



# UNIVERSITÀ DI PAVIA

## ANNOUNCEMENT OF ADMISSION TO THE 1ST YEAR OF THE MASTER'S DEGREE COURSE IN INTERNATIONAL BUSINESS AND ENTREPRENEURSHIP (Class LM-77) ACADEMIC YEAR 2022-2023

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### ADMISSION AND ENROLMENT TIMEFRAME DEADLINES

Quota for EU and non-EU students regularly residing in Italy

TIMEFRAME TYPE	PLACES AVAILABLE	SUBMISSION OF ASSESSMENT APPLICATION	PUBLICATION OF ELIGIBLE/ADMITTED STUDENTS	ENROLMENT
1 <sup>st</sup> TIMEFRAME	75	From 15 Apr 2022 To 30 Jun 2022 12:00 p.m.	Candidates will be able to view their results in their own Reserved Area	From disclosure of the results of the assessment to the date displayed in the Reserved Area
2 <sup>nd</sup> TIMEFRAME	Places remaining 1 <sup>st</sup> timeframe	From 29 Aug 2022 To 9 Sep 2022 12:00 p.m.	15 Sep 2022	From 15 Sep 2022 to 23 Sep 2022 12:00 p.m.

Quota of non-EU students residing abroad and requiring a student visa

TIMEFRAME TYPE	PLACES AVAILABLE	SUBMISSION OF ASSESSMENT APPLICATION	PUBLICATION OF ELIGIBLE/ADMITTED STUDENTS	ENROLMENT
1 <sup>st</sup> TIMEFRAME ONLY	35	From 1 Mar 2022 09:00 a.m. To 30 Jun 2022 12:00 p.m.	Starting from 21 Mar 2022	Starting from 15 Apr 2022

### 1. EDUCATIONAL SYLLABUS

During academic year 2022-2023, the University of Pavia will deliver a master's degree course in English in INTERNATIONAL BUSINESS AND ENTREPRENEURSHIP (MIBE), Class LM-77 for a limited number of local students based on the following availability of places:

Name of master's course	Places reserved for EU and non-EU students pursuant to Article 26 of Law 189/2002*	Places reserved for non-EU students residing abroad pursuant to Presidential Decree 394/1999, as amended

International Business and Entrepreneurship, Class LM-77	75	35
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\* Citizens of Norway, Iceland, Liechtenstein, Switzerland and San Marino are treated as EU citizens.

## 2. ELIGIBILITY REQUIREMENTS

In order to be eligible for enrolment in the Master's Course in International Business and Entrepreneurship (MIBE), students must meet the following requirements, regardless of their country of origin:

- a) University degree (Education Regulation under Ministerial Decree 509/99 - or earlier - or Ministerial Decree 270/04) or other qualification achieved abroad and recognised as eligible or three-year university diploma.

**NOTE:** Access to the Master's Degree will also be granted to students (i) who are in the process of obtaining, no later than 31 October 2022, a relevant degree; and (ii) whose career path reflects, at the time of submitting their assessment application, the following scores:

- For European degrees: at least 140 course credits (ECTS) - including those that meet the minimum curricular requirements;
- For non-European degrees: at least 75% of the examinations included in their academic programme.

Supernumerary exams and exams not yet reflected in the career path (even if already taken) **MUST NOT BE INCLUDED WHEN CALCULATING EXAMS.**

- b) During their university career, students must have obtained:

1. At least 24 credits (ECTS) in one or more of the following scientific discipline areas (locally known as 'SSDs') in the business field: SECS-P/07; SECS-P/08; SECS-P/09; SECS-P/10; SECS-P/11; SECS-P/13;
2. At least 12 credits (ECTS) in one or more of the following SSDs in the economic field: SECS-P/01; SECS-P/02; SECS-P/03; SECS-P/04; SECS-P/06; SECS-P/12;
3. At least 12 credits (ECTS) in one or more of the following SSDs in the statistical, mathematical and econometric field: SECS-P/05; SECS-S/01; SECS-S/02; SECS-S/03; SECS-S/06; MAT/01; MAT/02; MAT/03; MAT/04; MAT/05; MAT/06; MAT/07; MAT/08; MAT/09;
4. At least 5 credits (ECTS) in the English language areas. This specific requirement may otherwise be considered as met in either of the following two cases:
  - If students hold a valid, internationally recognised English language certificate (see Appendix A for a list of such certificates) certifying a minimum level of B2;
  - If students have earned a Bachelor's degree taught entirely in English.

