testing centres;
- appear in the general classification of merit in relation to the number of places available at the university (see table below);
- receive a mark of twenty (20) or higher;

Title of degree program	Places reserved for Community and non-Community students (see L. 189/2002, art. 26)	Places reserved for non-Community students residing abroad as defined under DPR n. 394/1999 and subsequent modifications	Places reserved for Chinese students under the “Marco Polo” Project
Single cycle Master's degree in Medicine and Surgery (taught in English)	70	35	5

3. REQUIREMENTS FOR ENROLMENT

In order to be enrolled in the Master's degree program in Medicine and Surgery (taught in English), applicants must have one of the following qualifications:

- A high-school diploma or a diploma obtained abroad if eligible;

- 4-year high school diploma, issued by high schools not including an additional year. In this case, students may be attributed possible additional exams by decision of the Teaching Council of the selected study course.

Upon enrollment, it is possible to verify the administrative suitability of high school diplomas obtained abroad.

For more information and how to obtain a pre-evaluation in order to enrol please peruse the link: <https://web.unipv.it/servizi/urp-e-welcome-point/>.

4. HOW TO ENROLL FOR THE ADMISSION TEST

From July 3 to July 25, 2019, before 15.00 hours (GMT+2), by visiting the following website: www.universitaly.it. During the enrolment process, candidates must register by providing their email address –it is up to the applicant to verify and promptly communicate possible variations to the email address provided.

During this phase the candidate must provide, in order of preference, the university centres that will receive the admission test results along with any language certifications that are required (D.M. 18 giugno 2019 N. 542, Allegato 3).

In the event the candidate intends to sit the exam at an Italian centre, the first option is automatically assigned to the centre where the test will be taken. These options cannot be changed after the 15.00 (GMT+2) deadline of July 25, 2019, the last preference expressed will be used as a confirmation for the candidate's choice within the set deadline.

Failure to follow this procedure will result in the candidate being excluded from sitting the exam. If candidates intend to sit the exam abroad, they must also indicate their choice of centre among those listed above (see GENERAL INFORMATION).

There is an enrolment fee for the exam, which is reported on the following website: www.universitaly.it. Candidates with a payment not accompanied by enrollment receipt for the test will be excluded from sitting the test.

ATTENTION: Candidates who do not respect the July 25, 2019, deadline for both online enrolment and the payment of fees will be excluded from the examination.

The addresses of the test-taking centres and the rooms assigned to enrolled candidates will be published on September 2, 2019, after 3:00 p.m. on the Miur website and the webpage of the University of Pavia (<http://www.unipv.eu/site/en/home/articolo10920.html>) respectively.

Those candidates who, despite having enrolled online for the examination and paid the fee by the deadline, are not included in the list **must send by 12 p.m. on September 3, 2019, an email to the following address: matricole.facmedicina@unipv.it**, attaching the receipt of exam enrolment, indicating as "Subject" the candidate's name and surname.

4.1. Candidates with diagnosed disabilities

Candidates submitting a disability certificate, as set by law n.104/1992 or candidates diagnosed with specific learning disorders can benefit from auxiliary devices, compensatory measures and additional time. Disabled candidates – as set by law n. 104/1992 – are allocated 50% additional time with regards to the standard time set to take the admission test. **Candidates diagnosed with specific learning disorders** -as set by law n. 170/2010 - will be allocated 30% additional time with regards to the standard time set to take the admission test.

Candidates submitting a medical certificate as set by law n. 104/1992 must submit the original copy of the medical certificate or a legalised copy issued by a suitable medical commission locally based, attesting the type of disability and/or severity of the diagnosed condition.

Candidates diagnosed with specific learning disorders must submit the relative medical certificate issued within the last three years or after turning 18 years old by regional accredited health services.

Candidates diagnosed with specific learning disorders having a medical certificate issued abroad must submit the certificate as issued in their country of residence and translated by a certified translator into Italian or English.

Candidates requiring external auxiliary devices such as special glasses, hearing aid prosthesis etc. must notify the members of the exam commission during the admission test.

