



University of Pavia
DEGREE COURSE DIVISION – Via S. Agostino, 1, 27100, Pavia

Department of Economics and Management
**LAUREA MAGISTRALE (MASTER'S DEGREE) IN ECONOMICS, FINANCE AND INTERNATIONAL
INTEGRATION**
(Class LM-56)

CALL FOR ADMISSION – ACADEMIC YEAR 2018/2019

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Considering:

- The Ministerial Decree n. 270/2004 (Regulation containing laws concerning the teaching autonomy of Universities), and the decrees related to its implementation;
- The Ministerial Decree of March 16, 2007 (Redefinition of the *Laurea Magistralis* classes);
- Provisions for enrolment of foreign and EU students in Italian Universities for academic year 2018/2019 published on 19/02/2018

The Department of Economics and Management offers a *Laurea Magistralis* Course (Master's Degree) in ECONOMICS, FINANCE AND INTERNATIONAL INTEGRATION (Class LM-56) for the academic year 2018/2019. The course is entirely taught in English.

The present Master's Degree is a second-level academic degree, which aims to provide graduate students with advanced training in specific fields of study or areas of professional practice. Further information on the contents of the course is available at: <http://mefi.unipv.it/>.

ADMISSION REQUIREMENTS

To be eligible for application to the *Laurea Magistralis* in ECONOMICS, FINANCE AND INTERNATIONAL INTEGRATION candidates must meet the following requirements:

- 1) Hold an Italian academic degree (either from the old Italian University system, according to the Ministerial Decree 509/1999 or from the new Italian University system, according to the Ministerial Decree 270/2004), or an equivalent foreign qualification or a Bachelor's degree (first-cycle degree); please note that admission to the *Laurea Magistralis* is also open ("conditional enrolment") to undergraduate students (but who are going to graduate no later than **1st March 2019**) and who have acquired at least 150 academic credits (ECTS) at the time of the application deadline (31st August 2018)
- 2) Meet the curricular requirements established by the Academic Regulations of Pavia University.
- 3) Have an adequate personal preparation/knowledge, verified by means of an admission test, in the cases listed in the section "Admission Test" below.

The following paragraphs outline the admission procedure.

ACADEMIC REQUIREMENTS

The minimum academic requirements necessary for enrolment are listed below:

- at least 24 University credits (ECTS) in one or more of the following areas of Economics: SECS-P/01; SECS-P/02; SECS-P/03; SECS-P/05; SECS-P/06
- at least 15 University credits (ECTS) in one or more of the following areas related to Statistics and Mathematics: SECS-S/01; SECS-S/02; SECS-S/03; SECS-S/05; SECS-S/06; MAT/06

- at least 6 University credits (ECTS) in one or more of the following areas related to Business Administration and Management: SECS-P/07; SECS-P/08; SECS-P/09; SECS-P/10; SECS-P/11
- at least 6 University credits (ECTS) in one or more of the following areas related to Law: IUS/01; IUS/02; IUS/04; IUS/05; IUS/07; IUS/08; IUS/09; IUS/10; IUS/12
- at least 6 University credits (ECTS) in English language courses
- at least 3 University credits (ECTS) in the area of computer science.

Internationally recognised English language certifications qualify for 6 ECTS in English language if they are of a B2 level (or higher) of the Common European Framework (First Certificate in English), in comprehension, speaking and reading. A TOEFL certification with an iBT total score of B2 level (87/109 or higher) is considered equivalent to a B2 level of the Common European Framework.

Some margins of flexibility are admitted, with respect to the fulfilment of the above-stated minimum curricular requirements, up to a maximum of 10%, or 6 ECTS. Such margins of flexibility may be applied indifferently to only one of the groups of the scientific areas listed above or to more groups, **except for the point referring to the English language requirement, which must be always fulfilled.**

DIRECT ENROLMENT

The following categories of students can enrol directly and are exempted from the admission test:

