



UNIVERSITÀ DEGLI STUDI DI PAVIA

Servizio Qualità della Didattica e Servizi agli Studenti

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CALL FOR APPLICATIONS FOR ADMISSION TO THE TWO-YEAR, FIRST LEVEL “MUSIC AND CULTURAL PRACTICE IN EUROPE” MUSICOLOGY MASTERS COURSE (IN ENGLISH) A.Y. 2016/2018

Enrolment opens: 22 MARCH 2016

Art. 1 - Activation

The University of Pavia will activate, for academic year 2016/2017, a **two-year, first level “Music and Cultural Practice in Europe” Musicology Masters course (in English)**, in accordance with Articles 36, 37 and 38 of the statute, article 3 paragraph 9 of Ministerial Decree dated 22 October 2004 and article 11 the university’s didactics regulations for governing Masters courses, specialist courses, refresher and ongoing training courses.

The features of the Masters course, the admission requirements, selection methods, required documents, enrolment conditions, costs and eventual economic support are described, in detail, in the attachment to this call for applications, of which they constitute an integral part.

This call for applications has full notification value. Eventual modifications, updates or integrations will be communicated exclusively via notices published on the following website:

<http://www.unipv.eu/site/home/didattica/post-laurea/master/master-i-livello.html> - First level Masters

Art. 2 – Admission

Those who wish to be admitted to the Masters course should present the admission form, in electronic format, **by the deadline stated in the present call for applications**, by following, **exclusively**¹, the procedure found in the Reserved Area that can be accessed at the following address: <https://studentionline.unipv.it/esse3/Home.do>

There is a two-stage online enrolment procedure:

1. **REGISTRATION:** by accessing the [Reserved Area](#) and clicking on the REGISTER tab located on the left-hand banner. Those who have already enrolled with the University of Pavia should click on the LOGIN link.
Candidates will be asked to enter their personal information², identity document data³ and contact details.
Once this data has been entered, candidates are assigned a USERNAME and PASSWORD. These must be stored carefully as they must be used during successive stages of the enrolment procedure.
2. **ENROLLING FOR THE ADMISSION TEST:** candidates must access the RESERVED AREA using the previously assigned USERNAME and PASSWORD, LOGIN and click on the ADMISSIONS tab. Candidates should then click on ADMISSION TEST, then COURSE SELECTION, before selecting the desired course. If the ADMISSIONS tab does not appear, in order to make the left menu available, click on one of the academic careers listed and follow the procedure outlined above.
3. **ATTACH the following documents in electronic format:**

¹ Applications received using other means will not be taken into consideration.

² Including the fiscal code, which it is advisable to have close to hand.

³ In order to confirm candidates’ identity, this document must be presented at an eventual selection test.



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- A photocopy (front-rear) of the personal identity document used during registration.
- The documents requested in article 9 of the call for applications

The form to be used for self-certifications can be downloaded from the following website:
<http://www.unipv.eu/site/home/didattica/post-laurea/master/master-i-livello.html>.

For information on how to attach the documentation, please consult the explanatory document that can be viewed at the above address.

Certificates attached to the application form will not be taken into consideration.

N.B.: Disabled candidates who wish to participate in the call should, in accordance with Law 5 dated February 1992, No. 104 and subsequent modifications and integrations, make a specific request concerning any accessories required or regarding the need for additional time to complete an eventual selection test.

No modifications may be made to the data once it has been confirmed and sent in electronic format.

Once this data entry has been completed, candidates must print:

1. **The signed admission application form**⁴;
2. **The MAV (Payment against notice) of €32.00 as a 'Masters admission fee'** (this payment must be made by the admission deadline). After printing the admission form, candidates should return to the homepage of the RESERVED AREA and click on PAYMENTS, then on the number entered in the INVOICE column and, finally on the PRINT MAV tab. **Payments must be made for each admission request presented.**

Under no circumstances will payments be reimbursed.

It is the candidate's responsibility to ensure that the procedure has been concluded correctly; appeals concerning the malfunctioning of the technology will not be upheld.

The MAV may be paid, commission-free, over the counter at the Banca Popolare Commercio e Industria or over the counter at any other credit institution⁵. Once payment has been made, the University of Pavia will receive the payment in approximately 7/8 working days.

No other forms of payment will be accepted, the only exception being candidates resident abroad who should make a bank transfer to UNIVERSITA' DEGLI STUDI DI PAVIA – SERVIZIO TESORERIA c/o UBI - Banca Popolare Commercio e Industria - IBAN IT 321 05048 11302 000000046566, SWIFT: BLOPIT 22XXX BIC: POCIITM1XXX).

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 covered by means of a further payment.

Students who make bank transfers from outside the EU must ensure they select, in the field related to the bank operation costs, the OUR code and not the SHARE code. If the SHARE code is selected, the payment will be incomplete and candidates will be asked to make up the missing amount by making a second bank transfer".

