Notice for admission to the **1st year of the Artificial Intelligence Degree Course**

Academic year 2021 – 2022

CONTENTS

NOTE: Selection and enrolment procedures are subject to the completion of the degree course accreditation procedure by the Italian Ministry of University and Research pursuant to Legislative Decree no. 19/2012.

ENROLMENT DEADLINES			
Quotas for EU and non-EU students regularly residing in Italy			
WINDOW TYPE	**PLACES AVAILABLE**	**ADMISSION REQUIREMENTS**	**ENROLMENT PERIOD** *register at the link https://studentionline.unipv.it/esse3/Home.do, select SECRETARIAT>ADMISSION TEST and register for the competitive test. If your status is ‹admitted›, pre-enrol and pay the 1st instalment within the given deadline*
1st WINDOW	120	English TOLC-I test in-person or English TOLC@CASA-I test with an overall score not below 18/50	from 15 July 9.00 to 26 July 12.00
2nd WINDOW	30 + remaining places 1st window	TOLC-I in Italian in presence or TOLC@CASA-I in Italian with score not below 18/50 [mathematics, logic, science, verbal comprehension sections] and not below 21/30 in the English section	from 27 July 9.00 to 4 August 12.00
1st WINDOW WAITING LIST	remaining places 2nd window	English TOLC-I test in-person or English TOLC@CASA-I test with an overall score not below 16/50	from 26 August 9.00 to 24 September 12.00
2nd WINDOW WAITING LIST	remaining places 1st window waiting list	TOLC-I Italian in-person or TOLC@CASA-I Italian with score not below 16/50 [mathematics, logic, science sections, verbal comprehension sections] and not below 21/30 in the English section	from 28 September 9.00 to 8 October 12.00
ENROLMENT DEADLINES			

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Page 1

Non-EU quota students not residing in Italy		
PLACES AVAILABLE	**ADMISSION REQUIREMENTS**	**REGISTER FOR COMPETITIVE TEST** *register at the link https://studentionline.unipv.it/esse3/Home.do, select SECRETARIAT>ADMISSION TEST and register for the competitive test <International students competitive test for admission to first year of Artificial Intelligence course>*
	TEST **THRESHOLD**	
30	▪ SAT $\geq 960/1600$ ▪ English TOLC-I in-person ▪ English TOLC@CASA-I $\geq 18/50$ [overall score] $\geq 18/50$ [mathematics, logic, science section, verbal comprehension] ▪ Italian TOLC-I in-person ▪ Italian TOLC@CASA-I $\geq 21/30$ [English section]	from 15 July 9.00 AM to 3 September 12.00 PM

1. EDUCATIONAL OFFER

The University of Pavia, in collaboration with the University of Milan Bicocca and the University of Milan, for the academic year 2021/2022 has created an inter-university degree course in Artificial Intelligence (L-31), given in English. The degree course is for a limited number of students, as per the following quotas:

Title of degree course	Places reserved for EU and non-EU students as per Law 189/2002, art.26	Places reserved for non-EU students residing overseas pursuant to Presidential Decree no. 394/1999, as amended
Artificial Intelligence L-31	150	30

Nationals of Norway, Iceland, Liechtenstein, Switzerland and San Marino shall be treated as EU Nationals.

2. ADMISSION REQUIREMENTS

The following conditions must be met for admission to the Artificial Intelligence Degree Course:

➢ possession of one of the following titles:
   ● upper secondary school diploma;
   ● four-year baccalaureate (school-leaving) diploma, issued by upper secondary schools at which the supplementary year is no longer active. In this case, students might be assigned educational debits (additional exams) determined by the Teaching Panel ("Consiglio Didattico") of the chosen study course;
   ● academic qualification obtained abroad deemed to be eligible; a preliminary administrative verification of enrolment eligibility is possible by contacting the Admission Office at this link: https://a1700.gastonecrm.it/frontend/index.php?F=Itbb1t3 ;
➢ the **CISIA TOLC-I** certificate, **preferably in English (English TOLC-I) or alternatively in Italian** (for information https://www.cisiaonline.it/area-tematica-tolc-cisia/home-tolc-generale/?view=list) as from 1 January 2020. The test may be carried out in the following ways:
   ● at any Italian university;
   ● TOLC in-person;
   ● TOLC@CASA.

