



**Faculty of Economics**  
**MASTER'S DEGREE COURSE IN INTERNATIONAL BUSINESS AND ECONOMICS**  
**(class LM-77)**  
**ADMISSION ANNOUNCEMENT – ACADEMIC YEAR 2009/2010**

**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 Faculty of Economics will be running a Master's Degree Course in INTERNATIONAL BUSINESS AND ECONOMICS (class LM-77) in the academic year 2009/2010. 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 INTERNATIONAL BUSINESS AND ECONOMICS, candidates must be in possession of:

an academic Degree (either from the old or the new teaching system), or an equivalent foreign qualification recognised by the appropriate Education Committee;

the following curricular requirements:

- 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:
  - a) at least 12 university credits (CFUs) in one or more of the following business SSDs: SECS-P/07; SECS-P/08; SECS-P/09; SECS-P/10; SECS-P/11; SECS-P/13
  - b) at least 9 CFUs in one or more of the following economics SSDs: SECS-P/01; SECS-P/02; SECS-P/03; SECS-P/04; SECS-P/06; SECS-P/12
  - c) at least 9 CFUs in one or more of the following statistics-mathematics-econometrics SSDs: SECS-P/05; SECS-S/01; SECS-S/02; SECS-S/03; SECS-S/06; MAT/01; MAT/02; MAT/03; MAT/04; MAT/05; MAT/06; MAT/07; MAT/08; MAT/09.
- 3) Adequate personal preparation/knowledge, checked by means of an admission test.

**DIRECT ENROLMENT**

Students who graduate by 15th October 2009 in a subject inherent to the following classes and with a score > or = to 92/110, are exempt from taking the admission test.

D.M. 509/99	D.M. 270/04
Economic Science (Class 28)	Economic Science (Class L-33)
Economic and Business Management Sciences (Class 17)	Economic and Business Management Sciences (class L-18)

or a Degree from the Faculty of Economics in the old teaching system.

Students who are eligible for direct enrolment should complete the enrolment request online between **17<sup>th</sup> September and 15th October** 2009 on [www.unipv.it](http://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 following offices (**closed 10<sup>th</sup> – 14<sup>th</sup> August 2009**):

- PC Point in the “Sportello Unico MATRICOLE” (University registration counter) (P.zza Leonardo da Vinci, Pavia, Monday-Friday, 9.30am-12:00pm);

- PC Point at the Student Office (Via S. Agostino, 1, Pavia, Monday-Friday: 9:30am-12:00pm, Monday-Wednesday 2:00pm-4:00pm)

**2. GO TO** the Registration counter at the Student Office in via S. Agostino, 1, during office hours (Monday-Friday: 9:30am-12:00pm), 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 overseas 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 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:

- 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.
- 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.
- A list of all the courses attended, issued by the foreign University where the qualification was awarded, translated into Italian.
- Information on the school leaving qualification: official certification showing that the student has completed at least 12 years in pre-university education.

## ADMISSION TEST

The following candidates must take the admission test:

- graduates who have completed (or will complete) one of the following qualifications with a score < 90/110:

D.M. 509/’99	D.M. 270/’04
Economic Science (Class 28)	Economic Science (class L-33)
Economic and Business Management Sciences (Class 17)	Economic and Business Management Sciences (Class L-18)
Any degree from the Faculty of Economics in the old teaching system	

- graduates who have completed a 3-year degree in another class who show a high level of competence with a score of 110/110 with distinction, or an equivalent score in a foreign qualification

The admission test will check competence in the following subjects:

1. Microeconomics and Macroeconomics
2. Mathematics
3. Financial Mathematics
4. Statistics
5. Business Economics
6. Economics and Business Management

## 7. English language

**Graduates who show a high level of competence with a score of 110/110 with distinction** in a 3-year degree from the classes: L-7 (Civil and Environmental Engineering), L-8 (Information Engineering), L-9 (Industrial Engineering), L-27 (Chemical Science and Technology), L-30 (Physical Science and Technology), L-35 (Mathematical Sciences), L-41 (Statistics), or who have an equivalent foreign qualification, but who do not meet the requirements for knowledge of the English language, **will only have to take the admission test to check their knowledge of the English language** (internationally recognised English language certificates are considered to be worth 6 CFUs if they are at level B2 of the Common European Framework (First Certificate in English) or higher, in comprehension, speaking and reading. A TOEFL certificate with an iBT total score at B2 level (87/109) or above is considered equal to level B2 of the Common European Framework).

