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

Faculty of Economics
LAUREA MAGISTRALE (MASTER'S DEGREE) IN INTERNATIONAL BUSINESS AND ECONOMICS
(class LM-77)
ADMISSION ANNOUNCEMENT – ACADEMIC YEAR 2012/2013

Considering:

- Ministerial Decree 220/2004 (Regulation containing laws concerning the teaching autonomy of Universities), and decrees related to its implementation;
- The Ministerial Decrees of March 16, 2007 (Redefinition of Laurea Magistrale classes);
- MIUR circular n. 602 of May 18, 2011 (Provisions for enrolment of foreign and EU students in Italian universities, valid for the three-year period 2011-2014)

The Faculty of Economics offers a Laurea Magistrale Course (Master's Degree) in INTERNATIONAL BUSINESS AND ECONOMICS (class LM-77) in the academic year 2012/2013. The course is entirely run in English.
A Master's Degree is a second-level academic degree. Its aim is to give graduates advanced training in specific fields of study or areas of professional practice. Detailed information on the contents of the course is available on the following website: http://economia.unipv.it/sitonuovo/mibe/

ADMISSION REQUIREMENTS

To apply for the Laurea Magistrale in INTERNATIONAL BUSINESS AND ECONOMICS, candidates must hold:

1) an academic degree (either from the old Italian teaching system, Ministerial Decree 509/'99 or the new Italian teaching system Ministerial Decree 509/'99 or Ministerial Decree 270/'04), or an equivalent foreign qualification or a Bachelor's degree (first-cycle degree);
2) the curricular requirements established by the Academic Regulations of the university;
3) adequate personal preparation/knowledge, verified during the admission test (see: Admission Test).

The Faculty of Economics will nominate a Commission that will verify the academic credentials of the students as well as their personal preparation.

The following paragraphs outline the admission procedure.

ACADEMIC REQUIREMENTS

The minimum academic requirements are:

- at least 24 university credits (CFUs) in one or more of the following areas related to management: accounting, marketing, finance, strategy, organisational studies;
- at least 12 university credits (CFUs) in one or more areas of economics;
- at least 12 university credits (CFUs) in one or more areas related to statistics-mathematics-econometrics.
- at least 5 university credits (CFUs) of English language courses

Internationally recognised English language certifications qualify for 5 CFUs in English language if they are of 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 equal to level B2 of the Common European Framework.

DIRECT ENROLMENT

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

1) Bachelor's level (first cycle) graduates from the University of Pavia in Economic Science (Class 28) and Economic and Business Management Sciences (Class 17) of the old Italian teaching system ex. Ministerial Degree 509/99 with a score > or = to 95/110;
2) Bachelor's level (first cycle) graduates from other Italian universities in Economic Science (Class 28) and Economic and Business Management Sciences (Class 17) of the old Italian teaching system ex. Ministerial Degree 509/99, and bachelor's level graduates from Economic and Business Management Sciences (Class L-18) and Economic Science (Class L-33) according to the academic regulations ex. Ministerial Degree 270/04; who have a score > or = to 95/110 and who fulfil the minimum academic requirements.
3) Graduates who show a high level of competence with a score of 110/110 in a 3-year bachelor's degree (first cycle) in another class not exactly fulfilling the requirements or a degree in the following classes: Civil and Environmental Engineering (L-7), Information Engineering (L-8), Industrial Engineering (L-9), Chemical Science and Technology (L-27), L-30, Physical Science and Technology (L-30), Mathematical Sciences (L-35), Statistics (L-41), or graduates with an equivalent score in a foreign qualification, and meet the English language requirement
4) First cycle degree students, who have not graduated yet, but who have completed at least 150 academic credits (CFUs) by the application deadline

ADMISSION TEST

The following candidates must take the admission test:

1) graduates of the University of Pavia and other Italian universities who have completed one of the following qualifications with a score < 95/110: Economic Science (Class 28), Economic and Business Management Sciences (Class 17) according to ex. Ministerial Degree 509/99) and Economic and Business Management Sciences (Class L-18), Economic Science (class L-33) according to the ex. Ministerial Degree 270/04.
2) graduates who have completed a Bachelor's degree (first cycle) in another class and fulfil the minimum requirements;
3) all candidates who have completed at least 150 academic credits (CFUs) by the application deadline
4) candidates who hold a foreign qualification

ADMISSION TEST FOR CANDIDATES LISTED ON POINTS 1, 2, 3

Candidates listed on points 1, 2, 3 will have to undergo a written examination consisting of 30 close-end questions to be answered. The exam questions will be based on the two following books:

1. Contemporary Strategy Analysis, by Robert M. Grant, Wiley's Higher Education, any edition from the 5th onwards. All chapters must be studied.

2. Principles of Corporate Finance, by Richard A. Brealey, Stewart C. Myers, McGraw Hill. Any edition from the 5th edition onwards. To check which chapters must be studied please see the MIBE website at the following link: http://economia.unipv.it/sitonuovo/mibe/?pagina=p&id=5 (see "administration section").

