![Università di Pavia logo]

Master Degree Programme in THE ANCIENT MEDITERRANEAN WORLD. HISTORY, ARCHAELOGY AND ART
Academic year 2019/2020

INDEX

Regulatory references

- The Ministerial Decree n. 270/2004 (Law provisions concerning the teaching autonomy of Universities), and the decrees related to its implementation;
- The Ministerial Decree of March 16, 2007 (Redefinition of the Laurea Magistralis classes);
- Conditions for enrollment of foreign and EU students in Italian Universities for the academic year 2019/2020 provided by MIUR;

According to the above-mentioned decrees, the following Master's Degree Course, entirely taught in English, is activated for the academic year 2019-2020:

➢ **THE ANCIENT MEDITERRANEAN WORLD. HISTORY, ARCHAELOGY AND ART** (LM-2 Class)

The Humanities Studies Department established that 30 positions are available for non-EU students residing outside Italy (board meeting 29/01/2019).
In case the number of candidates is higher than the number of available positions, students will be enrolled following the chronological order of their application.

1. ADMISSION REQUIREMENTS

A Master's Degree is a second-level academic degree which aims to provide graduate students with advanced training and knowledge in specific fields of study or areas of professional practice.
To be eligible for enrollment, students must meet the following requirements

1) Hold an Italian academic degree (either from the old Italian University system, according to the Ministerial Decree 509/1999 or from the new Italian University system, according to the Ministerial Decree 270/2004), or a corresponding foreign qualification or a Bachelor's degree (first-cycle degree);
2) Meet the curricular requirements established by the Academic and Didactic Regulations of the University of Pavia.
3) Have adequate basic knowledge that is verified through interview by an appointed Commission.

2. CURRICULAR REQUIREMENTS

Students must hold at least a Bachelor's Degree in one the following academic curricula:

➢ According to D.M. 270/2004:
L-1 Beni culturali
L-5 Filosofia

L-6 Geografia
L-10 Lettere
L-15 Scienze del turismo
L-42 Storia
L-43 Tecnologie per la conservazione e il restauro dei beni culturali;

➢ According to D.M. 509/1999:
5 Lettere
13 Scienze dei beni culturali
29 Filosofia
30 Scienze geografiche
38 Scienze storiche
39 Scienze del turismo
41 Tecnologie per la conservazione e il restauro dei beni culturali;

➢ An italian degree awarded prior to D.M. 509/99 in:
Conservazione dei beni culturali
Lettere
Filosofia
Geografia
Scienze turistiche
Storia
Storia e conservazione dei beni culturali
Lingue e civiltà orientali

The academic qualification and adequacy of the basic knowledge of candidates who hold a first-level degree awarded by a foreign university will be assessed through the evaluation of the contents of the study programme (study programmes in historic-literary subjects -classics- are considered preferential).
For all candidates whose first language is not English, an English proficiency certificate of at least B2 level is required. Accepted certifications are: *First Certificate* by Cambridge, *ISE* by Trinity College, *IELTS*, *TOEFL*; or at least 12 Credits (CFU) of English language acquired during the bachelor's career.

Students who are required to take additional CFUs to reach the entry requirements can obtain the missing credits during the first-level degree, if they are still enrolled. Graduate students can obtain the required credits through the enrollment in "Single/Individual Courses" (**https://web.unipv.it/formazione/iscriversi-a-corsi-singoli/**).

Students with a number of credits lower than those requested will have to obtain the missing CFUs within the deadline for enrollment (March 2, 2020). Candidates who are required to take additional learning requirements cannot enroll in a Master's Degree.

For each candidate, an appointed Commission will evaluate the transcript of records and will assess if he/she meets the curricular requirements that are necessary for enrollment.

Students who graduated in the University of Pavia within September 10, 2019, in one of the Degree Programmes listed in the table reported below ARE EXEMPT from the evaluation of the entry requirements. Students who are enrolled in the University of Pavia in one of the Degree Programmes listed in the table reported below and will graduate within September 2019 ARE EXEMPT from the evaluation of the entry requirements.

