



# University of Pavia

Student Services Office – Via S. Agostino, 1

## DEPARTMENT OF POLITICAL AND SOCIAL SCIENCES

ADMISSION ANNOUNCEMENT TO THE 1st YEAR

MASTERS DEGREE IN WORLD POLITICS AND INTERNATIONAL RELATIONS

Academic year 2017/2018

Considering:

- The Ministerial Decree 270/2004 (Regulation containing laws concerning the teaching autonomy of Universities), and the decrees related to its implementation;
- The Ministerial Decrees of **March 16th, 2007** (Redefinition of Laurea Magistralis classes);
- Entry, stay and enrolment regulations for international/foreign students applying to study programmes offered by Italian higher studies institutions", published on 28th February.

### COURSE OUTLINES

In the academic year 2017/2018 the Department of Political and Social Sciences will offer the following Two-year Master's degree course (*Laurea Magistralis*) in English:

- **World Politics and International Relations** (class LM-62)

A master's degree is a postgraduate university course that aims to deliver advanced teaching as preparation for employment in highly technical and specific fields. More information can be found at the following internet site: [www.unipv.it/wpir](http://www.unipv.it/wpir)

### ADMISSION REQUIREMENTS

For admission to a Master's degree course, candidates should possess:

1. Bachelor's degree (D.M.509/99orD.M.270/04), post graduate Master's degree (ordinance antecedent to D.M.509/99) or a three-year diploma or other officially-recognised certificate awarded abroad.  
PLEASE NOTE: access to Master's degree courses (conditional entry) is also open to those about to obtain a relevant qualification (to be obtained by **1 March 2018**) and those who, by the deadline for presenting admission announcement applications, have acquired at least 150 credits.
2. Be in possession of at least 36 university credits (CFU) in one or more of the following scientific-disciplinary sectors:  
SPS/01; SPS/02; SPS/03; SPS/04; SPS/05; SPS/06; SPS/07; SPS/08; SPS/09; SPS/10; SPS/11; SPS/12; SPS/13; SPS/14; M-GGR/02; M-STO/02; M-STO/03; M-STO/04; IUS/01; IUS/02; IUS/08; IUS/09; IUS/10; IUS/13; IUS/14; IUS/21; SECS-P/01; SECS-P/02; SECS-P/03; SECS-P/06; SECS-P12; SECS-S/01; SECS-S/04  
More information is available at the following link: [www-5.unipv.it/wpir/official-classifications/](http://www-5.unipv.it/wpir/official-classifications/).
3. Suitable educational background and knowledge of English, to be verified by an admission test (see Admission test section).

### ADMISSION TEST ENROLMENT AND ORGANISATION

#### HOW TO ENROL FOR THE TEST

Students must return their Admission test enrolment form by visiting the <http://www.unipv.eu/site/home/articolo4291.html>

They must also connect to the following link <https://unipavia.pandaform.com/pub/wpirapplicationform/new> and complete the registration by sending all the required documentation.

Once the registration procedure has been completed, 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 (in the email of convocation to each candidate will be communicated in which of the two available dates will have the interview).
2. The MAV (Modulo di Avviso di Versamento) (Payment against notice) for a total amount of € 35,00 to cover the "Admission Test Fee - Master's Degree in World Politics and International Relations". The fee will not be reimbursed under any circumstances.

The MAV (Payment against notice) can be paid, free of commission, at the counters of the Banca Popolare Commercio & Industria or at the counters of any other bank. Payments can also be made using pre-paid cards belonging to the Pago BANCOMAT group or at any ATM of the bank Gruppo Unione di Banche Italiane. ATM operations can be carried out by entering the MAV (Payment against notice) identification code and the amount printed on the paying-in slip. Once the operation is completed, a receipt of the transaction will be issued.

The bank normally takes 7-8 working days to transfer the amount paid to the University of Pavia.