With respect to meeting the minimum curricular requirements (b), a tolerance of up to 10% (i.e. 6 credits) will be allowed. Such an allowance may apply to only one of the SSD groups listed above or to more than one group, except for the one referring to the English language, the requirements of which must be met at all times.

## 3. SELECTION PROCEDURES FOR EU AND NON-EU STUDENTS LEGALLY STAYING IN ITALY

### 3.1. APPLICATION SUBMISSION

The procedure for applying is as follows:

1. REGISTERING TO OBTAIN CREDENTIALS: Connect to the <https://studentonline.unipv.it/esse3/Home.do> website, select "REGISTER" and complete all the screens displayed; this step will not be required for students who already have credentials to access the Reserved Area of the University of Pavia;
2. ENTERING THE ADMISSION TEST: Login using one's credentials obtained after registration; in the drop-down menu, select "OFFICE - ADMISSION TEST" and select the exam named "ADMISSION TO FIRST YEAR OF MIBE".
3. The procedure requires the following documents to be uploaded:
  - Identity card;
  - Tax identification number;
  - Curriculum Vitae;
  - Any internationally recognised English language certificate attesting to a minimum level B2;
  - GMAT or GRE certification, if any, complete with the score achieved;
  - Signed self-certification of the exams taken complete with date, relevant SSD, number of credits, grade, graduation grade (if any) and academic years of enrolment;

- Candidates enrolled with/graduated at foreign universities are also required to include a certificate issued by the university of origin, certifying their enrolment or achievement of a degree course taught entirely in English, and showing the year of enrolment, the list of exams, credits and respective grades achieved.

The documentation must be submitted in a clearly legible pdf format.

**When registering for the exam, students will be required to complete the questionnaire included in the online procedure, providing all the information needed to calculate the score (see paragraph 3.2)**

**IMPORTANT:**

- The score and the ensuing result are calculated on the basis of the information provided in the questionnaire, which information must be reflected in the documents attached to the application. In the event of discrepancy, the information in the attached documents will prevail;
- The information/documents provided during the procedure may not be changed or amended once the application has been submitted;
- Following the eventual enrolment, a check will be carried out to verify the truthfulness of the documents attached by the candidate; for qualifications obtained abroad, a certificate of equivalence of qualification or CIMEA certificate may also be relied upon. In case of false statements, the student's career will be closed and the place in the ranking cancelled.

At the end of the procedure, the candidate will receive an application acknowledgement receipt and a receipt to proceed with payment of the "Reimbursement of expenses for participation in the assessment procedure - Admission to first year of MIBE", totalling € 35.00. Payment of the fee must be made promptly and within 24 hours of submission of the application and, once paid, will not be refunded under any circumstances. Payment must be made through the PagoPA platform as instructed on <https://web.unipv.it/formazione/calcolare-le-tasse/pagopa/>. Failure to pay the fee will result in exclusion from the assessment process.

3.2. QUALIFICATION ASSESSMENT

The Board will examine the qualifications submitted by the candidates and their academic and non-academic curricula, assigning a score as set out in the "Qualification assessment criteria" document available at the following link <https://web.unipv.it/formazione/isciversi-a-una-laurea-magistrale-o-ad-una-laurea-magistrale-plus/con-esaurimento-posti-o-con-numeri-chiusi-plus/concorso-area-business/>.

Should the Board wish to gain a further insight into the candidate's level of knowledge, a fact-finding interview may be arranged.

3.3. FIRST ADMISSION TIMEFRAME

Candidates must submit their assessment application electronically **starting from 15 April 2022 and within and no later than 12:00 p.m.** (Italian time) **of 30 June 2022.**

**NOTE:** Documents submitted after the online application is submitted will not be considered;

Candidates will be considered "eligible" if they achieve a minimum score of 32 points.

3.3.1. CHECKING ONE'S STATUS AND ENROLMENT DEADLINES

Candidate must monitor the status of their application from their own Reserved Area, through the OFFICE>ADMISSION TEST>exam link menu; under "REQUIREMENT ASSESSMENT" students can view the '**TEST TO BE COMPLETED**' status; the Board, in this case, has not yet completed the candidate assessment process.

