



# UNIVERSITÀ DEGLI STUDI DI PAVIA

## FACULTY OF ENGINEERING MASTER'S DEGREE COURSES INDUSTRIAL AUTOMATION ENGINEERING (class LM-25)

### ADMISSION ANNOUNCEMENT - ACADEMIC YEAR 2017/2018

#### Index

ADMISSION REQUIREMENTS .....	pag. 1
CURRICULAR REQUIREMENTS AND EVALUATION PROCEDURE .....	pag. 2
ENROLMENT PROCEDURE AND CONDITIONS .....	pag. 4
ENROLMENT PROCEDURE AND CONDITIONS FOR STUDENTS WITH STUDY QUALIFICATIONS OBTAINED ABROAD .....	pag. 5
RULES FOR POST-FIRST-YEAR ADMISSION TO THE DEGREE PROGRAMS IN CASE OF TRANSFER STUDENTS, CREDIT RE-EVALUATION FOR PREVIOUS ACADEMIC ACTIVITY, CHANGE IN DEGREE PROGRAM .....	pag. 6

#### 1. REGULATORY LEGISLATION

- Ministerial decree 270/2004 (Modification to the regulation introducing norms concerning the autonomy of universities) and relevant implementation decrees;
- Ministerial decree 16 March 2007 (Redefinition, pursuant to Ministerial decree 270/04, of degree and Master's degree courses);
- Entry, stay and enrolment regulations for international/foreign students applying to study programmes offered by Italian higher studies institutions", published on 28<sup>th</sup> February;
- Degree course academic statutes established by the Faculty of Engineering

#### 2. COURSE OUTLINES

In the academic year 2017/2018 the Faculty of Engineering offers the following Master's degree course (Laurea Magistralis) in English:

- **INDUSTRIAL AUTOMATION ENGINEERING** (class LM-25)

A master's degree is a second cycle university course that aims to deliver advanced teaching as preparation for employment in highly technical and specific fields. Further information can be found at the following web sites: <http://ingegneria.unipv.it/en/index.php>; <http://eecs.unipv.it/Home/>

#### 3. ADMISSION REQUIREMENTS

In order to gain admission to an Engineering Master's degree course the candidate has to satisfy the following set of requirement:

- 1) Bachelor's degree (D.M. 509/99 or D.M. 270/04), postgraduate Master's degree (legislation previous to D.M. 509/99) or a three-year diploma or other officially recognised study titles awarded abroad .
- 2) the curricular requirements as set out by academic statutes for admission to Master's degree courses and self-certified by the candidate or verified through an assessment process (see: **Evaluation procedures** section);
- 3) adequate personal skills, to be verified during an assessment test (see: **Assessment test** section)
- 4) Knowledge of English to be verified as described in the following paragraph (see: **Knowledge of English** section).

The Faculty of Engineering appoints a Commission for each degree course in order to evaluate candidates' curricula and ascertain their personal background.

**PLEASE NOTE:** Admission to Master's degrees is also open to students who expect to obtain a recognised certificate and who do not have a debt of **more than 30 credits (CFU)** (including credits awarded for the final exam). These students, if in possession of the curricular requirements foreseen to access the master's degree course, may provisionally enroll under condition and do not have to apply for the evaluation of their curricular requirements. They will have to prove that they satisfy the course requirements with a self-certification of all exams passed, relevant credit value (CFU), type of learning activity (TAF) and scientific disciplinary sector (SSD) using the form attached to this announcement.

The table in 'Attachment no.1' outlines different categories of students and relevant procedures to perform in order to enroll (direct ENROLMENT, pre-assessment of curricular requirements, and/or assessment test)

#### 3.1 KNOWLEDGE OF ENGLISH

Candidates must have at least a B1 Common European Framework (CEF) level of English in order to enrol for a Master's degree course in the Faculty of Engineering. This level of knowledge may be proved when enrolling by handing in one of the following certificates:

ENTE CERTIFICATORE	CERTIFICATO CORRISPONDENTE AL LIVELLO B1
Cambridge English Language Assessment (Part of the University of Cambridge)	Cambridge English :Preliminary (PET)
Cambridge English Language Assessment (Part of the University of Cambridge)	International English Language Testing System (IELTS): minimum score 4.5
Cambridge English Language Assessment (Part of the University of Cambridge)	Business Language Testing Service (BULATS) Reading/Language Knowledge Test: minimum score 40
Educational Testing Service (ETS)	Test of English as a Foreign Language Internet Based Test (TOEFL iBT): minimum score 57
Educational Testing Service (ETS)	TOEIC Listening and Reading Test: minimum score 550 + TOEIC Speaking and Writing Test: minimum score 240

Trinity College of London	Integrated Skills in English (ISE I)
City & Guilds	Achiever B1
Pearson	English for Speakers of Other Languages (ESOL) Entry Level 3 B1

Other language certifications will be evaluated by the president of the Faculty together with the English teacher and eventually the Language Centre. Candidates who do not have one of the certificates mentioned above will need to pass the online Cisia Test (TOLC) that will be held on September 5<sup>th</sup>, 2017 at 14:15 or on September 6<sup>th</sup>, 2017, at 09.15 in the Faculty of Engineering (Via Ferrata 5)

If the available spots for the online Cisia Test (TOLC) are less than the applicants, more sessions will be added in the morning of September 5 and/or in the afternoon of September 6.