- 1) Bachelor's level (first-cycle) graduates, from the University of Pavia or from other Italian universities, in Economics (Class XXVIII) and in Economic and Business Management Sciences (Class XVII) of the old Italian University system pursuant to the Ministerial Degree 509/99; bachelor's level graduates in Economic and Business Management Sciences (Class L-18) and in Economics (Class L-33) according to the new academic regulations pursuant to the Ministerial Degree 270/04 **with a graduation score greater than or equal to 95/110.**
- 2) First-cycle degree students, who have not graduated yet, but who have acquired **at least 150 academic credits (ECTS)** by the application deadline and whose average mark in the exams taken is **greater than or equal to 25/30 (arithmetic average for students graduating pursuant to the Ministerial decree 509/99; weighted average for students graduating pursuant to the Ministerial decree 270/2004).**
- 3) Graduates holding a foreign Bachelor (first-cycle) degree who fulfil the academic requirements (see "Preliminary Assessment of Enrolment requirements, point 5) and **whose final graduation score, after conversion into the Italian grading system, is greater than or equal to 95/110.**
- 4) Graduates having a high level of competence **with a graduation score of at least 110/110** in a 3-year bachelor's degree (first-cycle) in one of the following classes: Civil and Environmental Engineering (L-7), Computer Engineering (L-8), Industrial Engineering (L-9), Chemical Sciences and Technologies (L-27), Physical Sciences and Technologies (L-30), Mathematical Sciences (L-35), Statistics (L-41), independently of the academic requirements owned, **provided they satisfy the English language requirement.**

PRELIMINARY ASSESSMENT OF ENROLMENT REQUIREMENTS

The students will need to apply to the preliminary assessment according to the instructions given in the section "HOW TO SUBMIT AN APPLICATION FOR A PRELIMINARY ASSESSMENT":

- 1) Bachelor's level (first-cycle) graduates with a degree different from Economics or Business Management Sciences, irrespectively of their graduation score and not fitting in the cases listed on point 4) of the previous classification for direct enrolment.
- 2) First-cycle degree students, who have not graduated yet, but who have acquired **at least 150 academic credits (ECTS)** by the application deadline and whose average mark in the exams taken is **lower than 25/30 (arithmetic average for students graduating pursuant to the Ministerial decree 509/99; weighted average for students graduating pursuant to the Ministerial decree 270/2004).**
- 3) **All students who have completed, or are about to complete, a foreign Bachelor (first-cycle) degree.**

HOW TO SUBMIT AN APPLICATION FOR A PRELIMINARY ASSESSMENT

The application form for the preliminary assessment should be submitted online **from 29st June 2018 to 31th August 2018 by 12:00 a.m.**: in order to submit, students should:

- a) Visit the following internet address: <https://studentionline.unipv.it/AddressBook/ABStartProcessoRegAction.do> and REGISTER; with the obtained Username and password, accessing on the "AREA RISERVATA", students should click on the "SEGRETERIA" link and log in, at the voice "Prova di valutazione". Students already registered should just log in with their credentials and access on the "Prova di valutazione" link.
- b) Attach (with an upload) the following documents:
 - An academic Resume, filled and SIGNED, available at attachment A (please look at page 10 of this document)

For candidates enrolled in Italian Universities: self-certification with all the exams taken, together with SSD, number of CFU and grades. We suggest to use the self-certification provided by the Area Riservata of the University, or fill and send the document available at <http://www.unipv.eu/site/home/articolo994.html>

 - For candidates enrolled in other Universities: a certification provided by the University that proves the official enrolment or the graduation in an academic degree course entirely taught in English, with the complete list of exams, credits and grades.
 - Eventually, an English language international certification (see "ACADEMIC REQUIREMENTS") with a minimum level of B2

At the end of the application for the preliminary assessment, the candidate should print the MAV document of 35,00 € and pay for the "Rimborso spese di partecipazione valutazione per titoli – Laurea Magistrale in Economics, Finance and International Integration".

MAV payment methods

The MAV (Payment against notice) can be paid, free of commission, at the counters of any bank. Payments can also be made using home banking or with credit cards, using the "PAGO PA" function. This function is available during the application process for the preliminary assessment. The bank normally takes 7-8 working days to transfer the amount paid to the University of Pavia.