The printed and signed admission form, complete with a photocopy of documentation to demonstrate that the MAV payment has been made, together with any eventual documents requested, must be presented **by the deadline established in this call for applications**, via:

- **Registered post** addressed to **Servizio Sistemi Archivistici dell'Università degli Studi di Pavia – Protocollo** – Palazzo del Maino, Via Mentana n. 4 – 27100 Pavia

⁴ Printing the enrolment form may also result in the emission of the MAV (payment against notice) for payment of the "Masters enrolment fee".

⁵ Payment may be made using any PagoBANCOMAT debit card at any Bank of the Gruppo Unione di Banche Italiane ATM. ATM operations can be made by entering the MAV identification code and the amount stated on the printed payslip. A receipt will be provided once the transaction has been completed.



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- **Delivered directly to the Servizio Sistemi Archivistici of the University of Pavia – Protocollo** – Palazzo del Maino, Via Mentana n. 4 – (from Monday to Friday, 9.00 - 12.00; Wednesday, 9:00 - 12:00 and 14:00-16:30)
- Via **certified electronic post (PEC)** sent to: amministrazione-centrale@certunipv.it

In terms of the deadline, the office stamp from the University of Pavia's Servizio Sistemi Archivistici, which will receive the application, will be considered, except in the case of **certified electronic post (PEC)** for which the send date will be considered.

Any attached documents will not be returned.

N.B.: In accordance with article 40, paragraph 1 of Presidential Decree 445/2000 and subsequent modifications and integrations, the University cannot accept certificates issued by public administration bodies or by operators of public services.

Once the deadline date has passed, should the number of applications presented be inferior to the maximum number of places established for the Masters course, the teaching board reserves the right to evaluate the re-opening of enrolments. In such an event, applications will be accepted until the number of places available has been reached, in the order in which the applications were entered online.

Applications, whole or partly-completed, lacking the requested documentation will not be accepted. Candidates who lack the admission requirements will be excluded.

Information regarding exclusions will be made exclusively via notices published on the website of the organising administrative office. No personal correspondence will be sent.

Art. 3 – Candidates who hold academic qualifications awarded overseas

Candidates who hold academic qualifications awarded overseas may present applications provided their qualifications are comparable in duration and content to the Italian qualifications requested for admission to the Masters course. Enrolment, however, is dependent upon an evaluation on the validity of the qualifications solely for enrolment purposes, by the competent Teaching Board, and the passing of any eventual admission tests.

Overseas candidates must respect the *Norms regulating overseas students' access to university courses*, which can be consulted on the Ministry of Instruction, Universities and Research website: <http://www.studiare-in-italia.it/studentistranieri/4.html>

Overseas citizens, once they have enrolled online, should present, together with the admission form and by the deadline established in this call, the following documentation:

1. **A copy of the academic qualification** requested for admission with details of examinations taken and the marks awarded, translated⁶ into Italian
2. **A copy of the 'declaration in loco'** issued by the competent Italian representative for the country in which the awarding institution is based

When enrolling, **originals** of the requested documentation must be presented, together with a legal validation issued by the competent Italian representative for the country in which the awarding institution is based.

If admitted to the Masters course, non-EU citizens must present a residency permit.

Italian citizens who hold an academic qualification awarded overseas that has not been declared equivalent to an Italian degree must follow the admission procedure for *overseas citizens*.

Art. 4 – Enrolling for Masters courses

⁶ Candidates may contact local translators and have the translation validated by the competent Italian representative for territory. If in Italy, candidates may contact their local court or official translators for translations and legal validation.



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The Masters admission ranking list will be published on the organising administrative office website as well as in the Reserved Area (link: <https://studentionline.unipv.it/esse3/Home.do>) where candidates may LOGIN using their credentials and, by selecting the ADMISSION TEST tab, check the rankings.

No personal correspondence will be sent: publication of the ranking list on the website will be considered official correspondence.

Candidates should, therefore, pre-enrol within 7 days of the confirmation from the organising administration office that enrolment has opened.

In accordance with current university regulations, enrolment on more than one degree course, specialist/postgraduate course, specialisation or doctorate research course is not permitted. Those in receipt of research grants are not permitted to enrol on to the Masters course.

In order to enrol, candidates should:

1. Select the ADMISIONS tab from the left-hand menu, click on "ENROLLMENTS", select STANDARD ENROLMENT and then ENROLMENT FOR COURSES WITH PROGRAMMED ACCESS (with admission via selection test). Candidates should then follow the instructions provided in the video.
2. After confirming the Masters course for which enrolment is desired, insert a passport format photograph that shows the candidate's face clearly and in full.
3. Attach the following documents in electronic form:
 - A photocopy (front-rear) of the personal identity document used during registration.
 - A photocopy of the fiscal code card
 - A photocopy of the residence permit/card (only requested of candidates who are non-EU citizens)

In order to attach the documents, candidates should click on "attachments" on the "Enrolment form attachments" screen of the enrolment procedure. The procedure must be repeated for each document to be attached.

