

**CALL FOR ADMISSION TO I LEVEL UNIVERSITY MASTERS COURSE
DESIGN AND DEVELOPMENT OF VEHICLE DYNAMICS and RACE ENGINEERING**

2022/2023 Academic Year

Enrolment opening: 24 June 2022

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Art. 1 - Activation

The University of Pavia, 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*', activates the following I level Masters courses for the 2022/2023 academic year:

Master course	Department of
1. DESIGN AND DEVELOPMENT OF VEHICLE DYNAMICS	ELECTRICAL, COMPUTER AND BIOMEDICAL ENGINEERING
2. RACE ENGINEERING	

The characteristics of the Masters course, admission requirements, selection criteria, required documentation, application deadlines, fees and eventual financial support can be found in the Attachments 1 and 2 to this Call for Admission, of which they form an integral part.

This Call for Admission constitutes notification in all respects and to all purposes. Any changes, updates or additions to its content will be disclosed, **exclusively**, with publication on the following web page: <https://web.unipv.it/formazione/master-universitari/master-di-primo-livello/>

Art. 2 – Application form

Candidates who wish to be considered for admission to the Masters must submit the application form, electronically, **by 21 September 2022**, using **only**¹ the specific procedure made available in the Reserved Area found at the following address: <https://studentionline.unipv.it/esse3/Home.do>

Online enrolment is in two stages:

1. **REGISTRATION**: access the [RESERVED AREA](#) and, from the MENU at the top right corner, click on

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

the REGISTER tab and fill in the required information. Students who have already been enrolled at the University of Pavia should directly click LOGIN.

At the end of the data entry, candidates are provided with a USERNAME and PASSWORD. These should be kept with care as they will be needed in the next stages of the process.

2. **ENROLMENT TO THE ADMISSION TEST:** access the [RESERVED AREA](#) using the USERNAME and PASSWORD previously assigned, LOGIN and click on the SECRETARY tab. Then select ADMISSION TEST, click on CALL FOR ADMISSION ENROLMENT, and select the required course: if the SECRETARY link does not appear, click, under the “Choose a career option” tab, on one of the courses that appears and resume the procedure.

PLEASE NOTE: UPLOAD the following documentation:

- scan (front-rear) of the identity document used during registration;
- the documentation required in article n. 9 of the Attachments 1 and 2 of this Call for Admission.

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

Once completed, candidates must:

1. **PRINT the completed and signed APPLICATION FORM** as proof that the requested data had been entered;
2. **PAY € 35.00 to cover the “Masters application fee”.**
This contribution must be paid **by 21 September 2022** and the payment should preferably be made online (by credit card or online bank transfer) using the PagoPA system - [link](#) for more information. After printing the application form, candidates must return to the main page of the Reserved Area and click on PAYMENTS, select the invoice to be paid and the payment method (PagoPA).

For candidates residing abroad, payment can only be made by credit card, always using the PagoPA system.

The paid contribution will not be refunded in any circumstances.

It is the candidate's responsibility to verify that the procedure concludes correctly; appeals regarding eventual malfunctioning of the IT system will not be accepted.

Candidates will be excluded if:

- the application is sent without, in whole or in part, the required documentation;
- they aren't meeting the admission requirements.

Candidates will be notified of their exclusion through a notice published on the Organizational Secretary's webpage. No personal communication will be sent.

PLEASE NOTE: Candidates with a disability² must, during the Call for Admission form, clearly state any eventual equipment needed to complete the possible selection process as well as requests for additional time. The University declares that it cannot request nor accept certificates issued by public authorities and providers of public services³.

Once the deadline for admission has elapsed, if the number of applications submitted is less than the maximum number of places provided by the selected Master course, the relevant Academic Board reserves the right to evaluate the reopening of the enrollment deadlines. In this case, applications will be accepted until the available places are filled according to the order in which the completed online application have been received.

² law 5 febbraio 1992, n. 104 and subsequent changes and additions.

³ decree of the President of the Republic 445/2000 and subsequent changes and additions, art. 40 paragraph 1.

Art. 3 - Candidates with a foreign academic qualification

Candidates with an academic qualification obtained abroad, comparable in duration and content to the Italian academic qualification required for access to the Masters courses, can apply for admission.

Enrolment, however, remains subject to the validation of the qualification, for admission purposes only, by the Academic Board as well as the passing of any possible selection referred to in art. 7 of Attachments 1 and 2 to this Call for Admission.

Candidates with a foreign academic qualification must respect the *Regulations for foreign students' access to university courses*, which can be consulted on the website of the Ministry of Education, University and Research: <http://www.studiare-in-italia.it/studentistranieri/>.