No payments other than through the MAV (Payments against notice) can be accepted except for candidates residing outside Italy. These candidates can make the required payment by means of a bank transfer made out to UNIVERSITA' DEGLI STUDI DI PAVIA – SERVIZIO TESORERIA c/o UBI - Banca Popolare Commercio e Industria IBAN: IT 38 H 03111 11300 000000046566 - SWIFT: BLOPIT22776 BIC: POCIITM1XXX). It should be noted that any additional expenditure on foreign banking transactions shall be entirely borne by the originator. Therefore, in the case of transfers from non-EU countries, the field relating to bank charges will show the code "OUR", which guarantees the receipt of the exact amount due. Possible outlays at the expense of the university will need to be replenished with an additional payment

The results of the preliminary assessment will be **published by 6th September 2018** on the **Department of Economics and Management** official notice board (Via San Felice, 5) and website (<http://economia.unipv.it/>), as well as on the Master Degree's website at this link: <http://mefi.unipv.it/>

The students who, according to the preliminary assessment results, will be exempted from the admission test may proceed with the online enrolment, starting from **24st September 2018**, at <http://www.unipv.eu/site/home/naviga-per/studenti/matricole.html>, section "Enrolment area".

ADMISSION TEST

The Admission test will take place in Room A of Palazzo San Felice, Via San Felice, 5 Pavia, on **12nd September 2018**, at **09:00 a.m.**

The Department of Economics and Management will appoint an Admission Commission in order to verify whether the applying students have an adequate academic background.

The following candidates MUST take the admission test:

1. **any graduate with a graduation score lower than 95/110;**
2. students holding a foreign Bachelor (first-cycle) degree whose final graduation score, after conversion into the Italian grading system, **is lower than 95/110;**
3. all candidates (not graduated yet) attending the academic degree classes listed on point 1 of the "Direct Enrolment" section who have acquired at least 150 academic credits (ECTS) by the application deadline and whose average mark in the exams taken is **lower than 25/30 (arithmetic average for students graduating pursuant to the Ministerial decree 509/99; weighted average for students pursuant to the Ministerial decree 270/04);**
4. students about to complete a foreign Bachelor (first-cycle) degree who have acquired at least 150 academic credits (ECTS) by the application deadline and whose average mark in the exams taken, after conversion into the Italian grading system, **is lower than 25/30;**
5. **students who, according to the preliminary assessment results, need to sit for the admission test.**

ADMISSION TEST FOR CANDIDATES LISTED ON POINTS 1, 3 and 5

The previously listed candidates (points 1, 3 and 5) will have to sit for a written examination test consisting of 30 closed-ended questions to be answered. The exam questions will concern the following topics:

- Microeconomics
- Macroeconomics
- Quantitative Methods for Economics and Finance

In order to pass the test candidates must answer at least 18 questions correctly.

Reference textbooks for the admission test are listed on the Master Degree website.

ADMISSION TEST FOR CANDIDATES LISTED ON POINTS 2 and 4

The previously listed candidates (points 2 and 4) will have to undertake an oral admission test concerning the same topics and textbooks listed for students on points 1 and 3.

REGISTERING FOR THE ADMISSION TEST

The Admission Test application must be sent electronically between **16th July – 7th August 2018 (by 24.00)** by connecting to the <https://studentionline.unipv.it/AddressBook/ABStartProcessoRegAction.do> website and accessing the registration section. Candidates must first **REGISTER** and then, using their Username and Password, login the Reserved Area. Here candidates should click on **ADMINISTRATION** and access **ADMISSION TEST**.

Students who have already made their registration can login using their credentials and proceed with the Admission Test registration.

Students with disabilities, when filling in the electronic admission form, must indicate any necessary support, as well as any additional time requirement for completing the admission test.

After entering the registration information, candidates should print:

1. the "admission test participation form", provided by the online process, that includes information on the date and place of the test, as well as the candidates' personal data and education details. The form should be printed, and presented when sitting for the test.
2. The MAV (Modulo di Avviso di Versamento - Payment against notice) for a total amount equal to € **35.00** to cover the "Fee for participation to the admission test - *Laurea magistralis* (Master's degree) in Economics, Finance and International Integration". The fee will not be reimbursed under any circumstances. Non-EU students living abroad and Chinese students under the "Marco Polo" Project are exempted from paying the MAV. Students who have already paid for the preliminary assessment don't have to pay again.