4. Pre-enrol for the chosen Masters course before PRINTING THE APPLICATION FORM ⁷.
5. Print the MAV (payment against notice) relative to the enrolment fee for the Masters course ⁸. See article 2 for indications regarding MAV printing and payment methods.

EU and non-EU candidates who hold an academic qualification awarded overseas must present originals of the required documentation detailed in article 3 to the administration office at the "Servizio Qualità della Didattica e Servizi agli Studenti" - Esami di Stato – via Ferrata 5, 27100 Pavia.

The administration office will enrol ⁹ eligible candidates after having received the enrolment fee and the required documentation **by the established deadline and via the methods outlined above**.

Candidates who **do not send** enrolment applications within **7 days of the confirmation from the organising administration office that enrolment has opened will be considered as having withdrawn**.

The enrolment fee is VAT exempt as the Masters course is part of the university's institutional and not commercial activities. Therefore, invoices cannot be issued.

⁷ Printing the enrolment form may also result in the emission of the MAV (payment against notice) for payment of the "Masters enrolment fee".

⁸ The payment must be made within 7 days of the publication of the online ranking list.

⁹ Candidates' enrolment is conditional upon a verification that they meet the admission requirements. The University administration office reserves the right to check the truthfulness of the content of candidates' declarations. Should the documentation presented by candidates not correspond to the truth, without prejudice to the penalties provided for by criminal law and by specific laws (articles 75 and 76 Presidential Decree 445/2000), candidates should be aware that positions and/or benefits gained through the use of said documents and false declarations will be annulled.



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Under no circumstances will the enrolment fee be reimbursed.

Newly-enrolled students will receive a 'Welcome' email that will include their university email address. Students should activate their email address as it will be used for the sending of other credentials to access the university's online services (e.g. the Reserved Area and wifi).

Students already in possession of a University of Pavia email address will maintain it, as well as their normal credentials for accessing the Reserved Area.

Obviously, it is possible to modify these credentials by using the 'Modify University Services Password' link that can be accessed from the webpage: <https://studentionline.unipv.it/Anagrafica/PasswordDimenticata.do>

Art. 5. - Insurance

The University of Pavia, in accordance with Presidential Decree dated 30 June 1965 n.1124, bis and subsequent modifications, guarantees INAIL personal injury insurance cover and adequate insurance cover for third party civil liability risks, limited to the activities related to the Masters course.

Art. 6 – Conclusion of the Masters course

The two-year Masters course concludes at the end of the academic year that follows that of the activation year (30 April 2019).

Art. 7 – Publication of the acts

The list of candidates admitted to each phase of the procedure, the Masters start date, the calendar of activities as well as all correspondence to candidates, will be made public by its publication on the **website of the administration office organising the Masters course**.

Candidates may view the final ranking list by accessing the Reserved Area and following the procedure used to enrol for the Masters course.

Any eventual modifications, updates or integrations to the content of this call for applications will, **exclusively**, be published on the website:

<http://www.unipv.eu/site/home/didattica/post-laurea/master/master-i-livello.html> - First level Masters

Publications on the internet site constitute correspondence to candidates.

Candidates will not receive any correspondence from the university administration offices.

Art. 8 – Disclosure pursuant to art.13, paragraph 1 of Legislative Decree 30/06/2003 n. 196 ("Personal data protection code")

The personal data provided by candidates is collected electronically by the University of Pavia's Information Technology department and handled exclusively for enrolment to the admission test and for drawing up the ranking list.

Conferring personal data is therefore obligatory and failure to do so will result in exclusion from the call procedure.

If enrolled, candidates' data will be handled, manually, by state examination staff. Candidates are entitled to the rights stated in art. 7 of the code mentioned above regarding personal data, its modification, updating, integration, cancellation etc., as well as reserving the right to oppose any use of the data other than the institutional purposes stated above.

These rights may be enforced against the Vice-Chancellor of the University of Pavia as the personal data controller.

Art. 9 – Reference regulations

Though not expressly stated in this call for applications, current laws regulating university Masters courses will apply, in particular Ministerial Decree dated 22 October 2004 n. 270, to "Regulations for the institution of university Masters courses, specialist courses, refresher and ongoing training courses" from the University of Pavia, and Institutional Vice-Chancellor Decree N. **344/2016** dated **3/03/2016**.



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Art. 10- Head of Administrative procedures

In accordance with article 4 of Law 241 dated 7 August 1990 and subsequent modifications and integrations, the head of administrative procedures is **Dott.ssa ELENA ALBERA** - Servizio Qualità della Didattica e Servizi agli Studenti.

For further information:

Contact:

URP - Ufficio relazioni con il pubblico

telephone: +39 0382 989898 (from Monday to Friday, 9.00-12.00 and 14.00-16.30) – Students currently enrolled at the University of Pavia: "[FILO DIRETTO](#)"

Others: unipvinforma@unipv.it

State examination office

website: <http://www.unipv.eu/site/home/didattica/post-laurea/master.html>

fax: +39 0382985976

Pavia, 22/03/2016

GENERAL DIRECTOR
Dott. Emma Varasio

MS/EA/cg