No payments other than through the MAV (Payments against notice) can be accepted except for candidates residing outside Italy. These candidates can make the required payment from 13th July to 11th September 2016 by means of a bank transfer made out to UNIVERSITA' DEGLI STUDI DI PAVIA – SERVIZIOSORERIA c/o UBI-Banca Popolare Commercio e Industria IBAN:IT3210504811302000000046566, SWIFT: BLOPIT22776 BIC: POCITM1XXX - (students who make bank transfers from outside the EU must pay attention to select, in the field related to the bank operation costs, the OUR code and not the SHARE one. If the SHARE code is selected, the payment will be considered incomplete and it will be necessary to integrate the missing amount with a second bank transfer.)

It should be noted that any additional expenditure on foreign banking transactions shall be entirely borne by the originator. Therefore, in the case of transfers from non-EU countries, the field relating to bank charges will show the code "OUR", which guarantees the receipt of the exact amount due. Possible outlays at the expense of the university will need to be replenished with an additional payment.

**PLEASE NOTE: candidates who choose to have an interview via Skype are not required to print the Admission test enrolment form but must make the MAV (payment against notice) payment of €35,00.**

#### DATE AND PLACE OF THE TEST

Students who have correctly completed both of the procedures described above by 11 September 2017 will be interviewed **18 and 19 September 2017** starting from **9.30 in the Aula Grande** at the Department of Political and Social Sciences, Corso Strada Nuova 65, Pavia. Candidates who have difficulty attending in person may, using the dedicated candidate form, be interviewed via Skype. All students will be informed some days before the interview about the exact time.

**On the day of the test, the candidates should bring:**

1. Proof of payment of the "Admission Test Fee - Master's Degree in World Politics and International Relations".
2. The identification document used for entering data during the registration procedure for the admission test, valid and complying to the 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. The 'admission test participation form'. On the day of the test, once the candidates' identity has been confirmed, they will be asked to undersign the participation form.
4. In the case of graduates or undergraduates at different facilities by the Department of Political and Social Sciences of the University of Pavia, [self-certification](#) of their program of study (for students) or their degree (for graduates), with the indications of all exams passed, their training credits Scientific-Disciplinary Sector and votes.

The Admission evaluation is valid only for the academic year 2017/18.

**Failure to respect the terms cited above concerning the online application process and the payment of the application fee will entail exclusion from the admission process.**

#### ENROLMENT METHODS FOR NO-EU CITIZENS RESIDING ABROAD

##### ENROLMENT METHODS AND CONDITIONS

Having successfully passed the admission test and once the required documentation has been verified, so as to meet the conditions for enrolment, students will have to enrol.

Students must submit the enrolment form electronically **between 22<sup>nd</sup> September and 12:00 (midday) of 17<sup>th</sup> October 2017** (these dates also apply to 'conditional' enrolments) with the following procedure:

- Access the AREA RISERVATA (Reserved Area) through the following link <https://studentionline.unipv.it/esse3/Home.do> (choose the English Language before access) only after going through the registration procedure first, select 'Go to ENROLMENT' link in the ENROLMENT box, log in using the credentials obtained upon registration. Select ADMISSIONS > ENROLMENT from the left menu, and then choose the desired course; fill in all the requested fields and print the receipt of the ENROLMENT APPLICATION. This print-out will include the MAV (for the payment of € 156,00), (except particular exceptions foreseen in the '2017 Tuition Fees announcement': <http://www.unipv.eu/site/en/home/fees-and-funding/fees.html>) to pay the first installment according to the same modalities described above in this page.

This procedure will require to upload :

- a passport-sized photograph
- a double-side photocopy of the same personal identification document used for the registration procedure;
- photocopy of personal Italian tax code;
- photocopy of study entrance visa/permit of stay (only for students with non-EU citizenship);

In case of application for exams recognition (due to transfers second degrees, re-assessments, foreign titles recognitions ) it is also necessary to send the form which can be downloaded at this link: <http://www.unipv.eu/site/home/documento9251.html> The form, together with a duty stamp of € 16,00 will have to be sent to Università degli studi di Pavia – Segreteria Studenti di Scienze Politiche, Via S. Agostino, 1 - 27100 Pavia.

