



MASTERS DEGREE IN MOLECULAR BIOLOGY AND GENETICS (class LM-6)

ADMISSION ANNOUNCEMENT – ACADEMIC YEAR 2018/2019

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REGULATORY LEGISLATION

- **Ministerial Decree dated 22 October 2004, n. 270** (Regulation containing laws concerning the teaching autonomy of universities;
Ministerial Decree dated 16 March 2007 under which, pursuant to Ministerial Decree 270/2004, degree course classes and Masters degree course classes were redefined;
- "Procedure for entry, residence and enrolment of students requesting a visa to Italian higher educations for the academic year 2018-2019" **published on 19 February 2018.**

EDUCATIONAL OFFER

The Department of Biology and Biotechnology will, for the academic year 2018/2019, begin the Masters degree course in MOLECULAR BIOLOGY AND GENETICS (class LM-6); detailed information on the course content is available at the following website: <http://mbg.unipv.it>.

The course is conducted entirely in English. The Masters degree is a second-level university course and provides advanced level teaching to equip students with the skills and knowledge needed to operate in specialised environments

ADMISSION REQUIREMENTS

For admission to the Masters degree, students must:

1) hold the requested qualification:

- a) have been awarded a first-level degree in classes L-13 (Biological Sciences) and L-2 (Biotechnology) in accordance with the order regulated by Ministerial Decree 270/2004;
- b) have been awarded a first-level degree in classes 12 (Biological Sciences) and 1 (Biotechnology) in accordance with the order regulated by D.M. 509/1999;
- c) hold a first-level degree other than those listed in points a) and b), awarded in Italy and recognised by the Educational Board;
- d) hold a qualification awarded abroad and recognised by the Educational Board.

2) curricular requirements:

- knowledge of the structure and functions of biological systems, in particular it is necessary to have a grounding in the following disciplines: molecular biology, cellular biology, chemistry, biochemistry, genetics and microbiology;
- knowledge of English to at least B1 level of the CEF (Common European Framework);

Candidates' knowledge of English will be verified during the admission test. As the course is held entirely in English, for students who enrol directly, passing the first examination will attest to an adequate knowledge of English.

Please note: Note: access to a Masters degree is also open to students about to be awarded a qualification recognised for access to a Masters degree course (see: Conditional enrolments), that is by 1 March 2019, and who do not have a credit deficit greater than 30 university credits (CFUs) (comprehensive of credits related to the final exam).

ADMISSION PROCEDURES: ADMISSION TEST AND PRE-EVALUATION OF CURRICULAR REQUIREMENTS

❖ STUDENTS WITH FIRST-LEVEL DEGREE AWARDED IN ITALY

Only graduates awarded a degree by 15/10/2018 from Italian universities in classes L-2 (Biotechnology degree class) and L-13 (Biological Sciences degree class) of Ministerial Decree D.M. 270/2004 and in class 1 (Biotechnology degree class) and 12 (Biological Sciences degree class) of Ministerial Decree D.M. 509/1999 and with a final mark of $\geq 92/110$ (see paragraph ENROLMENT PROCEDURES AND DEADLINES) are exonerated from the pre-evaluation of curricular requirements and from the admission test.

All other students who are yet to graduate, and students holding qualifications awarded in Italy in classes other than those requested for enrolment on the Masters Degree course, must sit the Admission Test before a commission nominated specially by the Educational Board. The test will be held at 10.00 on 25 September 2018 in A4 of the Polo Didattico Cravino, Facoltà di Ingegneria, via Ferrata 5 – Pavia and may have one of the following outcomes:

- a) unconditional entry to the Masters degree course;
- b) admission to the Masters degree, with a list of the examinations to be passed in order to make up any credit deficits;
- c) non-admission to the Masters degree course with motivations provided.

Admission test enrolment with pre-evaluation of curricular requirements

The admission test enrolment form must be sent, by electronic means only, between 18 July and 7 September 2018 (by 12.00), connecting to the <http://www.unipv.eu/site/home.html> website, and accessing the RESERVED AREA banner. Candidates must first REGISTER and, using the Username and Password obtained through this process, login to the RESERVED AREA. Candidates should then click on ADMINISTRATION and access ADMISSION TEST.

Students who have already registered need only login using the credentials already in their possession and proceed with Admission Test enrolment.