A specimen exam paper can be download at the same link:
http://economia.unipv.it/sitonuovo/mibe/?pagina=p&id=5 ("administration section")

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

ADMISSION TEST FOR CANDIDATES LISTED ON POINT 4

Candidates who hold a foreign qualification (3-year Bachelor degree, first cycle) will have to undergo an oral examination testing the candidates' knowledge on the books and chapters listed above (see "admission test for candidates listed on points 1,2,3). The pre-evaluaton results will be taken into account when testing candidates holding a foreign qualification.

REGISTERING FOR THE ADMISSION TEST

The Admission Test form must be sent electronically between 23 July – 7 September 2012 (by 24.00) by connecting to the www.studiareapavia.it website and accessing the registration field. Candidates must first REGISTER and, using the User Name and Password obtained through this process, access the Reserved Area. Here candidates should click on ADMINISTRATION and access ADMISSION TEST.

Students who have already registered need only login using the credentials already in their possession and proceed with the Admission Test registration.

In cases where students have a disability, when compiling the electronic admission form, they must indicate any support needed as well as indicate any additional time requirements for the completion of the competition test. Once the registration information has been entered, candidates should print:

1. the 'admission test participation form', provided by the online process, that includes information about the date and place of the test, as well as the candidate's personal data and education. The form should be printed, stored and presented on the day of the test.
2. The MAV (Modulo di Avviso di Versamento) (Payment against notice) for a total amount equal to € 31.00 to cover the "Fee for participation in the admission test - Laurea magistrale (Master's degree in Economics and Business Management". The fee cannot be reimbursed under any circumstances. Non-EU students resident abroad and Chinese students participating in the 'Marco Polo' project are exempt from the fee.

Payment against notice payment methods
The MAV (Payment against notice) can be paid, free of commission, at Banca Popolare Commercio & Industria counters or at any counter at any credit institution. Payments can be made using pre-paid cards that are part of the PagoBANCOMAT group at any Gruppo Unione di Banche Italiane bank ATM. ATM operations can be carried out by entering the MAV (Payment against notice) identification code and the amount as found on the printed paying-in slip. Once the operation is complete, a receipt of the transaction will be issued.
Once the deposit has been made, the University of Pavia will receive the payment in 7-8 working days, via the bank.

No payments other than MAV (Payments against notice) can be accepted except in cases where candidates are resident outside Italy. Candidates resident outside Italy can make the payment from 23 July to 7 September 2012 by making a bank transfer made out to UNIVERSITA' DEGLI STUDI DI PAVIA – SERVIZIO TESORERIA c/o UBI - Banca Popolare Commercio e Industria IBAN IT 32I 05048 11302 000000046566,SWIFT : BLOPIT 22XXX BIC: POCIITM1XXX).

On the day of the test, the candidate should bring:

1. Proof of payment of the "Fee for participation in the admission test - Laurea magistrale (Master's degree in Economics and Business Management";
2. The identification document used for entering data during the registration for the admission test, and which is valid and conforms to laws currently in force; non-EU candidates resident overseas 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. 'admission test participation form'. On the day of the test, once the candidate's identity has been confirmed, s/he will be asked to undersign the participation form.
4. If the candidate has not yet graduated and is enrolled at another university, a certificate (or declaration) stating the number of university credits accumulated by the test date.

DATE, PLACE, TIME OF ADMISSION TEST

The admission test will take place on 18th September, 2012 at 9:00 a.m., room H, Faculty of Economics – Via S. Felice 7, Pavia.

ENROLMENT METHODS AND CONDITIONS

Having successfully passed the admission test (if required) and once the required documentation (if necessary) has been verified and meets the conditions for enrolment, the student may enrol.
Student must present the enrolment form electronically between 1 October and 15 October 2012 (these dates also apply to 'conditional' enrolments) by: connecting to the www.unipv.it website, clicking on the 'Study at Pavia' logo > Enrolment, and then following the route for Master's degrees.
This leads to the Reserved Area and the fields for REGISTRATION and the User Name and Password obtained upon registration. (Students who have already registered will only have to login using the credentials already in their possession), continue to the ADMINISTRATION>ENROLMENT, and then selected the desired course; at this point, students should attach a clear, passport-sized photograph of themselves (by uploading) and then proceed to PRINTOUT THE ENROLMENT FORM. Students will receive the MAV (Payment against notice) with the printout and this should be used to pay the first enrolment instalment. The methods for making this payment are described above in the REGISTERING FOR THE ADMISSION TEST section.

