



UNIVERSITÀ DI PAVIA

Admission Announcement to the first year of
Master's Degree in Molecular Biology and Genetics (class LM-6)
2019 - 2020 Academic Year

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1. REGULATORY LEGISLATION

- **Ministerial decree on October 22, 2004, n. 270** (Modification to the regulation introducing norms concerning the autonomy of universities);
- **Ministerial decrees on March 16, 2007** (Redefinition, pursuant to Ministerial decree 270/04, of degree and Master's degrees courses);
- **Ministerial Disposals on March 7, 2019** for entry, residence and enrolment of foreign/international students for higher education courses in Italy during the 2019-2020 academic year;

2. COURSE OUTLINES

For the 2019/20 the University of Pavia will offer the Laurea Magistrale (LM) (Master's degree) in MOLECULAR BIOLOGY AND GENETICS (class LM-6), for further information you can visit the official website at page <http://mbg.unipv.it>.

The course is entirely taught in English. The Master's degree is a second level university course providing advanced level of education to equip students with the skills and knowledge needed to operate in specialised environments.

3. ADMISSION REQUIREMENTS

For admission to the Master's degree, students must:

- ✓ hold the requested qualification:

- a) a first-level degree awarded by an Italian University in classes L-13 (Biological Sciences) and L-2 (Biotechnology) in accordance with the order regulated by Ministerial Decree 270/2004;
 - b) a first-level degree awarded by an Italian University in classes 12 (Biological Sciences) and 1 (Biotechnology) in accordance with the order regulated by D.M. 509/1999;
 - c) a first-level degree other than those listed in points a) and b), awarded in Italy and recognised by the Educational Board;
 - d) a qualification awarded abroad and recognised by the Educational Board;
- ✓ curricular requirements:
- knowledge of the structure and functions of biological systems; in particular, it is necessary to have a grounding in the following disciplines: molecular biology, cellular biology, chemistry, biochemistry, genetics and microbiology;
 - knowledge of the English language corresponding to at least B1 level of the CEF (Common European Framework).

The knowledge of the English will be verified during the evaluation test. As the course is held entirely in English, for students who enrol directly, passing the first examination will attest an adequate knowledge of English.

Please note: access to a Master's degree is also open to students about to be awarded with a qualification recognised for the access to a Master's degree course (see: Conditional enrolments) and who do not have a credit deficit greater than 30 university credits (CFUs) (comprehensive of credits related to the final exam). These students must graduate within the 1st of March 2020.

4. DIRECT ENROLMENT

Students who will graduate by October 15, 2019, in an Italian university in classes 1 (degree class in Biotechnology) and 12 (degree class in Biological Sciences) under Ministerial Decree 509/1999 and in classes L-2 (degree class in Biotechnology) and L-13 (Degree class in Biological Sciences) under Ministerial Decree 270/2004, with a mark \geq 99/110, can directly enrol in the Master's degree without sitting an evaluation test (see paragraph entitled ENROLMENT PROCEDURES AND DEADLINES).

5. STUDENTS GRADUATED ABROAD: PRE-EVALUATION OF CURRICULAR REQUIREMENTS AND EVALUATION TEST

Students holding a Bachelor's degree or higher in Biology, Biotechnology or other related life science programmes awarded by a foreign University have to undergo a pre-evaluation of their academic qualifications and pass an evaluation test. The evaluation test can take place any time via Skype, or in Pavia in September.

The application for pre-evaluation of qualification and evaluation test must be submitted through the website <https://apply.unipv.eu/courses/course/36-molecular-biology-and-genetics?search=1472> . During the registration, students will be asked to choose which evaluation test they prefer to take (via Skype or in Pavia). An appointed commission will assess applicants' academic qualifications. Selected students will receive an email from the commission containing the schedule of the evaluation test.

For additional information about the procedure and documents required for application, students can visit page <http://mbg.unipv.eu/how-to-enroll/international-students/> .