During the online admission test enrolment procedure, all candidates must upload a self-declaration certifying the qualification held and educational background, including a list of the examinations passed, with dates and marks, university credits and scientific disciplinary sector. A photocopy of a valid form of identification must also be attached to the self-certification.

Once the necessary enrolment information has been entered, candidates should print:

- a) the "Admission Test participation form", provided by the system, which includes information about the date and place of the test, as well as the candidate's personal data and education. The form should be printed, stored and presented on the day of the test.
- b) The MAV (Modulo di Avviso di Versamento - Payment against notice – see paragraph MAV PAYMENT METHODS for an amount equal to €35.00 to cover the "Fee for participation in the admission test – Masters Degree in Molecular Biology And Genetics". The fee cannot be reimbursed in any circumstances.

The Admission Test will be held at 10.00 on 25 September 2018 in Aula A4 of the Polo Didattico Cravino, at the Facoltà di Ingegneria, via Ferrata 5 – Pavia. On the day of the test, candidates must present:

1. proof of payment of the "Fee for participation in the admission test - Laurea magistrale "Master's degree in Molecular Biology And Genetics";
2. the identification document used for entering data during admission test registration, and which is valid and conforms to laws currently in force; non-EU candidates resident abroad must present their passport and 'study' entrance visa (type 'D', and valid for more than 90 days) or a residence permit (or, alternatively, a receipt from the police headquarters testifying to a residence permit request)
3. 'admission test participation form'. On the day of the test, once the candidate's identity has been confirmed, s/he will be asked to under-sign the participation form.
4. a certificate (or self-declaration) stating the number of university credits accumulated by the test date if the candidate has **not yet graduated and is enrolled at another university**.

❖ STUDENTS WITH FIRST-LEVEL DEGREE AWARDED ABROAD

Students holding a first-level degree awarded abroad will have their curricular requirements pre-evaluated and must pass the Admission Test. The Admission test consists of an interview with a specially-appointed commission and may also be conducted via Skype, on a date to be agreed, or at 10.00 on 25 September 2018 in Aula A4 of the Polo Didattico Cravino, at the Facoltà di Ingegneria, via Ferrata 5 – Pavia.

Admission test enrolment with pre-evaluation of curricular requirements

The admission test enrolment form must be sent, by electronic means only, by connecting to the <http://www.unipv.eu/site/home.html> website, and accessing the RESERVED AREA banner. Candidates must first REGISTER and, using the Username and Password obtained through this process, login to the RESERVED AREA. Candidates should then click on ADMINISTRATION and access ADMISSION TEST.

Students who have already registered need only login using the credentials already in their possession and proceed with Admission Test enrolment.

During the online admission test enrolment procedure, all candidates must express a preference regarding the interview method, via Skype or at 10.00 on **25 September 2018** in Aula A4 of the Polo Didattico Cravino, at the Facoltà di Ingegneria, via Ferrata 5 – Pavia.

During the enrolment procedure, all candidates must upload a:

1. curriculum vitae;
2. copy of a self-declaration certifying courses taken translated into Italian or English, as well as a copy of all the course outlines taken, including a translation in Italian or English;
3. photocopy of passport.

Once the required information has been entered, candidates should print:

- a) the "Admission Test participation form", provided by the system, which includes information about the date and place of the test, as well as the candidate's personal data and education. The form should be printed, stored and presented on the day of the test if the candidate has declared a preference for this interview method.
- b) The MAV (Modulo di Avviso di Versamento - Payment against notice) for an amount equal to €35.00 to cover the "Fee for participation in the admission test – Masters Degree in Molecular Biology And Genetics". The fee cannot be reimbursed in any circumstances

The specially-nominated commission will evaluate all candidates. The result of the pre-evaluation will be communicated to each candidate via mail. The communication will also contain information about the Admission Test and how it will be conducted.

MAV PAYMENT METHODS

The MAV (Payment against notice) can be paid, free of commission, at any bank counter. Payments can be made using home banking or by credit cards using the PAGO PA function that can be accessed during the Admission Test enrolment procedure.

No payments other than MAV (Payments against notice) can be accepted except in cases where candidates are resident outside Italy. Candidates resident outside Italy can make the payment via bank transfer to UNIVERSITA' DEGLI STUDI DI PAVIA – SERVIZIO TESORERIA c/o UBI - Banca Popolare Commercio e Industria IBAN IT 38 H 03111 11300 000000046566, SWIFT: BLOPIT 22776). It should be noted that any eventual fees related to overseas bank transfers must be borne entirely by the payer. Therefore, for all extra-EU bank transfers, the OUR code should appear in the field concerning fees: this guarantees that the exact amount required will be received. Any eventual fees borne by the University of Pavia must be reimbursed by means of a further payment.