If the candidates are VISA applicants (<https://vistoperitalia.esteri.it/home/en>) they must complete the registration on the University portal (<https://www.university.it/>) by contacting the Organizing Secretary (references: art. 11 of Attachments 1 and 2 to this Call for Admission).

Candidates with a foreign academic qualification, once they have completed the online application process and presented the Admission form, must upload, within the deadlines established in Attachments 1 and 2 to this Call for Admission, the scan of the following documents:

1. **Academic qualification** required for admission in Italian or English;
2. **“Declaration of value”** issued by the Italian diplomatic representative situated in the country to which the institution that issued the qualification belongs;
3. **Degree certificate** in Italian or English with the taken exams and the relative marks (transcript of records);
4. As an **alternative** to the “Declaration of value”, the University recognizes the following documents as valid:
 - Diploma supplement (if the foreign qualification is issued by an European University);
 - Certificate of comparability issued by [Naric](#) / [Cimea](#).

When completing 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 qualification was issued and handed in, by the deadline of 11 January 2023, to Ufficio Master - Servizio Post Laurea - via Ferrata 5, 27100 Pavia.

Non-EU citizens, when enrolling, must present a copy of 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 *candidates from abroad*.

Art. 4 – Enrolment

The ranking list of those admitted to the Masters courses will be published on the relevant Organizational Secretary's website.

No personal communication will be sent: the publication of the ranking list on the website will serve as **official communication**.

Candidates must pre-enrol within 10 days of the Organizational Secretary opening enrolment to the course.

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 must login the [RESERVED AREA](#) and carry out the following 5 steps:

1. From the left-hand menu, select the SECRETARY tab, click on ‘Enrolment’, select STANDARD ENROLMENT and then ENROLMENT ON LIMITED-NUMBER COURSES (with a selective entrance test). Candidates should then follow the instructions provided from the system.
2. After confirming the desired Masters course, the system will ask for a clear, passport-sized photo to be uploaded.
3. Upload the scan of the following documents:
 - front-rear of the identity document used during registration;
 - tax code document;
 - residence permit/card (only required from non-EU candidates)

To upload the documents, candidates must click on ‘Insert attachment’ on the ‘Application form attachments page’ of the enrolment procedure. This step must be repeated for each document.

4. Pre-enrol on the course and then PRINT THE ENROLMENT FORM.
5. Pay the Masters application fee within 10 days of the publication of the ranking list on the Masters Organizational Secretary’s website. Please refer to art. 2 for payment methods.

EU and non-EU candidates who have been awarded a qualification abroad must also present original versions of the documentation as requested by art. 3 of this Call for Admission.

The administration office will proceed with the enrolment⁴ of qualified candidates, after having received the payment of the application fee and all the required documentation within the prescribed terms and via the methods outlined above.

Candidates who fail to send in the documentation required for enrolment **within 10 days of being informed of the opening of enrolment, by the Organizational Secretary**, will be considered to have **withdrawn**.

VAT is not added to the application fee as the Masters are official university courses and not a commercial courses. Therefore, invoices cannot be issued.

Application fees will not be reimbursed under any circumstances.

Enrolled candidates will receive a “Welcome” communication to their personal e-mail address, which will include the candidate’s University e-mail address. Candidates should activate their new e-mail 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 e-mail account will keep the same address and credentials for accessing the Reserved Area.

It is possible to change the password using the “*Change University Password*” function, which can be accessed from the webpage: <https://studentonline.unipv.it/Anagrafica/PasswordDimenticata.do>

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 be excluded and may face criminal prosecution in accordance with the prevailing penal code and special legislation (articles 75 and 76 Presidential Decree 445/2000).

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 - Conclusion of the Master course

The Masters will conclude on 30 April 2024.

Art. 7 - Publication of proceedings

The list of candidates admitted at 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 **Organizational Secretary's webpage**.

Candidates will be able to view the final ranking list by accessing the **Organizational Secretary's webpage**.

Any eventual changes, updates or additions to the content of this Call for Admission will be published, **exclusively**, on the following website: <https://web.unipv.it/formazione/master-universitari/master-di-primi-livello/>
Publication on the website constitutes official notification to the candidates.

Candidates will not receive any other communication 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 mentioned above 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. 1365/2022 of 10 June 2022.

During Master's programme participants must respect health protocols issued by any Master's seats in compliance with Italian regulations. The University reserves the right to adopt blended didactics, including both online lessons and lecturea, should the Italian rules require it.

Art. 10 - Head of 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 **Dott.ssa Silvia Bergamaschi** - Servizio Post Laurea.



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

IL DIRETTORE GENERALE
Dott. Emma Varasio
[Electronically signed document]