



UNIVERSITY OF PAVIA

FACULTY OF MEDICINE AND SURGERY

MASTER'S DEGREE IN MEDICINE AND SURGERY - Class LM-41 FIRST YEAR ADMISSION ANNOUNCEMENT – ACADEMIC YEAR 2009/2010

The Faculty of Medicine and Surgery will be running two single cycle Master's Degree courses in Medicine and Surgery in the academic year 2009/2010:

- 1) Single cycle Master's Degree in Medicine and Surgery; this course is run entirely in Italian;
- 2) Single cycle Master's Degree in Medicine and Surgery (in English); this course is run entirely in English. Students enrolled in the first year are exempt from paying the registration fee and tuition fees (they are only required to pay established fixed payments).

Candidates must choose which course they would like to enrol in when they register for the admission test. They can also indicate a second choice in case they do not qualify for a place on their chosen course (this second choice will be consulted during the subsequent entry stage). This procedure is explained below (see paragraph ADMISSION TEST RESULTS AND HOW TO ENROL).

Considering:

- The Ministerial Decree of 22nd October 2004, no. 270 "Modifications to the Regulation containing laws concerning the teaching autonomy of Universities, approved by the Ministerial Decree for Universities and Scientific and Technological Research on 3rd November 1999 no. 509";
- The Ministerial Decrees of 16th March 2007 which redefined, in accordance with Ministerial Decree 270/04, the classes of Degree courses and Master's degree courses;
- [MIUR circular no. 1291](#) of 16th May 2008 (Provisions, valid for the three year period 2008-2011, for foreign student and EU student enrolment at Italian universities)
- **The Ministerial Decree of 3rd July 2009** (Definition of number of places available on the Master's Degree in Medicine and Surgery, with reference to class LM – 41 for the academic year 2009/2010)
- Bylaw of the Academic Senate of 16th June 2009

the competitive entry procedure for admission to the first year of the Master's Degree Course in Medicine and Surgery, in accordance with art. 1, paragraph 1, letter a) of [L. 2nd August 1999, no. 264](#) (regulations on access to university courses) is published herewith:

Course title	Number of places available for EU and non-EU students L. 189/2002, art. 26	Number of places available for non-EU students residing abroad DPR n. 394/1999 and subsequent changes	Number of places available for Chinese students who are part of the "Marco Polo" project
LMU Medicine and Surgery <i>(course in Italian)</i>	150	5	10
LMU Medicine and Surgery <i>(course in English)</i>	70	10	---

ADMISSION REQUIREMENTS

To apply for the Master's Degree in Medicine and Surgery, candidates must be in possession of either a second grade Italian secondary school leaving qualification or an equivalent foreign qualification.

INTERNET APPLICATION REQUEST

Candidates must apply online, between **23rd July and 26th August 2009 (by 12:00am)**. Candidates should go to: www.unipv.it, click on "[Spazio Matricole 2009](#)" (registration 2009) and REGISTER to receive a Username and Password, which they should then use to access the private area of the website, click on "[SEGRETERIA](#)" (office) and then "[TEST DI AMMISSIONE](#)" (admission test).

Click on the flag icon in the private area of the website to access the entire registration and subsequent enrolment process in English.

Candidates can only apply **after paying** the registration fee of **€ 30 (payment must be made by 26th August 2009)**: this fee must be paid into a post office bank account (ccp n. **198200**, made out to "Università degli Studi di Pavia - Servizio Tesoreria"; payment reference: "Rimborso spese per partecipazione a test di ammissione – Medicina e chirurgia") and the transaction must be stated on their application form. This fee is non-refundable. Non-EU students residing abroad and Chinese students who are part of the "Marco Polo" project are exempt from paying this fee.

N.B.: When making the application request, disabled candidates must clearly state if they require any specific support, including extra time to complete the admission test.

When applying, candidates may also indicate a second choice, i.e. the course they are not applying for. If they do not do so at this stage of the process, it will be impossible for them to apply for a place during the subsequent entry enrolment stage.

If the regulations regarding either online registration or fee payment are not respected, the candidate will not be allowed to take the admission test.

