In order to enroll to the master degree courses offered by the Faculty of Engineering such as:

- **ELECTRONIC ENGINEERING** (classe LM-29)
- **COMPUTER ENGINEERING** (classe LM-32)
- **INDUSTRIAL AUTOMATION ENGINEERING** (classe LM-25)

there will be a second admission test will be held on 13/01/2017.

The main requirement to access to the admission test is a Bachelor’s degree. Students who have not gained a bachelor degree yet are allowed to access the test if and only if they have already gained 150 credits during their previous academic career. Student who successfully pass this second admission test can enroll also in the next academic year.

The admission test will be based on the syllabus published on the webpage of the Faculty of Engineering: [http://www.unipv.eu/site/home/didattica/corsi-di-studio/ingegneria.html](http://www.unipv.eu/site/home/didattica/corsi-di-studio/ingegneria.html)

Please note that graduates and/or 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 exempted from taking the assessment test.

<table>
<thead>
<tr>
<th>MASTER’S DEGREE COURSE</th>
<th>GRADUATES (DEGREE GRADE)</th>
<th>SENIOR STUDENTS (AVERAGE GRADES)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELECTRONIC ENGINEERING</td>
<td>≥ 92/110</td>
<td>≥ 24/30</td>
</tr>
<tr>
<td>COMPUTER ENGINEERING</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INDUSTRIAL AUTOMATION ENGINEERING</td>
<td>≥ 90/110</td>
<td>≥ 23,5/30</td>
</tr>
</tbody>
</table>

**INSTRUCTIONS TO APPLY TO THE TEST**

Please note that application to the admission test is to be done online and must be submitted **between 5 December 2016** and **5 January 2017** (within h. 24,00) through the student personal area.

Please go to the website [http://www.unipv.eu/site/home.html](http://www.unipv.eu/site/home.html) and access the AREA RISERVATA (Student personal area: blue box in the middle of the webpage).

Select English language in the right corner for English language.

**FIRST STEP REGISTRATION**: if you are not currently or you have never been enroll at the university of Pavia, you have to register first. Follow the registration procedure and at the end of it you will be given a temporary username and password

If you a University of Pavia or you have been in the past, you can use the username and the password you already have in order to follow the second step (if you lost your password go to [https://studentonline.unipv.it/Anagrafica/PasswordDimenticata.do?sessionid=400DF00D919EA78B8E922B0D82E65414.esse3-unipv-prod-02?cod_lingua=eng](https://studentonline.unipv.it/Anagrafica/PasswordDimenticata.do?sessionid=400DF00D919EA78B8E922B0D82E65414.esse3-unipv-prod-02?cod_lingua=eng))
SECOND STEP APPLICATION: Log in the Reserved Area using your username and password (the ones you obtain through the registration or the ones you already have), select ‘ADMISSIONS’ on the left menu, and then select ‘EVALUATION TESTS’, just follow the procedure instruction.

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.

Once the application has been completed, candidates will have to print:

1. the ‘assessment test application form’ which is automatically generated by the system and contains information about location and date of the test, with 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 € 33.00 to cover the ‘Fee for participation in the assessment test – Faculty of Engineering Master’s courses’. Students who have already paid the fee of € 33.00 for the pre-assessment of curricular requirements are exempt from making this payment. The fee cannot be refunded under any circumstances. Students who failed the September test are required to pay a new MAV of € 33.00

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 c / o UBI - Banca Popolare Commercio e Industria IBAN IT 38 h 03111 11300 000000046566 SWIFT: BLOPIT 22776), 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 incomplete and we will have to ask you to integrate the missing amount by making a second bank transfer.

THE ADMISSION TEST: INSTRUCTIONS
Candidates are requested to arrive at the Faculty of Engineering Administration Office, Via Ferrata, 5 – Pavia, at 2.30 p.m. on January 13, 2017. They must bring:

- a valid identity document;
- students currently enrolled who have not yet graduate should hand in a self-certification detailing the university credits they have acquired.
- a copy of the assessment test application form automatically generated by the system, (see above) and proof of payment of the ‘Fee for participation in the assessment test – Faculty of Engineering Master's courses’.

On the day of the test, once their identity has been verified, 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).

ENROLMENT PROCEDURE AND CONDITIONS
Having successfully passed the admission test and once the required documentation has been verified and meets the conditions for enrollment, the student can be enrolled.
Candidates who want to enroll for the year 2016-17 must submit the online application no later than March 1, 2017 (even in case of enrolment “under condition”) as follows:

- connect to the website [http://www.unipv.eu/site/home.html](http://www.unipv.eu/site/home.html), log in and ‘Go to enrollment’ link in the Enrollment box, log in using the credentials obtained upon registration. Select ADMISSIONS >ENROLLMENT from the left menu, and then choose the desired course; then upload a passport-sized photograph and proceed to PRINT OUT 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 fees according to the same instructions described above.

The procedure will require to upload:

a. A passport-size photograph

b. Front and back xerox of a valid identification document that was used during the registration procedure

c. xerox of Italian tax code card;

d. MAV (Payment against notice) receipt for the first installment of the university tuition fee (€ 680.00) - link: [http://www.unipv.eu/on-line/Home/documento6562.html](http://www.unipv.eu/on-line/Home/documento6562.html). At the moment of enrolment, the operator will generate a MAV for the additional tax (€ 80) that can be paid with the same procedure above or directly to the counter by credit card;

e. Self certification of possession of curricular requirements according to the forms attached to the announcement [http://www.unipv.eu/site/home/matricole2016_magistrale/articolo4291.html](http://www.unipv.eu/site/home/matricole2016_magistrale/articolo4291.html) indicating exams passed, relevant credit value (CFU), type of training activity (TAF) and scientific disciplinary sector (SSD)

f. copy of certification of English knowledge

g. photocopy of the permit of stay/study entrance visa (only for students with non-EU citizenship);

Those who come from other Italian universities must also hand in:

1. Self certification of academic curriculum with enrolment years, indicating exams passed with date and mark, relevant credit value (CFU), type of training activity (TAF) and scientific disciplinary sector (SSD);

2. students currently enrolled who have not yet graduate should hand in a self-certification of enrolment indicating exams passed, relevant credit value (CFU) with dates and marks, and scientific disciplinary sector (SSD); indication of enrolment years in the previous academic curriculum.

Students in possession of a title obtained abroad:

Hand in to the Student Administrative Office (“Segreteria studenti”) - Faculty of Engineering (from 9.30-12.00 Monday-Friday, except Wednesday 13.45 – 16.00) from January 15 th to March 1st 2017 the following documentation:

h. original certificate of a qualification allowing admission to the Master’s degree (Bachelor’s Degree, University diploma deemed valid) translated into Italian (by a court registered translator or by the competent embassy), and legalized by the competent Italian diplomatic representatives in the student’s home country, that will issue a declaration of value

i. Degree certificate, issued by the university where the qualification was awarded, detailing the exams taken. This certificate must be legalized by the competent Italian diplomatic representative and be translated into Italian or English;
j. declaration of value with Information about the school-leaving diploma: official certification attesting at least a 12-year period of schooling before enrollment at the university;
k. 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 be downloaded from the Form section of the Student Administration website (http://www.unipv.eu/site/home/naviga-per/studenti/immatricolarsi---frequentare---concludere/articolo994.html)

NOTE: Enrolment “under condition” will become effective if the candidate obtains the qualification by 1 March 2017, otherwise the provisional enrolment will expire and the paid university fee (excluding the revenue stamp) will be refunded consequently.