



# UNIVERSITÀ DI PAVIA

## CALL FOR APPLICATIONS FOR ADMISSION TO 1ST YEAR OF MASTER'S DEGREE IN INTERNATIONAL BUSINESS AND ENTREPRENEURSHIP

(class LM-77)

ACADEMIC YEAR 2021-2022

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### DEADLINES FOR ADMISSION AND MATRICULATION WINDOWS

EU and non-EU quotas for students lawfully residing in Italy

WINDOW TYPE	PLACES AVAILABLE	PERIOD FOR SUBMITTING EVALUATION APPLICATION [register at the link <a href="https://studentionline.unipv.it/esse3/Home.do">https://studentionline.unipv.it/esse3/Home.do</a> and log in with the details given - click on the menu item Secretariat – Admission testing]	RANKING PUBLICATION at the following link <a href="https://web.unipv.it/formazione/iscriversi-a-una-laurea-magistrale-o-ad-una-laurea-magistrale-plus/concorso-numeri-chiusi-plus/concorso-area-business/">https://web.unipv.it/formazione/iscriversi-a-una-laurea-magistrale-o-ad-una-laurea-magistrale-plus/concorso-numeri-chiusi-plus/concorso-area-business/</a>	MATRICULATION PERIOD [log in at the link <a href="https://studentionline.unipv.it/esse3/Home.do">https://studentionline.unipv.it/esse3/Home.do</a> and select SECRETARIAT> ENROL ON RESTRICTED ACCESS COURSES and choose the study course; pay the first instalment at the end of the pre-registration phase]
1 <sup>st</sup> window	65	No later than 17 May 2021 12:00 (Italian time)	from 20 May 2021	from 21 May 2021 to 27 May 2021 12:00 (Italian time)
2 <sup>nd</sup> window	any places vacant after 1 <sup>st</sup> window	From 31 May 2021 9:00 (Italian time) to 2 July 2021 12:00 (Italian time)	From 5 July 2021	from 6 July 2021 while places are vacant

## 1. EDUCATIONAL OFFER

For the a.y. 2021-2022, the University of Pavia has introduced the master's (second cycle) degree course in INTERNATIONAL BUSINESS and ENTREPRENEURSHIP (MIBE), class LM-77, conducted in English, with a locally restricted number of students, and with the following availability of places:

Title of the degree course	Places reserved for EU and non-EU students pursuant to Law 189/2002, art.26 *	Places reserved for non-EU students residing abroad pursuant to Presidential Decree no. 394/1999, as amended.	Places reserved for Chinese students under the "Marco Polo" project.
International business and entrepreneurship, class LM-77	65	25	-

\* The citizens of Norway, Iceland, Liechtenstein, Switzerland and San Marino are considered equivalent to EU citizens.

## 2. ADMISSION REQUIREMENTS

For admission to the MIBE you must meet a number of requirements and pass a selection process, regardless of the country of origin.

The minimum requirements that need to be met in order to submit your application for the selection process are as follows:

- a) Bachelor's degree (university system pursuant to Ministerial Decree (M.D. 509/99 - or prior to that - or M.D. 270/04) or other qualification obtained overseas deemed equivalent, or a three-year university diploma. N.B. conditional access to the Master's degree is permitted also to those who do not hold the above degree at the time of submitting their application, providing both the following conditions are met:
  1. the relative degree will be obtained by 31 October 2021;
  2. the applicant has obtained at least 120 university credits (a.k.a. CFU; hereinafter ECTS credits), including those that meet the minimum curricular requirements (see point "b" below) at the time of submitting the application;
- b) minimum curriculum requirements:
  1. at least 24 ECTS credits in one or more of the following business science areas (SSDs): SECS-P/07; SECS-P/08; SECS-P/09; SECS-P/10; SECS-P/11; SECS-P/13;
  2. at least 12 ECTS credits in one or more of the following economic science areas (SSDs): SECS-P/01; SECS-P/02; SECS-P/03; SECS-P/04; SECS-P/06; SECS-P/12;
  3. at least 12 ECTS credits in one or more of the following mathematical-statistical-econometric science areas (SSDs): SECS-P/05; SECS-S/01; SECS-S/02; SECS-S/03; SECS-S/06; MAT/01; MAT/02 MATS/03; MAT/04; MAT/05; MAT/06; MAT/07; MAT/08; MAT/09;
  4. at least 5 ECTS credits referring to English language courses. The latter specific minimum requirement can be met by holding at least one of the following qualifications:
    - a. valid international certification attesting to a knowledge of the English language equal to or higher than the B2 level of the Common European Framework (First Certificate in English), for understanding, speaking and reading (BEC Vantage; FCE; IELTS 5.5-6.5; TrackTest English Test B2; ILEC Pass; TOEFL iBT 72-94; Trinity College ISE II, GESE 7, GESE 8, GESE 9; Pearson JETSET Level 5; LCCI EfB Level 3; AIM AWARDS-ANGLIA Advanced);
    - b. English language certification issued by the Language Centre of the university where the three-year degree was obtained, attesting to a knowledge of the language equal to or higher than Level B2;
    - c. Bachelor's degree conducted wholly in English.