REGISTRATION to the test is to be done online directly at CISIA <http://www.cisiaonline.it/>, where students will be asked to submit to the website first. REGISTRATION to the test costs € 30,00 payable through credit card or bank transfer. You can find further information on CISIA webpage <http://www.cisiaonline.it/> or on the Faculty of Engineering webpage <http://ingegneria.unipv.it>.

**Applicants holding a Bachelor's degree from the Faculty of Engineering of the University of Pavia are not required to submit any certification, as their B1 knowledge of English had already been assessed during their previous academic career.**

Candidates who can prove that they passed either a B1 level test to gain admission to a university course or an English exam worth at least 3 credits in their previous career are not required to take the Cisia test or show one of the previous certificates.

Candidates from foreign universities may certify their knowledge of English by presenting a certificate stating that they passed an English exam or exams of teachings conducted in English.

No certificates are required from students who are citizens of countries where English is one of the official languages and/or those who have been awarded a degree from an institution where teaching is conducted in English; however, these students must hand in supporting documentation when enrolling.

#### 4. CURRICULAR REQUIREMENTS AND EVALUATION PROCEDURE (see table in Attachment no. 1)

**Candidates who have to apply for the evaluation of curricular requirements** – as outlined in the following section "EVALUATION OF CURRICULAR REQUIREMENTS":

- graduates from foreign universities or those in possession of a foreign qualification;
- those who hold a five-year degree or those awarded an Italian three-year diploma (legislation previous to DM 509/99);
- graduates or senior students about to graduate whose degree curriculum includes courses not clearly identified by SSD classification and/or measured in CFU. (See attachments).

A specially appointed Commission will assess incoming student's curricula.

Access to Masters' degree courses is allowed also to graduates proving a high preparation and/or a strong motivation, even though their educational background does not strictly meet the requirements set herewith and listed in the attachment. However, the admission is subject to approval by a specially appointed Commission which will assess the candidate's prospect of previous academic career. Candidates falling into such category may be interviewed by the Commission to evaluate their motivation and suitability to the chosen Master's course. The Commission will issue a report highlighting the candidate's weaknesses and consequently the constraints in the formulation of the study plan, listing specific exams (not exceeding a total amount of 12 credits) to be included in the study plan of 120 credits.

In case the preparation is considered not suitable for the chosen master degree course, the Commission will specify the exams the candidate needs to pass with enrolment to single courses, prior to the actual confirmation of his/her enrolment to the master degree course. Credits related to these exams must be earned within the deadline of March 1<sup>st</sup>, 2018.

Please note: that students who previously gained a positive evaluation of their curricular requirements may directly apply for enrollment without a further evaluation for the current academic year.

#### 4.1 EVALUATION PROCEDURE

Those who are subject to the evaluation of their curriculum (see paragraph above) must submit their application within **September 2<sup>nd</sup>, 2017** – the application forms are enclosed in this announcement no.2 (Declaration of curricular requirements possession) and n.3 (application for the evaluation of curricular requirements)

How to submit an application:

- hand delivery to the Registrar Office (Ufficio Protocollo), via Mentana, 4 – 27100 Pavia
- postal delivery by registered mail (date as printed in the recipient post office stamp to be considered for deadline accomplishment)
- Foreign students residing abroad can send their application via email following the instructions in this link: <http://eecs.unipv.it/application/requirements/> point 5

Delayed applications may entail a delayed issue of the Commission's report, and may consequently lead to a late ENROLMENT which is subject to an additional fee of € 82.00 (please note that the additional fee for late ENROLMENT is due after October 17<sup>th</sup>, 2017)

Prior to applying the candidate needs to pay the fee of € 35.00 in any Italian post office filling in a three-piece postal slip with the following information: ccp n. 198200, made payable to University of Pavia - Treasury Department; reason for payment: "Fee for evaluation of curricular requirements - admission to Engineering master's degree courses". This fee is not reimbursable. Residents abroad can pay by bank transfer to UNIVERSITA' DEGLI STUDI DI PAVIA - SERVIZIO TESORERIA; the bank name is: UBI - Banca; please include all of the following bank codes: IBAN : IT38H03111130000000046566; SWIFT: BLOPIT 22776; BIC: POIITM1XXX - (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.)

The application must enclose the following attachments:

- Front and back photocopy of a valid identification document;
- proof of payment of the "Fee for evaluation of curricular requirements - admission to Engineering Master's degree courses";

- Self-certification of study plan (for students about to graduate) or self-certification of the study qualification achieved, detailing each successful exam and related credits (CFU) and SSD, if applicable ;

- Any certification attesting the knowledge of English language;

Students who have carried out their studies at foreign universities must also hand in:

- Certificate of the qualification with the list of exams, issued by the foreign University they attended. In case of enrollment, it is necessary to hand in this certificate at the Students' Desk, translated into Italian and legalized by the Italian diplomatic representation, that will issue a related Declaration of value.