ENROLMENT PROCEDURES AND DEADLINES

STUDENTS WITH A FIRST-LEVEL DEGREE AWARDED IN ITALY

Students exonerated from the Admission Test (see *ADMISSION PROCEDURES: ADMISSION TEST AND PRE-EVALUATION OF CURRICULAR REQUIREMENTS* section) and candidates who have passed the Admissions Test and who have not had CFU deficits identified by the specially-appointed commission, may proceed with enrolment.

These candidates should present, by electronic means only, the enrolment application between **1 October and 15 October 2018** (even for "conditional enrolments"), by:

- ✓ connecting to the <http://www.unipv.eu/site/home.html> website, accessing the Reserved Area by clicking on the "Reserved Area" banner and entering the username and password; selecting ENROLMENT from the menu and the chosen course; at this stage in the procedure, candidates should upload:
 - a. a clear passport-sized photograph;
 - b. photocopy (front and back) of the personal identification document containing the data entered during registration;
 - c. photocopy of the tax code document;
 - d. residence permit for candidates who are in possession of one (only for candidates with citizenship outside the EU);

then proceed to print out the ENROLMENT APPLICATION. Candidates will receive the MAV with the printout (amounting to €156.00, except in particular instances where this is waived, under the 2018-2019 Contribution Regulations). This should be used to pay the first enrolment instalment, following the methods previously described (in the section, *ADMISSION PROCEDURES: ADMISSION TEST AND PRE-EVALUATION OF CURRICULAR REQUIREMENTS*)

- ✓ - MAV payment methods).

1. In cases where examinations have to be recognised (course reductions following transfers, second degrees, revaluations, validation of qualifications awarded abroad) it is necessary to send the form found at the following link <http://www.unipv.eu/site/home/naviga-per/studenti/immatricolarsi---frequentare---concludere/articolo994.html>, with a duty stamp, to Università degli studi di Pavia – Segreteria Studenti di Scienze – via Ferrata 5, Pavia).
2. If candidates have transferred from other institutions, s/he should attach a certificate from their university of origin attesting to the transfer request, if the official documentation has yet to arrive. It should be noted that this documentation must be received by 31/10/2018.
3. Candidates who have been awarded a first-level degree from another Italian university must also attach a self-declaration attesting to the awarding of the degree (including the date and final mark), all the examinations taken (with the date, mark, number of university credits, scientific disciplinary sector and each year of university enrolment. We recommend candidates use the self-declaration issued by their online reserved area if available from their university of origin; alternatively, they should complete and send the form available at: <http://www.unipv.eu/site/home/articolo994.html>)

Should candidates encounter problems, they should send an email to: matricole.scientifiche@unipv.it. The email subject field must contain a: SURNAME, NAME AND DEGREE COURSE ON WHICH THE CANDIDATE WISHES TO ENROL.

Candidates may enrol after 15 October upon payment of a supplementary fee of €82.00, to be added to the first instalment.

The Student administration office, once it has received payment of the first instalment and the required documents within the stated deadlines and via the methods illustrated above, will proceed with enrolment. If enrolment is dependent on the Admission Test result, it will be necessary to await the examination board report.

Newly-enrolled students will receive a personal 'welcome' email which, as well as providing general information, will include their official university email address which will be used as the sole means of communication between the University of Pavia and the student. The student should activate the new email account as it is to this address that the new credentials for accessing online university services (e.g. Reserved Area and WI-FI) will be sent. Those already in possession of a University of Pavia email account will maintain it and their credentials for accessing the Reserved Area.

After enrolment, students not already in possession of a CARTA ATENEO may request one by following the indications in the CARTA ATENEO section.