6. EVALUATION TEST TO VERIFY PERSONAL KNOWLEDGE

Students about to graduate in a degree course in class 1 (degree class in Biotechnology) and 12 (degree class in Biological Sciences) under Ministerial Decree 509/1999 and in classes L-2 (degree class in Biotechnology) and L-13 (Degree class in Biological Sciences) under Ministerial Decree 270/2004, who hold at least 150 university credits at 26 September 2019, and students holding qualifications awarded in Italy in classes other than those requested for the direct enrolment (see paragraph 4. DIRECT ENROLMENT) must sit the evaluation test in front of an appointed commission. The admission test is an oral exam in English concerning basic concepts in Biochemistry, Cell Biology, Genetics, Microbiology and Molecular Biology. The test will be held on **September 26, 2019**, at 9.30, at the Department of Biology and Biotechnology, via Ferrata 5 - Pavia and may have one of the following outcomes:

- a) unconditional entry to the Master's degree course;
- b) admission to the Master's degree, with a list of the examinations to be passed in order to make up any credit deficits;
- c) non-admission to the Master's degree with motivations provided.

Any change to the day or place of the evaluation test will be published on the webpage <http://mbg.unipv.eu/>.

The Evaluation Test is valid just for the 2019/2020 academic year.

6.1. Application for the Evaluation Test

The application form for the evaluation test must be submitted electronically between **July 10 and September 07, 2019 (by 12.00)**, by connecting to the website <https://studentionline.unipv.it/Home.do>. The candidate must REGISTER and use the User name and Password obtained after the registration to login the Reserved Area. Candidates will have to click on the menu item, enter the item SECRETARIAT EVALUATION TEST, then chose the preferred course.

Students who have already registered need only to login using the credentials already in their possession and proceed with the application for the evaluation test.

During the online application for the evaluation test, all candidates must upload a self-declaration certifying the qualification held and the academic background, including a list of the exams passed with dates and marks, university credits and scientific disciplinary sector. A photocopy of a valid document of identification must also be attached to the self-certification.

During the online application procedure, students with disabilities must indicate the special needs required by their condition and if additional time is required to complete the evaluation test.

After entering the data required to apply for the evaluation test, candidates must print the "Fee for participation in the assessment test – Master's Degree in Molecular Biology and Genetics" which is required for the payment of € 35.00, see the paragraph 6.2. Payment Methods.

Non-EU students residing abroad and chinese students enrolled in the "Marco Polo" Project are exempted from the payment of the evaluation test fee.

On the day of the test, candidates must present:

1. proof of payment of the "Fee for participation in the evaluation test - Laurea Magistrale "Master's degree in Molecular Biology and Genetics";
2. the identification document used for entering data during evaluation test registration, and which is valid and compliant with the law currently in force; non-EU candidates resident abroad must present their passport and 'study' entrance visa (type 'D', and valid for more than 90 days) or a residence permit (or, alternatively, a receipt from the police headquarters testifying to a residence permit request);
3. 'evaluation test participation form'. On the day of the test, once the candidate's identity has been confirmed, he/she will be asked to sign the participation form.
4. a certificate (or self-declaration) stating the number of university credits accumulated by the test date if the candidate has not yet graduated and is enrolled at another university.

6.2. Payment Methods

The evaluation test fee and the first installment of the 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.scientifiche@unipv.it.

7. PRE-ENROLLMENT IN THE MASTER'S DEGREE OF NON-EU CITIZENS RESIDING ABROAD

As prescribed by current regulations, non-EU students must pre-enroll for the degree program with the Italian representatives 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.

8. ENROLMENT PROCEDURES AND DEADLINES

Candidates who meet the entry requirements, who successfully passed the evaluation test (if required) and who do not have excessive university credit deficits can enrol according to the procedure described below. Students eligible for Direct Enrolment will follow the same procedure.

