

CALL FOR ADMISSION TO LEVEL I AND II UNIVERSITY MASTERS DEGREE IN ENERGY AND ENVIRONMENTAL MANAGEMENT AND ECONOMICS (MEDEA)

2020/2021 Academic year

Enrolment opening: 13 February 2020

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Art. 1 - Activation

The University of Pavia, for the 2020/2021 academic year, in accordance with articles 36, 37 of 38 the Statute, art. 3 paragraph 9 of Ministerial Decree dated 22 October 2004 n. 270, art. 12 of the University's Teaching Regulations as well as the 'Regulations for the institution of university Masters courses, refresher courses and permanent training courses', will activate the following Masters courses:

LEVEL I AND II MASTERS

Title	Reference department
ENERGY AND ENVIRONMENTAL MANAGEMENT AND ECONOMICS (MEDEA) – LEVEL I	ECONOMICS AND MANAGEMENT
ENERGY AND ENVIRONMENTAL MANAGEMENT AND ECONOMICS (MEDEA) – LEVEL II	

Masters courses are developed and managed in collaboration with Eni s.p.a. with the aim of exploring management problems in businesses operating in the energy and environmental fields. This mission is why the courses offer participants a unique learning opportunity in an international, multidisciplinary context. For more information on the teaching objectives, the course programmes and potential future job opportunities, please see:

<https://www.eni.com/it-IT/carriere/master-medea.html> - Italian version

<https://www.eni.com/en-IT/careers/medea-masters.html> - English version

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

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

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

Art. 2 – Application form

Candidates intending to apply for a place on the Masters course should complete and send an application form, by electronic means, **by the deadline established in the Attachment 1 to the Call for Admission**, using **only**¹ the procedure made available in the Reserved Area found at the following address:
<https://studentonline.unipv.it/esse3/Home.do>

There are two stages to online registration:

1. **REGISTRATION:** access the **Reserved Area** and, from the MENU in the top right corner, click on the REGISTER and complete the required information. Students already enrolled at the University of Pavia should, from the MENU in the top right corner, click LOGIN. Once this data has been entered, candidates are provided with a USERNAME and PASSWORD. These should be recalled as they will be needed in the next stages of the enrolment process.
2. **ENROLLING FOR THE ADMISSION TEST:** access the RESERVED AREA using the USERNAME and PASSWORD previously assigned, LOGIN and click on the ADMINISTRATION OFFICE tab. Then select ADMISSION TEST, click on CALL FOR ADMISSION ENROLMENT, and select the required course: if the ADMINISTRATION OFFICE link does not appear, click, under the “Choose a career option” tab, on one of the courses that appears and follow the above-mentioned steps. **Candidates should select the level (I or II) for they wish to enrol.**

PLEASE NOTE: ATTACH the following documentation, online:

- a photocopy (front-rear) of the identity document used during registration
- a curriculum vitae that includes the information requested in article n. 9 of the Masters application, Attachment 1 of the Call for Admission

No modifications may be made once the information has been confirmed and sent electronically.

Once completed, candidates can print the application form as proof that the information has been entered;

Candidates are responsible for ensuring that the procedure concludes correctly; appeals regarding eventual malfunctioning of the IT system will not be accepted.

Applications lacking, in part or in whole, the required documentation, will not be accepted. Candidates who fail to provide the requested documentation will be excluded from the admission procedure. Candidates will be notified of their exclusion through a notice published on the Administration Office’s webpage. No personal correspondence will be sent.

AFTER CONFIRMING THEIR ONLINE ENROLMENT TO THE MASTERS COURSE ON THE UNIVERSITY OF PAVIA’S WEBSITE, CANDIDATES SHOULD ALSO REGISTER ONLINE ON THE ENI.COM WEBSITE

<https://www.eni.com/it-IT/carriere/master-medea.html> - Italian version

<https://www.eni.com/en-IT/careers/medea-masters.html> - English version

N.B.: Candidates with a disability must, on the Call for Admission form and in accordance with Law dated 5 February 1992, n. 104 and subsequent modifications and integrations, clearly state any eventual equipment needed to complete the selection process as well as requests for additional time.

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

¹ Applications made in other ways will not be taken into consideration.

Art. 3 – Candidates with a qualification awarded abroad

Candidates with a qualification awarded abroad may apply for a place on the Masters course provided that their course is comparable in duration and content to that of Italian qualifications requested for a place on the Masters course. Enrolment, however, is dependent on the validation of the qualification, for enrolment purposes only, by the Academic Board as well as the candidate passing the Admission Test.

Candidates from abroad must respect the *Regulations for Overseas Students' Access to University Courses*, which can be consulted on the website of the Ministry of University Education and Research <http://www.studiare-in-italia.it/studentistranieri/>

Foreign nationals, once they have completed the online enrolment process and presented the admission form, must, by the deadline date established in Attachment 1 to the Call for Admission, present the following documentation:

1. **copy of the certificate** required for admission, including the examinations taken and the corresponding mark, translated² into Italian
2. **copy of the “declaration of value”** issued by the Italian diplomatic representative situated in the state where the certificate was issued (if already available)

To complete the enrolment procedure, original versions of the required documentation must be presented, together with a declaration of legal validity from the Italian diplomatic representative situated in the state where the certificate was issued and handed in, by the deadline of 30/09/2020, to Ufficio Master - Servizio Post Laurea - via Ferrata 5, 27100 Pavia.

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

Italian citizens with a qualification awarded abroad that has not been deemed equivalent to an Italian degree, must follow the above-cited procedure indicated for *Foreign nationals*.