N.B.: Candidates must print the form "[domanda di partecipazione alla prova di ammissione](#)" (admission test request), when they have completed the online procedure. This contains information about the date and location of the exam and the candidate's personal information and school information. Candidates must bring this printed document with them to the admission test.

Candidates who do not have a computer or access to the internet can use the computers available to them either at the PC Point in the "[Sportello Unico MATRICOLE](#)" (University registration counter) in P.zza Leonardo da Vinci, or at the Student Office in the Science Faculty in Via Ferrata, 1, PAVIA (Monday-Friday: 9:30am – 12:00pm). **Closed 10th – 14th August 2009.**

There may be temporary disruption to the online service in the evening and at weekends/public holidays due to routine maintenance. The online application process may be slow during the day or during office hours due to a high volume of traffic. To ask for help or to report a problem, send an email to: matricole.scientifiche@unipv.it, which appears during the registration process.

To see the total number of admission test applicants after 26th August 2009, candidates should go to www.unipv.it, and follow this path: click on "**Spazio Matricole 2009**" (registration 2009), enter the private area, click on "Test di ammissione" (Admission test), click on "Laurea Magistrale Ciclo Unico 6 anni" (Master's Degree Single Cycle 6 years), select the course they are applying for.

ADMISSION TEST: CONDITIONS AND CONTENTS (art. 4, paragraph 1 of L. 264/1999)

The admission test will take place on **3rd September 2009 at 11:00am**. The requirements of disabled candidates will be accommodated according to [L. 104/1992](#), modified by [L. 17/1999](#). The total **duration** of the test will be **2 hours**. Candidates will not be permitted to enter once the test has begun.

Candidates should go to the **Faculty of Engineering at 8:15am, in Via Ferrata 1, Pavia**, with the following documents:

1. Proof of payment of the "Rimborso spese per partecipazione a test di ammissione – Medicina e Chirurgia" (admission test fee);
2. A valid identification document (in accordance with the laws in force);
3. Application request for the admission test. Candidates will be asked to sign their application request on the day of the test immediately after their identification document has been checked.

THE LOCATION OF THE TEST WILL BE PUBLISHED ONLINE AFTER 4:00pm ON 31st AUGUST. TO RECEIVE THIS INFORMATION, CANDIDATES SHOULD VISIT WWW.UNIPV.IT AND CLICK ON "SPAZIO MATRICOLE 2009" (registration 2009).

N.B.: Non-EU candidates residing abroad should bring either their passport and their specific "student visa" (type "D", which should be valid for more than 90 days), or their residence permit (or the Police receipt attesting that a request for this permit has been made).

The **Italian language test** will be held on **1st September 2009, at 10:00am**, in "Aula G1", Palazzo San Tommaso, P.zza del Lino, 1, Pavia, for candidates who need to prove their Italian knowledge. In this case, passing the test is a prerequisite for subsequent enrolment.

The admission test, which is used nationwide, is compiled and released by the Department for Universities and Research (who use an appropriate board of experts): in accordance with art. 2 of the [Ministerial Decree of 18/06/2009](#), it will consist in answering **80 multiple choice questions, each with five possible answers. Candidates should choose one correct answer, discarding the wrong, arbitrary or improbable answers.** The questions will be on the following topics:

• **general knowledge and logical reasoning** (40 questions) • **biology** (18 questions) • **chemistry** (11 questions) • **physics and mathematics** (11 questions)
The programs that are used to formulate the questions are available on the MIUR website (<http://www.miur.it>), click on "università" (university), "notizie" (news), **D.M. 18/06/2009, Allegato A (Appendix A)**. Past papers are available on: <http://www.accessoprogrammato.miur.it>.

The marking scheme for the test will be as follows, in accordance with art. 6 of the Ministerial Decree of 18/06/2009:

• **1 point for every correct answer** • **- 0.25 points for every incorrect answer** • **0 points for every unanswered question**
If candidates receive equal scores, their secondary school leaving qualification will be consulted. If these results are equal, the candidates' answers to the questions on the separate sections: general knowledge and logical reasoning, biology, chemistry, physics and mathematics, will be compared in decreasing order of importance.