Students must apply electronically between **October 1-15, 2019** (these dates also apply to 'conditional' enrolments). Students must:

1. connect to the website <https://studentionline.unipv.it/Home.do>, access to the Registration page and login 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-EU citizenship) A Permit of Stay (if already in possession of the candidate);
2. candidates must print the DOMANDA D'IMMATRICOLAZIONE (= PRINT ENROLMENT APPLICATION), that is required to pay the first installment of university tuition fees (€ 156.00). Exemptions for special cases outlined in the 2019-2020 tuition fee announcement may be applicable. The first installment of university tuition fees must be paid according to the instructions in paragraph 6.2. Payment Methods.
 - Students who ask for exam recognition (IN CASES OF TRANSFER STUDENTS, CREDIT RE-EVALUATION FOR PREVIOUS ACADEMIC ACTIVITY, RECOGNITION OF FOREIGN DEGREES, SECOND DEGREES) must submit the proper form that can be downloaded from page <https://web.unipv.it/formazione/modulistica/> with a 16€ revenue stamp and send a soft copy to matricole.scientifiche@unipv.it. The original form must be sent to UNIVERSITY OF PAVIA – STUDENT ADMIN OFFICE – via Ferrata 5, Pavia.
 - Transfer students must send also the receipt of the transfer requested made by the University. The original documentation must be sent from the home University by the 31st of October 2019.
 - Students from other Italian universities must also send to matricole.scientifiche@unipv.it a self-declaration or degree certificate detailing their academic qualifications including a list of the exams (with date and mark), university credits, subject area and their scientific-disciplinary field; a self-declaration or certificate declaring the number of years enrolled at university, it's possible to find the form at the link <https://web.unipv.it/formazione/modulistica/>.

Students should report problems or ask for assistance sending an email to matricole.scientifiche@unipv.it. Please have care to write SURNAME, NAME AND DEGREE COURSE in the object.

It is possible to enrol after October 15 with upon the payment of an additional 82 € fee .

Once the Student administration office has received the payment of the first installment and the required documents within the stated deadlines, and through the methods described above, it will proceed with the enrolment. Newly enrolled students will receive a personal 'welcome' email which will provide general information and will include the official university email address which will be used as the sole means of communication between the University of Pavia and the student. Once the student has activate the new email account, he/she will receive new credentials for accessing online university services (e.g. Reserved Area and WI-FI). Students already in possession of a University of Pavia email account will maintain it together with 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) procedure that can be reached from the Student web page (<http://www.unipv.eu/online/Home/Navigaper/Studenti.html>).

After the enrollment and within October 31, each student is required to apply for the "ATENE0 CARD PAVIA", following the procedure described in paragraph 12. ATENE0 CARD PAVIA.

9. ENROLMENT PROCEDURES AND DEADLINES FOR CANDIDATES HOLDING QUALIFICATIONS AWARDED ABROAD

Students who have qualified abroad and passed the evaluation test may enrol between October 1-15, 2019. Students must:

1. connect to the website <https://studentionline.unipv.it/Home.do>, access the Registration page, click on 'Reserved Area' and logging-in by entering the User Name and Password; they must select ENROLMENT and then the chose course. In this phase, students should attach:
 - a. a clear, passport-sized photograph;
 - b. a copy front and back of the personal identification document containing the data entered during registration and which was used to identify the student;
 - c. a copy of tax code document;

- d. a copy of the residence permit/card (only for students with non-EU citizenship);
2. print the DOMANDA D'IMMATRICOLAZIONE (= PRINT ENROLMENT APPLICATION), that is required to pay the first installment of university tuition fees (€ 156.00), exemptions for special cases outlined in the 2019-2020 tuition fee announcement may be applicable. The first installment of university tuition fee must be paid according to the instructions described in the paragraph 6.2. Payment Methods.
3. hand in the following documentation to the Student Secretary counter at the Faculty of Science MM.FF.NN. (from Mon-Fri 9.30 – 12.00 with the exception of Wednesday 13.45 – 16.15) **by the 15th of October, 2019, at 12.00:**
 - a. photocopy (front and back) of the personal identification document containing the data entered during registration and which was used to identify the student;
 - b. photocopy of the tax code document;
 - c. proof of payment of the first installment of university tuition;
 - d. original certificate of the qualification requested for enrolment on the Master's degree course (Bachelor's level degree, university diploma or approved overseas qualification) translated into Italian (by a recognised translator or by the competent embassy) and legally validated by the Italian diplomatic representative in the country that has awarded the qualification, as well as a declaration of value;
 - e. degree certificate detailing the exams taken and issued by the overseas institution that awarded the certificate. The certificate must be translated into Italian and legally validated by the Italian diplomatic representative situated in the country that has awarded the qualification;
 - f. individual course outlines issued by the overseas university that has awarded the qualification. The course outline must be translated into Italian or English;
 - g. photocopy of the residence permit/card (only for students with non-EU citizenship);
 - h. information on the school-leaving certificate: an official certificate that attests that the students took at least 12 years of schooling before attending university.