With reference to the meeting of minimum curricular requirements (b), a tolerance of up to 10%, or 6 ECTS credits, is allowed. This tolerance may apply to just one of the SSD groups listed above or to more than one group, except for the English language group, which must be complied with in full.

## 3. SELECTION PROCEDURES FOR EU AND NON-EU STUDENTS LAWFULLY RESIDING IN ITALY

### 3.1. Submitting the application

With reference to the first selection window, applicants must submit the evaluation application online **by 12:00** (Italian time) of **17 May 2021**.

The procedure for submitting the admission application is as follows:

1. REGISTER TO OBTAIN LOGIN DETAILS : connect to the site <https://studentionline.unipv.it/esse3/Home.do>, select the item "REGISTER" and fill in all the proposed boxes; this step is not necessary if you already have the details to log in to the Restricted Area of the University of Pavia website;
2. REGISTER FOR THE ADMISSION TEST: LOG IN, using the details received when registering; from the drop-down menu select the item "SECRETARIAT - ADMISSION TEST". At the end of the registration phase the applicant will receive the TEST registration receipt.
3. The procedure requires a series of documents and information, which must be prepared before starting the process, namely:
  - identity card;
  - "academic curriculum" duly completed and SIGNED (see Annex A hereto);
  - curriculum vitae;
  - any internationally recognised English language certification (for the list of valid certificates see paragraph 2 b) point 4.a) attesting to a minimum level B2;
  - any GMAT or GRE certification, indicating the obtained score;
4. Applicants enrolled at/graduating from Italian universities are also required to present a self-declaration, specifying the academic year of matriculation to the first year of the three-year degree course, exams taken with relative SSD, number of ECTS credits and degree grade. These elements are relevant for the appraisal process (see article 3.2 below). We advise you to use the self-declaration issued by your online restricted area of the University of origin.
5. Applicants enrolled at/graduating from foreign universities are also required to present a certificate issued by the University of origin proving matriculation or qualification award in a degree course taught entirely in English, showing the year of matriculation, list of exams, ECTS credits and respective grades obtained.

The attached documentation must be in **.pdf** format and perfectly readable (for certificates of more than one page the pages must be contained in a single document, and not transmitted in single pages).

**N.B.** Documents submitted after submission of the online application will not be considered. The appraisal of qualifications and the resulting decision shall be based on the documents attached to the evaluation application.

At the end of the procedure the applicant can print out:

- The receipt proving submission of the application;
- The document needed to pay the fee for "Reimbursement of expenses for participation in Evaluation - Master's degree in International Business and Entrepreneurship", amounting to €35.00.

### 3.2. Evaluation of qualifications

The Panel will examine the qualifications submitted by assigning a score based on the document "Criteria for the evaluation of qualifications" published at the following link <https://web.unipv.it/formazione/iscrivarsi-a-una-laurea-magistrale-o-ad-una-laurea-magistrale-plus/con-esaurimento-posti-o-con-numeri-chiusi-plus/concorso-area-business/>.