**Candidates must apply for the admission test online, between 23rd July and 4th September 2009 (by 12:00am).** Candidates should go to: [www.unipv.it](http://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).

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

Candidates can only apply after paying the registration fee of € 30; 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 – corso di LM in INTERNATIONAL BUSINESS AND ECONOMICS") and the transaction must be stated on their application form. Overseas 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.

**This fee is non-refundable.**

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 offices (**closed 10<sup>th</sup> – 14<sup>th</sup> August 2009**):

- PC Point in the "Sportello Unico MATRICOLE" (University registration counter) (P.zza Leonardo da Vinci, Pavia, Monday-Friday, 9.30am-12:00pm);
- PC Point at the Student Office (Via S. Agostino, 1, Pavia, Monday-Friday: 9:30am-12:00pm, Monday-Wednesday 2:00pm-4:00pm)

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 due to a high volume of traffic. To ask for help or to report a problem, send an email to: [matricole.umanistiche@unipv.it](mailto:matricole.umanistiche@unipv.it).

Candidates from other universities should take the following documents to the Student Office in the Faculty of Economics (Via S. Agostino, 1, Pavia) by 4<sup>th</sup> September at the latest:

- self-certification or a Degree certificate attesting their academic career, including the exams they have passed, their score, the number of university credits attained (if relevant), and their overall Degree score.
- self-certification or a certificate showing the years in which the student has been registered at the University.

The necessary documents and a photocopy of an identification document can be sent by post to "Università degli Studi di Pavia, Segreteria Studenti – facoltà di Economia, via S. Agostino 1, 27100 Pavia" or by fax to +39 0382 25133.

Violation of the above regulations will result in the candidate being excluded from the test.

### HOW THE ADMISSION TEST IS RUN

The admission test consists of an interview with a specifically appointed Board of experts and will be held at the Faculty of Economics, Via S. Felice, 7, on **10<sup>th</sup> September 2009 at 10:00am**.

Candidates should take the following documents to the interview:

- A valid identification document in accordance with the laws in force;
- Proof of payment of the "Rimborso spese per partecipazione alla prova di ammissione al corso di LM in INTERNATIONAL BUSINESS AND ECONOMICS" (admission test fee);

- for undergraduates, an official certificate showing the number of university credits obtained before 04/09/2009.

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).

If it is decided during the interview process 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 Economics (Via Sant'Agostino, 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.

Candidates can enrol by 1st March 2010 at the latest.

## **ENROLMENT PROCESS**

Students who have passed the admission test and have successfully undergone pre-evaluation of curricular requirements, should enrol following the instructions in the paragraph "DIRECT ENROLMENT" and taking the necessary documents listed therein.

Students who do not have all the above-mentioned documentation will not be able to enrol.

**N.B.:** Students who will not have graduated by the deadline set for enrolment can conditionally enrol on the Master's Degree Course as long as they have both obtained at least 150 credits towards their 3-year degree and had a successful interview in which it was decided that they have adequate curricular requirements.

Enrolment will be confirmed if they have completed their qualification by 1st March 2010. If this is not the case, they will no longer be conditionally enrolled on the Master's Degree Course and the first instalment of fees will be reimbursed to them.

Students from other universities should either self-certify the qualification they have just received, or take their degree certificate to the Student Office at the Faculty of Economics. This document should show the exams they have passed, their scores, and the years in which the student has been **registered at the university**.

## **TRANSFERS, 2<sup>ND</sup> DEGREES AND TRANSFERS FROM OTHER COURSES**

Students who request to be transferred from other universities and/or other courses to the Master's Degree in INTERNATIONAL BUSINESS AND ECONOMICS, will have to take the admission test.

### **Privacy policy**

In accordance with 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 and enrolment processes and to other processes involved in the university career. Conferring personal data is therefore obligatory, and failing to do so will result in exclusion from the admission test.

Candidates are also 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 Head of Administrative Procedures, according to L. of 7th August 1990, no. 241 modified by L. 15/2005, is Dr. Carmen Frassica (Cat. EP1 – Management Administration Area).**

Pavia, 16<sup>th</sup> July 2009

**HEAD OF ADMINISTRATION**  
**Giovanni COLUCCI**

**THE CHANCELLOR**  
**Angiolino STELLA**