The Student Administrative Office will inform applicants about the result of their assessment within 45 days from the receipt of the application (using email addresses provided by each candidate in the submitted application), eventually indicating identified weaknesses and consequently the exams to be taken to bridge the preparation gap. Graduated applicants are supposed to pass the requested exams before completing the ENROLMENT, by attending single-standing courses and passing the relevant final exams according to the procedure given by the Student Administrative Office. They will then complete the ENROLMENT not later than 1<sup>st</sup> March 2018 at the desk of the Student Administrative Office- Faculty of Engineering, via Ferrata, 5 (Pavia).

Applicants not yet graduated will be given the opportunity to add the required supplementary exams to the last approved study plan of their BA career.

Candidates who are admitted to an Engineering Master's Degree Course that do not have to take the assessment test can be directly enrolled according to instructions under ENROLMENT.

## 4.2 ASSESSMENT TEST

The Assessment Test for the admission to Master's degrees, which is to be given in front of a commission appointed to assess prospective students, is the tool recommended by the academic statutes to evaluate candidates' suitability for enrolment on Master's degree courses.

The Assessment test will be held on 29 September 2017 at 9 a.m..

A second test will be held on 12th January 2018. More information will be posted on the website of the Faculty of Engineering.

The Assessment test is open to all candidates who satisfy the admission requirements by the date of the test. Successful completion of the test is also valid for future academic years.

Information about the assessment test can be found at: <http://ingegneria.unipv.it/immatricolarsicdIm/index.php>

Graduates and senior students about to graduate who, respectively, have been awarded a degree or who have an average grade equal or higher than those reported in the table below are exempt from taking the assessment test.

Master's degree courses	GRADUATES (FINAL GRADE)	SENIOR STUDENTS (WEIGHTED AVERAGE GRADE)
- INDUSTRIAL AUTOMATION ENGINEERING	≥ 90/110	≥ 23,5/30

Application for the Assessment test must be submitted online between 13<sup>th</sup> July and 25<sup>th</sup> September, 2017.

Candidates should go to this website <https://studentonline.unipv.it/AddressBook/ABStartProcessoRegAction.do>, register to our Area Riservata and get a temporary username and password. Studentd should use these access code to [login in the English version](#) of the Area Riservata, access the area dedicated to Master's course enrolments. They can log in the Reserved Area, click 'ADMISSIONS' on the left menu, and select 'EVALUATION TESTS'. Candidates who have already registered just need to log in with the credentials already in their possession and proceed to ISCRIZIONE TEST DI VALUTAZIONE.

Once the form has been completed, candidates should print:

1. the 'assessment test application form' which is automatically generated by the system and contains information about location and date of the test and summarizes the candidate's personal data and educational background. **This form must be printed, kept and shown on the day of the test.**
2. Proof of payment of the MAV (Payment against notice) of € 35,00 to cover the 'Fee for participation in the assessment test – Faculty of Engineering Master's courses'. Students who have already paid the fee of € 35,00 for the assessment of curricular requirements are exempt from making this payment. This payment will not be refunded.

If the student fails the September evaluation and proceeds to apply to the February one, he/she will be required to pay a new MAV of € 35,00.

### Further information about the payment of the MAV

The MAV can be paid without any fees at the branches of Banca Popolare Commercio & Industria or at any ATM of other banks. Payment can also be made using a payment card enabled to PagoBANCOMAT circuit at any ATM of the banks belonging to Gruppo Unione di Banche Italiane. The transaction is done by typing the ATM code of the MAV and the amount reported on the MAV bulletin itself. At the end of the operation a receipt will be issued confirming the successful conclusion of the transaction. The payment will be notified to the University of Pavia by the bank in about 7/8 working days.

No other methods of payment are allowed but MAV (Payments against notice), with the exception of **candidates residing abroad who can make a wire transfer to UNIVERSITA' DEGLI STUDI DI PAVIA - SERVIZIO TESORERIA. The bank name is: UBI – BANCA. Please include all of the following bank codes: IBAN : IT38H03111130000000046566; SWIFT: BLOPIT 22776; BIC: POCIITM1XXX** within the same deadline.

**Please note:** All bank charges due must be paid by the applicant, those who make bank transfers from outside the EU must pay attention to select the OUR code and not the SHARE one, in the field related to the bank operation costs. If the SHARE code is selected, the payment will be considered incomplete and will be necessary to integrate the missing amount with a second bank transfer.

Candidates with disabilities should provide information about the assistance they require as well as any additional time they may need to complete the admission test. The online procedure will be shut down on September 25<sup>th</sup> at midnight and therefore it will be no longer accessible.

Candidates will come to the Faculty of Engineering Administration Office, Via Ferrata, 5 – Pavia, at 14.30 a.m. on the day of the test. They must bring:

- a valid identity document;
- senior students should hand in a self-certification detailing the university credits they have acquired up to 29 September 2017 as well as their exam record booklet (photocopy);
- a copy of the assessment test application form automatically generated by the system, (see above)

On the day of the test, once their identity has been controlled, candidates will be asked to sign the assessment test application form.