Those candidates must submit to the office SAISD of the University of Pavia (disabili@unipv.it) the relevant certificate attesting their condition within the deadline of July 30.

Cambridge Assessment organizes the examination at foreign centres, taking into consideration special needs or dyslexia on the part of candidates.

5. HOW NON-COMMUNITY CITIZENS RESIDING ABROAD CAN ENROLL FOR THE ADMISSION TEST

As prescribed by current regulations, non-Community students must pre-enrol for the degree program with the Italian consular authorities in their country of residence within the deadlines established by the Ministry of Education, Universities and Research in agreement with the Ministry of Foreign Affairs. **In addition, they must register for the test as indicated in the above sections.**

6. DATE, PLACE AND TIME OF THE ADMISSION TEST

The admission test will take place on **September 12, 2019**.

Those candidates who have chosen the University of Pavia centre **must arrive at the site indicated in the document with room assignments of admitted candidates by 11.00. The test will begin at 2 p.m.** Candidates who arrive late will not be admitted with the test in progress.

On the test day the candidates must bring the following:

1. The registration confirmation to sit the exam, which candidates receive at the end of the online registration at www.university.it.
2. A legally valid ID; non-Community candidates residing abroad must present a passport with a specific visa or Permit of Stay (in other words, the receipt issued by the *Questura* attesting to the submission of the request for the Permit of Stay).

7. FORMAT AND CONTENT OF THE ADMISSION TEST

Candidates taking the test, including special needs students under L. 104/1992 and L. 170/2010, will be allotted **100 minutes** (130 minutes for dyslexic students and 150 minutes for candidates under L.104/1992) to complete the test.

The admission test, which is identical for all centres, is prepared by Cambridge Assessment and administered by the Ministry of Universities and Research (D.M. of June 18, 2019 N. 542, art. 2). The test consists of 60 multiple-choice questions with five alternatives, one of which is to be chosen (the other choices are wrong, arbitrary or less likely) on the following topics:

- general knowledge (12 questions)
- logical reasoning (10 questions)
- biology (18 questions)
- chemistry (12 questions)
- physics and mathematics (8 questions)

The material for preparation to the test can be found on the MIUR website <https://www.miur.gov.it/documents/20182/1390866/D.M.+n.542+del+18-06-2019+-+Allegati++DM.pdf/cc81bfb5-a7bf-fd4a-3432-92abc7841d74?version=1.0&t=1561647357234>.

8. REGULATIONS GOVERNING THE ADMISSION TEST

In relation to the provision contained in the Ministerial decree of 18 June 2019 n. 542, in cases where more than one examination room is used, candidates will be distributed by age, except for twins. A candidate's test carried out in a different room from the one assigned will be annulled, unless the variation will be authorized by the exam commission and transcribed in the minutes. During the admission test, candidates cannot interact with anyone, except for the invigilators or the members of the Commission; candidates cannot consult any textbooks, copy or exchange material, including personal data sheets and answer sheets. Candidates cannot keep bags or backpacks, and it is forbidden to carry in the classroom cell phones, palm-held electronic devices, smartphones, smartwatches, tablet, earphones or similar handheld devices, pens, pencils, stationary items (or other similar writing items), manuals, textbooks and their partial reproductions, handwritten notes, blank paper, consultation material as well as other electronic or communication devices. Any breach of these rules will result in a void exam.

Candidates must use only the black pen distributed by the test commission for compiling the answer sheet; candidates can correct one (and only one) answer, by completely blacken the previously given answer box and choose another response; only one of the five possible options must ticked so that the answer is clear.

If a candidate decides not to answer a question, s/he must put a cross in the small circle on the answer sheet in correspondence to each question: once a cross has been put in the circle, no modifications can be made; if

a candidate decide not to put a cross in the circle on the answer sheet in correspondence to each question and no mark appears in the answer boxes it will be considered as the candidate decided not to answer the question. The signing or marking of the answer sheet by the candidate or a member of the Commission will also result in a void exam.