DEGREE COURSE (bachelor's degree, D.M. 509)	MASTER'S DEGREE COURSES D.M. 270
ANTICHITÀ CLASSICHE E ORIENTALI *(Class 5)*	The Ancient Mediterranean World. History, Archaeology and Art (classe LM-2)
LETTERE MODERNE *(Class 5)*	The Ancient Mediterranean World. History, Archaeology and Art (classe LM-2)
SCIENZE DEI BENI CULTURALI *(Class 13)*	The Ancient Mediterranean World. History, Archaeology and Art (classe LM-2)
SCIENZE FILOSOFICHE *(Class 29)*	The Ancient Mediterranean World. History, Archaeology and Art (classe LM-2)
DEGREE COURSE (bachelor's degree, D.M. 270)	**MASTER'S DEGREE COURSES D.M. 270**
LETTERE *(Class L-10)*	The Ancient Mediterranean World. History, Archaeology and Art (classe LM-2)
ANTICHITÀ CLASSICHE E ORIENTALI *(Class L-10)*	The Ancient Mediterranean World. History, Archaeology and Art (classe LM-2)
LETTERE MODERNE *(Class L-10)*	The Ancient Mediterranean World. History, Archaeology and

Segreterie Studenti, via Sant'Agostino 1 – 27100 Pavia, tel. 0382/989898,
mail: matricole.umanistiche@unipv.it
Pagina **2** di **7**

	Art (classe LM-2)
FILOSOFIA *(Class L-5)*	The Ancient Mediterranean World. History, Archaeology and Art (classe LM-2)

3. ADEQUATE PERSONAL PREPARATION

The suitability of the academic qualifications and knowledge of each candidate will be evaluated through an Admission interview which consists in the evaluation of the academic career of each student and in an examination that takes place in front of a Commission.
Students who graduated at the University of Pavia in a Degree Course listed in the table reported in the previous comma with a score of at least 90/110 are exempted from the interview.

4. APPLICATION FOR ADMISSION INTERVIEW

The application for the admission interview must be sent online between July 10 and September 10, 2019 (by 23:59, Italian time). Candidates must connect to the link https://studentionline.unipv.it/AddressBook/ABStartProcessoRegAction.do and login into the Master's Degree enrollment section. Candidates must **REGISTER**, use the Username and a Password obtained after the registration to log in, click the link "Secretary" and access to the page "Evaluation Test".
During the online procedure, candidates must upload

- A scan of the valid ID document used during the registration. Non-EU candidates residing abroad must provide their passport with the proper study visa (type D, with a validity of more than 90 days) or a permit of stay (or the receipt issued by Questura, showing the deposit of the application for the permit of stay).
- A self-certification stating the possession of a degree or the enrollment in a University, together with a list of passed exams with date and grades, credits acquired (at least 150 cfu), scientific disciplinary sector, and list of the academic year in which the student was regularly enrolled. (We suggest to use the self-certificate from the online Reserved Area, if available, or to fill and sign the document that can be downloaded from the link https://web.unipv.it/formazione/modulistica/).

Students who already registered just have to login with their credentials and enroll to the Admission interview.

At the end of the online application for the admission test, candidates must print the following documents
1. "Domanda di partecipazione alla prova di ammissione", containing date and location of the test, as well as personal and academic data of the student. This document must be printed, kept and shown on the day of the test.
2. The payment receipt of a 35.00 euros fee for "rimborso spese per partecipazione a prova di ammissione – Corsi di laurea Magistrale Dipartimento di Studi Umanistici". The fee cannot be refunded. Non-EU students residing abroad, together with Chinese students from "Marco Polo" project, are exempted from the payment of this fee.

On the day of the interview, candidates must exhibit the following documents
1. Payment receipt of the "Rimborso spese per partecipazione a prova di ammissione - Corsi di laurea magistrale Dip.to Studi Umanistici";
2. Valid ID used to register into the portal. Non-EU candidates residing abroad must bring their passport with the proper study visa (type D, with a validity of more than 90 days) or a permit of stay (or the receipt issued by Questura, showing the deposit of the application for the permit of stay).
3. Application for Admission. On the day of the interview, while checking the identity, the Commission will ask the candidate to sign the application.

The 2019 Admission Test is valid only for admission in the academic year 2019/2020.

5. DATE OF THE ADMISSION INTERVIEW

The admission interview to enroll in the Master Degree Programme in The Ancient Mediterranean World. History, Archaeology and Art will take place on Wednesday, September 18, 2019 at 15:30 in Room SMU (Music History room), Department of Humanities Studies, Central Building, Strada Nuova 65, First floor. Coordinator: Prof. Maurizio Harari.
Please note: students holding a Degree awarded by a foreign University can request to take the interview via video-conference and in a date different from September 18. If required, the interview via video-conference can also be anticipated. Students who want to request to sit the interview via video-conference must contact the e-mail address medarch@unipv.it.
The Coordinator is supported by **Prof. Maria Elena GORRINI -** Department of Humanistic Studies, Ancient Studies-Archaeology, S. Tommaso Building, Piazza del Lino 2, Pavia, tel. 0382. 984425 e-mail: mariaelena.gorrini@unipv.it

6. APPLICATION TO THE ADMISSION INTERVIEW FOR NON-EU STUDENTS RESIDING ABROAD

According to Italian Laws, for the academic year 2019-2020 non-EU students must register to the admission test via the Italian Diplomatic Authorities located in their countries of residence. They must also complete the registration to the evaluation test as described in the previous comma. As already mentioned at point 4, those students will be exempted from the payment of the "Rimborso spese per partecipazione a prova di ammissione – Corsi di laurea Magistrale Dipartimento di Studi Umanistici".