**Please note:** Non-EU candidates resident abroad must show their passport and 'study' entrance visa (type 'D', valid for more than 90 days) or a permit of stay (or, alternatively, an acknowledgement from the police headquarters certifying the candidate's request for a permit of stay).

## 5. ENROLMENT PROCEDURE 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 be enrolled.

Candidates must submit the on-line ENROLMENT form (even in case of ENROLMENT 'under condition') **between July 13<sup>th</sup> and within h.12 a.m. of October 17<sup>th</sup>, 2017**.

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;
- a self-certification detailing successful exams (see Attachment 2) (only for students who have not requested evaluation of curricular requirements)
- photocopy of English language certificate/s;
- photocopy of study entrance visa/permit of stay (only for students with non-EU citizenship);

In case you want to request acknowledgment of exams (academic career shortening due to transfer, automatic credit transfer evaluation for second degrees, re-evaluation and recognition of foreign qualifications): send the appropriate form in advance, with a revenue stamp of €16,00 download the form from the Forms section of the Student Administration website 'Rivalutazione carriera' 'Seconda laurea / richiesta convalida esami' (<http://www.unipv.eu/site/home/naviga-per/studenti/immatricolarsi---frequentare---concludere/articolo994.html>), scan and send it to [matricole.ingegneria@unipv.it](mailto:matricole.ingegneria@unipv.it). The original has to be sent in due time to the University of Pavia – Segreteria studenti di Ingegneria, Via Ferrata 5 – 27100 PAVIA

- In case of request for exams recognition (CREDIT RE-EVALUATION FOR PREVIOUS ACADEMIC ACTIVITY, RECOGNITION OF FOREIGN DEGREES, SECOND DEGREES, CHANGE IN DEGREE PROGRAM) it is necessary to fill in a form to download at <http://www.unipv.eu/site/home/documento9251.html> with a revenue stamp of € 16,00 (for transfer; second degree and recognition of foreign title) and send a scanned copy of the form to [matricole.ingegneria@unipv.it](mailto:matricole.ingegneria@unipv.it). The original form must be handed in at the Students Desk or sent to Università degli studi di Pavia – Segreteria studenti di Ingegneria via Ferrata, 5 – 27100 Pavia.
- In case of transfer from other universities, the student also has to attach a certification from that university attesting your request of transfer, the complete documentation must arrive within 31/10/2017
- Students graduated in other Italian universities must also send a certification attesting passing the final exam with date and mark, all exams passed with date, marks, credits and scientific disciplinary sectors, all ENROLMENT years (we suggest to use a self-certification to download from your university reserved area if available, otherwise you can fill in and send the form in this link <http://www.unipv.eu/site/home/articolo994.html> (Self certification regarding academic certificates held and exams taken)

In case of need of support from the administration office, it is possible to send an email to: [matricole.ingegneria@unipv.it](mailto:matricole.ingegneria@unipv.it). The email MUST include in the subject field: SURNAME, GIVEN NAME AND SELECTED COURSE

The Student Administrative Office ("Segreteria Studenti") will proceed to enroll eligible candidates, upon receipt of the notification of payment of the first installment from the bank, and of the required documents from the candidate within the deadlines stated above and following the procedures already specified.

Newly enrolled students will receive a personal 'welcome' email providing general information and the student's official university email account that will become the only mean of communication between the University of Pavia and the student. Students will activate the new university email account and receive new credentials to access to University online services (e.g. reserved Area and wi-fi).

Those already in possession of a University of Pavia email account will keep on using it, as well as their credentials, to access the Reserved Area. It is possible to modify the credentials by accessing "Cambio Password Servizi di Ateneo" (Change university services password), from the Students web page (<https://sonl.unipv.it/password>).

After ENROLMENT and within October 31, each student is required to apply for the "ATENE0 CARD PAVIA", a multi-tasking university card, also useful as identification card of the student of the University of Pavia.

To obtain the "ATENE0 CARD PAVIA" it is necessary to go to:

- Appropriate branches of 'Banca Popolare Commercio e Industria' during the opening hours; in this link <http://www.unipv.eu/site/home/documento9907.html> you can find a list of the appropriate branches;

To collect the card, students will have to hand in the following documentation:

1) Identity document in due course; 2) Fiscal Code; 3) Self-certification of ENROLMENT to this university or receipt of ENROLMENT : you can print them from your reserved area, selecting the menu ADMISSIONS> SELF-CERTIFICATES

The AteneoCard is totally free and can be used as prepaid rechargeable credit card, usable in the MasterCard circuit to pay or take cash from an ATM. It is a very useful tool that offers discounts to students (even higher than 10%) on many articles and allows money transfers in Italy and in the Sepa area (31 European countries), receive money from abroad, accredit, set up a direct debit.