The appraisal of the applicant's curriculum - academic and otherwise – for assigning a score valid for the purposes of the ranking follows the policies published at the link <https://web.unipv.it/formazione/iscrivarsi-a-una-laurea-magistrale-o-ad-una-laurea-magistrale-plus/con-esaurimento-posti-o-con-numeri-chiusi-plus/concorso-area-business/>.

At the end of the first qualification evaluation window - 17 May 2021 at 12:00 – applicants who have scored 33 or more points will be entered in the ranking in order of score obtained. Up to 65 eligibility badges will be assigned to the applicants with the highest scores. These students will have the certainty of a place reserved for them until the conclusion of the first matriculation window, which will be **from 21 to 27 May (12:00)**.

In the second qualification evaluation window - ending on 2 July 2021 at 12:00 - there will be no minimum scores needed to be entered in the ranking.

In both windows, **in the event of ties, the applicant who first submitted the application will be higher up the ranking.**

### 3.3. Result of evaluation and publication of rankings

The results of the first evaluation window will be published **on 20 May** at the link: <https://web.unipv.it/formazione/iscrivarsi-a-una-laurea-magistrale-o-ad-una-laurea-magistrale-plus/con-esaurimento-posti-o-con-numeri-chiusi-plus/concorso-area-business/>

Applicants will be identified with the pre-matriculation number assigned by the system at the time of registering (the instructions to identify the pre-matriculation number are given at the link

<https://web.unipv.it/formazione/iscrivarsi-a-una-laurea-magistrale-o-ad-una-laurea-magistrale-plus/con-esaurimento-posti-o-con-numeri-chiusi-plus/concorso-area-business/>

The rankings will also be published in the University Register (Albo).

EACH applicant must check the presence of his/her pre-matriculation number in the ranking, consulting the indicated web page, and report any omissions within 24 hours of publication.

#### **4. SELECTION PROCEDURES FOR NON-EU STUDENTS RESIDING ABROAD**

A certain number of places are reserved in the Master's degree course for non-EU students residing abroad in possession of the minimum curricular requirements (see page 2).

Information on how to apply is provided at this link: <https://mibe.unipv.it/how-to-apply/application/#tab-id-2>

Admission is subject to an "eligibility" badge issued following a successful test/interview, possibly online, aimed at ascertaining the applicant's knowledge and skills. This test/interview may relate to:

- a) motivation;
- b) economics and management topics, with special reference to disciplines such as: business strategy, marketing, business organization, accounting and finance;
- c) mathematics and/or statistics, logic, general knowledge in the economic-political field;
- d) knowledge of English.

#### **5. MATRICULATION PROCEDURE AND DEADLINES (FIRST EVALUATION WINDOW)**

Applicants admitted to the matriculation phase will be:

- the **top 65 in the ranking** of EU or non-EU students lawfully residing in Italy with a bachelor's degree obtained in Italy or abroad;  
These applicants must register electronically in the period from **21 to 27 May 2021 H 12:00**, according to the instructions given at the following link <https://web.unipv.it/formazione/iscrivarsi-a-una-laurea-magistrale-o-ad-una-laurea-magistrale-plus/cosa-serve-per-procedere-plus/>
- the **top 25 in the ranking** of non-EU students not residing in Italy, who will have to apply for a visa for study reasons.  
These applicants must register electronically in the period from **21 to 27 May 2021 H 12: 00 or from 6 to 13 July 2021 H 12: 00**, according to the instructions given at the following link <https://web.unipv.it/formazione/iscrivarsi-a-una-laurea-magistrale-o-ad-una-laurea-magistrale-plus/cosa-serve-per-procedere-plus/>

For students with a degree obtained abroad, in addition to the online operations described above, in order to complete their matriculation, the original or scanned copy of the following documents need to be delivered/sent:

- academic qualification (or certified copy or replacement certificate) translated into Italian by a sworn translator or by the Embassy, authenticated by the Italian Diplomatic Representations located in the State in which the qualification was obtained, or with an Apostille attached. In the case of an academic qualification awarded in English, translation is not required;
- certificate of equivalence or Diploma Supplement or statement of comparability issued by CENTRO ENIC-NARIC ITALIANO (CIMEA);
- photocopy of the residence permit/entry visa for study reasons.