7. ENROLLMENT PROCEDURE AND CONDITIONS

Candidates who are eligible for enrollment, including candidate who will enroll "under condition", have to submit their enrollment application between October 3 and October 15, 2019, by 12:00. Candidates must follow the instructions reported at page https://studentionline.unipv.it/esse3/Home.do and login into the Reserved Area with username and password received when registered the first time. Candidates who are already registered just have to login. Candidates must open the menu SEGRETERIA>IMMATRICOLAZIONE, choose the course of interest, fill the form and print the receipt of the DOMANDA D'IMMATRICOLAZIONE. Students will be requested to upload the following documents
   a. A passport photo in jpg format clearly showing the face of the candidate. .jpg format is mandatory
   b. A front/back photocopy of the Identity Document used during the registration process;
   c. Photocopy of the Tax Code card;
   d. Photocopy of the permit of stay or its receipt (only for non-EU Students)

Together with the print of the DOMANDA DI IMMATRICOLAZIONE candidates will obtain the invoice to complete the payment of the first tuition fee (€ 156.00, please note that some exemptions indicated in the tuition fee announcement for the academic year 2019-2020 may be applicable). Tuition fees can be paid following the method described in point 8.
   1. Candidates requesting the evaluation and recognition of exams (for abbreviation of the career due to transfers, second degrees, re-evaluation, recognition of foreign degrees, etc..) must anticipate the proper document that can be downloaded from this page https://web.unipv.it/formazione/modulistica/ . The request must be properly filled and sent together with a tax stamp to the following address: Università degli studi di Pavia – Segreteria studenti di Lettere e filosofia, Via Mentana 4 - 27100 Pavia.
   2. Candidates who want to transfer from other Universities must also attach a certification from the home University that declares the transfer request while waiting for the original documents, which have to arrive before 31/10/2019.
   3. Candidates owning a first-level degree awarded by other Italian Universities must send a self-declaration certifying the awarding of the degree with date and final score, the complete list of the exams taken with date, grades, CFUs and scientific disciplinary sector (SSD), the list of the academic years during which the candidate was enrolled in the University (candidates can send a self-declaration provided by the home University, if this is not possible, candidates can fill and send the document available at this link https://web.unipv.it/formazione/modulistica/).

For any problem, candidates can send an email to matricole.umanistiche@unipv.it.
The subject of the email must contain: SURNAME, NAME, DEGREE COURSE IN WHICH THE CANDIDATE WANTS TO ENROLLL
The Students' Affairs Offices must receive the payment of the first installment of the tuition fee and all required documents within the deadlines and according to the procedures previously described. If these requirements are fulfilled, the Students' Affairs Offices will enroll the admitted students as soon as and the minutes of the admission test are received.
Direct enrollments (exemption from the admission test) can be carried out between October 15 and December 31 with the payment of an additional fee of € 82.00. This amount will be reduced of the 30% if the payment is be completed within 15 days after October 15.
Enrolled students will receive a "welcome email" at their personal email address containing general information and the new University email account. The University email account that will be the only official communication channel between the student and the University. Students must activate their new email account to receive instructions about University's online services (Reserved Area, WiFi, etc..).
Students who already have an official mailbox from the University of Pavia will mantain the same address and the same credentials.

8. PAYMENT METHODS

The enrollment fee must be payed preferably via online payment method (credit card or online bank transfer) using the PagoPA system. Payments via MAV are also possible.

After the pre-enrollment, students must log in in the Payment section in their Reserved Area, select the first tuition fee amount and choose the payment method (PagoPA or MAV).

With these methods, University can check the payment status in short times.

Detailed instructions are available at the following link:

https://web.unipv.it/wp-content/uploads/2019/03/Modalit%C3%A0-pagamento-MAV.pdf

Candidates residing abroad must pay exclusively via credit card through the PagoPA function. In case the candidate does not have a credit card, different payment solution can be agreed with the Students' Affairs Office by sending an email to matricole.umanistiche@unipv.it .