The function of credit card also allows the university and EDISU to transfer any payment due to students and it is the **only mean used by the University to transfer reimbursements of fees and contributions or to pay scholarships.**

## 6. ENROLMENT PROCEDURE AND CONDITIONS FOR STUDENTS WITH STUDY QUALIFICATIONS OBTAINED ABROAD

After the admission test, when required, students with a positive evaluation who have qualified abroad may enroll following the steps listed below:

1. Access the AREA RISERVATA through the following link <https://studentionline.unipv.it/esse3/Home.do> (choose the English Language before access), click on '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; the procedure will require to upload :
  1. a passport-sized photograph
  2. a double-side photocopy of the same personal identification document used for the registration procedure;
  3. photocopy of personal Italian tax code;
  4. photocopy of study entrance visa/permit of stay (only for students with non-EU citizenship);

At this point, students must proceed to PRINT OUT THE ENROLMENT FORM. The LAST PAGE of this print out is the MAV (Payment against notice) that students will use to pay the first installment of the annual tuition fee. The methods of payment are described above in the section ASSESSMENT TEST (Further information about the payment of the MAV).

2. Hand in to the Student Administrative Office ("Segreteria studenti") of Engineering (from 9.30-12.00 Monday-Friday, except Wednesday 13.45 – 16.00) from July 13<sup>th</sup> and within October 17<sup>th</sup> (12.00h), the following documentation:

- a. MAV (Payment against notice) receipt for the first installment of the university tuition fee (€ 156,00 except in cases outlined in 'Tuition fees for Academic year 2017/18' - link: <http://www.unipv.eu/on-line/Home/documento6562.html>).
- b. Original title of a qualification allowing admission to the Master's degree (Bachelor's, University diploma deemed valid) translated into Italian (by a court registered translator or by the competent embassy), and legalised by the competent Italian diplomatic representatives in the student's home country, that will issue a **Declaration of Value** or an equivalent certification (Cimea certificate that proves the title authenticity)
- c. Degree certificate, issued by the university where the qualification was awarded, detailing the exams taken. This certificate must be legalised by the competent Italian diplomatic representative and be translated into Italian;
- d. Front and back photocopy of a valid identification document which was used during the registration procedure
- e. Syllabus of each course included in the student's degree study plan offered by the University who awarded the degree and translated in Italian
- f. photocopy of the personal Italian tax code document;
- g. photocopy of the permit of stay/study entrance visa (only for students with non-EU citizenship);
- h. In case of academic career shortening due to transfer, automatic credit transfer evaluation for second degrees, re-evaluation and recognition of foreign qualifications: send the appropriate form in advance, with a revenue stamp, to download from the Forms section of the Student Administration website (<http://www.unipv.eu/site/home/naviga-per/studenti/immatricolarsi---frequentare---concludere/articolo994.html>) p
- i. photocopy of English language certificate/s;

**Candidates who do not have the necessary documentation will not be allowed to enroll.**

After enrolment, students are required to apply for the "ATENE CARD PAVIA", according to the instructions described above.

**6.1 ENROLMENT PROCEDURE AND CONDITIONS FOR NON EU STUDENTS RESIDING ABROAD WITH study qualifications obtained abroad**  
**NON UE students residing abroad must also apply through the Italian embassies in their countries of residency.**

**Non EU Students residing abroad who pre-enrolled to the University of Pavia through the Italian Representative of their country of residence may submit their enrolment application for the a.y. 2017/2018. The University of Pavia can accept a maximum of 30 students to the Master Course in Industrial Automation Engineering.** The available places will be assigned in chronological order through an online system <https://sonl.unipv.it/concorsi/>.

The first 30 students to:

- Get a positive evaluation and exemption from the test by the Teaching Committee
- Attach all the required documentation during the online enrolment procedure through our portal <https://studentionline.unipv.it/esse3/Home.do>
- Make the 1<sup>st</sup> Tuition Fee Instalment Payment

Will be accepted and enrolled.

**Please note** that once all the 30 places are taken it is possible to submit the application and be included in a waiting list. If a place becomes available it will be assigned to the students who signed up for the waiting list. More information on the following paragraph "Waiting List for non EU students residing abroad".

Candidates may proceed with the application from the 13<sup>th</sup> July to the 17<sup>th</sup> October 2017 following steps:

### Step 1 Registration.

Students enrolling at the University of Pavia for the first time need to register and get their temporary username and password.

Use the following instructions:

- Go to the following webpage: <https://studentionline.unipv.it/AddressBook/ABStartProcessoRegAction.do>
- Start the registration procedure and answer all the questions. Please note that the email you use for this stage could be used by the university to communicate with you.
- Complete the registration and print the Registration Form

**Student who already enrolled to the University of Pavia should skip Step 1 and go to Step 2 using the username and password they already have.**

Students who lost their access code can retrieve them through this webpage:

[https://studentionline.unipv.it/Anagrafica/PasswordDimenticata.do?jsessionid=B7032FD6CE3B7292101FCC4D749CB77A.esse3-unipv-prod-06?cod\\_lingua=eng](https://studentionline.unipv.it/Anagrafica/PasswordDimenticata.do?jsessionid=B7032FD6CE3B7292101FCC4D749CB77A.esse3-unipv-prod-06?cod_lingua=eng).