Please see also the section "Requirements and Procedure for admission due to internal transfers, second degrees and transfers from other courses"

- In case of transfers from other Italian universities, students should also attach:

**If already graduated**, a self-declaration detailing their academic qualification, including graduation date and final mark, all the exams taken (with date and mark), university credits and their scientific-disciplinary field;

**if not graduated yet**, a self-declaration including the list of exams taken (with date and mark), university credits and their scientific-disciplinary field; a self-declaration stating the number of years of university enrolment (it is advisable to use a self-declaration, if available, issued by the Reserved Area of the university where the student studied previously; otherwise, fill the form available at this link: <http://www.unipv.eu/site/home/articolo994.html> ).

In case of problems, it is possible to send a message to [matricole.ecosociogiuridiche@unipv.it](mailto:matricole.ecosociogiuridiche@unipv.it). The message MUST report in the "Subject" field: Student's Surname, Name and Name of the Degree the student is enrolling in.

Once the Administration Office (Segreteria Studenti) receives:

- confirmation of the first installment payment and the required documents **within the stated deadlines and having followed the procedure illustrated above;**
  - official results of the admission test
- they will start enrolling the students eligible for enrollment

Newly enrolled students will receive a personal 'Welcome' email providing general information, including their official university email address to be used as the only means of communication with the University of Pavia. **Students have to activate the new email account as soon as the new credentials for**

accessing the online university services (e.g. Reserved Area and WI-FI) are sent. Those already in possession of a University of Pavia e-mail account will maintain it together with their credentials for accessing the Reserved Area.

Late ENROLMENT (after October 17<sup>th</sup>, 2017) is subject to an additional fee of € 82.00.

Having enrolled and paid the tuition fee by 30<sup>th</sup> October 2017, students can apply (in case they do not already have it) for the "Pavia University Card" (ATENEO CARD PAVIA), which is a multi-purpose card, serving also as a student identity document within the University of Pavia.

In order to apply for the Pavia Ateneo Card, students should go to:

- Banca Popolare Commercio e Industria bank branches authorized to issue the card, during their offices opening hours; the list of authorized branches is available at this link: <http://www.unipv.eu/site/home/documento9907.html>
- Bank desk at the "Info Matricole 2017", University of Pavia, Strada Nuova 65, Pavia (Mon-Thurs, 9:00-12:00a.m.)
- Students enrolled into a University of Pavia degree course held in Cremona (Musicology Faculty) can go to the "SegreteriaStudenti" in Cremona on the days which will be communicated to their institutional e-mail account.

In order to apply for the card, students should provide the following documentation:

1. Valid identity card document;
2. Italian fiscal code;
3. Self-declaration confirming the enrollment within the University of Pavia or official enrollment receipt (it is possible to print the receipt by entering the Reserved Area and selecting, Administration>Certificates

The Ateneo Card is completely free and it can also be used as a re-chargeable pre-paid credit card within the MasterCard circuit, in order to make payments or take money out. It's a useful and advantageous tool that offers discounts to students (sometimes more than 10%) on a lot of items and can be used to: make bank transfers within Italy and the SEPA area (31 European countries) ; receive bank transfer from abroad; as a credit card.

The credit card function allows the University of Pavia and EDISU to make payments directly to students and it is the only tool used by the University to reimburse students or transferring money coming from grants.

