



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

Department of Economics and Management  
**LAUREA MAGISTRALE (MASTER'S DEGREE) IN ECONOMICS, FINANCE AND INTERNATIONAL  
INTEGRATION**  
(Class LM-56)

**CALL FOR ADMISSION – ACADEMIC YEAR 2017/2018**

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**Considering:**

- The Ministerial Decree n. 270/2004 (Regulation containing laws concerning the teaching autonomy of Universities), and the decrees related to its implementation;
- The Ministerial Decree of March 16, 2007 (Redefinition of the *Laurea Magistralis* classes);
- Provisions for enrolment of foreign and EU students in Italian Universities for academic year 2017/2018 published on 28/02/2017

The Department of Economics and Management offers a *Laurea Magistralis* Course (Master's Degree) in ECONOMICS, FINANCE AND INTERNATIONAL INTEGRATION (Class LM-56) for the academic year 2016/2017. The course is entirely taught in English.

The present Master's Degree is a second-level academic degree, which aims to provide graduate students with advanced training in specific fields of study or areas of professional practice. Further information on the contents of the course is available at: <http://mefi.unipv.it/>.

**ADMISSION REQUIREMENTS**

To be eligible for application to the *Laurea Magistralis* in ECONOMICS, FINANCE AND INTERNATIONAL INTEGRATION candidates must meet the following requirements:

- 1) Hold an Italian academic degree (either from the old Italian University system, according to the Ministerial Decree 509/1999 or from the new Italian University system, according to the Ministerial Decree 270/2004), or an equivalent foreign qualification or a Bachelor's degree (first-cycle degree); please note that admission to the *Laurea Magistralis* is also open ("conditional enrolment") to undergraduate students (but who are going to graduate no later than **1<sup>st</sup> March 2018**) and who have acquired at least 150 academic credits (ECTS) at the time of the application deadline (24<sup>th</sup> August 2017).
- 2) Meet the curricular requirements established by the Academic Regulations of Pavia University.
- 3) Have an adequate personal preparation/knowledge, verified by means of an admission test, in the cases listed in the section "Admission Test" below.

The following paragraphs outline the admission procedure.

**ACADEMIC REQUIREMENTS**

The minimum academic requirements necessary for enrolment are listed below:

- at least 24 University credits (ECTS) in one or more of the following areas of Economics: SECS-P/01; SECS-P/02; SECS-P/03; SECS-P/05; SECS-P/06
- at least 15 University credits (ECTS) in one or more of the following areas related to Statistics and Mathematics: SECS-S/01; SECS-S/02; SECS-S/03; SECS-S/05; SECS-S/06; MAT/06

- at least 6 University credits (ECTS) in one or more of the following areas related to Business Administration and Management: SECS-P/07; SECS-P/08; SECS-P/09; SECS-P/10; SECS-P/11
- at least 6 University credits (ECTS) in one or more of the following areas related to Law: IUS/01; IUS/02; IUS/04; IUS/05; IUS/07; IUS/08; IUS/09; IUS/10; IUS/12
- at least 6 University credits (ECTS) in English language courses
- at least 3 University credits (ECTS) in the area of computer science.

Internationally recognised English language certifications qualify for 6 ECTS in English language if they are of a 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 equivalent to a B2 level of the Common European Framework.

Some margins of flexibility are admitted, with respect to the fulfilment of the above-stated minimum curricular requirements, up to a maximum of 10%, or 6 ECTS. Such margins of flexibility may be applied indifferently to only one of the groups of the scientific areas listed above or to more groups, **except for the point referring to the English language requirement, which must be always fulfilled.**

#### DIRECT ENROLMENT

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

- 1) Bachelor's level (first-cycle) graduates, from the University of Pavia or from other Italian universities, in Economics (Class XXVIII) and in Economic and Business Management Sciences (Class XVII) of the old Italian University system pursuant to the Ministerial Degree 509/99; bachelor's level graduates in Economic and Business Management Sciences (Class L-18) and in Economics (Class L-33) according to the new academic regulations pursuant to the Ministerial Degree 270/04 **with a graduation score greater than or equal to 95/110.**
- 2) First-cycle degree students, who have not graduated yet, but who have acquired **at least 150 academic credits (ECTS)** by the application deadline and whose average mark in the exams taken is **greater than or equal to 25/30 (arithmetic average for students graduating pursuant to the Ministerial decree 509/99; weighted average for students graduating pursuant to the Ministerial decree 270/2004).**
- 3) Graduates holding a foreign Bachelor (first-cycle) degree who fulfil the academic requirements (see "Preliminary Assessment of Enrolment requirements, point 5) and **whose final graduation score, after conversion into the Italian grading system, is greater than or equal to 95/110.**
- 4) Graduates having a high level of competence **with a graduation score of at least 110/110** in a 3-year bachelor's degree (first-cycle) in one of the following classes: Civil and Environmental Engineering (L-7), Computer Engineering (L-8), Industrial Engineering (L-9), Chemical Sciences and Technologies (L-27), Physical Sciences and Technologies (L-30), Mathematical Sciences (L-35), Statistics (L-41), independently of the academic requirements owned, **provided they satisfy the English language requirement.**