## Step 2 Enrolment.

Please note that you can only execute this step if you have done the first step and/or you have got your temporary username and password.

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 fiscal code;
- photocopy of study entrance visa/permit of stay
- **photocopy/digital scan of the Declaration of Value or an equivalent certification (Cimea certificate that proves the title authenticity) or the receipt proving the application for the Declaration of Value to the Italian Representative**

The photocopy of the fiscal code and of the permit of stay for study reason have also to be hand over to the Administrative Office with all the required documentation once the student arrives in Italy

Please note that you will not received an enrolment confirmation from the Administrative Office if you do not upload all the required documents.

Use the following instructions:

- Access the AREA RISERVATA (Reserved Area) through the following link <https://studentionline.unipv.it/esse3/Home.do> (choose the English Language before access)
- select 'Go to ENROLMENT' link in the ENROLMENT box, log in using the credentials obtained upon registration.
- Select from the menu "ADMISSIONS- ENROLMENT TO LIMITED ACCESS COURSES and than choose " INDUSTRIAL AUTOMATION ENGINEERING (Non-EU candidates);
- 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/on-line/Home/documento6562.html> ) to pay the first installment

The Student Administrative Office ("Segreteria Studenti") will proceed to enroll eligible candidates, upon receipt of the notification of payment of the first installment from the bank, and of the required documents from the candidate within the deadlines stated above and following the procedures already specified.

Students in possession of the admission requirements, even those not provisionally enrolled, may perform a late ENROLMENT after October 17th, 2017 up to 31st , October 2017, with an additional fee of € 82.00.

## Step 3 Book your place

There are only 30 places available to NON EU STUDENTS RESIDING ABROADS ITH study qualifications obtained abroad. Students are asked to book their place through the following procedure. Only Student who received a positive evaluation from the Teaching Committee can book their place through the following instructions.

Go to the following webpage: <https://sonl.unipv.it/concorsi/> and follow the instructions. In order to book your place students need to have paid the 1st Installation Fee of the tuition fees and they will be asked to upload it trough the online procedure. The place will be booked at the end of the procedure if you followed all the instructions and if the check done by the Administrative Office is positive. Student can ask for information in case of problems to this address: [matricole.ingegneria@unipv.it](mailto:matricole.ingegneria@unipv.it) . Student have to state in the mail sent to this addresses SURNAME, NAME AND CHOSEN STUDY COURSE.

The list with the name of the students whose enrolment has been confirmed by the Administrative Office will be updated every day and it will be published on the following webpage web <http://www.unipv.eu/site/home/naviga-per/studenti/segreteria-studenti-e-ufficio-tasse/segreteria-studenti-difacolta/ingegneria/articolo9867.html> from the 15<sup>th</sup> July.

Once all the available places are taken, students can still express their interest through <https://sonl.unipv.it/concorsi/> portal and their name will be included in the waiting list. Every student should write their personal details and contacts and if a place becomes available because of a withdrawal or for any other reason, the list will be used in chronological order to assign available places. In order to be included in the waiting list is not necessary to upload the receipt of the payment. All the information about the waiting list, the availability of a place and enrolment will be sent to the e-mail address used for the registration to the waiting list. It is very important to track your mail.

Please note that students who are not graduated within 17<sup>th</sup> October 2017 but they meet all the other requirements may enrol "under condition" to the chosen Master Degree Course. The enrolment will be effective if and only if within the 1<sup>st</sup> March 2018 the student will be awarded with the degree with the same study plan submitted for the evaluation. Students "under condition" can follow classes of the 1<sup>st</sup> semester but they cannot sit for any exams. Students "under conditions" that do not get their degree within the 1<sup>st</sup> March 2018 will not be enrolled anymore and the tuition fees will be refunded (excluding the revenue stamp). Students who have all the required documentation can also enrol after the 17<sup>th</sup> October 2017 and within the 1<sup>st</sup> March 2018 paying a delay fee of 82,00€.

Enrolment application will be refused to candidates who do not submit all the required documentation.

Once students successfully enrolled, they should apply for the AteneoCard as explained in one of the previous paragraphs.

7. RULES FOR POST-FIRST-YEAR ADMISSION TO THE DEGREE PROGRAMS IN CASE OF TRANSFER STUDENTS, CREDIT RE-EVALUATION FOR PREVIOUS ACADEMIC ACTIVITY, CHANGE IN DEGREE PROGRAM, FORMER ACADEMIC ACTIVITY (only possible from a course of the same level):  
After evaluation, where foreseen:

- *Students applying for course transfer from another master's degree course at the University of Pavia*  
within 17 October 2017 they must pay the first installment for the academic year 2017/2018 by MAV to download from one's Reserved Area and apply online ac-

cording to instructions in this link (<http://www.unipv.eu/site/home/articolo12731.html>).

- **Students applying for ENROLMENT with transfer from another university**

Apply for pre-evaluation of your previous career between **13 July and 24 August 2017** (arrival date and not delivery date) according to the instructions in this link <http://www.unipv.eu/site/en/home/study/admission/transferring-students.html>. After the online registration, the student will receive an email with instructions and follow indications in paragraph MODALITA' E TERMINI PER L'IMMATRICOLAZIONE within 17 October 2017.