If the release of documentation by diplomatic representations is delayed, the student must still complete the procedure by **30 September 2022**, the deadline for enrolment in the second year of the course. If by this date the student has not completed the procedure he/she will again be enrolled in the first year.

The Offices of the Student Secretariat will enrol those admitted to the course after having verified payment of the first instalment within the set deadlines, and in the case of students with a qualification obtained abroad, after having received the required documentation.

**Applicants who obtain eligibility status during the first evaluation window and do not matriculate from 21 to 27 May 2021 will be deemed to have declined the offer, and will lose the acquired right to matriculate. They may however resubmit their application during the second window and be included in the second ranking of July (N.B.: a new application will have to be submitted, with the possibility of adding new elements and obtaining a different evaluation).**

## **6. PROCEDURE AND DEADLINES FOR SECOND EVALUATION WINDOW (NEW ENTRIES)**

Should the first evaluation window fail to fill all 65 available places, a second round of evaluations will be undertaken, when applications can be submitted between **31 May 2021 and 2 July 2021** H 12:00, with publication of a second ranking on **5 July 2021**. Eligible students will be entered in the ranking based on the score obtained, and starting from 6 July 2021 the Student Secretariat will contact applicants, via the email address provided during registration, according to the ranking order up to the completion of available places, and in any case by 17 December 2021, communicating how and when to proceed with matriculation.

During this second window, there is no minimum score in order to be entered in the ranking.

The procedure for submitting the evaluation/matriculation application and links for the second window are identical to those of the first evaluation window.

## **7. CONDITIONAL MATRICULATION FOR CANDIDATES AWAITING GRADUATION**

Students that have not yet graduated will be enrolled "conditionally". Matriculation will become effective only if the student has graduated by **31 OCTOBER 2021**. Otherwise, the applicant will not be able to enrol on the Master's degree course, however the first instalment (excluding stamp duty) will be reimbursed.

Students obtaining qualifications from other universities must send by 31 October 2021 self-certification showing the degree date and grade, list of course examinations taken with SSD and TAF (educational activity types), and the academic years enrolled at the university of origin.

## ***8. ADMISSION REQUIREMENTS AND PROCEDURES FOLLOWING SWITCH, TRANSFER, SECOND DEGREES AND EVALUATION OF PREVIOUS STUDIES (possible only from a course of studies of equivalent level)***

Students applying for a transfer from other university seats, enrolment on second degrees or a switch from other Master's degree courses must in any case submit an application for evaluation and successfully pass the selection process, according to the indications given in paragraph 3.

N.B.: in order to calculate the score, the student's THREE-YEAR degree curriculum will be considered, as for all other applicants.

If in doubt about the possibility of being admitted to years after the first year, we recommended following the procedures in place for students entering the 1st year. If, following the pre-evaluation phase, you have the necessary ECTS credits to be admitted to the 2nd year, you will be enrolled in the correct year.

### REFERENCE LEGISLATION

- **M.D. 270 of 22 October 2004**, "Changes to the Set of Rules concerning the educational autonomy of universities, approved by decree of the Minister for universities and scientific and technological research, no. 509 of 3 November 1999";
- **M.D.S of 16 March 2007**, though which the classes of Bachelor's and Master's degree courses were revised, pursuant to D.M.270/04;
- **Law 264 of 2 August 1999** (Rules on access to university courses) art. 2 paragraph 1, letter a)
- **Resolution of the Academic Senate of 15 February 2021 and Board of Directors of 23 February 2021** (Local planning of access to study courses for a.y. 2021/2022 pursuant to art. 2, paragraph 1, letters a) and b) of Law 264 of 2 August 1999
- **Ministerial provisions:** "Procedures for the entry, stay and matriculation of foreign/international students on higher education courses in Italy"

**Privacy policy pursuant to art. 13 of (EU) Regulation 2016/679 on the protection of personal data**

Pursuant to art. 13 of (EU) Regulation 2016/679 (hereinafter GDPR), the data provided by applicants will be processed by the University of Pavia, in its capacity as Data Controller, pursuing its institutional aims and carrying public interest tasks typical of university institutions, pursuant to art. 6 Letter e) of the GDPR. In greater detail, the data will be processed to allow provision of the specific services requested by users and connected with the completion of selection procedures for admission to study courses, as described in the admission application call, and for the purpose of fulfilling legal requirements. Data are collected in compliance with the principles of lawfulness, correctness, relevance, completeness and non-excess in respect of the purposes for which they are processed. Processing is based on respect for the general principles of lawfulness, correctness, transparency, adequacy, relevance, and necessity, adopting appropriate technical and organizational measures in order to protect the privacy and rights of those concerned (data subjects).