When the test is over, the candidate must go to a desk far from the test commission, where he will find a pen, and choose a couple of identical code labels. Candidates must put each code label on the personal data form as well as on the admission test answer sheet, and they must verify the correspondence between the two identical code labels. Candidates must complete the personal data form and must sign it also for the declaration of correspondence of the codes of the labels applied to the personal data form and to the answer sheet, at the time of delivery of the answer sheet.

At the end of the procedures described above the candidate must insert the personal data form into the sealed box put on the desk (on the side of the form is reported a sample of a personal data sheet) far from the test commission and insert the answer sheet into the other closed box put on the commission desk.

9. RANKING, MINIMUM PASSING SCORE AND TEST EVALUATION

Enrollment is subject to the candidate's position in the merit ranking drawn up according to the available places for each degree course and expressed options.

In the frame of the available places for enrolment, according to the decreasing order of the obtained score, EU and extra-EU candidates residing in Italy (as set by article 26, law decree n.189/2002), are admitted **if they scored at least twenty (20) points in the admission test**; in the frame of the available places, extra-EU applicants residing abroad will be admitted if they scored more than 0 zero points. Extra-EU applicants residing abroad who did not provide any answer will not be included in the final ranking list.

The evaluation criteria are the following:

- 1.5 points for each correct answer
- - 0.4 points for each wrong answer
- 0 points for each blank answer

According to the score obtained by each applicant, and calculated by Cambridge Assessment according to the above-mentioned criteria, a single national ranking for Community candidates and foreign candidates residing in Italy is drawn up, as stated in art. 26 law n. 189/2002 according to procedures set in the Attachment 2 of the Ministerial Decree n. 542.

The ranking for candidates residing abroad is drawn up by universities.

In the ranking list, candidates who scored more points in the test will prevail. In the event of a tie score, the following criteria will be applied to determine placement:

- a) the total points obtained on those questions relating to, in decreasing order: general knowledge and logical reasoning, biology, chemistry, physics and mathematics;
- b) possession of language certificates by the enrolment test deadline (see Attachment 3 of the D.M. 18 of June 2019 n. 542; <https://www.miur.gov.it/documents/20182/1390866/D.M.+n.542+del+18-06-2019+-+Allegati++DM.pdf/cc81bfb5-a7bf-fd4a-3432-92abc7841d74?version=1.0&t=1561647357234>); preference will not be accorded those candidates who, though having passed the language exam, are not in possession of the official test certificate by the enrolment deadline; the public administrations involved in this procedure are allowed to check and verify all the information given by each candidate at every stage of the procedure, according to the Law. Each candidate must provide all the requested information to help controls. Candidates that make false statements will be excluded from enrolment and they will be also exposed to every sanctions and penalty provided by law;
- c) in case of continued parity, preference will be accorded to the youngest applicant.

10. PUBLICATION OF THE CLASSIFICATION –RANKING AND ENROLMENT PROCEDURE

On **26 September 2019**, CINECA, on behalf of the Ministry, will publish only the score obtained by the candidates according to the label code on the webpage <http://accessoprogrammato.miur.it> in accordance with the privacy regulations. These data will be available in the candidates' reserved area until procedures end.

On **4 October 2019**, on the University webportal, candidates will be able to view their exam, score and personal data sheet.

On **9 October 2019**, on the University students' reserved area, the national merit name ranking will be published together with the name of candidates under the label **"ASSIGNED"** or **"BOOKED"** [**"ASSEGNATI"**;

'PRENOTATI'] to the course and university indicated as first preference; the university will receive the list of these candidates.