Together with documentation required for ENROLMENT, students will also have to send to [matricole.ingegneria@unipv.it](mailto:matricole.ingegneria@unipv.it) a receipt of the University of origin proving the transfer request, in anticipation of the complete documentation, to be received within 31/10/2017, and the form 'Congedo in arrive-Incoming transfer' to download here <http://www.unipv.eu/site/home/naviga-per/studenti/immatricolarsi---frequentare---concludere/articolo994.html>.

- **Students with a previous career or degree of equal level**

Apply for pre-evaluation of your career in the period between **13 July and 24 August 2017** (arrival date and not delivery date) according to the instructions in this link <http://www.unipv.eu/site/en/home/study/admission/transferring-students.html>. After online registration, the student will receive an email with instructions and follow indications in paragraph MODALITA' E TERMINI PER L'IMMATRICOLAZIONE within 17 October 2017, and send the form 'Seconda laurea/ richiesta di convalida esami'.

If the first degree or the previous career are from another Italian university, students will have to attach a self-certification career, exams passed, credits and scientific disciplinary sectors (we suggest to use a self-certification to download from your university reserved area if available, otherwise you can fill in and send the form in this link <http://www.unipv.eu/site/home/articolo994.html> form 'Seconda Laurea'.

#### 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 website maintenance. Any delays in the compilation of forms may be due to the large number of users connected. For assistance and to report issues encountered during the enrolment procedure, please send an email to [matricole.ingegneria@unipv.it](mailto:matricole.ingegneria@unipv.it).

#### WHEN AND IF A REFUND OF THE ENROLMENT FEE IS POSSIBLE

A refund of the enrolment fee is possible only for the situations described in the art.10 of the "Norme sulla Contribuzione". Please check the following link for more information about possible refund of the enrolment fees: <http://www.unipv.eu/site/home/articolo13177.html>

#### 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 processed by the University of Pavia and used for the university's institutional objectives, to provide specific Services requested by users as well as to fulfil its legal obligations.

The personal data is generally handled by data processing and telecommunications systems designed to memorise and manage the data. In some cases, a hard copy may be generated; this process is always undertaken to ensure the security of, and protect the privacy of, the interested party.

Conferring personal data is therefore obligatory and failure to do so will result in exclusion from the admission test.

Users' personal data, in accordance with current laws in force, may be revealed to and processed by personnel involved specifically in their handling.

Candidates are entitled to the rights stated in art. 7 of the code, mentioned above, regarding personal data, its modification, updating, integration, cancellation etc., as well as reserving the right to oppose any use of the data other than the institutional purposes stated above. These rights may be enforced against the Rector of the University of Pavia as the individual responsible for the handling of personal data.

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 giugno 2017

The General Manager

Emma Varasio

The Rector

Fabio Rugge

		EVALUATION OF CURRICULAR REQUIREMENTS	ADMISSION TEST	DIRECT ENROLMENT
1)	Graduates from foreign universities or in possession of a foreign qualification.	YES		NO
	In case of final grade lower than the grade reported in the table below **		YES	
2)	Graduates holding a five-year or three-year university degree (legislation previous to DM 509/99)	YES		NO
	In case of final grade lower than the grade reported in the table below **		YES	
3)	Graduates or senior students about to graduate with curriculum including learning activities which are not clearly identified through SSD and/or CFU	YES		NO
	In case of final grade lower than the grade reported in the table below **		YES	
4)	Graduates with high preparation and/or motivation, with a curriculum not perfectly consistent with the curricular requirements	YES		NO
	In case of final grade lower than the grade reported in the table below **		YES	
5)	Graduates or senior students about to graduate meeting the minimum requirements to access the Master's courses (minimum CFU in the specified TAF and SSD)	NO		YES
	In case of final grade lower than the grade reported in the table below **		YES	NO

\*\* The minimum degree grade (for graduates) or average grade (for seniors) allowing exemption from the assessment test are reported in the table below

<i>Master's degree courses</i>	<i>GRADUATES (FINAL GRADE)</i>	<i>SENIOR STUDENTS (WEIGHTED AVERAGE GRADE)</i>
- INDUSTRIAL AUTOMATION ENGINEERING	≥ 90/110	≥ 23,5/30



SELF-DECLARATION ON CURRICULUM REQUIREMENTS –  
QUALIFICATIONS AND EXAMINATIONS TAKEN

Curricula requirements for the admission to the Master’s degree in Industrial Automation Engineering