Further information are available on the tuition fee announcement at the link https://web.unipv.it/formazione/calcolare-le-tasse/ . In case of double citizenship (one EU and one non-EU), the EU citizenship will prevail and the fee will be calculated following the same procedure used for Italian or EU students.

9. AFTER THE ENROLLMENT

A) *ACTIVATION OF THE UNIVERSITY EMAIL ADDRESS*

Enrolled students will receive a "welcome email" at their personal email address containing general information and the new University email account that will be the only official communication channel between the student and the University. Students must activate their new mailbox, in order to receive instructions about University's online services (Reserved Area, WiFi, etc..).

Students who already have a University of Pavia mailbox will keep the same address and the same credentials. It is possible to modify the credentials using the "Cambio Password Servizi di Ateneo" functions, available at the following link https://password.unipv.it

B) *ATENEO CARD PAVIA*

During the online enrollment process, students may ask for the "Ateneo Card Pavia", a multifunctional card that identifies the student throughout their career. Further information about Ateneo Card and its request are available at the following link https://web.unipv.it/formazione/ateneocard/

10. ENROLLMENT PROCEDURE AND CONDITIONS FOR STUDENTS GRADUATED ABROAD

Candidates owning a degree awarded by a foreign university who were evaluated according to the procedure described in comma 3 and are eligible for enrollment must follow the procedure described at page https://studentionline.unipv.it/esse3/Home.do . Those students must login to their own Reserved Area, select "IMMATRICOLAZIONE" from the menu, choose the course "The Ancient Mediterranean World. History, Archaeology and Art", fill the form and print the receipt of DOMANDA D'IMMATRICOLAZIONE. With this receipts, students will obtain the invoice (MAV) that they will have to use to complete the payment of the first installment of the tuition fee through the methods described in paragraph "*8. PAYMENT METHODS*".

The procedure will request students to upload the following documents

    a. A passport photo showing the face of the candidate. .jpg format is mandatory
    b. A front/back photocopy of the Identity Document used during the registration process;
    c. Photocopy of the Tax Code card;
    d. Photocopy of the permit of stay or its receipt (only for non-EU Students)

Students must complete the enrollment procedure between October 3 and October 15, 2019, at 12:00 bringing the following documents to the Students' Affair Office (Via Sant'Agostino 1 – Monday, Tuesday, Thursday and Friday 9:30 – 12:00; Wednesday 13:45 – 16:00):

    a. Payment receipt for the 1st installment of the tuition fee (total amount of € 156.00, some exemptions indicated in the tuition fee announcement for the academic year 2019-2020 at page https://web.unipv.it/formazione/calcolare-le-tasse/ may be applicable);
    b. Original copy of the previous academic title suitable for the enrollment in this Master's Degree Programme (Bachelor's Degree, University Diploma or foreign title) translated into Italian by an official translator, legalized by Italian Diplomatic Authorities in the country in which the title has been awarded, and a Declaration of Value or an equivalent certification (Cimea certification that shows the authenticity of the title);
    c. Graduation certificate with a complete list of exams, provided by the foreign University in which the title was awarded. The latter must be legalized by Italian Diplomatic Authorities and translated in Italian;
    d. Original study programs and course contents provided by the foreign University that awarded the degree. Programs and contents must be translated in Italian;
    e. A front/back photocopy of the permit of stay (only for non-EU students)

  f. In case of requests of career abbreviation due to transfers, second degrees, re-evaluations, recognition of foreign titles, students must provide the proper form available at page https://web.unipv.it/formazione/modulistica/

All the documents cited above must be submit at the moment of the enrollment. In case of delays by the Diplomatic Authorities, the candidate must fix his/her position within 45 days after the enrollment. If an enrolled student will not submit the required documents within the deadline, the enrolled student is subject to a career stoppage until January 31, 2020. Proceedings of students that will not regularize their position within the deadline will be cancelled.
After the enrollment, students must request the ATENEO CARD PAVIA following the instructions described above.

11. PROCEDURES AND DEADLINES FOR ENROLLMENT OF INTERNATIONAL STUDENTS RESIDING ABROAD

According to Italian Law, students must complete the pre-enrollment at the Master's Degree through the Italian Diplomatic Authorities in their home country. For more information or support in the enrollment process, it is possible to contact the Informastudenti-Welcome Point https://web.unipv.it/servizi/urp-e-welcome-point/.