Within 10 business days of submitting the application and paying the appropriate fee, the status will be changed to one of the following:

- '**PASSED/ELIGIBLE**' ► The candidate meets the requirements and has obtained the minimum score of 32 points, he/she will then be able to see if he/she can proceed with enrolment (see next paragraph);
- '**FAILED**' ► The candidate does not meet the requirements or scored less than 32 points; therefore he/she will not be able to proceed with enrolment. Such candidate may reapply for the second timeframe.

For candidates with a 'PASSED/ELIGIBLE' status, a check of available seats will be carried out. For these candidates, a second status will be displayed, including:

- '**ADMITTED**' ► Candidate is eligible and there are seats available. He/she must, therefore, proceed with pre-enrolment [see section 5. ENROLMENT PROCEDURES] within the deadline as set out next to the status [ADMISSION DEADLINE], and then pay the first instalment within the deadline as set out next to the status [PAYMENT DEADLINE]. The status of 'admitted' candidates who fail to meet the pre-enrolment deadline

and/or the payment deadline set for the 1<sup>st</sup> instalment will be changed to '**CANCELLED**'. In any such event, candidates will forfeit the opportunity to fill a position, but may compete in the next timeframe.

▪ '**NOT ADMITTED**' ► Candidate is eligible but there are not seats available at the moment. These candidates should monitor their status on a daily basis for any change to 'ADMITTED'.

**IMPORTANT:** No personal communications will be sent to candidates nor will any rankings be published, as each candidate is required to check their position in the Reserved Area.

**Admitted candidates who do not proceed with enrolment will be considered to have withdrawn and will forfeit their right to enrol. They may however reapply in the second admission timeframe** (see paragraph 3.4.). **NOTE:** A new application will have to be submitted complete with the relevant payment; as a result, new elements may be added and a different assessment may be achieved.

During the first admission timeframe, available seats will be assigned and the list of eligible candidates will be processed, in order of application submission, until all available seats have been filled and at any rate no later than 29 July 2022.

### 3.4. SECOND ADMISSION TIMEFRAME

Any positions still available, including as a result of forfeitures or transfers, will be published by 25 August 2022 on <https://web.unipv.it/formazione/isciversi-a-una-laurea-magistrale-o-ad-una-laurea-magistrale-plus/con-esaurimento-posti-o-con-neri-chiusi-plus/concorso-area-business/>.

Assessment applications must be submitted **from 29 August** until 12.00 p.m. (Italian time) of **9 September 2022** from the Reserved Area, according to the procedure described in paragraph 3.1. **SUBMITTING THE APPLICATION**, choosing the exam <ADMISSION TO FIRST YEAR OF MIBE - SECOND TIMEFRAME>. Candidates may change and amend the documentation submitted until the deadline set at 12:00 p.m. of 9 September from their Reserved Area.

#### 3.4.1 ASSESSMENT OF REQUIREMENTS AND PUBLICATION OF RANKING LIST

The Board will proceed with the assessment of the candidates who will be placed in a ranking based on the score achieved. During this second session, no minimum eligibility score is required.

The ranking will be published on 15 September 2022 on <https://web.unipv.it/formazione/isciversi-a-una-laurea-magistrale-o-ad-una-laurea-magistrale-plus/con-esaurimento-posti-o-con-neri-chiusi-plus/concorso-area-business/>

In the ranking list so published, candidates will be identified by the pre-matriculation number they were assigned during the enrolment process.

Following publication of the ranking list, candidates shown as <ADMITTED> will be able to proceed with matriculation, as described in section 5. ENROLMENT PROCEDURES, within and no later than 12:00 p.m. (Italian time) of 23 September 2022.

No personal communications will be sent, with posting on the webpage being considered as notice to candidates.

Candidates identified as <ADMITTED> who do not proceed with enrolment within the set deadline will be considered to have forfeited their place.

#### 3.4.2. SUBSTITUTIONS

The ranking will remain valid until the deadline of 30 September 2022 for any places remaining available as a result of forfeitures.

Such vacancies will be assigned to the following candidates by processing the merit ranking list in order of score. Successful candidates will be notified of their admission by an email sent to the email address they entered when registering for the Reserved Area, informing them of the procedures and deadlines for enrolment.