When sitting for the test, candidates must bring with them:

1. Proof of payment of the "Fee for participation to the admission test - *Laurea magistralis* (Master's degree) in Economics, Finance and International Integration" (students who have already paid the fee for the preliminary assessment will use the same payment receipt).
2. The identification document used for entering data during the registration procedure for the admission test, valid and complying to the laws currently in force; non-EU candidates residing 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. The "admission test participation form". When sitting for the test, once the candidates' identity has been confirmed, they will be asked to undersign the participation form.
4. If candidates have **not graduated yet and are enrolled at another University**, a certificate (or declaration) stating the number of University credits acquired by the test date.

NOTE: Non-EU students have to bring with them their passport with the specific study-visa (type D, with over 90 days of permit to stay) or the permit to stay, which is the receipt for the Questura, attesting the deposit of the permit request.

The Admission Test is valid only for the academic year 2018-2019.

ENROLMENT METHODS AND CONDITIONS

Having successfully passed the admission test (if required) and once the required documentation to meet the conditions for enrolment has been verified (if necessary), students will have to enrol.

Students must submit the enrolment form electronically **between 16nd July and 12:00 (midday) of 15th October 2018** (these dates also apply to "conditional" enrolments") with the following procedure:

- connect to the <http://www.unipv.eu/site/home/articolo4291.html> website, and register in the "Enrollment" section.
- Enter the Reserved Area with the User Name and Password obtained upon registration (already registered students will only have to login using their credentials);
- continue to ADMINISTRATION>ENROLMENT, and then select the desired course. Complete all the required sections and then print out the ENROLMENT receipt. After printing, students will receive the MAV (Payment against notice) paying-in slip stub for the payment of the first installment of the tuition fee, which amounts to € 156.00, unless any reductions or exemptions can be applied (see Avviso sulla Contribuzione 2018-2019 at this link: <http://www.unipv.eu/on-line/Home/documento6562.html>). For instructions on how to pay the MAV, please see the section "Registering for the Admission Test" on page 3.

At the above stage students will be requested to upload the following documents:

- passport-sized photograph showing the student's face;
- photocopy (front and back) of the personal identification document associated with the data entered during the registration procedure;
- photocopy of the tax code document;
- photocopy of the residence permit/card (only for students with non-EU citizenship).
- In case of application for exams recognition (due to transfers, second degrees, re-assessments, foreign titles recognitions) it is also necessary to send the form which can be downloaded at this link: <http://www.unipv.eu/site/home/documento9251.html> The form, together with a duty stamp of € 16.00 will have to be sent to Università degli Studi di Pavia – Segreteria Studenti di Economia, Via S. Agostino, 1 - 27100 Pavia. Please see also the section "Requirements and Procedure for admission due to internal transfers, second degrees and transfers from other courses".
- In case of transfers from other Italian universities, students should also attach:
 - If already graduated**, a self-declaration detailing their academic qualification, including graduation date and final mark, all the exams taken (with date and mark), university credits and their scientific-disciplinary field; **if not graduated yet**, a self-declaration including the list of exams taken (with date and mark), university credits and their scientific-disciplinary field; a self-declaration stating the number of years of university enrolment (it is advisable to use a self-declaration on this topic, if available, issued by the Reserved Area of the university where the student studied previously; otherwise, fill the form available at this link: <http://www.unipv.eu/site/home/articolo994.html>).

In case of problems, it is possible to send a message to matricole.ecosociogiuridiche@unipv.it. The message MUST report in the "Subject" field: Student's Surname, Name and Name of the Degree the student is enrolling in.

Once the Administration Office receives:

- confirmation of payment of the first installment and the required documents **within the stated deadlines and the procedure illustrated above has been followed**,
- Official results of the admission test

it will start enrolling the eligible students.

It is possible to enroll after the deadline of 15th October, but the students will have to pay, on top of the I installment fee, a penalty of 82 euros.