The operations of enrolment and the ranking list run as it follows:

- a. On 9 October 2019 the name ranking list will be published on the reserved area on the website of each degree course with indication for each candidate of score, position in the ranking and the University the student has been 'ASSIGNED' to, or considering the position in the ranking of all preceding candidates and the site preferences s/he can be 'BOOKED' or put in a 'WAITING LIST'.
- b. Candidates ASSIGNED to the University of Pavia must enroll according to the procedure described in the paragraph ENROLMENT PROCEDURE AND DEADLINES.
Candidates BOOKED to the University of Pavia can decide to enroll or wait in order to get a better assignment-position.
Candidates ASSIGNED and BOOKED can enroll in a maximum period of 4 days (excluding Saturdays, Sundays and holidays).
Candidates ASSIGNED who do not respect the deadline of 4 days will not be allowed to enroll no matter what the reason for the delay.
- c. Universities will upload the list of enrolled students on the CINECA website by 12 am of the day after the end of each 4 days period.
- d. Candidates (except enrolled and resigning students) must confirm their interest in the enrollment on their reserved area of the website <http://accessoprogrammato.miur.it> by 12 am of the day after the end of each 4 days period. **Candidates that do not respect the deadline of 4 days period will be excluded from the ranking list. That means they will not be considered for the enrolment.**
Usually, the lack of interest to enrol cannot be justified by any motivation, with the exception of the following cases:
 1. extraordinary, unpredictable or unavoidable circumstances not depending on the candidate's will - proof of such circumstances must be produced;
 2. accident and/or illness not allowing the candidate to pursue the procedures within the deadlines described in comma d. Such illness or accident must be proved by suitable medical certificates attesting the temporary inability caused by accident or illness, and must be issued by GPs or local accredited health services (ex. ASL).The medical certificate has to report a date not following the set deadline for the candidate to communicate willingness to enrol and must include the last day within which the candidate has to express willingness to enrol.
Such documents must be addressed to the Italian Ministry of Education, Universities and Research- *Ministero dell'Istruzione, dell'Università e della Ricerca-Direzione Generale per lo studente, lo sviluppo e l'internazionalizzazione della formazione superiore* located in Rome, Via Michele Carcani 61, by emailing dgsinfs.uffici03@miur.it.
- e. On 16 October 2019 CINECA, after receiving communication described in point c. will publish an updated ranking list with the indication of ASSIGNED, BOOKED and WAITING LIST students (see procedures from letter b. to d.).
- f. The following updates of the ranking have the same time frames and procedures reported in commas b., c. and d. until the ministerial decree closing the ranking is issued.

Candidates will not be personally notified of their placement, and the publication of the ranking on <http://accessoprogrammato.miur.it> will be considered the official communication of the results to the candidates.

11. PUBLICATION OF THE CLASSIFICATION – RANKING AND ENROLMENT PROCEDURE OF NON-COMMUNITY STUDENTS RESIDING ABROAD

The ranking list of non-Community students residing abroad (as defined under DPR n. 394/1999 and subsequent modifications) will be published on <https://web.unipv.it/formazione/isciversi-a-una-laurea-triennale-o-magistrale-a-ciclo-unico/con-esaurimento-posti-o-con-numeri-chiusi/concorso-medicina-eng/>, where will be published all the information about the ranking list and the enrolments. Candidates who are entitled to enrolment must follow the procedure mentioned at the following paragraph, ENROLMENT

PROCEDURE by the deadline of **October 15, 2019** by 12 p.m. The student Admin. Office will check the number of places not assigned after the deadline of October 15, 2019, and a notice will be published on October 16, 2019 after 3 pm.

If there will be one or more place(s) to be assigned, the Student Admin. Office opens the enrolment procedure for candidates entitled to enrol in the ranking list over the 35th position (or sixth position for the Marco Polo quota) from October 17, 2019 to October 21, 2019 by 12 p.m.. More information about the procedure will be published on <https://web.unipv.it/formazione/iscriversi-a-una-laurea-triennale-o-magistrale-a-ciclo-unico/con-esaurimento-posti-o-con-numeri-chiusi/concorso-medicina-eng/>.

Extra-EU candidates with a position in the ranking list not sufficient to enrol may send a "booking request" to the email address matricole.facmedicina@unipv.it from October 17th until October 21st, 2019 at 12 p.m. expressing their wish to enrol in case of available places after the enrolment of the winning candidates in the ranking list. In case a place is available, candidates will be notified via email by the Students' Secretary office.