Teachings	Scientific disciplinary sector	Minimum number of credits		
Core courses	MAT/02; MAT/03; MAT/05; MAT/06; MAT/07; MAT/08; MAT/09; FIS/01; FIS/03; CHIM/03; CHIM/07 ; INF/01; ING-INF/05; SECS-S/02	36		
CORE COURSES EXAMS TAKEN	<b>EXAM</b>	<b>DATE AND MARK</b>	<b>CREDITS SECTOR TAF</b>	TOTAL CREDITS .....
	.....	.....	.....	
	.....	.....	.....	
	.....	.....	.....	
	.....	.....	.....	
	.....	.....	.....	
	.....	.....	.....	
	.....	.....	.....	
	.....	.....	.....	
	.....	.....	.....	
	.....	.....	.....	
	.....	.....	.....	
Distinctive	ING-IND since 01 to 28, since 31 to 35; ING-INF/04; ING-INF/06; ING-INF/07; FIS/04; ICAR/08	45		
DISTINCTIVE COURSES EXAMS TAKEN	<b>EXAM</b>	<b>DATE AND MARK</b>	<b>CREDITS SECTOR TAF</b>	TOTAL CREDITS .....
	.....	.....	.....	
	.....	.....	.....	
	.....	.....	.....	
	.....	.....	.....	
	.....	.....	.....	
	.....	.....	.....	
	.....	.....	.....	
	.....	.....	.....	
	.....	.....	.....	
	.....	.....	.....	
	.....	.....	.....	

The undersigned \_\_\_\_\_ born in \_\_\_\_\_ prov. \_\_\_\_\_  
on \_\_\_\_/\_\_\_\_/\_\_\_\_ resident in \_\_\_\_\_ prov. \_\_\_\_\_ ph. \_\_\_\_\_  
mobile ph \_\_\_\_\_ e-mail \_\_\_\_\_

pursuant to Art. 46 lett. m) of D.P.R. n. 445/2000, as an Italian /EU/non-EU citizen legally resident in Italy

**DECLARE**

TO  HAVE ENROLLED  HAVE GRADUATED  HOLD A DIPLOMA  
 Bachelor's degree in \_\_\_\_\_  
 Master's degree/Specialisation in \_\_\_\_\_  
 University diploma in \_\_\_\_\_

Awarded by the University / Polytechnic of \_\_\_\_\_

Degree mark (graduates) \_\_\_\_\_ average exam mark (final-year students) \_\_\_\_\_

And hold the necessary curricula requirements (at least 150 credits held by 26/09/2017 for final-year students) for admission to the

Master's degree in \_\_\_\_\_

As indicated in the table above (or self-certification attached).

The undersigned is aware of the legal and administrative consequences concerning this declaration. In particular, she/he is aware that it is illegal to provide false declarations, bring into being false documents, as well as use false documents. Such conduct is covered by Articles. 482, 483, 485, 489, 495, 496 c.p. She/he is aware that providing information that no longer corresponds to the truth is equivalent to giving false information. **She/he is also aware that positions gained through the use of above mentioned documents and false declarations will be nullified. This will be effective from the date the documents were presented and any university fees paid will not be refunded.**

Informative note on personal data protection pursuant to D.Lgs. of 30/06/2003 no. 196: Personal data will be handled exclusively for the purpose for which the declaration is presented. Candidates are entitled to the rights stated in art. 7 of the code mentioned above regarding access to personal data, its modification, updating, integration, deletion etc. Candidates are also entitled to the right to object to any use of the data other than the institutional purposes stated above. The person responsible for personal data protection is the Rector of the University of Pavia – you may address him to exercise your rights concerning personal data protection..

Date \_\_\_\_\_

\* Signature \_\_\_\_\_



TO THE RECTOR OF THE UNIVERSITY OF PAVIA

APPLICATION FOR THE EVALUATION OF CURRICULUM REQUIREMENTS

THE UNDERSIGNED \_\_\_\_\_

GIVEN NAME \_\_\_\_\_ FAMILY NAME \_\_\_\_\_

PLACE OF BIRTH \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

PLACE OF RESIDENCE \_\_\_\_\_

PHONE \_\_\_\_\_ MOBILE \_\_\_\_\_

E-MAIL \_\_\_\_\_

NOT YET GRADUATED

GRADUATED

BACHELOR'S DEGREE IN \_\_\_\_\_

MASTER'S DEGREE IN \_\_\_\_\_

requires that her/his curriculum be evaluated for admission to the Master's Program

in \_\_\_\_\_

DATE \_\_\_/\_\_\_/\_\_\_ SIGNATURE \_\_\_\_\_

**Attachments:**

- Front and back photocopy of a valid identification document
- receipt of payment of the fee for assessment procedure; the payment (35 Euros) should be made by wire transfer to UNIVERSITA' DEGLI STUDI DI PAVIA - SERVIZIO TESORERIA; the bank name is: UBI - Banca; please include all of the following bank codes:  
IBAN : IT38H0311111300000000046566;  
SWIFT: BLOPIT 22776;  
BIC: POCIITM1XXX

A degree certificate detailing the taken exams and years of enrollment at the University, issued by the university where the qualification was awarded. If it is a foreign degree, this certificate must be legalised by the competent Italian diplomatic representative and be translated into Italian or English

a copy of the request for pre-ENROLMENT application (only students graduated from non-EU universities);

the excel form with the list of exams, grade and CFU available on the web site:

(<http://eecs.unipv.it/data/documents/Transcript.xls>).

Student residing abroad should send this form to Alessandra Bianchi ( [alessandra.bianchi@unipv.it](mailto:alessandra.bianchi@unipv.it) )