Newly enrolled students will receive a personal "welcome" email providing general information, including their official University email address to be used as the only means of communication with the University of Pavia. **Students have to activate a new email account as soon as the new credentials for accessing online university services (e.g. Reserved Area and WI-FI) are received. Those already in possession of a University of Pavia email account will maintain it together with their credentials for accessing the Reserved Area.**

ENROLMENT METHODS AND CONDITIONS FOR STUDENTS GRADUATED ABROAD

Having passed the admission test (if necessary, see page 3), students who graduated abroad must enrol following this procedure:

1. Connect to the link <https://studentionline.unipv.it/AddressBook/ABStartProcessoRegAction.do> and register in the "Enrolment" section.

- Enter the Reserved Area with the Username and Password obtained upon registration; select ENROLMENT and then the study course chosen for enrolment; complete all the required sections and then proceed to PRINTOUT THE ENROLMENT FORM. After printing, students will receive the MAV (Payment against notice) for the Tuition Fee first installment payment (which amounts to € 156.00, unless any reductions or exemptions can be applied - see Avviso sulla Contribuzione 2018-2019 at this link: <http://www.unipv.eu/on-line/Home/documento6562.html>)
- Regarding instructions on how to pay the MAV, please see section "Registering for the Admission Test" on page 3.

At the above stage students will also be requested to upload the following documents:

- passport-sized photograph showing the student's face;
- photocopy (front and back) of the personal identification document associated with the data entered during the registration procedure;
- photocopy of the Italian tax code document;
- photocopy of the residence permit/card (only for students with non-EU citizenship).

2. Hand in to the Student Administration counter (Teaching Office) of the Department of Economics and Management (from 9.30 to 12 on Mondays to Fridays, except on Wednesdays when AN APPOINTMENT should be agreed between 13.45 and 16.15) **by the deadline of 12 o' clock on 15th October 2018** the following documentation:

- Receipt of the MAV for the payment of the first installment tuition fee.
- The ORIGINAL DOCUMENT (A COPY WILL NOT BE ACCEPTED) of the qualification necessary for enrolment into the Master's program (Bachelor's level degree, University diploma or approved foreign qualification) translated into Italian (by a recognized translator or by the Embassy) and legally validated by the Italian Diplomatic Authority located in the country which awarded the qualification, as well as a declaration of value ("Dichiarazione di Valore").
- A degree certificate proving the exams taken, issued by the foreign institution that awarded the certificate. The certificate must be translated into Italian and legally validated by the Italian Diplomatic Authority located in the country which awarded the qualification.
- Individual course outlines issued by the foreign University which awarded the qualification. The course outlines must be translated into English.
- photocopy (front and back) of the personal identification document associated with the data entered during the registration procedure;
- photocopy of the residence permit/card (only for students with non-EU citizenship).
- photocopy of the fiscal code card; in the case of students with foreign citizenship who do not have a card at the time of enrollment, a presentation is allowed at a later date;
- photocopy of the residence permit for those who are already in possession of it (only for students with non-EU citizenship); if students do not have permission at the time of enrollment, a presentation is allowed at a later time;
- In case of application for exams recognition (due to transfers, second degrees, re-assessments, foreign titles recognitions) it is necessary to send the form which can be found at this link:
 - <http://www.unipv.eu/site/home/naviga-per/studenti/immatricolarsi---frequenareconcludere/articolo994.html>

The form, together with a duty stamp of € 16.00 will have to be sent to Università degli Studi di Pavia – Segreteria Studenti di Economia, Via S. Agostino, 1 - 27100 Pavia.

Enrollment will not be completed if the procedure described above will not be completed in full (telematic registration and delivery of documentation at the Student Secretariat desk).

NB. It is essential to communicate to the offices by 15 October 2018 any delays in the release of documentation by the diplomatic missions. The student must however regularize his / her position compulsorily within 45 days of enrollment. In case of non-delivery, the enrolled student is subject to a career stoppage until January 31, 2019. If by that date the student has not yet regularized his position, he will proceed to cancel the enrollment.