#### PRELIMINARY ASSESSMENT OF ENROLMENT REQUIREMENTS

The following students will need to verify if they are eligible for admission:

- 1) Bachelor's level (first-cycle) graduates with a degree different from Economics or Business Management Sciences, irrespectively of their graduation score and not fitting in the cases listed on point 3) of the previous classification for direct enrolment.
- 2) First-cycle degree students, who have not graduated yet, but who have acquired **at least 150 academic credits (ECTS)** by the application deadline and whose average mark in the exams taken is **lower than 25/30 (arithmetic average for students graduating pursuant to the Ministerial decree 509/99; weighted average for students graduating pursuant to the Ministerial decree 270/2004).**
- 3) **All students who have completed, or are about to complete, a foreign Bachelor (first-cycle) degree.**

#### HOW TO SUBMIT AN APPLICATION FOR A PRELIMINARY ASSESSMENT

In order to verify if they meet the entry requirements to be admitted to the Master's Degree in ECONOMICS, FINANCE AND INTERNATIONAL INTEGRATION, the above listed students will have to submit an application for a preliminary assessment, addressed to the Magnificent Rector of the University of Pavia. An application form can be found attached to the present call; it should be completed and delivered personally, or sent via recorded delivery to: **Ufficio Protocollo, Via Mentana 4, 27100 Pavia, from 13<sup>th</sup> July 2017 to 24<sup>th</sup> August 2017 by 12:00 a.m.** (in case of postal delivery, the stamped date on the envelope will be considered).

Before submitting their application, candidates will have to make a payment of € 35.00 through a post office account (ccp n. 198200, made out to "Università degli Studi di Pavia - Servizio Tesoreria"; payment reference: "Rimborso spese per prevalutazione del possesso dei requisiti curriculari per l'ammissione alla laurea magistrale in Economics, Finance and International Integration"). Candidates residing outside Italy can make the payment from **13<sup>th</sup> July 2017 to 24<sup>th</sup> August 2017** by means of a bank transfer to UNIVERSITA' DEGLI STUDI DI PAVIA – SERVIZIO TESORERIA c/o UBI - Banca Popolare Commercio e Industria IBAN: IT 38H 03111 11300 000000046566, SWIFT: BLOPIT 22776 BIC: POCIITM1XXX). This fee is non-refundable. 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.

Candidates are required to attach the following documents to their application for preliminary assessment:

- photocopy (front and back) of a valid personal identification document;
- proof of payment of the fee for preliminary assessment - payment reference: "Rimborso spese per prevalutazione del possesso dei requisiti curriculari per l'ammissione alla laurea magistrale in Economics, Finance and International Integration";
- self-certification (in case of students who have not yet graduated) attesting to their study plan, or (in case of students who have already graduated) self-certification attesting to their Bachelor's degree and the list of all exams passed, together with the academic credits (ECTS) earned and the corresponding Scientific Disciplinary Sector (not required for students graduating or graduated at the University of Pavia).

The results of the preliminary assessment will be **published by 8<sup>th</sup> September 2017** on the **Department of Economics and Management** official notice board (Via San Felice, 5) and website (<http://economia.unipv.it/sitonuovo/>), as well as on the Master Degree's website at this link: <http://mefi.unipv.it/>

The students who, according to the preliminary assessment results, will be exempted from the admission test may proceed with the online enrolment, starting from **22<sup>nd</sup> September 2017**, at <http://www.unipv.eu/site/home/naviga-per/studenti/matricole.html>, section "Enrolment area".