In the event of enrolment with Italian TOLC-I the student is required to submit, by 31 December 2021, certification attesting to level B2 knowledge of English, transmitting a copy via the channel FILO DIRETTO [https://a1700.gastonecrm.it/filo-diretto/#/login]. Students who fail to meet this deadline cannot book exams, and for the academic year 2022/2023 will be considered as enrolled students repeating the first year ("ripetenti"). Information on acceptable certification can be found at the following link [https://web.unipv.it/formazione/iscriversi-a-una-laurea-triennale-o-magistrale-a-ciclo-unico/con-esaurimento-posti-o-con-numeri-chiusi/laurea-triennale-in-artificial-intelligence/].

3. HOW TO ENROL

The enrolment path consists of the following steps:

1. application for competitive test to obtain a place on the course;
2. acquisition of the TOLC-I result, verification of necessary requirements and qualification for enrolment;

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Page 2

3. checking <status> in the Restricted Area;
4. **pre-enrolment and payment of the 1st instalment within the deadlines given in the Restricted Area**.

3.1. APPLICATION FOR COURSE PLACE

To apply for a course place, in accordance with the time frames indicated in paragraph 4, applicants must:

✔ REGISTER TO OBTAIN LOGIN DETAILS by connecting to the site https://studentionline.unipv.it/esse3/Home.do, selecting the item REGISTER and completing all the displayed pages. This step is not necessary if you already have the login details to access the Restricted Area of the University of Pavia. If you have lost/forgotten these details, you must request a new password, following the instructions available here: https://studentionline.unipv.it/Anagrafica/PasswordDimenticata.do;

✔ REGISTER FOR COMPETITIVE TEST, using the username and password obtained when registering. Go to the Restricted Area, click on the menu item Secretariat >Admission Test and choose <*Competitive test for admission to first year of Artificial Intelligence course*>.

3.2. ACQUISITION OF TOLC-I TEST AND VERIFICATION OF REQUIREMENTS

The TOLC test result will be automatically acquired by CISIA:
- on the same day on which the test is taken (after 23.00) when giving the TOLC test in-person;
- two days after the date on which the test is given (after 23.00), for TOLC@CASA.

Following acquisition of the TOLC result, the candidate can view the result achieved on the competitive test page in his/her Restricted Area.
The candidate must take into due account the time needed to acquire TOLC results when registering for the competitive test.

If the applicant has taken more than one test, the best available result will be considered.

3.3. CHECKING <STATUS>

Following acquisition of the TOLC result, on the competitive test page [from the menu of one's Restricted Area, Secretariat>Admission Test>competitive test link], one of the following statuses will be displayed, under "Verification of requirements":

- **"pass/eligible›** ► the TOLC result has been acquired and meets the requirements to compete for the vacant place (as defined in paragraph 4); the applicant must wait for the app to carry out a check on available places, displaying the status of 'admitted' or' not admitted', as described in the next section;

- **‹test to be taken›** ► the TOLC result has not been acquired, because it is not yet available; the candidate must wait for the TOLC result to be acquired, meeting the requirements for a change of status to "passed/eligible";

- **‹rejected›** ► the TOLC result has been acquired but does not meet the requirements (as defined in paragraph 4); the applicant cannot compete for a course place. If the candidate has taken a new TOLC test, before the closure of the window and obtained a result that meets the requirements, he/she can wait for the acquisition of the new result in order to compete for a course place.

Following the verification of TOLC requirements and availability of places, only 'passed/eligible' status applicants will be given a second-phase status [from the menu of their Restricted Area, Secretariat>Admission Test], which may be one of the following:

- **‹admitted›** ► the TOLC result has been acquired, meets the requirements to compete for the course place (as defined in paragraph 4) and places are available. The applicant must pre-enrol by the deadline indicated next to the status [admission deadline], and pay the 1st instalment by the deadline also indicated next to the status [payment deadline.].