## ENROLMENT PROCEDURES AND DEADLINES FOR STUDENTS WHO ATTAINED THEIR QUALIFICATIONS ABROAD

Having passed the admission test, students who graduated abroad must enroll following this procedure:

- Access the AREA RISERVATA (Reserved Area) through the following link <https://studentonline.unipv.it/esse3/Home.do> (choose the English Language before access) only after going through the registration procedure first, select 'Go to ENROLMENT' link in the ENROLMENT box, log in using the credentials obtained upon registration. Select ADMISSIONS >ENROLMENT from the left menu, and then choose the desired course; fill in all the requested fields and print the receipt of the ENROLMENT APPLICATION. This print-out will include the MAV (for the payment of € 156,00), (except particular exceptions foreseen in the '2017 Tuition Fees announcement': <http://www.unipv.eu/site/en/home/fees-and-funding/fees.html> ) to pay the first installment according to the same modalities described above in this page.

This procedure will require to upload:

- a passport-sized photograph
- a double-side photocopy of the same personal identification document used for the registration procedure;
- photocopy of personal Italian tax code;
- photocopy of study entrance visa/permit of stay (only for students with non-EU citizenship);

1. Hand in to the Student Administration counter of the Department of Political and Social Sciences (from 9.30-12 Mondays-Fridays, except Wednesdays 13.45-16.15) **by 12.00 on 17<sup>th</sup> October 2017** the following documentation:

- a) Receipt of the MAV for the payment of the first installment tuition fee. The ORIGINAL DOCUMENT (A COPY WILL NOT BE ACCEPTED) of the qualification necessary for enrolment into the Master's degree course (Bachelor's level degree, university diploma or approved overseas qualification) translated into Italian (by a recognized translator or by the Embassy) and legally validated by the Italian Diplomatic Authority situated in the country which awarded the qualification, as well as a declaration of value ("Dichiarazione di Valore").
- b) Degree certificate detailing the exams taken, issued by the overseas institution that awarded the certificate. The certificate must be translated into Italian and legally validated by the Italian Diplomatic Authority situated in the country which awarded the qualification.
- c) Individual course outlines issued by the overseas university which awarded the qualification. The course outline must be translated into English.
- d) Information on the school-leaving certificate: official certificates attesting to at least 12 years of schooling before attending university.
- e) Photocopy of the residence permit/card (only for students with non-EU citizenship).
- f) In case of application for exams recognition (due to transfers, second degrees, re-assessments, foreign titles recognitions) it is necessary to send the form which can be found at this link: <http://www.unipv.eu/site/home/documento9251.html> The form, together with a duty stamp of €16,00 will have to be sent to Università degli studi di Pavia – Segreteria Studenti di Scienze Politiche, Via S. Agostino, 1-27100 Pavia.

**Candidates not providing all the necessary documentation, will not be allowed to enrol.**

Once enrolled, students will have to apply for the "Ateneo Card Pavia" – see procedure described on page 3.

## IMPORTANT

In cases where, during the admissions interview, the admissions committee notes lacunae which require the candidate to take extra exams, it may ask the candidate to take those exams before enrolling. To this end, the candidate may enroll in individual courses and take the relevant exams, following the procedure specified by the "Segreteria studenti". In such cases, the student must personally present the above documentation, no later than 1 March 2018, at the Political Science window of the "segreteria studenti" (Via Sant'Agostino 1, Pavia, at the office hours indicated in the website), in order to complete the enrollment in the degree program itself.

## CONDITIONAL ENROLMENT

Candidates who, **by 17 October 2017**, have yet to graduate may, by the said date, enrol conditionally on the Masters degree course provided they have passed the admission test. Please note that candidates **must possess at least 150 credits** by the deadline for presenting the admission test application form.

Enrolment will be complete if, by **1<sup>st</sup> March 2018**, the student has graduated. If this is not the case, the enrolment on the Masters degree course will lapse with fees refunded in full (after deducting the cost of the revenue stamps).

## REQUIREMENTS AND PROCEDURE FOR ADMISSION DUE TO INTERNAL TRANSFERS, SECOND DEGREES AND TRANSFERS FROM OTHER COURSES (of the same level):

Students who request to be transferred from other universities and/or other study courses to the Master's Degree in WORLD POLITICS AND INTERNATIONAL RELATIONS **must pass the admission test**.