In case other places shall still be available a notice will be published on October 22, winning candidates not enrolled in the ranking list of the medicine and surgery courses taught in English of other universities can send a reassignment request to matricole.facmedicina@unipv.it, from October 17th until October 21st, 2019, attaching a certification of the obtained score. The available places will be assigned according to the decreasing order of the obtained score.

12. ENROLMENT PROCEDURE

Candidates who are allowed to enroll must proceed as follows, **in strict accordance with the deadlines mentioned above**:

1. Connect to the <https://studentionline.unipv.it/Home.do> website, access the Registration page and log-in by entering their User Name and Password; select ENROLMENT and then the chosen course; in this phase, students should attach:
 - a. A passport-sized photo showing a close-up of the candidate's face;
 - b. A front and back copy of the personal ID document submitted during the registration phase;
 - c. A copy of the tax code card;
 - d. (only for students with non-Community citizenship) A Permit of Stay, for those already in possession of one;

Candidates must then proceed to *STAMPA DOMANDA D'IMMATRICOLAZIONE* (=PRINT ENROLMENT APPLICATION), which will provide the form needed to pay the first installment of the enrolment fee, that must be paid according to instructions in the following paragraph 13 HOW TO PAY THE FIRST TUITION FEE.

2. Hand in to the Student administration counter at the Faculty of Medicine (from Mon-Fri 9.30 am – 12.00 pm with the exception of Wednesday 13.45 pm – 16.15 pm) the following documentation:
 - a. A photocopy (front and back) of the personal ID inserted during the registration phase and which serves to identify the student;
 - b. A photocopy of the tax code card;
 - c. Receipt of payment for the first installment of university tuition in the amount of € 156.00, except for special cases as outlined in the 2019-2020 payment notice
 - d. A photocopy of the Permit/Card of Stay (only for students who are non-Community citizens);
3. Students requesting advanced standing for a second degree, credit re-evaluation or recognition of a foreign degree should submit the special application available in the application form section (Modulistica) on the webpage of the Student Affairs Office (<https://web.unipv.it/formazione/modulistica/>), along with a 16€ revenue stamp (*marca da bollo*).

ATTENTION: candidates who are ASSIGNED or BOOKED (ASSEGNATO or PRENOTATO) after already having enrolled for the 2019/20 academic year in the first year of another degree program at the University of Pavia must only present an official request for changing degree program (see the following paragraph 14. INTERNAL TRANSFER).

Candidates with a foreign diploma shall deliver the original copy translated by a translator or by the Embassy, legalised by the Italian diplomatic representation in the country where the title was obtained and provided with a Declaration of Value or equivalent certificate (the Cimea certificate stating also the authenticity of the diploma) as well as a declaration stating the beginning of the procedure to legalise the

title issued by the relevant Italian diplomatic representation in order to enrol in the single-cycle Master's Degree. It is also required to notify the obtained grade with respect to the maximum score, compared to the Italian grading system. Students with a title obtained in countries where a specific academic exam is required in order to enrol in local universities must also submit the certificate stating they are suitable to apply at an academic level.

Enrolment will not be considered complete until the above-mentioned procedure will be entirely carried out (online registration and documents submission to the Students' Secretary offices). The student will anyway have to submit the requested documents within 45 days from the date of enrolment. In case of missed delivery, the enrolled student has its academic career blocked until January 31st, 2020. If by that date the student has not yet submitted all documents, then the enrolment will be automatically voided.

Any changes or additions to the content of this admissions notice will be published on the webpage of the university dedicated to closed-enrolment – restricted access degree programs, <http://www.unipv.eu/site/home/articolo10920.html>.

13. HOW TO PAY THE FIRST TUITION FEE

The first tuition fee shall be paid preferably by online payments (credit card or online bank transfer) via the system PagoPA. It is however allowed to pay also via MAV form (*Modulo di Avviso di Versamento*).

Once the pre-enrolment is completed, students have to access the online system Esse3 – *Area Riservata*, select the section Payments (*Pagamenti*), click on the payment slip and choose the payment method (PagoPA or MAV).