  Applicants with an ' admitted' status who have not met the pre-enrolment deadline and/or the payment deadline for the 1st instalment will be placed in **‹cancelled› status.** In this case, the applicant has lost the opportunity to take up a course place, but may compete in a later window.

- **‹not admitted›** ► the TOLC result has been acquired, meets the requirements for competing for a course place (as defined in paragraph 4), but at the moment there are no places available.

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Page 3

NOTE: applicants in <admitted> status who do not complete the enrolment procedures within the given deadlines shall free up ranking places for <not admitted> candidates, therefore the latter must check on a daily basis the possible change of status to <admitted>.

<u>3.4. ENROLMENT</u>

Applicants' requirements and consequent statuses are reviewed and updated on a daily basis through an automatic procedure.

Pre-enrolment and payment of the 1st instalment must be undertaken digitally, according to instructions given at the following link https://web.unipv.it/formazione/iscriversi-a-una-laurea-triennale-o-magistrale-a-ciclo-unico/come-immatricolarsi/.

THE applicant must constantly check his/her Restricted Area and, in the event of "admitted" status, carry out pre-enrolment actions by the admission deadline. When the applicant has completed pre-enrolment actions, the system will generate the 1st instalment. The applicant must make this payment within the payment deadline. An applicant who fails to pre-enrol and pay the 1st instalment within the deadlines indicated in his/her Restricted Area will lose the right to take up a course place in the reference window, but may submit a new application in following windows.

The university's Offices will complete the enrolment of eligible students after making sure the 1st instalment has been paid on time and, in the case of students with a degree obtained abroad, after receiving the necessary documentation. After completing the enrolment, the applicant will receive a 'Welcome' email and will be able view his/her active academic career in the Restricted Area.

If the applicant is already enrolled in the first year or following years of another degree course at the University of Pavia, he/she must submit a **CONVERSION APPLICATION** (see paragraph 6).

Any places that are not taken up during the reference window will be made available in the next window. This information will be published on the webpage dedicated to the competitive test (https://web.unipv.it/formazione/iscriversi-a-una-laurea-triennale-o-magistrale-a-ciclo-unico/con-esaurimento-posti-o-con-numeri-chiusi/laurea-triennale-in-artificial-intelligence/).

<u>NOTE</u>: Those enrolled in the mathematics section that have posted a score below 9/20 will have an Additional Learning Requirement (O.F.A.) to be met in accordance with methods established by the competent Teaching Panel.

In addition to following the above procedures, **international students** (non-EU citizens not regularly residing in Italy) **must also refer to the provisions of paragraph 5**. Applicants with dual citizenship, one of which within the EU, will be required to comply with the procedures described in this paragraph.

4. ENROLMENT WINDOWS AND TOLC REQUIREMENTS [EU students and non-EU students regularly residing in Italy]

<u>4.1. FIRST WINDOW - FROM JULY 15 AT 9.00 TO JULY 26 AT 12.00</u>

In the first-time window 120 course places will be available, and only applicants who have taken the **English TOLC-I** test in-person at any Italian university or the **English TOLC@CASA-I** test, as from January 1, 2020, who have obtained in the test **an overall score greater than or equal to 18/50**may compete for a course place.

Applicants excluded from the possibility of being assigned a course place due to the lack of (or non-compliance with) eligibility requirements or to the non-availability of course places may reapply in subsequent time windows, as described below.

<u>4.2. SECOND WINDOW - FROM JULY 27 AT 9.00 TO AUGUST 4 AT 12.00</u>

In the second time window, 30 course places will be made available, in addition to places in the first window that have remained vacant; only applicants who have taken the **TOLC - I Italian** test in-person at any Italian university or the **TOLC@CASA-I Italian test,** as from January 1, 2020, and obtained in the test **an overall score greater than or equal to 18/50 for the mathematics, logic, science, verbal comprehension sections, and a score greater than or equal to 21/30 for the English section** may compete for a course place.

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Page 4

Applicants excluded from the possibility of being assigned a course place due to the lack of (or non-compliance with) eligibility requirements or to the non-availability of course places may reapply in subsequent time windows, as described below.