IMPORTANT

Following the assessment of the minimal entry requirements, should the candidate's Bachelor degree transcript show faults which need to be fulfilled by taking some additional exams, the candidate must take the suggested missing exams by enrolment time. He/she can do so by registering to individual classes and taking individual exams within any university (for further information, refer to the Segreteria Studenti). In case of graduating students, they can add the missing exam/exams as supernumerary exams ("esami soprannumerari") to their last approved study plan. In this case, in order to be enrolled without any condition, the candidate must take to the Segreteria Studenti (via Sant'Agostino 1 Pavia) the documentation proving the exams taken by 1st March 2019.

CONDITIONAL ENROLMENT

Candidates attending degree programs in the classes listed on point 1 of the "Direct Enrolment" section above and not yet graduated by 15th October 2018 can enroll under the condition that they get their academic degree by 1st March 2019. We remind that, among these students, those who have acquired **at least 150 academic credits (ECTS)** by the application deadline and whose average mark in the exams taken is **greater than or equal to 25/30 (arithmetic average for students graduating pursuant to the Ministerial decree 509/99; weighted average for students graduating pursuant to the Ministerial decree 270/2004)** can enrol under the above condition without having to take the admission test. **On the other hand, students who have acquired at least 150 academic credits (ECTS)** by the application deadline and whose average mark in the exams taken is **lower than 25/30 (arithmetic average for students graduating pursuant to the Ministerial decree 509/99; weighted average for students graduating pursuant to the Ministerial decree 270/2004)** will have had to pass the admission test in order to enrol under the above stated condition. The enrolment procedure will be completed if the student obtains the required academic degree by the already specified deadline (1st March 2019). If the student fails to graduate by that date, the enrolment procedure will not be completed and the Tax Office will reimburse the paid tuition fees (minus the stamp duty).

PAVIA ATENEO CARD

During the telematic registration procedure, if the student does not already have it, he can request the issue of the "PAVIA ATENEO CARD", a multi-purpose university card that serves as an identification document for the Pavia university student. The completely free University Card Pavia is also a prepaid rechargeable credit card, which can be used on the MasterCard circuit to pay for expenses or withdraw cash from ATMs. A very useful tool that offers students discounts (even higher than 10%) on many items and also allows you to send wire transfers in Italy and Sepa area (31 European countries) and receive transfers from abroad, make credits, domicile users. The credit card function also allows the University and EDISU to make payments for any reason due to students and is the only instrument used by the University to credit the refunds of taxes and contributions or to make payments for the scholarships of study.

Further information on the functionality of the UniversityCard and the methods for its request are available at the following link <http://www.unipv.eu/site/home/article9779.html>

REQUIREMENTS AND PROCEDURE FOR ADMISSION DUE TO INTERNAL TRANSFERS, SECOND DEGREES AND TRANSFERS FROM OTHER COURSES (of the same level)

Students from another Master Degree within the University of Pavia who want to enrol into MEFI

They will have to apply for a pre-evaluation of their study curriculum between 13th July and 24th August 2018 (24th August being the date when the application must be received by the University and not when it is sent by the student) following the procedure illustrated at the following link: <http://www.unipv.eu/site/home/articolo5998.html>. Depending on the pre-evaluation outcomes, they may have to undertake the admission test. If admitted, they will pay the first installment of the 2018-2019 tuition fee, by 15th October 2018, using the MAV payment slip which can be printed in the Student's reserved area. They will have to apply for the

transfer ("Domanda di passaggio") online, following the instructions published at this link:
<http://www.unipv.eu/site/home/articolo12731.html>.