12. ENROLLMENT UNDER CONDITION (within October 15) (under conditional acceptance)

Students who have not yet graduated at moment of the application for enrollment, that will graduate within October 15, 2019, and that meet the entry requirements (possession of curricular requirements and registration at the Admission Test for the assessment of personal preparation) must enroll "under condition". The deadline for enrollments under condition is October 15, 2019.
The enrollment will become official if the student will complete his/her graduation within March 2, 2020. Otherwise, the student will lose his/her student status. In this case, the first installment of the tuition fee will be reimbursed.
Candidates coming from other Universities must send to the University of Pavia a self-certification of the title, a list of exams with the date in which they were taken, grades and scientific disciplinary sector (SSD) within March 2, 2020.

13. REQUIREMENTS AND PROCEDURES FOR ADMISSION DUE TO INTERNAL TRANSFERS FROM SECOND CYCLE DEGREES

This procedure can be taken by students who completed the interview and passed the ADMISSION TEST.

- ***Students who ask to be transferred to another Master's Degree Course offered by the University of Pavia***
  Students must pay the first installment with the MAV for the academic year 2019-2020 and submit the request of transfer following the instructions reported at the following link https://web.unipv.it/formazione/passaggi-di-corso-e-cambi-sede/ within October 15, 2019 .

- ***Students who ask to enroll after a transfer from another University***
  After obtaining the online credentials and completing the registration, candidates must follow the instructions described in paragraph ENROLLMENT METHODS AND CONDITIONS within October 15, 2019. Students must send the "Incoming transfer" form available online at the following link https://web.unipv.it/formazione/modulistica/
  Moreover, together with the documents requested for enrollment, candidates must send the following documents to the email address matricole.umanistiche@unipv.it: a receipt provided by the home University certifying the transfer request, the form *"Richiesta convalida esami generica"* available at the following link https://web.unipv.it/formazione/modulistica/ . The receipt must be sent October 31, 2019, while waiting for the original to come to Students' Affair Office.

- ***Students who ask the enrollment because already in possession of a degree or credits from a previous career of the same level***
  Within October 15, 2019, after obtaining the online credentials and completing the registration, candidates must follow the instructions showed in the paragraph ENROLLMENT METHODS AND CONDITIONS, sending the form "Second degree/request of exams validation" that is available online.
  If the first degree or the previous career were done in another University, candidates must attach a self-certification of the previous career with the list of exams, the number of credits for each exam and SSD. We suggest to use the self-certification provided by the Reserved Area of the home University, if available. Otherwise, it is possible to fill the form *"Richiesta convalida esami generica"* that is available at the following link https://web.unipv.it/formazione/modulistica/

NOTES AND ADDITIONAL INSTRUCTIONS

Any variation and/or integrations of this call for applicants will be reported online on the website: https://web.unipv.it/formazione/futuri-studenti/lettere-filosofia-lingue-e-psicologia/ .

Students who do not have a computer with regular internet connection or require any type of support can ask for help at "infoMatricole 2019" event, project "A tutto Campus" in Strada Nuova 65, between July 22-26 and September 23-27 (Monday, Tuesday, Thursday and Friday 9.30 – 12.30 and Wednesday 14.30-16.30), or at the COR office in Corso Carlo Alberto 5, Monday-Wednesday 14.30 – 16.30; Tuesday, Thursday and Friday 9.30 – 12.30 . The office is closed from August 5 to 17, 2019.

The service may be unavailable during evening-night hours or holidays due to maintenance. Slowdowns during the process might be caused by the overcrowding of the platform. For detailed support please contact matricole.umanistiche@unipv.it

Informativa ai sensi dell'art. 13 del Regolamento (UE) 2016/679 in materia di protezione dei dati personali

The information provided by candidates will be stored in the Information Systems Area of the University of Pavia and processed by the information system specifically designed for the admission test registration process and the compilation of the final ranking list. Conferring personal data is therefore compulsory, and failing to do so will result in exclusion from the admission test. If candidates enroll, their personal data will be used by the Student Distribution staff. Candidates are entitled to the rights stated in art. 7 of the code mentioned above regarding personal data; for example: accessing their own personal data, correcting their personal data, updating their personal data, making additions to their personal data, etc. They are also entitled to object to the use of their personal data for purposes other than those stated above. The Rector of the University of Pavia, Head of the treatment of personal data, is responsible for defending these rights. See Appendix 2 for information on the treatment of personal data from the Ministerial Decree of 18th June 2009, which this Call for Admission acknowledges.

For any matter not explicitly expressed in this document, the laws currently in force apply.

The Head of Administrative Procedures, according to the art. 4 of the Law n. 241 of 7th August 1990, modified by the Law n. 15/2005, is Dr. Matteo Bonabello (Cat. EP1 – Management Administration Area).

Pavia, data del protocollo

THE CHANCELLOR
Fabio Rugge

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