4.3. FIRST WINDOW WAITING LIST - FROM AUGUST 26 AT 9.00 TO SEPTEMBER 24 AT 12.00

This window offers the remaining vacant places for the second enrolment window. All interested applicants will be able to apply for a course place only if they have taken **English TOLC-I** tests in-person at any Italian university or the **English TOLC@CASA-I test**, as from January 1, 2020, and obtained in the test **an overall score greater than or equal to 16/50**.

Applicants excluded from the possibility of being assigned a course place due to a lack of (or non-compliance with) eligibility requirements or non-availability of places will be able to reapply in the final time window described below.

4.4. SECOND WINDOW WAITING LIST - FROM 28 SEPTEMBER 9.00 TO 8 OCTOBER 12.00

In this window any places left vacant in the previous waiting list window will be made available. All interested applicants will be able to apply to compete for the course place only if they have passed the **TOLC - I test in Italian** in-person at any Italian university or the **TOLC@CASA-I Italian test,** as from January 1, 2020, who have obtained in the test **an overall score greater than or equal to 16/50 for the mathematics, logic, science and verbal comprehension sections, and a score greater than or equal to 21/30 for the English section**.

In each of the time windows described, the applicant whose TOLC result has been acquired and meets requirements may enrol directly, if places are available, in accordance with the procedures described in paragraph 3.

5. PROCEDURE AND TERMS FOR THE ENROLMENT OF INTERNATIONAL STUDENTS RESIDING ABROAD

In application of the provisions of current legislation and *Procedures for the entry, stay and enrolment of international foreign students to higher education courses in Italy*, non-EU students not regularly residing in Italy must apply for a visa for study purposes by pre-registering through the Universitaly portal and, after the University has validated the application, must go to the Italian diplomatic representations located in their country of residence to complete the procedure.

5.1. ADMISSION REQUIREMENTS

To take up one of the places reserved for the quota of international students, interested applicants must have taken one of the following tests:

- SAT
- English TOLC-I in-person
- English TOLC@CASA-I
- Italian TOLC-I in-person
- Italian TOLC@CASA-I

TOLC tests can be given at any Italian university; total scores must be greater than or equal to 18/50 for the mathematics, logic, science and verbal comprehension sections, and greater than or equal to 21/30 for the English section (this section is present only in the Italian version).

The SAT test must produce an overall score greater than or equal to 960/1600.

5.2. ENROLMENT

To apply for course place, from July 15 at 9.00 until September 3 at 12.00 applicants will have to:

- ✔ REGISTER TO OBTAIN LOGIN DETAILS by connecting to the site https://studentionline.unipv.it/esse3/Home.do, selecting the item REGISTER and completing all the displayed pages. This step is not necessary if you already have the login details to access the Restricted Area of the University of Pavia. If you have lost/forgotten these details, you must request a new password, following the instructions available here: https://studentionline.unipv.it/Anagrafica/PasswordDimenticata.do;
- ✔ REGISTER FOR COMPETITIVE TEST, using the username and password obtained when registering. Go to the Restricted Area, click on the menu Secretariat>Admission Test and choose <*Competitive test international students for admission to first year of Artificial Intelligence course*>, and attaching certification of the test taken.

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Page 5

After having checked requirements, the University's Offices will enrol eligible candidates in the order in which they have made the reservation, until all available places are filled. Eligible applicants will receive appropriate information on the enrolment procedure by e-mail sent to the address indicated when registering for the competitive test.

To request information or assistance with enrolment operations, you can contact the Admission Office at the link https://a1700.gastonecrm.it/frontend/index.php?F=Itbb1t3.

6. COURSE CONVERSION

An applicant already enrolled in another degree course at the University of Pavia who intends to move to the degree course in Artificial Intelligence must submit an application in the manner described in paragraph 3.

If the applicant in question is in "admitted " status, he/she shall proceed as follows.