STUDENTS WITH A QUALIFICATION AWARDED ABROAD

Having passed the Admission Test, students holding qualifications awarded abroad may proceed with enrolment. Enrolment may take place **between 1 October and 15 October 2018**, in the following ways:

1. connecting to the <http://www.unipv.eu/site/home.html> website, accessing the Reserved Area by clicking on the "Reserved Area" banner and entering the username and password; selecting ENROLMENT from the menu and the chosen course; at this stage in the procedure, candidates should upload:
 - a. a clear passport-sized photograph;
 - b. photocopy (front and back) of the personal identification document containing the data entered during registration;
 - c. a photocopy of the tax code document; students from abroad not in possession of the tax code document when enrolling may present the document at a later date;
 - d. a photocopy of the residence permit/card (only for candidates with citizenship outside the EU); students from abroad not in possession of the permit/card when enrolling may present the document at a later datethen proceed to print out the ENROLMENT APPLICATION. Candidates will receive the MAV with the printout. This should be used to pay the first enrolment instalment, following the methods previously described (in the section, MAV PAYMENT METHODS).
2. Submit to the Student Administration Office (from 9.30-12.00 Monday-Friday, except Wednesday 13.45 – 16.00) **by 12.00 on 15 October 2018** the following documentation:
 - a. Original certificate of the qualification requested for enrolment on the Masters degree course (first-level level degree, university diploma or approved overseas qualification) translated into Italian or English (by a recognised translator or by the appropriate embassy) and legally validated by the Italian diplomatic representative situated in the state that has awarded the qualification, as well as a declaration of value.
 - b. Diploma Supplement or degree certificate including a list of the examinations taken, issued by the institution that awarded the certificate. The certificate must be legally validated by the Italian diplomatic representative situated in the state where the certificate was issued and translated into Italian or English;
 - c. Individual course outlines issued by the university that has awarded the qualification. The course outline must be translated into Italian or English;
 - d. A photocopy (front and rear) of the identity document containing the data entered during registration and which was used to identify the student;

- e. a photocopy of the tax code document; students from abroad not in possession of the tax code document when enrolling may present the document at a later date;
- f. a photocopy of the residence permit/card (only for candidates with citizenship outside the EU); students from abroad not in possession of the permit/card when enrolling may present the document at a later date;

The documents cited above must be submitted when enrolling; if diplomatic delays occur, candidates must, in any case, regularize their position within 45 days of enrolment. If the required documents are not submitted, enrolled students will be subject to a course suspension until 31 January 2019. If, by this date, the student has still not regularised his/her position, the enrolment is automatically annulled.

Candidates may enrol after 15 October upon payment of a supplementary fee of €82.00, to be added to the first instalment.

After enrolment, students not already in possession of a CARTA ATENEO may request one by following the indications in the CARTA ATENEO section.

CONDITIONAL ENROLMENT

Candidates who have not graduated by 15 October 2018 may, by that date, conditionally enrol for the Masters degree in Molecular Biology And Genetics provided they have passed the Admission Test. To be admitted to the Admission Test, candidates must have fewer than 30 CFUs (included those related to the final exam) at the Admission Test date.

Enrolment will become effective if, by 1 March 2019, the candidate has been awarded the qualification; if the candidate is not awarded the qualification by that date, enrolment will not be completed and a full reimbursement of fees (net of the duty stamp) will be made.

CREDIT DEFICITS

If, in the pre-evaluation or interview phase, gaps in the candidate's knowledge require additional examinations to be taken, these should be passed before enrolment takes place. In order to do this, candidates may enrol for individual courses and sit the examinations, following methods outlined by the Student Administration office. Students yet to enrol may add any additional examinations necessary for enrolment to the Masters degree course, inserting them as extra examinations in their approved study plan relative to their first-level degree.

In such cases, in order for enrolment to be completed, candidates should submit, in person at the Sciences Student Administration Office (via Ferrata, 5 – Pavia, in the hours detailed on the website), the above-mentioned documentation by **1 March 2019** at the latest.

ADMISSION REQUIREMENTS AND PROCEDURES FOLLOWING COURSE TRANSFERS, TRANSFERS FROM OTHER INSTITUTIONS, AND RECOGNITION OF PRIOR LEARNING

The following cases are only applicable only for courses of the same level and after having passed an interview, where required:

- *Candidates requesting a transfer from another University of Pavia Masters degree*

by **15 October 2018** payment must be made for the first instalment covering fees for the Masters course and a contribution for original course for the 2018/2019 academic year. Payment must be made using the MAV that can be printed from the Reserved Area. Candidates should also present the transfer request application online, following the instructions provided at the following link: <http://www.unipv.eu/site/home/articolo12731.html>