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

Non-EU candidates residing abroad can apply **starting from 9.00 a.m. of 1 March to 12:00 p.m. (Italian time) of 30 June 2022** according to the instructions published at the following link: <https://mibe.unipv.it/how-to-apply/application/#tab-id-2>.

Admission is subject to eligibility granted following the assessment of the qualifications submitted, as set out in the document named "Qualification assessment criteria" published at the following link:

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

The Board reserves the right to deliver a test/interview, electronically, to gain further insights into the candidate's curriculum and skills.

Candidates who achieve a minimum score of 32 points will be deemed to be "eligible" and included on the ranking list according to the order in which their assessment application was submitted. The ranking list will be posted on **21 March** 2022 at the following link: <https://web.unipv.it/formazione/isciversi-a-una-laurea-magistrale-o-ad-una-laurea-magistrale-plus/con-esaurimento-posti-o-con-neri-chiusi-plus/concorso-area-business/> and will be constantly updated based on assessment applications received.

Starting from **15 April** 2022, candidates included in the ranking list who have acquired the status <ADMITTED> will be allowed to enrol within the deadline as set out in the published ranking list and as per instructions provided in section 5. ENROLMENT PROCEDURES.

**Admitted candidates who do not proceed with enrolment within the aforesaid deadline will be considered to have withdrawn and will forfeit their right to enrol.**

Any vacancies will be reallocated by processing the ranking list in order of application submission, until all available positions or ranking positions have been filled, and at any rate no later than 30 September 2022.

## 5. ENROLMENT PROCEDURES

Candidates admitted to enrolment within the deadlines as notified with respect to the applicable timeframe must complete the enrolment procedure electronically, according to the instructions provided at the following link <https://web.unipv.it/formazione/isciversi-a-una-laurea-magistrale-o-ad-una-laurea-magistrale-plus/cosa-serve-per-procedere-plus/>

In addition to the electronic operations described above, in order to finalise their enrolment students with foreign qualification will be required to deliver an original copy or duplicate of the following documents to the Admission Office ([admission@unipv.it](mailto:admission@unipv.it)):

- Qualifications (or certified copy or replacement certificate) translated into Italian by a sworn translator or by the Embassy, certified by the Italian Diplomatic Missions located in the country where the qualifications were achieved or supplemented with an Apostille. With regard to qualifications issued in English, a translation will not be required;
- Certificate of equivalence of qualification or Supplement Diploma or certificate of comparability issued by CENTRO ENIC-NARIC ITALIANO (CIMEA);
- Copy of residence permit/student visa.

In the event of a delay in the issuance of documentation by the Diplomatic Missions, students must finalise their enrolment by 30 September 2023, the deadline for enrolment in the second year of the course. Failure by students to finalise their enrolment by such deadline will cause them to be enrolled in the first year as repeat students.

In case of degree course shortening for second degrees, re-assessments, acknowledgement of foreign qualifications of the same level, after enrolment students are required to submit the form 'Richiesta convalida esami generica' (Request for validation of generic exams) available in the Form section of the University web pages at (<https://web.unipv.it/formazione/modulistica/>) through the Filo Diretto platform <https://a1700.gastonecrm.it/filo-diretto/#/login>, which can be accessed using the University credentials. The Office will charge the amount of € 16 for the electronic stamp duty.

Candidates already enrolled in another degree course at the University of Pavia must, within the set deadline, proceed as follows:

1. Make payment of the first instalment of enrolment for academic year 2022/2023, if not yet paid (note: students enrolled in the first year of another degree course for academic year 2022/2023 DO NOT have to make this payment, as it has already been made for enrolment in the course of origin);
2. Access the Career>Course transfer section from your reserved area and submit the transfer application for the relevant course;
3. Settle – at the earliest and in any case within the set deadline – payment of the € 16 charge relating to the cost of the electronic stamp duty.

The Office will change the degree programme, with no further matriculation operations being necessary.

In the case of transfer from another university, candidates must, within the set deadline, proceed as follows:

1. Complete all of the enrolment procedures described earlier by selecting 'trasferimento in ingresso' (inbound transfer) as entry method;



2. Pay, within the set deadline, the enrolment fee plus the € 16 charge relating to the cost of the electronic stamp duty for transfer from other university.

