



UNIVERSITY OF PAVIA

FACULTY OF MATHEMATICAL, PHYSICAL AND NATURAL SCIENCES

MASTER'S DEGREE IN MOLECULAR BIOLOGY AND GENETICS (class LM-6) ADMISSION ANNOUNCEMENT – ACADEMIC YEAR 2009/2010

Considering:

1. The Ministerial Decree of 22nd October 2004, no. 270 (Regulations containing laws concerning the teaching autonomy of Universities);
 2. The Ministerial Decrees of 16th March 2007 which redefined, in accordance with Ministerial Decree 270/2004, the classes of Degree courses and Master's degree courses;
 3. MIUR circular no. 1291 of 16th May 2008 (Provisions for foreign student enrolment in university courses during the three year period 2008-2011),
- the Faculty of Mathematical, Physical and Natural Sciences will be running a Master's Degree course in MOLECULAR BIOLOGY AND GENETICS (class LM-6); detailed information on the contents of the course is available on the following website: <http://mbg.unipv.it>. The course is run entirely in English and 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).

A Master's Degree is a higher level academic degree. Its aim is to give graduates advanced training in specific fields of study or areas of professional practice.

ADMISSION REQUIREMENTS

To apply for the Master's Degree in MOLECULAR BIOLOGY AND GENETICS, candidates must be in possession of:

1. an academic Degree (either from the old or the new teaching system), or an equivalent foreign qualification recognised by the appropriate Education Committee;
2. the following curricular requirements:
 - knowledge of the structure and function of biological systems;
 - knowledge of the English language attested either by an exam taken during a 3-year Undergraduate Degree, by a TOEFL certificate or by another qualification.

These requirements will be checked using a "pre-evaluation" process (see: Pre-evaluation of curricular requirements).

3. adequate personal preparation/knowledge, checked by means of an "admission test" (see: Admission test).

Note: students who are about to complete an appropriate qualification (or who will have done so by 1st March 2010), and who will be lacking a maximum of 30 university credits (CFUs) by 30/09/2009 (including the CFUs to be received in the final exam) are able to apply for a Specialisation or Master's Degree.

DIRECT ENROLMENT

Graduates in classes 1-Biotechnology and 12-Biological Sciences (DM 509), and L-2 Biotechnology and L-12 Biological Sciences (DM 270) at the University of Pavia who scored \geq 92/110 are exempt from taking the admission test.

Students who are eligible for direct enrolment should complete the enrolment request online between 1st October and 15th October 2009 on www.unipv.it, under "Spazio Matricole 2009" (Registration 2009).

These students should do the following:

1. REGISTER ONLINE, and then use their username and password to enter the Private area of the website. Once in this area, they should click on "SEGRETERIA" (student office), choose "IMMATRICOLAZIONE" (enrolment) and find the course they selected.

Candidates who do not have a computer or access to the internet can use the computers available to them at the "PC Point" in Via Ferrata, 1, PAVIA, from Monday to Friday, 9:30 - 12:00, except 10th - 14th August 2009 when the office will be closed.

2. GO TO THE UNIVERSITY REGISTRATION COUNTER at the Student Office in Via S. Ferrata, 1, during office hours from 1st October, to sign their enrolment request. They should take the following documents:

- a) a photocopy (front and back) of a valid identification document, and the original document which must be shown to a member of staff;

- b) a photocopy of their National Insurance card ("codice fiscale");
- c) proof of payment of the first instalment of the tuition fees;
- d) a photocopy of their residence permit (for foreign students).

Students from other Italian universities should also take:

- if they have already graduated, self-certification or a Degree certificate attesting their academic career, including the number of exams they have passed and the dates on which they took them, the number of university credits attained, and the science-based disciplines.
- if they have not yet graduated, self-certification or an up-to-date registration certificate including the number of exams they have passed, the dates on which they took them and their mark, the number of university credits attained, and the science-based disciplines;
- self-certification or a certificate showing the years in which the student has been registered at the University.