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).

Note: it is essential to communicate any delay occurring in issuing the required documents by the Diplomatic Representatives. Delays must be communicated by the 15th of October. In any case, students will have to submit the requested documents within 45 days from the date of enrolment. If the required documents are not delivered, the enrolled student has its academic career blocked until January 31, 2020. If by that date the student has not yet submitted all documents, then the enrollment will be automatically cancelled.

It is possible to enroll after October 15 upon the payment of an additional 82 € fee.

After the enrollment and within October 31, each student is required to apply for the "ATENEO CARD PAVIA" following the procedure described in paragraph 12. ATENEO CARD PAVIA.

10. CONDITIONAL ENROLMENT

Students who passed the evaluation test but have not graduated by **October 15, 2019**, can conditionally enrol for the Master's degree in Molecular Biology and Genetics. Conditional enrolment will be possible by the 15th of October, 2019. Candidates should recall that to participate in the evaluation test they must not have a university credit deficit greater than 30 CFUs (comprehensive of credits awarded for the final test) on the date of the evaluation test (26/09/2019).

Enrolment will be confirmed if the candidate graduates by the **1st of March, 2020**. If this is not the case, the enrolment to the Master's degree will be lost and the enrolment fee will be automatically reimbursed (net of the revenue stamp).

11. GRADE DEBITS

During the pre-evaluation phase or during the interview, the committee may judge that the candidate has shortcomings in the academic preparation that require to take and pass additional exams before enrolling. In order to do this, the candidate may attend specific courses and sit the related exams; for further information see this link <https://web.unipv.it/formazione/iscrivarsi-a-corsi-singoli/>. Students who still need to graduate will have the possibility to add the additional activities to the approved study plan related to the third year of their first-level degree.

In such cases and in order to finalise the enrolment, the student should sign the enrolment application in person at the Faculty of Science MM.FF.NN. Student Administration office by the **1st of March 2020** (via Ferrata, 5 – PAVIA – at the times indicated on the website). The student should bring the documents listed above in paragraph 8 or 9.

Students who were required to take additional exams and that completed the requirements by March 1st will be exempted from the payment of the 82€ fee for "late enrollment".

12. ADMISSION REQUIREMENTS AND PROCEDURES FOLLOWING COURSE TRANSFERS, TRANSFERS FROM OTHER INSTITUTIONS, SECOND DEGREES AND RECOGNITION OF PRIOR LEARNING

Students who have requested transfers from other universities, second degree enrolments or transfers from other Master's degrees must undergo the evaluation test.

12.1. Students asking for a change in master's degree program in the University of Pavia

Students must pay the first instalment of the 2019/2020 academic year **by the 15th of October 2019**. **Students must also present the DOMANDA DI PASSAGGIO on the 'Reserved Area'** and following the instruction on <https://web.unipv.it/formazione/passaggi-di-corso-e-cambi-sede/>.

12.2. Transfer students from other Italian University, or asking a recognition of foreign degrees or second degrees (master's degree only)

The applicants must follow the instruction on <https://web.unipv.it/formazione/prevalutazioni-carriere-pregresse/>.

13.2. ATENEO CARD PAVIA

During the online enrolment procedure, candidates may, if they are not already in possession of one, request the PAVIA CARTA ATENEO. This multi-purpose card serves as the student's identity document.

More information about the CARTA ATENEO and its uses are available at <https://web.unipv.it/formazione/ateneocard/>.

NOTES AND ADDITIONAL INSTRUCTIONS

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.scientifiche@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 evaluation 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