## ADMISSION TEST

The Department of Economics and Management will appoint an Admission Commission in order to verify whether the applying students have an adequate academic background. The following candidates **MUST** take the admission test:

1. **any graduate with a graduation score lower than 95/110;**
2. students holding a foreign Bachelor (first-cycle) degree whose final graduation score, after conversion into the Italian grading system, **is lower than 95/110;**
3. all candidates (not yet graduated) attending the academic degree classes listed on point 1 of the "Direct Enrolment" section who have acquired at least 150 academic credits (ECTS) by the application deadline and whose average mark in the exams taken is **lower than 25/30 (arithmetic average for students graduating pursuant to the Ministerial decree 509/99; weighted average for students pursuant to the Ministerial decree 270/04);**
4. students about to complete a foreign Bachelor (first-cycle) degree who have acquired at least 150 academic credits (ECTS) by the application deadline and whose average mark in the exams taken, after conversion into the Italian grading system, **is lower than 25/30;**
5. **students who, according to the preliminary assessment results, need to sit for the admission test.**

## ADMISSION TEST FOR CANDIDATES LISTED ON POINTS 1, 3 and 5

The previously listed candidates (points 1, 3 and 5) will have to sit for a written examination test consisting of 30 closed-ended questions to be answered. The exam questions will concern the following topics:

- Microeconomics
- Macroeconomics
- Quantitative Methods for Economics and Finance

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

Reference textbooks for the admission test are listed on the Master Degree website at this link: <http://mefi.unipv.it/?pagina=p&id=5> ("Italian Bachelor" section)

## ADMISSION TEST FOR CANDIDATES LISTED ON POINTS 2 and 4

The previously listed candidates (points 2 and 4) will have to undertake an oral admission test concerning the same topics and textbooks listed for students on points 1, 3 and 5.

### REGISTERING FOR THE ADMISSION TEST

The Admission Test application must be sent electronically between **13<sup>th</sup> July – 24<sup>th</sup> August 2017 (by 24.00)** by connecting to the <https://studentonline.unipv.it/AddressBook/ABStartProcessoRegAction.do> website and accessing the registration section. Candidates must first **REGISTER** and then, using their Username and Password, login the Reserved Area. Here candidates should click on ADMINISTRATION and access ADMISSION TEST.

**Students who have already made their registration can login using their credentials and proceed with the Admission Test registration.**

Students with disabilities, when filling in the electronic admission form, must indicate any necessary support, as well as any additional time requirement for completing the admission test.

After entering the registration information, candidates should print:

1. the "admission test participation form", provided by the online process, that includes information on the date and place of the test, as well as the candidates' personal data and education details. The form should be printed, and presented when sitting for the test.
2. The MAV (Modulo di Avviso di Versamento - Payment against notice) for a total amount equal to € **35.00** to cover the "Fee for participation to the admission test - *Laurea magistralis* (Master's degree) in Economics, Finance and International Integration". The fee will not be reimbursed under any circumstances. Non-EU students living abroad and Chinese students under the "Marco Polo" Project are exempted from paying the MAV.

### MAV payment methods

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 PagoBANCOMAT 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 **13<sup>th</sup> July to 24<sup>th</sup> August 2017** by means of a bank transfer made out to UNIVERSITA' DEGLI STUDI DI PAVIA – SERVIZIO TESORERIA c/o UBI - Banca Popolare Commercio e Industria IBAN: IT 38 H 03111 11300 000000046566 - SWIFT: BLOPIT22776 BIC: POCIITM1XXX). 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.

When sitting for the test, candidates must bring with them:

1. Proof of payment of the "Fee for participation to the admission test - *Laurea magistralis* (Master's degree) in Economics, Finance and International Integration" (students who have already paid the fee for the preliminary assessment will use the same payment receipt).
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 residing abroad 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". When sitting for the test, once the candidates' identity has been confirmed, they will be asked to undersign the participation form.
4. If candidates have **not yet graduated and are enrolled at another university**, a certificate (or declaration) stating the number of University credits acquired by the test date.

**The Admission Test is valid only for the academic year 2017-2018.**

## DATE, PLACE AND TIME OF THE ADMISSION TEST

The admission test will take place on 13<sup>th</sup> September 2017, at 9.00 a.m., in Room E2, Palazzo San Tommaso, Piazza del Lino 1, Pavia.

## ENROLMENT METHODS AND CONDITIONS

Having successfully passed the admission test (if required) and once the required documentation to meet the conditions for enrolment has been verified (if necessary), 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:

- connect to the <http://www.unipv.eu/site/home/articolo4291.html> website, and register in the "Enrollment" section.
- Enter the Reserved Area with the User Name and Password obtained upon registration (already registered students will only have to login using their credentials);
- continue to ADMINISTRATION>ENROLMENT, and then select the desired course. Complete all the required sections and then print out the ENROLMENT receipt. After printing, students will receive the MAV (Payment against notice) paying-in slip stub for the payment of the first installment of the tuition fee, which amounts to € **156.00**, unless any reductions or exemptions can be applied (see Avviso sulla Contribuzione 2017-2018 at this link: <http://www.unipv.eu/on-line/Home/documento6562.html>). For instructions on how to pay the MAV, please see the section "Registering for the Admission Test" on page 3.