### - Students from another Master Degree within the University of Pavia who want to move to WPIR

They will need to take the admission test. If the result is positive, they will pay the first instalment of the 2015-2016 tuition fee, by 17<sup>th</sup> October 2017, using the MAV payment slip which can be printed in the Student's reserved area. They will have to apply for the transfer ("Domanda di passaggio") online, following the instructions published at this link: <http://www.unipv.eu/site/home/articolo12731.html>

### - Students from another university who want to enrol into WPIR

They will have to apply for a pre-evaluation of their study curriculum between 13<sup>th</sup> July and 24<sup>th</sup> August 2016 (12<sup>th</sup> August being the date when the application must be received by the university and not when it is sent by the student) following the procedure illustrated at the following link: <http://www.unipv.eu/site/home/articolo5998.html>. They will have to undertake the admission test: if the result is positive, they will have to register online by 17<sup>th</sup> October 2017, as per the instructions which will be sent to the student by-mail. Then they will have to read the section "ENROLMENT METHODS AND CONDITIONS" (Modalità e Termini per l'Immatricolazione) and proceed according to the information provided in the section.

The students will also have to send to [matricole.ecosociogiuridiche@unipv.it](mailto:matricole.ecosociogiuridiche@unipv.it) a receipt, issued by the university where the student is moving from, which confirms the student has applied for the transfer. By maximum 31<sup>st</sup> October 2017 all the necessary forms and documents have to be received by the University of Pavia, together with the form "Incoming Transfer" (Congedo in Arrivo), which can be found at the following link: <http://www.unipv.eu/site/home/naviga-per/studenti/immatricolarsi---frequente---concludere/articolo994.html>

- Students holding a previous degree or credits acquired from previous studies (of the same level) who want to enrol into WPIR They will have to apply for a pre-evaluation of their study curriculum between 13<sup>th</sup> July and 24<sup>th</sup> August 2017 (24<sup>th</sup> August being the date when the application is received by the university and not when it is sent by the student) following the procedure illustrated at the following link:

<http://www.unipv.eu/site/home/articolo5998.html>. They will have to undertake the admission test: if the result is positive, they will have to register online by 17<sup>th</sup> October 2017, as per the instructions which will be sent to the student by-mail.

Then they will have to read the section "ENROLMENT METHODS AND CONDITIONS" (Modalità e Termini per l'Immatricolazione) and proceed according to the information provided in the section.

They will also have to send the form "Second Degree/Application for previous exams recognition" (Seconda Laurea/ Richiesta di convalida esami), available online in the "Forms" section, to <http://www.unipv.eu/site/home/naviga-per/studenti/immatricolarsi---frequente---concludere/articolo994.html>

If the student studied for the previous degree or took his/her previous studies at another university, he/she will have to attach a self-declaration listing the exams taken with associated credits and scientific-disciplinary field (it is advisable to use a self-declaration on this topic, if available, issued by the Reserved Area of the university where the student studied previously; otherwise, fill the form available in the "Forms" section: <http://www.unipv.eu/site/home/naviga-per/studenti/immatricolarsi---frequente---concludere/articolo994.html>)

## NOTES AND ADDITIONAL INSTRUCTIONS

Students who cannot access a computer connected to the Internet or who need help can use our helpdesk "InfoMatricole2017" (Aula Rettorato, Palazzo Centra - Pavia) Office Hours Monday and Wednesday from 9 a.m. to 12 a.m., Tuesdays from 1.30 p.m. to 4.30 p.m. The helpdesk will be closed from the 7<sup>th</sup> to the 17<sup>th</sup> August 2017.

Users may encounter temporary service disruptions during evenings or weekends due to site maintenance. Any possible 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.ecosociogiuridiche@unipv.it](mailto:matricole.ecosociogiuridiche@unipv.it).

**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 Call for Admission 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, 28 June 2017

THE GENERAL DIRECTOR  
Emma Varasio

THE RECTOR  
Fabio Rugge