Students should:
1. Send the following documentation by 12.00 on 15/10/2012:

a. photocopy front and back of the personal identification document containing the data entered during registration and which was used to identify the student;
b. photocopy of tax code document;
c. MAV (Payment against notice) paying-in slip stub for the first instalment of the university tuition fee (€650.00 except in cases outlined in nell'Avviso sulla contribuzione 2012-2013
http://www.unipv.eu/online/Home/documento6562.html)
d. photocopy of the residence permit/card (only for students with non-EU citizenship);
e. self – declaration attesting the academic entry requirements

Students from other Italian universities should also send:
- graduates should send a self-declaration detailing their academic qualifications including successful exams (with date and mark), university credits and their scientific-disciplinary field; for students who have yet to graduate, a self-declaration or an updated enrolment certificate including a list of successful exams (with date and mark), university credits and their scientific-disciplinary background are required;
- a self-declaration or certificate declaring the number of years enrolled at university.

The documentation should be sent via e-mail to: matricole.umanistiche@unipv.it, attaching a scan of the required documents. The email MUST include in the subject field: SURNAME, NAME AND DESIRED COURSE

The Student administration office, once it has received payment of the first instalment and the required documents within the state deadlines and via the methods illustrated above, will proceed with the enrolment.
Newly enrolled students will receive a personal 'welcome' email which, as well as providing general information, will include their official university email address which will be used as the sole means of communication between the University of Pavia and the student. The student should activate the new email account as it is here that the new credentials for accessing online university services (e.g.Reserved Area and WI-FI) will be sent. Those already in possession of a University of Pavia email account will maintain it and their credentials for accessing the Reserved Area. It is, of course, possible to modify the credentials by accessing "Cambio Password Servizi di Ateneo" (Change university services password), that can be reached from the Students web page (http://www.unipv.eu/on-line/Home/Navigaper/Studenti.html) .

ENROLMENT METHODS AND CONDITIONS FOR STUDENTS WHO HAVE OBTAINED THEIR QUALIFICATIONS ABROAD

Having passed the admission test, students who have qualified abroad may enrol in the following ways:
1. connecting to the www.studiareapavia.it website, accessing the Registration page and clicking on 'Reserved Area' and logging-in by entering the User Name and Password; selecting ENROLMENT and then the chosen course; in this phase, students should attach a clear, passport-sized photograph and then proceed to PRINTOUT THE ENROLMENT FORM. Students will receive the MAV (Payment against notice) with the printout and this should be

used to pay the first enrolment instalment. The methods for making this payment are described above in the REGISTERING FOR THE ADMISSION TEST section).
2. Hand in to the Student administration counter at the Faculty of Economics (from 9.30-12 Mondays-Fridays, except Wednesdays 13.45 –16.00) by 12.00 on 15/10/2012 the following documentation:
a. Original certificate of the qualification requested for enrolment on the Master's degree course (Bachelor's level degree, university diploma or approved overseas qualification) translated into Italian (by a recognised translator or by the appropriate embassy) and legally validated by the Italian diplomatic representative situated in the state that has awarded the qualification, as well as a declaration of value.
b. Degree certificate detailing the exams taken and issued by the overseas institution that awarded the certificate. The certificate must be translated into Italian and legally validated by the Italian diplomatic representative situated in the state that has awarded the qualification.
c. Individual course outlines issued by the overseas university that has awarded the qualification. The course outline must be translated into Italian.
d. Information on the school-leaving certificate: official certificates that attest to at least 12 years of schooling before attending university.
e. photocopy front and back of the personal identification document containing the data entered during registration and which was used to identify the student;
f. photocopy of the tax code document;
g. photocopy of the residence permit/card (only for students with non-EU citizenship)

Candidates who do not have the necessary documentation, will not be allowed to enrol.

CONDITIONAL ENROLMENT

Candidates who have not graduated by October 15, 2012, can enrol by that date on condition that they pass the admission test. However, in order to enrol in Laurea Magistrale in International business and economics, the canditates must have earned at least 150 university credits (CFUs) when by the application deadline. The enrolment procedure will be completed if the student earns the academic degree by March 1, 2013. If the students fails to graduate by that date, the enrolment will not be completed and the Tax Office will reimburse the paid tuition fees (minus the stamp duty).

TRANSFERS, 2ND DEGREES AND TRANSFERS FROM OTHER DEGREE COURSES

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

NOTES AND ADDITIONAL INSTRUCTIONS

Those without internet access or who require assistance can contact that following offices:
Infomatricole – Palazzo Centrale Università - Corso Strada Nuova 65 – Pavia: from 9.00-12:00, Monday-Friday. The access point will be closed from 13 to 17 August 2012;

Users may encounter temporarily service disruptions during evenings or weekends due to site maintenance. Any eventual delays 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.umanistiche@unipv.it', found in the enrolment procedure.

Informative note 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 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 Distribution. 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 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 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 modified by L. 15/2005, is Dr. Carmen Frassica (Cat. EP2 – Management Administration Area).

Pavia, July 11, 2012

GENERAL DIRECTOR
Giuseppino Molinari

RECTOR
Angiolino STELLA