At the above stage students will be requested to upload the following documents:

- passport-sized photograph showing the student's face;
- photocopy (front and back) of the personal identification document associated with the data entered during the registration procedure;
- photocopy of the tax code document;
- photocopy of the residence permit/card (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 Economia, 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 on this topic, 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 receives:

- confirmation of payment of the first installment and the required documents **within the stated deadlines and the procedure illustrated above has been followed**,
- Official results of the admission test

it will start enrolling the eligible students.

It is possible to enroll after the deadline of 17<sup>th</sup> October, but the students will have to pay, on top of the I installment fee, a penalty of 82 euros.

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 a new**

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

Having enrolled and paid the tuition fee by 30<sup>th</sup> October 2017, students can apply (in case they do not already have done 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>
- Students enrolled into a University of Pavia degree course held in Cremona (Musicology Faculty) can go to the "Segreteria Studenti" 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-chargable pre-paid credit card within the MasterCard circuit, in order to make payments or take money out. It is 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 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 for transferring money coming from grants.

Further information on the Ateneo Card can be found at this link:

<http://www.unipv.eu/site/home/matricole2017.html>

## ENROLMENT METHODS AND CONDITIONS FOR STUDENTS GRADUATED ABROAD

Having passed the admission test (if necessary, see page 3), students who graduated abroad must enrol following this procedure:

1. Connect to the link <https://studentionline.unipv.it/AddressBook/ABStartProcessoRegAction.do> and register in the "Enrolment" section.

- Enter the Reserved Area with the Username and Password obtained upon registration; select ENROLMENT and then the study course chosen for enrolment; complete all the required sections and then proceed to PRINTOUT THE ENROLMENT FORM. After printing, students will receive the MAV (Payment against notice) for the Tuition Fee first installment payment (which amounts to € 156.00, unless any reductions or exemptions can be applied - see Avviso sulla Contribuzione 2017-2018 at this link: <http://www.unipv.eu/on-line/Home/documento6562.html>)
- Regarding instructions on how to pay the MAV, please see section "Registering for the Admission Test" on page 3.

At the above stage students will also be requested to upload the following documents:

- passport-sized photograph showing the student's face;
- photocopy (front and back) of the personal identification document associated with the data entered during the registration procedure;
- photocopy of the Italian tax code document;
- photocopy of the residence permit/card (only for students with non-EU citizenship).

2. Hand in to the Student Administration counter (Teaching Office) of the Department of Economics and Management (from 9.30 to 12 on Mondays to Fridays, except on Wednesdays when AN APPOINTMENT should be agreed between 13.45 and 16.15) **by the deadline of 12 o' clock on 17<sup>th</sup> October 2017** the following documentation:

- a. Receipt of the MAV for the payment of the first installment tuition fee.
- b. The ORIGINAL DOCUMENT (A COPY WILL NOT BE ACCEPTED) of the qualification necessary for enrolment into the Master's program (Bachelor's level degree, University diploma or approved foreign qualification) translated into Italian (by a recognized translator or by the Embassy) and legally validated by the Italian Diplomatic Authority located in the country which awarded the qualification, as well as a declaration of value ("Dichiarazione di Valore").

c. A degree certificate proving the exams taken, issued by the foreign institution that awarded the certificate. The certificate must be translated into Italian and legally validated by the Italian Diplomatic Authority located in the country which awarded the qualification.

d. Individual course outlines issued by the foreign University which awarded the qualification. The course outlines must be translated into English.

e. Information on the school-leaving certificate: official certificates attesting to at least 12 years of school attendance before University enrolment.

f. A photocopy of the residence permit/card (only for students with non-EU citizenship).

g. 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/naviga-per/studenti/immatricolarsi--frequenareconcludere/articolo994.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 Economia, Via S. Agostino, 1 - 27100 Pavia.

**Candidates not having 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 6.

### **IMPORTANT**

Following the assessment of the minimal entry requirements, should the candidate's Bachelor degree transcript show faults which need to be fulfilled by taking some additional exams, the candidate must take the suggested missing exams by enrolment time. He/she can do so by registering to individual classes and taking individual exams within any university (for further information, refer to the Segreteria Studenti). In case of graduating students, they can add the missing exam/exams as supernumerary exams ("esami soprannumerari") to their last approved study plan. In this case, in order to be enrolled without any condition, the candidate must take to the Segreteria Studenti (via Sant'Agostino 1 Pavia) the documentation proving the exams taken by 1<sup>st</sup> March 2018.