Students who have a foreign qualification should take the documents listed above in a), b), c) and d), and the following documents when they enrol:

1. The original version of their degree certificate suitable for enrolment in the Master's Degree (3-year Undergraduate Degree, University Diploma or equivalent foreign qualification) including a declaration of the equivalent value, translated into Italian (either by a certified translator or by the Embassy) and certified by the Italian authorities in the country where the qualification was awarded.
2. Their degree certificate with a list of the exams taken, issued by the foreign University where the qualification was awarded. This certificate should be certified by the Italian authorities and translated into Italian.
3. A list of all the courses attended, issued by the foreign University where the qualification was awarded, translated into Italian.
4. Information on the school leaving qualification: official certification showing that the student has completed at least 12 years in pre-university education.

PRE-EVALUATION OF CURRICULAR REQUIREMENTS (university qualification inspection)

The following categories of students will be required to undergo pre-evaluation of curricular requirements:

- graduates or undergraduates who have completed, or will complete, an undergraduate degree in classes 1-Biotechnology and 12-Biological Sciences (DM 509) and L-2 Biotechnology and L-13 Biological Sciences (DM 270) at other Italian universities;
- graduates or undergraduates who have completed, or will complete, an undergraduate degree in classes other than 1-Biotechnology and 12-Biological Sciences (DM 509) and L-2 Biotechnology and L-13 Biological Sciences (DM 270);
- foreign students.

To apply for pre-evaluation of curricular requirements, students should compile the attached form, addressed to the Chancellor of the University of Pavia, and either hand it in to the "Ufficio Protocollo" (Protocol Office), Via Mentana, 4, 27100, Pavia, or send it to this office by registered delivery by 9th September 2009 (the date on the post office stamp is valid), along with the following documents:

- a photocopy of a valid identification document;
- self-certification or a certificate showing the student's education plan (for undergraduates) or a degree certificate (for graduates), showing all the exams the student has taken, the number of university credits attained and the Science-based Disciplines (for degrees in the new teaching system);
- the syllabus for every exam and teaching activity present in the student's education plan.
- a photocopy of the proof of payment of the €30 registration fee (see admission test)

A Board delegated by the appropriate Education Committee, which will meet on 18th September 2009, will email all candidates by 21st September 2009 to give them their pre-evaluation result.

Candidates whose curricular requirements have been deemed adequate by the Board will be eligible to take the admission test (see Admission Test).

ADMISSION TEST

The "Admission Test" for the Master's Degree Course in MOLECULAR BIOLOGY AND GENETICS consists of an interview with a specifically appointed Board of experts.

If candidates do not possess appropriate certification, their knowledge of the English language will be tested during the interview: they will have to read and demonstrate that they understand a short scientific text.

The following candidates must take the admission test:

- undergraduates who are registered in the 3rd year of a Undergraduate Degree Course in the academic year 2008/2009, and who will be lacking a maximum of 30 university credits (CFUs) by 30/09/2009 (including the CFUs to be received in the final exam);
- graduates who have completed an undergraduate degree in classes 1-Biotechnology and 12-Biological Sciences (DM 509) and L-2 Biotechnology and L-13 Biological Sciences (DM 270) with a mark < 92/110, at the University of Pavia;
- graduates or undergraduates who have completed, or will complete, an undergraduate degree in classes 1-Biotechnology and 12-Biological Sciences (DM 509) and L-2 Biotechnology and L-13 Biological Sciences (DM 270) at other Italian universities;
- graduates or undergraduates who have completed, or will complete, an undergraduate degree in classes other than 1-Biotechnology and 12-Biological Sciences (DM 509) and L-2 Biotechnology and L-13 Biological Sciences (DM 270);
- students with a foreign qualification.