Art. 4 – Masters enrolment

The ranking list of those admitted to the Masters course will be published on the Masters Administration Office's website <http://economieaweb.unipv.it/2020/01/27/medea/>

Publication of the ranking list on the webpage will serve as official communication.

Candidates must, therefore, pre-enrol within 14 days from the publication of qualifying students on the Administration Office's website that will serve as official communication of enrolment opening

In accordance with university regulations currently in force, contemporary enrolment on more than one degree course, a Masters/specialist degree course, a specialisation school or research doctorate, is prohibited. Students holding a research grant are also prohibited from enrolling on the Masters course.

To enrol, candidates should access the Reserved Area:

1. from the right-hand menu, select the ADMISSIONS tab, click on ENROLMENT, select STANDARD ENROLMENT and then ENROLMENT TO COURSES WITH ACCESS PROGRAMMED AT NATIONAL LEVEL. Candidates should then follow instructions provided in the video.
2. after confirming the desired Masters course (**level I or II**), the system will ask for a clear, passport-sized photograph to be uploaded.

² Candidates may contact local translators and then have the translation validated by the Italian diplomatic representative in the state in which the qualification was awarded. If in Italy, they may contact the official translators attached to the local court

3. attach the following documentation via the online system:

- photocopy (front-rear) of the identity document used during registration
- if already available, a photocopy of the Italian tax code document
- if already available, a photocopy of the residence permit/card (only required from non-EU nationals)

To attach the documentation, candidates must click on 'Insert attachment' on the 'Application form attachments page' of the enrolment procedure. These steps must be repeated for each document.

4. 'Pre-enrol' on the course and then PRINT THE ENROLMENT FORM³. At the end of the procedure it will be possible to print out a summarizing document, that can be held as proof of correct execution of the procedure

EU and non-EU candidates who have been awarded a qualification abroad must also present, by 30/09/2020, original versions of the documentation requested in article 3 to: Ufficio Master - Servizio Post Laurea - via Ferrata 5, 27100 Pavia.

The administration office will proceed with the enrolment⁴ of qualifying candidates, after having received the required documentation **by the deadline date and via the methods outlined above.**

Candidates who **fail to send** in the documentation required for enrolment **within** 14 days of issuing of the list of qualifying students on the Administration office's website

Candidates who have enrolled will receive, in their personal inbox, a 'Welcome' email that will include the candidate's university email address. Candidates should activate their email account as it will be used to send the new credentials necessary for accessing the university's online services (e.g. Reserved Area, wifi).

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

It is possible to modify the password using the 'Change University Password' function, which can be accessed from the webpage

<https://studentonline.unipv.it/Anagrafica/PasswordDimenticata.do>

Art. 5 - Insurance

The University of Pavia, in accordance with Presidential Decree dated 30 June 1965 n.1124, bis and successive modifications, ensures, limited to Masters-related activities, INAIL personal injury cover and adequate third-party public liability insurance cover.

Art. 6 – Beginning and Conclusion of the Masters course

The Masters course will last from 16 September 2020 to 30 June 2021 and the relevant degree will be conferred within the academic year of activation (30 April 2022).

Art. 7 – Publication of proceedings

The list of candidates admitted for each stage of the procedure, the start date of the Masters course, the course calendar and all activities and correspondence to candidates will be published on the Administration Office's webpage.

Candidates will be able to view the final ranking list by accessing the Master Administration Office's webpage:

<http://economieaweb.unipv.it/2020/01/27/medea/>

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

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

⁴ Candidates will be conditionally enrolled and their credentials evaluated. The Administration Office reserves the right to check the veracity of the documentation supplied. Should it emerge that the documentation provided by candidates proves to be false, inaccurate or misleading, the candidate will lose any benefits accrued as a consequence of having made false claims and may face criminal prosecution in accordance with the prevailing penal code and special legislation (articles 75 and 76 Presidential Decree 445/2000).

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

Publication on the website constitutes official correspondence to candidates. **Candidates will not receive any other correspondence from the university's Administration Office.**

Art. 8 – Informative notes pursuant to article 13 of EU Regulations 2016/679 regarding the protection of individuals' personal data as well as the free circulation of such data.

The information supplied by candidates will be handled by the University of Pavia for institutional purposes, to provide specific services requested by users, as well as to fulfil its legal requirements.

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

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

Candidates' personal information may be revealed and handled, in compliance with current legislation, by staff who are involved specifically in data handling.

Candidates are entitled to the rights stated in articles 15-18 of the afore-mentioned code regarding personal data, for example: accessing their own personal data, correcting their personal data, updating their personal data, making additions to their personal data, etc. They are also entitled to object to their personal data being used for purposes other than those stated above. The Vice-Chancellor of the University of Pavia, as Head of Personal Data Handling, is responsible for defending these rights.

Art. 9 – Reference legislation

For any matter not explicitly expressed in this document, reference should be made to the provisions governing university Masters courses and, in particular, Ministerial Decree dated 22 October 2004 n. 270, the University of Pavia's "*Regulations for the institution of university Masters courses, refresher courses and permanent training courses*", and to the Vice-Chancellor's decree concerning the institution of Masters courses N.271 of 29/01/2020.

Art. 10 – Head of the application procedure

In accordance with article 4 of Law 241 dated 7 August 1990 and subsequent modifications and integrations, the Head of the application procedure of the Call for Admission is **CRISTINA GUARAGLIA** - Servizio Post Laurea.

For more information:

Contact:

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

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

Pavia, date of electronic registration

DIRECTOR GENERAL

Emma Varasio

[electronically signed document]

MS/CG/sb