If candidates' scores are still equal, the younger candidate will be given priority, ex art. 3 paragraph 7 of L. 127/1997, as modified by Art. 2 paragraph 9 of L. 191/1998.

N.B.: Test information will also be provided by the C.OR (Orientation Centre, Via S. Agostino, 8, Pavia), which will organise a [training course](#) from 20th to 24th July 2009 to help candidates prepare for the test. Candidates must formally enrol on this course by 13th July 2009, using the [ONLINE FORM](#), which can be found at: http://cor.unipv.it/pre/corsi_addestramento/corsi_addestramento_medicina.html.

BOARD OF EXAMINERS AND RULES REGARDING THE TEST

The Board of Examiners for the admission test to the Master's Degree in Medicine and Surgery was appointed according to Decree of the Chancellor no.1234/2009 (prot. no. 27720 01/07/2009).

With reference to Attachment 1 of the Ministerial Decree of 18/06/2009, if more than one room is used during the test, candidates will be ordered by age, with the exception of twins. During the test, candidates are forbidden to communicate with each other or with any other person. The only people they are permitted to communicate with are the test invigilators and Board members. Furthermore, candidates are forbidden to consult any kind of text, or to keep their bags, rucksacks, books, notes, mobile telephones, palmtops or other electronic or communication instruments with them. Violation of any of these rules will result in the candidate being excluded from the test. Candidates must fill in and sign the personal information form; they must only use the black pen provided by the Board of Examiners to mark their answers on the answer sheet; they are only allowed to change their answer ONCE for each question, and if this happens they must make sure they totally cross out their original answer and clearly mark their modified answer: their final choice must be absolutely unmistakable, otherwise it will be counted as not having been answered; if a candidate carefully evaluates a question and then decides he/she is not able to answer it, he/she can choose to put a cross through the circle on the answer sheet which is found next to each question number: this choice cannot be modified once it has been made; if candidates have indicated any answers on the second answer sheet they will not give to CINECA (an inter-university consortium which calculates the results of the admission test), they should make it void by totally crossing it out.

When candidates hand in their test, **they must put the single answer sheet, UNFOLDED, into the empty window envelope. This will be given to CINECA who will calculate their scores. If candidates put the form containing their personal information in the envelope, their test will be nullified.** Candidates must return all material they are given by putting it into the ministerial envelope; the information they need to keep is on their personal form containing their admission test ID code, their username and password and the website address: www.accessoprogrammato.miur.it, where they will be able to see an image of their test identifiable by their test ID code. Candidates will have to seal their envelope containing their answer sheet in the presence of the Board of Examiners. The envelope and its contents must not be marked or signed by either the candidate or a member of the Board of Examiners, **otherwise the test will be nullified**; the Board of Examiners must keep the second void answer sheet which candidates cross through when they are handing in their test, the question paper and the form containing their personal information.

Candidates can leave the exam room no more than **thirty minutes** before the end of the test. When not stated otherwise, the provisions made in arts. 5, 6 and 8 of the D.P.R. of 3rd May 1957, n. 686, apply.

There is a detailed video describing all the steps involved in taking the admission test on the MIUR website. Click on "STUDENTI" (students), "ACCESSO A NUMERO PROGRAMMATO" (access to programmed number).

ADMISSION TEST RESULTS AND HOW TO ENROL

On behalf of MIUR, CINECA will publish the test results on www.accessprogrammato.miur.it. Students will remain anonymous, and for each test the individual result per section and the overall score will be given. Candidates will be able to access the private section of the website using their username and password provided on the personal form given to them at the admission test. In that section, they will be able to see an image of their test, identifiable by their test ID code, their score for each section, their overall score, and their ranking position at the university in which they took the test.

The finalised ranking lists will be published, in accordance with the laws in force, on the official University notice board (Via Mentana, 4, Pavia), on the Student Office notice board (Via Ferrata, 1, Pavia), and on the website: www.unipv.it. Candidates should click on "**Spazio Matricole 2009**" (registration 2009), access the private area of the website using their username and password, and they will find the ranking list in the place where they registered for the admission test.

Students will not be contacted personally but should consider publication of the ranking lists as official notification.