Candidates can only apply after paying the registration fee of €30 which 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 - Lauree specialistiche e magistrali di Scienze MM.FF.NN"). This fee is non-refundable.

foreign candidates can make this payment using an international bank transfer made out 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. They should use the same payment reference as above.

Candidates must apply online, between 23rd July and 25th September 2009. 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 VALUTAZIONE" (admission test).

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 at the following office:

- PC Point in the Student Office for Scientific Faculties, Via Ferrata, 1, Pavia: Monday-Friday, 9.30am-12.00pm). Closed 10th - 14th August 2009.

The online application process may be slow due to a high volume of traffic. To ask for help or to report a problem, send an email to: matricole.scientifiche@unipv.it.

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.

The admission test will take place on 29th September 2009 at 10:00am in the Department of Genetics and Microbiology in "Aula A", Ground floor, Via Ferrata, 1, Pavia.

Candidates should take the following documents:

- a valid identification document in accordance with the laws in force;
- proof of payment of the "Rimborso spese per partecipazione a test di ammissione al corso di LM in MOLECULAR BIOLOGY AND GENETICS" (admission test fee);
- official certificate showing the number of University Credits obtained by 25/09/2009 (for undergraduates).

Candidates will be asked to sign their admission test request (which will be sent to them online) on the day of the test, immediately after their identification document has been checked.

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 or Post Office receipt attesting that a request for this permit has been made).

ENROLMENT

Students who have passed the admission test (if requested) and have successfully undergone pre-evaluation of curricular requirements (if necessary), should enrol fol-

lowing the instructions in the paragraph "DIRECT ENROLMENT" and taking the necessary documents listed therein.

If it is decided during the pre-evaluation process or during an interview that students do not have adequate curricular requirements and need to take extra exams, they should take these exams at the appropriate individual course institutes, and then enrol.

These students should go to the counter at the Student Office in the Faculty of Mathematical, Physical and Natural Sciences (Via Ferrata, 1, Pavia during office hours listed online) by 1st March 2010 to complete the enrolment process by signing their enrolment request and handing in the documents listed above.

IMPORTANT

Students who will not have graduated by 15th October 2009 can conditionally enrol on the Master's Degree Course MOLECULAR BIOLOGY AND GENETICS by that date. Enrolment will be confirmed if they have passed the exams included in the education plan they submitted for pre-evaluation by 1st March 2010. If this is not the case, they will no longer be conditionally enrolled on the Master's Degree Course and their registration fee will be reimbursed to them.

Privacy policy

In accordance with art. 13, paragraph 1 of the D.Lgs. of 30/06/2003 no. 196 ("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. 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.

The Head of Administrative Procedures, according to art. 4 of L. 7th August 1990, no. 241 modified by L. 15/2005, is Dr. Carmen Frassica (Cat. EP1 - Management Administration Area).

Pavia, 16th July 2008

Head of Administration
Giovanni Colucci

THE CHANCELLOR
Angiolino Stella



UNIVERSITY OF PAVIA

FOR THE ATTENTION OF THE CHANCELLOR OF THE UNIVERSITY OF PAVIA
APPLICATION FOR PRE-EVALUATION OF CURRICULAR REQUIREMENTS

THE UNDERSIGNED _____

BORN IN _____ COUNTRY _____ ON THE ____ / ____ / ____

RESIDENT IN _____ COUNTRY _____

HOME TEL. _____ MOBILE _____

E-MAIL _____

UNDERGRADUATE

GRADUATE

Degree Course in _____

Specialisation/Master's Degree Course in _____

REQUESTS

Pre-evaluation of curricular requirements for the Master's Degree course in Molecular Biology and Genetics, curriculum:

Cellular and Molecular Biology

Plant Molecular Biology

_____.

DATE ____ / ____ / ____

SIGNATURE _____

To be filled in by the student
UNIVERSITY OF PAVIA

Mr/s _____ has applied for the pre-
evaluation of curricular requirements for the Specialist Degree in

On the ____ / ____ / ____ THE SECRETARY..... STAMP