The payment will then be verified by the University of Pavia within some working days.

Detailed instructions are available at this link: <https://web.unipv.it/formazione/calcolare-le-tasse/pagopa/>.

Candidates residing abroad must exclusively pay by credit card by selecting the payment method PagoPA. In case applicants do not have a credit card, an alternative payment method may be agreed with the Students' Secretary office by sending an e-mail to: matricole.facmedicina@unipv.it.

14. INTERNAL TRANSFER

Candidates already enrolled for the academic year 2019-2020 in the first year of another degree course of the University of Pavia who obtained a place and wish to enrol in the Master's Degree in medicine and surgery (in English) must submit their resignation request to the relevant enrolment office of the Students' Secretary in via Ferrata 5 - Pavia (office hours: Mon-Fri 9,30 am- 12 pm + Wed 1,45 pm-4,15 pm) filling out an official form with a revenue stamp (available at <https://web.unipv.it/formazione/modulistica/>) by the deadline set according to the area of reference. It is not necessary to pay an additional tuition fee, or to enclose the payment receipt (MAV form) for the first degree course in which the student was regularly enrolled.

15. POST-FIRST YEAR ADMISSION

All students requesting admission to the first year of the degree program in Medicine and Surgery (taught in English) must sit the **admission test**. For post-first year admissions, students should abide by the specific procedures published on the webpage of the Student Affairs Office of the Faculty of Medicine and Surgery at <https://web.unipv.it/formazione/prevalutazioni-carriere-pregresse/>.

16. AFTER ENROLLING

16.1 Activate your @universitadipavia email account

Newly enrolled students will receive a personal 'welcome' email which, as well as providing general information, will include their official university email address which will be used as the sole means of communication between the University of Pavia and the student. The student should activate the new email account as it is here that the new credentials for accessing online university services (e.g. Reserved Area and WI-FI) will be sent. Those already in possession of a University of Pavia email account will maintain it and their credentials for accessing the Reserved Area.

It is, of course, possible to modify the credentials by accessing "Cambio Password Servizi di Ateneo" (Change university password service), that can be reached from the Student web page (<https://sonl.unipv.it/password/>).

16.2 Ateneo Card Pavia

During the online enrolment, the student can also ask for the "Ateneo Card Pavia", a multifunctional university badge which works as an ID document for the student enrolled in the University of Pavia.

Other information on the Ateneo Card Pavia are available in this <https://web.unipv.it/formazione/ateneocard/>.

PLEASE NOTE

Users may encounter temporarily service disruptions during evenings or weekends due to site maintenance. Any possible delays in the compilation of forms may be due to the large numbers of users connected. For assistance and to report problems, please send an email to matricole.facmedicina@unipv.it.

Candidates who do not own a computer with an internet connection, or who are in need of assistance, may contact "infoMatricole 2019" progetto "A tutto Campus", (this service will be available from 22 to 26 July and from 23 to 27 September on Monday, Tuesday, Thursday and Friday, from 9,30 am to 12,30 pm – on Wednesday from 2,30 pm to 4,30 pm) or at the COR centre, in corso C. Alberto 5 – Pavia. The office will be closed from 5 to 17 August 2019.

Informative note in accordance with art. 13, Regulation (EU) 2016/679 ("personal data protection code"), the information supplied by candidates during enrolment will be processed by the University of Pavia and used for the university's institutional objectives, to provide specific services requested by users as well as to fulfil its legal obligations.

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

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

Users' personal data, in accordance with current laws in force, may be revealed to, and processed by, personnel involved specifically in their handling.

Candidates are entitled to the rights stated in art. 15-18 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 Rector of the University of Pavia as the individual responsible for the handling of personal data.

The **Head of Administrative Procedures**, under L. 7 August 1990, n. 241, modified by L. 15/2005, is Matteo Bonabello (Category EP1 – Administrative Office).

Pavia, protocol date

RECTOR
Fabio Ruggie