The Office will enrol entitled students after establishing that payment of the first instalment has been made within the set deadlines and, in the case of students with a degree obtained abroad, after receiving the required documentation.

#### 5.1. CONDITIONAL ENROLMENT FOR STUDENTS NOT YET GRADUATED [ITALIAN QUALIFICATION]

Students who have not yet graduated must follow the instructions set out in section D] ENROLMENT PROCEDURES in order to proceed with enrolment.

These students will be enrolled 'on a conditional basis', with enrolment becoming effective only if the student earns the three-year degree **by 31 October 2022**. Failure to do so will result in forfeiture of their rights to enrol in the Master's Degree and refund of the first instalment (stamp duty deducted).

Within 31 October 2022, students who earn their degree at other universities must upload in their private area (Career section - Career attachments) the self-certification showing date and grade of graduation, list of exams taken with SSD and TAF, academic years of enrolment at the University of origin (a signed self-certification downloadable from the website of the University of origin may be attached).

### REGULATORY REFERENCES

- **Ministerial Decree No. 270 of 22 October 2004**, "Amendments to the Regulation setting forth norms concerning the educational independence of Universities, approved by Decree of the Minister of the University and Scientific and Technological Research No. 509 dated 3 November 1999";
- **MINISTERIAL DECREES of 16 March 2007** whereby the classes of bachelor's and master's degree courses were redefined, pursuant to Ministerial Decree 270/04;
- **Law No. 264 dated 2 August 1999** (Rules on access to university courses), Article 2(1)(a)
- **Resolution of the Academic Senate of 15 November 2021** and Board resolution of 30 **November 2021** (Local planning of access to degree courses for academic year 2022/2023 pursuant to Article 2(1)(a)(b) of Law No. 264 dated 2 August 1999
- **Ministerial Measures** – "Procedures for entry, stay and enrolment of foreign/international students in higher education courses in Italy"

#### **Privacy Policy pursuant to Article 13 of Regulation (EU) 2016/679 on the protection of personal data**

According to Article 13 of Regulation (EU) 2016/679 (hereinafter the "GDPR"), the data provided by candidates will be processed by the University of Pavia, as Data Controller, in the pursuit of institutional purposes and in the performance of tasks deemed as public interest of the University, as pursuant to Article 6(e) of the GDPR. More specifically, the data will be processed to allow the delivery of specific services requested by users and related to the completion of the selection procedures for admission to degree courses, as described in the relevant notice, as well as for the purposes of compliance with the requirements of the law.

Personal data are collected in accordance with the principles of lawfulness, fairness, relevance, completeness and without exceeding the purposes for which they are processed. Processing is based on the general principles of lawfulness, fairness, transparency, adequacy, relevance and necessity, with appropriate technical and organisational measures to protect the privacy and rights of data subjects.

Processing will, as a rule, be performed with the aid of computer and electronic means for the storage and management of data. In some cases, processing may be paper-based, with the security of data and protection of confidentiality of the data subjects being guaranteed at all times.

The provision of personal data is therefore mandatory, under penalty of exclusion from the admission test/under penalty of exclusion from the selection procedure.

The personal data of users may be known and processed, in accordance with current legislation, by staff explicitly responsible for processing.

The data provided by candidates will be retained by the University of Pavia for such time as may be strictly necessary for the pursuit of the above purposes and, in any case, in compliance with the regulations on the retention of administrative documentation.

Candidates' entitlements are set out in Articles 15-18 of the aforesaid Regulation, including: access to their personal data, their rectification, updating, amendment, erasure, etc., as well as being entitled to object to the use of their data for purposes other than those set out hereabove. Requests pertaining any such issues must be submitted to the Data Controller and/or the Data Protection Officer (DPO).

For further information on the processing of personal data, please refer to the full privacy policy available in the privacy section of the university website by following this link: <https://privacy.unipv.it/wp-content/uploads/2018/07/INFORMATIVaselezioni.pdf>. The person responsible for the administrative procedure, as pursuant to Law No. 241 of 7 August 1990, as amended by Law No. 15/2005, is Mr Matteo Bonabello.

**Candidate are responsible for reading and reviewing** this Notice and for fully complying with its provisions. **No waivers or exceptions resulting from misinterpretation hereof shall be allowed.**

Pavia, date of registration

Francesco Svelto

RECTOR

Electronically signed Notice