As a rule, processing is carried out using IT and online tools to store and manage the data, in some cases data may be stored on hard copy and, in any case, in such a way as to guarantee security and protect the confidentiality of the data subject.

The provision of personal data is therefore mandatory, failure to grant access to such data will prevent access to the admission test/selection procedure.

The personal data of users may be known and processed, in compliance with current legislation in this area, by personnel expressly appointed to handle processing operations.

The data provided by applicants will be kept by the University of Pavia for the time strictly necessary for pursuing the above purposes and, in any case, in compliance with legislation on the conservation of administrative documentation.

Applicants shall enjoy the rights set forth in art. 15-18 of the aforementioned Regulation, including: access to their personal data, data rectification, updating, integration, deletion, etc., and the right to object to the use of data other than the institutional uses mentioned above. Any complaint in this respect shall be submitted to the Data Controller and/or Data Protection Officer (DPO).

For more information on the processing of personal data, please refer to the extensive information available in the privacy section of the institutional site <https://privacy.unipv.it/wp-content/uploads/2018/07/INFORMATIVAselazioni.pdf>.

Pursuant to Law 241 of 7 August 1990, as amended by Law 15/2005, the administrative procedure officer is Matteo Bonabello.

The applicant shall be responsible for viewing and reading this Call, and fully complying with its provisions. Erroneous interpretations of provisions herein shall not result in any exceptions being made to these rules.

Pavia, date of protocol

THE CHANCELLOR  
Francesco Svelto  
Digitally signed Call



ANNEX "A" - ACADEMIC CURRICULUM

I THE UNDERSIGNED

\_\_\_\_\_

BORN in \_\_\_\_\_ (COUNTY) \_\_\_\_\_ on  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

RESIDING IN

\_\_\_\_\_

COUNTY \_\_\_\_\_ TEL. \_\_\_\_\_ MOBILE  
PHONE \_\_\_\_\_

EMAIL

\_\_\_\_\_

\_\_\_\_\_

TAX CODE:

\_\_\_\_\_

HEREBY DECLARE

UNDER MY RESPONSIBILITY, PURSUANT TO ART. 46 OF PRESIDENTIAL DECREE 445 OF 28 DECEMBER 2000 (CONSOLIDATED ADMINISTRATIVE DOCUMENTATION ACT):

that I am  ENROLLED IN  GRADUATED FROM

Degree Course in \_\_\_\_\_

Specialist/Master's Degree Course in  
\_\_\_\_\_

Enrolled in the first year of the three-year degree course in the academic year \_\_\_\_\_

that I am in possession of all the curricular requirements for admission to the Master's Degree in International Business and Entrepreneurship, namely:

\_\_\_\_\_







<b>special mentions</b>	.....	
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that I have recorded in the libretto at least 24 ECTS credits in English-only exams (excluding English language exams), namely:

Exam name	SSD	Date	Grade	ECTS credits	University where the exam was taken

that I have been / am about to be awarded a three-year degree course diploma taught entirely in English

that I am in possession of English language certification (see page 2 of the Call for list of accepted certifications) attesting to a minimum level of B2

that I am in possession of GMAT certification with a score of .....

that I am in possession of GRE certification with a score of ..... corresponding to a GMAT score of .....

I also declare I am aware of the criminal and administrative liability inherent in the aforementioned declaration.

I am aware in particular that it is a crime to provide false statements, and to present materially forged documents and documents containing false statements, and:

- that the presentation of data that no longer corresponds to the truth is the equivalent of using false data;

- that rankings acquired using the aforementioned forged documents or false statements will be declared null and void, with retroactive effect from the submission of the application, and that any fees paid will not be reimbursed.

Date \_\_\_\_\_

Signature \_\_\_\_\_