Students from another University who want to enrol into MEFI

They will have to apply for a pre-evaluation of their study curriculum between **13th July** and **24th August 2018** (24th August being the date when the application must be received by the University and not when it is sent by the student) following the procedure illustrated at the following link: <http://www.unipv.eu/site/home/articolo5998.html>. Depending on the pre-evaluation outcomes, they may have to undertake the admission test. If admitted, they will have to register online by 15th October 2018, following the instructions which will be sent to them by-mail. Then they will have to read the section "**Procedure and deadlines for enrolment**" (**Modalità e Termini per l'Immatricolazione**) and proceed according to the information provided in that section. The students will also have to send to matricole.ecosociogiuridiche@unipv.it a receipt, issued by the University where the student is moving from, which confirms that the student has applied for the transfer. By 31st October 2018 at most all the necessary forms and documents have to be received by the University of Pavia, together with the form "Incoming Transfer" (Congedo in Arrivo), which can be found at the following link: <http://www.unipv.eu/site/home/naviga-per/studenti/immatricolarsi---frequentare---concludere/articolo994.html>

- Students holding a previous degree or credits acquired from previous studies (of the same level) who want to enrol into MEFI

They will have to apply for a pre-evaluation of their study curriculum between between **13th July** and **24th August 2018** (24th August being the date when the application must be received by the University and not when it is sent by the student) following the procedure illustrated at the following link:

<http://www.unipv.eu/site/home/articolo5998.html>. Depending on the pre-evaluation outcomes, they may have to undertake the admission test. If admitted, they will have to register online by 15th October 2018 following the instructions which will be sent to them by e-mail. Then they will have to read the section "**Procedure and deadlines for enrolment**" (**Modalità e Termini per l'Immatricolazione**) and proceed according to the information provided in that section. They will also have to send the form "Second Degree/Application for previous exams recognition" (Seconda Laurea/Richiesta di convalida esami), available online in the "Forms" section, at:

<http://www.unipv.eu/site/home/naviga-per/studenti/immatricolarsi---frequentare---concludere/articolo994.html> If the student studied for the previous degree or took his/her previous studies at another University, he/she will have to attach a self-declaration listing the exams taken with associated credits and scientific-disciplinary field (it is advisable to use a self-declaration on this topic, if available, issued by the Reserved Area of the University where the student studied previously; otherwise, fill in the form available in the "Forms" section:

<http://www.unipv.eu/site/home/documento5291.html>)

In case of transfers, in order to be admitted to the II year of MEFI it is necessary to have reached, at the time of the application deadline, at least 30 CFU, which need to be pre-evaluated by the admission Committee of MEFI. See pre-evaluation procedure described on page 2.

POSSIBLE REPAYMENT OF THE RATE OF REGISTRATION

Any refund of taxes and contributions is allowed only in the cases referred to in art. 12 of the Contribution Regulation available at the following link: <http://www.unipv.eu/site/home/documento6563.html>

NOTES AND ADDITIONAL INSTRUCTIONS

Students without internet access or who require assistance can contact the following offices:
Infomatricole – Palazzo Centrale Università - Corso Strada Nuova 65 – Pavia: from 9 to 12, on Mondays and Wednesdays; on Tuesdays from 13:30 to 16:30. **The access point will be closed from 6th to 17th August 2018.**

Users may encounter temporarily service disruptions during evenings or weekends due to site maintenance. Any possible delay in the compilation of forms may be due to the large numbers of users connected. For assistance, and to report problems, please send an email to matricole.ecosociogiuridiche@unipv.it.

Informative note in accordance with art. 13, paragraph 1 of the Legislative Decree n. 196 of 30th June 2003 (“personal data protection code”).

The information provided by candidates will be stored in the Information Systems Area of the University of Pavia and processed by the information system specifically designed to the admission test registration process and the compilation of the final ranking list. Conferring personal data is therefore compulsory, and failing to do so will result in exclusion from the admission test. If candidates enrol, their personal data will be used by the Student Distribution staff. Candidates are entitled to the rights stated in art. 7 of the code mentioned above 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 the use of their personal data for purposes other than those stated above. The Rector of the University of Pavia, Head of the treatment of personal data, is responsible for defending these rights. See Appendix 2 for **information on the treatment of personal data** from the Ministerial Decree of 18th June 2009, which this Call for Admission acknowledges.

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

The **Head of Administrative Procedures**, according to the art. 4 of the Law n. 241 of 7th August 1990, modified by the Law n. 15/2005, is **Dr. Carmen Frassica** (Cat. EP2 – Management Administration Area).

Pavia, 12 June 2018

THE GENERAL DIRECTOR
Emma Varasio

THE RECTOR
Fabio Rugge