The decision that has approved the final ranking can be appealed before the TAR (Tribunale amministrativo regionale) within 60 days, or before the President of the Republic within 120 days after the publication of the ranking itself. If that decision is not appealed within the deadlines it will be final and irrevocable.

Candidates who are high enough up the ranking lists to qualify for a position on their pre-selected course must do the following:

1. **access** "Spazio Matricole 2009" (registration 2009) on www.unipv.it and click on "Area Riservata" (private area), login using their username and password, then select IMMATRICOLAZIONE (enrolment) from the drop down menu and click on the course they selected; **at this stage, candidates should fill in the online self-certification form regarding income which will determine the amount payable for the registration fee instalment.**
2. go to the "**Sportello unico Matricole**" (University registration counter) by **30th September 2009** at the latest to sign their enrolment request. This counter can be found in P.zza Leonardo da Vinci, Pavia (candidates who have transferred from other Universities or changed degree course should go to the **University registration counter at the Student Office in the Faculty of Medicine** in Via Ferrata, 1, Pavia). Candidates should go during office hours (Monday-Friday, 9:30am-12:00pm) and take the following documents:
 - a photocopy (front and back) of the identification document they have previously been identified by;
 - a photocopy of their National Insurance card ("codice fiscale");
 - proof of payment of the first instalment of the tuition fees (amount varies depending on income);
 - a photocopy of their residence permit (only non-EU students residing abroad).

N.B.: At enrolment, students who have a foreign school qualification must take their original certificate (showing their score compared to the maximum score, and the equivalent score in the Italian system), a translation of this certificate, and a declaration of its legal value prepared by the appropriate Italian Diplomatic Agency. STUDENTS WHO DO NOT HAVE ALL THE ABOVE-MENTIONED DOCUMENTATION WILL NOT BE ABLE TO ENROL.

Students who have a qualification from an upper middle school in countries in which it is necessary to pass a special academic exam to be able to enrol at the local Universities, must bring certification attesting they have passed this exam.

Candidates who are high enough up the ranking lists to qualify for a position on their pre-selected course will be considered to have given up their place if they do not enrol **by the official deadline: 12:00pm on 30th September 2009**. After this stage, the number of places still available will be published on the University of Pavia website (www.unipv.it, under "**Spazio Matricole 2009**" (registration 2009). These places will then be allocated to the eligible candidates next in line on the final ranking lists. Candidates entitled to directly enrol (who are high enough up the ranking lists to fill the available places) can go to the **University registration counter at the Student Office in the Faculty of Medicine** (Via Ferrata, 1, Pavia) **between 5th October and 12:00pm on 8th October 2009** during office hours, to sign their enrolment application. They should bring all the necessary documentation listed above. Candidates who passed the test but are a little further down the ranking lists can go to the same office to apply for "conditional" enrolment. The available places will then be assigned to these candidates according to their position in the ranking lists, provided that they have signed their enrolment application and handed in all necessary documentation listed above by the date stated on the "conditional" enrolment application form (failure to do so will nullify their enrolment application). Successful candidates will be duly informed via email (at the address they provided when they applied for "conditional" enrolment).

If any places are still available at this stage, they will be published online (www.unipv.it, under "Spazio Matricole 2009" (registration 2009)). All eligible candidates in the two ranking lists who indicated a second choice in the registration phase, can apply for "conditional" enrolment on their second choice course **between 14th and 15th October 2009** at the **University registration counter at the Student Office in the Faculty of Medicine** (Via Ferrata, 1, Pavia) during office hours. The available places will then be assigned to these candidates according to their position in a general ranking list (including all candidates who indicated a second choice at the admission test registration stage, and excluding candidates who have already enrolled and candidates who are no longer eligible to enrol) provided that they have signed their enrolment application and handed in all necessary documentation listed above by the date either stated on the "conditional" enrolment application form or communicated via email (failure to do so will nullify their enrolment application). Successful candidates will be duly informed via email (at the address they provided when they applied for "conditional" enrolment).

If any places are still available at this stage, they will be allocated to candidates who took the admission test for the academic year 2009/2010 on a first come, first served basis at the Student Office counter in the Faculty of Medicine and Surgery.