### **CONDITIONAL ENROLMENT**

Candidates attending degree programs in the classes listed on point 1 of the "Direct Enrolment" section above and not yet graduated by **17<sup>th</sup> October 2017** can enroll under the condition that they get their academic degree by **1<sup>st</sup> March 2018**. We remind that, among these students, those who have acquired **at least 150 academic credits (ECTS)** by the application deadline and whose average mark in the exams taken is **greater than or equal to 25/30 (arithmetic average for students graduating pursuant to the Ministerial decree 509/99; weighted average for students graduating pursuant to the Ministerial decree 270/2004)** can enrol under the above condition without having to take the admission test. **On the other hand, students who have acquired at least 150 academic credits (ECTS)** by the application deadline and whose average mark in the exams taken is **lower than 25/30 (arithmetic average for students graduating pursuant to the Ministerial decree 509/99; weighted average for students graduating pursuant to the Ministerial decree 270/2004)** will have had to pass the admission test in order to enrol under the above stated condition. The enrolment procedure will be completed if the student obtains the required academic degree by the already specified deadline (**1<sup>st</sup> March 2018**). If the student fails to graduate by that date, the enrolment procedure will not be completed and the Tax Office will reimburse the paid tuition fees (minus the stamp duty).

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

**Students from another Master Degree within the University of Pavia who want to enrol into MEFI**

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 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>. Depending on the pre-evaluation outcomes, they may have to undertake the admission test. If admitted, they will pay the first installment of the 2017-2018 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 MEFI**

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 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>. Depending on the pre-evaluation outcomes, they may have to undertake the admission test. If admitted, they will have to register online by 17<sup>th</sup> October 2017, following the instructions which will be sent to them by-mail. Then they will have to read the section "**Procedure and deadlines for enrolment**" (**Modalità e Termini per l'Immatricolazione**) and proceed according to the information provided in that 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 that the student has applied for the transfer. By 31<sup>st</sup> October 2017 at most 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---frequentare---concludere/articolo994.html>

- **Students holding a previous degree or credits acquired from previous studies (of the same level) who want to enrol into MEFI**

They will have to apply for a pre-evaluation of their study curriculum between between 13<sup>th</sup> July and 24<sup>th</sup> August 2017 (24<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>. Depending on the pre-evaluation outcomes, they may have to undertake the admission test. If admitted, they will have to register online by 17<sup>th</sup> October 2017 following the instructions which will be sent to them by e-mail. Then they will have to read the section "**Procedure and deadlines for enrolment**" (**Modalità e Termini per l'Immatricolazione**) and proceed according to the information provided in that 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, at:

<http://www.unipv.eu/site/home/naviga-per/studenti/immatricolarsi---frequentare---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 in the form available in the "Forms" section:

<http://www.unipv.eu/site/home/documento5291.html>)

In case of transfers, in order to be admitted to the II year of MEFI it is necessary to have reached, at the time of the application deadline, at least 30 CFU, which need to be pre-evaluated by the admission Committee of MEFI. See pre-evaluation procedure described on page 2.

## NOTES AND ADDITIONAL INSTRUCTIONS

Students without internet access or who require assistance can contact the following offices:

Infomatricole – Palazzo Centrale Università - Corso Strada Nuova 65 – Pavia: from 9 to 12, on Mondays and Wednesdays; on Tuesdays from 13:30 to 16:30. **The access point will be closed from 7<sup>th</sup> to 18<sup>th</sup> August 2017.**

Users may encounter temporarily service disruptions during evenings or weekends due to site maintenance. Any possible delay 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 Legislative Decree n. 196 of 30<sup>th</sup> June 2003 ("personal data protection code").

The information provided by candidates will be stored in the Information Systems Area of the University of Pavia and processed by the information system specifically designed to the admission test registration process and the compilation of the final ranking list. Conferring personal data is therefore compulsory, and failing to do so will result in exclusion from the admission test. If candidates enrol, their personal data will be used by the Student Distribution staff. 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 the use of their personal data 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<sup>th</sup> June 2009, which this Call for Admission acknowledges.

For any matter not explicitly expressed in this document, the laws currently in force apply.

The **Head of Administrative Procedures**, according to the art. 4 of the Law n. 241 of 7<sup>th</sup> August 1990, modified by the Law n. 15/2005, is **Dr. Carmen Frassica** (Cat. EP2 – Management Administration Area).

Pavia, 28 June 2017

**THE GENERAL DIRECTOR**  
Emma Varasio

**THE RECTOR**  
Fabio Rugge