6.1. STUDENT ENROLLED IN ACADEMIC YEAR 2021/2022

The student must:
- ✔ log in to his/her Restricted Area by the deadline indicated as [ADMISSION DEADLINE] and under the item Academic Career>Course conversion submit the application to move to the degree course of interest;
- ✔ promptly pay the €16 fee, the cost of a virtual revenue stamp.

The student will not have to repay the first instalment.

6.2. STUDENT NOT ENROLLED IN ACADEMIC YEAR 2021/2022

The student must:
- ✔ pay the first enrolment instalment for the academic year 2021/2022;
- ✔ log in to his/her Restricted Area and under the item Academic Career>Course conversion submit the application to move to the degree course of interest;
- ✔ promptly pay the €16 fee, the cost of a virtual revenue stamp.

The University's Offices, having acquired the application and payment, will modify the applicant's enrolment details, moving him/her to the course indicated in the conversion application. The student can verify the change in his/her Restricted Area.

LEGISLATION AND REGULATIONS

- **Ministerial Decree no. 270 of 22 October 2004, "**Amendments to Regulation concerning the educational autonomy of universities, approved by decree no. 509 of the Italian Minister for Universities and Scientific and Technological Research dated 3 November 1999";
- **MINISTERIAL DECREES OF 16 MARCH 2007** redefining, in accordance with Ministerial Decree 270/04, Level I (bachelor) degree course and Level 2 (master) degree course classes;
- **Law no. 264 of 2 August 1999** (Rules on access to university courses) art. 2, paragraph 1, letter a)
- **Resolution of Academic Senate of February 15, 2021 and of University Board of February 23, 2021** (Establishment and creation of inter-university degree course in Artificial Intelligence. Ratification of emergency rectoral decrees. Local programming of access to study courses for academic year 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 registration of foreign/international students to higher education courses in Italy""

Information notice pursuant to art. 13 of Regulation (EU) 2016/679 on the protection of personal data

Pursuant to Article 13 of Regulation (EU) 2016/679 (hereinafter GDPR), the data provided by applicants will be processed by the University of Pavia, in its capacity as Data Controller, in order to pursue its institutional ends and carry out the University's public interest tasks, pursuant to art. 6 letter e) of the GDPR. In particular, the data will be processed to allow the provision of the specific services requested by users and relating to the completion of selection procedures for admission to study courses, as described in the competitive test notice, and the fulfilment of legal requirements.

Data are collected in compliance with the principles of lawfulness, correctness, relevance, completeness and non-excess, in relation to the purposes for which they are processed. Data processing is based on respect for the general principles of lawfulness, correctness, transparency, adequacy, relevance, and necessity, using appropriate technical and organisational measures to protect the privacy and the rights of data subjects.

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Page 6

Processing is carried out, as a general rule, through the aid of computer-based and online tools to store and manage the collected data, in some phases paper-based media may be used, in all cases in such a way as to guarantee data security and protect the confidentiality of the data subject.

Failure to consent to the provision of personal data will result in the applicant being excluded from the admission test/excluded from the selection procedure.

Users' personal data may become known and processed, in compliance with current legislation on the subject, by personnel expressly in charge of data processing.

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

Applicants shall enjoy the rights set forth in articles 15-18 of the aforementioned Regulation, including: access to personal data, their rectification, updating, integration, deletion, etc. as well as objection to the use of data other than the institutional ends mentioned above. Complaints should be submitted to the Data Controller and/or Data Protection Officer (DPO).

For further information on the processing of personal data, please refer to the extended information available in the privacy section of the institutional site https://privacy.unipv.it/wp-content/uploads/2018/07/INFORMATIVAselezioni.pdf.

The Administrative Procedure Officer, pursuant to Law 241 of 7 August 1990, as amended by Law no. 15/2005, is Mr Matteo Bonabello.

The applicant takes responsibility for viewing and reading this Notice and fully complying with its provisions. No derogations or exceptions arising from erroneous interpretations of this Notice are allowed.
For more information please contact matricole.scientifiche@unipv.it.

Please note that the University's Offices will be closed from 9 to 13 August 2021.

Pavia, date of protocol

THE RECTOR
Francesco Svelto

Digitally signed Notice

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Page 7