NB. After the subsequent entry enrolment process has finished and by 16/11/2009, if any places should be made available by enrolled students deciding to give up their place, transferring to other courses, or deferring their place, they will be allocated to candidates according to the general ranking list who applied for "conditional" enrolment by 8th October 2009.

TRASFERI FROM OTHER UNIVERSITIES

Students who request to be transferred to the first year of Medicine and Surgery from other Universities will have to **take the admission test**. If they pass, they should collect the transfer authorisation permit (from the **Student Office in the Faculty of Medicine**: Via Ferrata, 1, Pavia). These students must then sign their enrolment application and hand in all necessary documentation listed above by 12:00pm on 30th September 2009 at the **Student Office in the Faculty of Medicine** (Via Ferrata, 1, Pavia). They must also provide both a certificate from the University from which they are transferring attesting their transfer request and the form "Congedi in Arrivo" (Arrival of transfer students) which is available online in the forms section of the website ("modulistica") on the Student Office ("Segreteria Studenti") page. To participate in the stage of the enrolment process when available places are allocated (**by 12:00pm on 8th October 2009 and by 12:00pm on 15th October 2009**), students must follow the procedure and respect the timing described above.

TRASFERI FROM ANOTHER DEPARTMENT WITHIN THE UNIVERSITY OF PAVIA

Students who request to be transferred to the first year of Medicine and Surgery from another course within the University of Pavia will have to **take the admission test**. If they pass, they should hand in the form "Passaggio di Corso" (Course transfer) (available online in the forms section of the website ("modulistica") on the Student Office ("Segreteria Studenti") page) **by 12:00pm on 30th September 2009** at the **Student Office in the Faculty of Medicine** (Via Ferrata, 1, Pavia). They should also hand in a photocopy of proof of payment of the first instalment of the tuition fees for the academic year 2009-2010 for the course they are transferring from and the university booklet (the section regarding exams). To participate in the stage of the enrolment process when available places are allocated (**by 12:00pm on 8th October 2009 and by 12:00pm on 15th October 2009**), students must follow the procedure and respect the timing described above.

NOTICES AND WARNINGS

Any variations and/or additions to the contents of this announcement will be **published on the Student Office notice board** and on the website www.unipv.it, under "Come iscriversi" (how to enrol), in the section "**Spazio Matricole 2009**" (registration 2009). **Students are invited to keep up-to-date with the latest information available.**

Privacy policy in accordance with art. 13, paragraph 1 of the [D.Lgs. of 30/06/2003 no. 196](http://www.governo.it/leggi/30062003196) ("personal data protection code")

The information supplied by candidates will be amassed in the Information Systems Area of the University of Pavia and processed by the information system specifically designated to the admission test registration process and the compilation of the final ranking list. Conferring personal data is therefore obligatory, and failing to do so will result in exclusion from the admission test. If candidates enrol, their personal data will be used by staff who are involved in Student Allocation. 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 their personal data being used for purposes other than those stated above. The Chancellor 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 18/06/2009, which this Announcement acknowledges.

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. 7th August 1990, no. 241](http://www.governo.it/leggi/7august1990241) modified by L. 15/2005, is **Dr. Carmen Frassica** (Cat. EP1 – Management Administration Area).

Pavia, 3rd July '09

HEAD OF ADMINISTRATION
Giovanni Colucci

THE CHANCELLOR
Angiolino Stella

NOTICE

- The contents of the admission tests for enrolment on the single cycle Master's Degree courses in Medicine and Surgery (one course in Italian and one course in English) will be identical. Furthermore, both tests will be run entirely in Italian.
- Candidates **residing abroad** who are required to pay the admission test registration fee of €30 for the single cycle Master's Degree course in Medicine and Surgery, can make an international bank transfer payable to UNIVERSITA' DEGLI STUDI DI PAVIA – SERVIZIO TESORERIA c/o UBI - Banca Regionale Europea – Bank account no. 755 – Bank details: ABI 6906 – CAB 11301 – CIN A - IBAN IT 08 U 06906 11301 000000046566, with payment reference: “Rimborso spese per partecipazione a test di ammissione – Medicina e chirurgia” (Reimbursement of expenses - admission test for Medicine and Surgery)