- *Candidates enrolling after a transfer from another university*

must present a pre-evaluation form of their prior learning between **2 July and 24 August 2018** (date of receipt at the university, not the postage date), following the indications outlined on <http://www.unipv.eu/site/home/naviga-per/studenti/matricole.html> and, by 15 October 2018, having registered online, respecting the deadlines and following the methods detailed in the email sent by the competent office, follow the instructions explained in the ENROLMENT PROCEDURES AND DEADLINES section. Candidates should also, together with the documentation requested for enrolment, send to matricole.scientifiche@unipv.it confirmation from the institution of origin attesting to the transfer request. Candidates should complete the 'Congedo in arrivo' form available at <http://www.unipv.eu/site/home/naviga-per/studenti/immatricolarsi---frequentare---concludere/articolo994.html>, while waiting for the documentation to arrive. This must be received by 31/10/2018.

- *Candidates requesting enrolment who have already been awarded a degree or credits from their prior learning of the same level*

must present a pre-evaluation of their prior learning **between 2 July and 24 August 2018** (date of receipt at the university, not the postage date), following the indications outlined on <http://www.unipv.eu/site/home/articolo5998.html> and, by 15 October 2018, having registered online, respecting the deadlines and following the methods detailed in the email sent by the competent office, follow the instructions explained in the ENROLMENT PROCEDURES AND DEADLINES section, sending the [Seconda laurea/riciesta di convalida esami](#) form available on the online form page.

If the degree or prior learning were undertaken at another university, candidate must attach a self-declaration of their educational career, the examinations taken, the credits and scientific disciplinary sector (we recommend candidates use the self-declaration issued by their online reserved area if available from their university of origin, otherwise they can complete the form available at: <http://www.unipv.eu/site/home/documento5291.html>)

CARTA ATENEO

During the online enrolment procedure, candidates may, if they are not already in possession of one, request the PAVIA CARTA ATENEO. This multi-purpose card serves as the student's identity document.

The PAVIA CARTA ATENEO is completely free of charge and also functions as a prepaid card that can be credited with funds. It can also be used on the MasterCard network or to withdraw cash from ATMs. The useful item offers students discounts (some more than 10%) on a huge range of products, allows transfers to be made in Italy and in the Sepa area (31 European countries), receive transfers - even from abroad - make credits and it can be used for direct debit bill payments. Its function as a credit card allows the university and EDISU to manage any payments due to students and it is **the only means via which the university will credit reimbursements of fees and contributions or for making scholarship payments.**

More information about the CARTA ATENEO and its uses are available at <http://www.unipv.eu/site/home/articolo9787.html>

CIRCUMSTANCES IN WHICH THE ENROLMENT FEE MAY BE REFUNDED

Any reimbursements of fees are allowed, exclusively, in the cases described in Article 10 of the Contribution Regulations. For more detailed information on reimbursements of enrolment instalment, please consult the following link: <http://www.unipv.eu/site/home/articolo13177.html>.

NOTES AND ADDITIONAL INSTRUCTIONS

Eventual variations and/or integrations to that contained in this announcement will be published on the Student Administration Office noticeboard and on the webpage dedicated to Masters degree courses, at: <http://www.unipv.eu/site/home/articolo4291.html>.

The service may be temporarily suspended, in the evening or at weekends, for maintenance work to be performed. Delays in the compilation of online forms may be due to the connections being busy. For assistance, or if any problems are encountered during the enrolment procedure, please send an email to matricole.scientifiche@unipv.it.

Candidates who do not own a computer connected to the internet or who need assistance can visit "InfoMatricole2018" - Aula Rettorato, Palazzo Centrale Università - Corso Strada Nuova 65 - Pavia (Monday and Wednesday 9:00-12:00, Tuesday 13:30-16:30).

The helpdesk will be closed 6-17 August 2018.

Informative note in accordance with art. 13, paragraph 1 of Legislative Decree dated 30/06/2003 no. 196 ("personal data protection code")

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 fulfilling 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 Test.

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 art. 7 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, a head of personal data handling, is responsible for defending these rights.

For any matter not explicitly expressed in this document, current laws in force apply.

The **Head of Administrative Procedures**, according to art. 4 of L. 7 August 1990, no. 241 modified by L. 15/2005, is **Dr Carmen Frassica** (Cat. EP2 - Management Administration Area).

Pavia, June 20 2018

GENERAL DIRECTOR
Emma Varasio

VICE CHANCELLOR
Fabio Rugge