



DEPARTMENT OF ECONOMICS AND MANAGEMENT  
MASTER'S DEGREE IN INTERNATIONAL BUSINESS AND ENTREPRENEURSHIP  
(class LM-77)  
NOTICE FOR ADMISSION TO THE FIRST YEAR – 2018-2019 ACADEMIC YEAR

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### 1. REGULATIONS OF REFERENCE

- **D.M. 270/2004** (Regulations concerning the didactic autonomy of universities) and relative implementing decrees;
- **D.M. 16 March 2007** (Determination of the classes of second-cycle degrees);
- **Resolution of the Academic Senate of February 19, 2018**
- Procedures for the entry, period of stay and enrolment of students requiring a visa in higher education degree programmes in Italy for the 2018-2019 academic year at Institutions of Higher Education (published by the MIUR on February 19, 2018)

### 2. COURSE OFFERINGS

The Department of Economics and Management offers the following second-cycle degree programme for the 2018-2019 academic year:

#### **INTERNATIONAL BUSINESS AND ENTREPRENEURSHIP, class LM-77 (in English)**

The second-cycle degree is a second-level university degree whose objective is to provide an advanced education to enable students to undertake highly-qualified activities in specific areas. For further information, please consult the following link: <http://mibe.unipv.it>

The Board of the Department of Economics and Management has approved on 29/01/2018 the following enrolment quotas:

**65 places** for community and non-community students legally residing in Italy under L. 189/2002, art. 26; citizens of Norway, Iceland, Lichtenstein, Switzerland, and the Republic of San Marino have the same status as community citizens;

**30 places** for non-community students resident abroad;

To enrol in the degree programme students must complete **all** of the following steps:

Request for Evaluation of their curriculum to be eligible for admission

Pre-enrolment and payment of enrolment fee (by connecting to the following link:

<https://studentionline.unipv.it/esse3/Home.do>)

1. Reserving a place (by connecting to the following link: <https://sonl.unipv.it/concorsi/>)

### 3. ADMISSION REQUIREMENTS

The Department of Economics and Management will appoint a Committee to verify the admissions eligibility of a student by evaluating the student's possession of the following:

- a) a degree (didactic regulations D.M. 509/99 – or earlier – or D.M. 270/04); that is, other degrees obtained abroad and deemed appropriate or a three-year university degree.
- b) **PLEASE NOTE:** admission to the second-cycle degree programme is also open to those near to obtaining a recognized degree (by and no later than October 31, 2018) who, at the time of the deadline for presenting the application for the evaluation of degrees (from March 15 to June 15, 2018), have earned at least 120 credits, including those that satisfy the minimum curricular requirements;
- c) the curricular requirements listed in section 4;
- d) adequate personal preparation, based on the student's academic curriculum (see section 5) and, at the discretion of the selection committee, an interview, which, if the committee so desires, can be done via Skype.

Sections 4, 5 and 6 present the specifics of the admission procedure.

Attachment A provides a table summarizing all the dates and deadlines for the admission procedure for the 2018-2019 academic year.

#### 4. CURRICULUM REQUIREMENTS

Enrolment is based on the possession of the following minimum curricular requisites:

- at least **24 credits** in one or more of the following SSD in **management**: SECS-P/07; SECS-P/08; SECS-P/09; SECS-P/10; SECS-P/11; SECS-P/13;
- at least **12 credits** in one or more of the following SSD in **economics**: SECS-P/01; SECS-P/02; SECS-P/03; SECS-P/04; SECS-P/06; SECS-P/12;
- at least **12 credits** in one or more of the following SSD in **statistics-mathematics-econometrics**: SECS-P/05; SECS-S/01; SECS-S/02; SECS-S/03; SECS-S/06; MAT/01; MAT/02; MAT/03; MAT/04; MAT/05; MAT/06; MAT/07; MAT/08; MAT/09;
- at least **5 credits** in courses in **English language**.

Only in the case of failure to satisfy these requisites will the following be considered as equivalent:

- the following international certifications demonstrating a knowledge of English equal to or greater than the B2 level of the Common European Framework (First Certificate in English), regarding understanding, speaking and reading skills (BEC Vantage; FCE; IELTS 5.5-6.5; TrackTest English Test B2; ILEC Pass; TOEFL iBT 72-94; Trinity College ISE II, GESE 7, GESE 8, GESE 9; Pearson JETSET Level 5; LCCI EfB Level 3; AIM AWARDS-ANGLIA Advanced);
- English language certifications issued by the Language Centres at various universities, demonstrating a knowledge of English equal to or greater than the B2 level;
- attainment of a three-year degree taught entirely in English.

To request an evaluation of an international certificate (in the event the 5 credits for English are lacking) write to [mibe@unipv.it](mailto:mibe@unipv.it), attaching a copy of the certificate obtained.

Regarding the satisfaction of the minimum curricular requirements, a maximum tolerance range of 10% will be applied (maximum of 6 credits). This tolerance can be applied equally to one of the above-mentioned SSD groups or to several groups, except those regarding English, whose credit requirement must be met.

#### 5. CRITERIA FOR THE SELECTION AND ADMISSION OF COMMUNITY AND NON-COMMUNITY STUDENTS LEGALLY RESIDING IN ITALY

##### 5.1 Selection and admission criteria

Community and non-community candidates legally residing in Italy (also see section 2, COURSE OFFERINGS) will be admitted up to the number of allotted places and after having been declared eligible based on:

- a) the points awarded based on the evaluation of the student's academic curriculum in accordance with the criteria in section 5.3;
- b) the result of an eventual interview (based on the procedure presented in section 5.4).

## 5.2. Presentation of the request for evaluation of the curriculum

All candidates must request online the evaluation of their academic curriculum from **March 15 to June 15, 2018, by** and no later than 12 o'clock. To do so it is necessary:

a) to access the following link: <https://studentonline.unipv.it/AddressBook/ABStartProcessoRegAction.do> and REGISTER; using the Username and Password obtained upon registering to log in to the Reserve Area, the student must then click on "SEGRETERIA" in the menu and then "TEST DI AMMISSIONE". **Students who are already registered need only log in using their credentials and procede to registering for the curriculum evaluation process.**

b) to upload and attach the following documents:

- "Student Curriculum", filled in and SIGNED (see Attachment B, p. 13, of the present notice);
- For candidates enrolled in/graduated from Italian universities: self-certification listing the exams taken and relative SSD, number of credits and mark. The final degree mark is not taken into account for the determination of eligibility; instead, the weighted average of the exams (see the table below) will be taken into consideration. It is recommended students use the self-certification form available in the online reserve area of their previous university.

For candidates enrolled in/graduated from other universities: certificate issued by their university attesting to enrolment in or the awarding of a degree in a degree programme taught entirely in English; the document should list the exams, number of credits, and marks.

- any internationally recognized English language certifications (see page 2, point 4 for a list of the valid certifications) that certify a minimum B2 level;
- any GMAT certification, including the score obtained.

c) the filled in MIBE questionnaire

When all the required data has been inserted for the evaluation request, the candidate must print out the MAV (payment form) for the amount of € 35 for "Expenses for evaluation of degrees – Second-cycle degree in International Business and Entrepreneurship".

### Procedure for MAV payment

The MAV can be paid at any bank without any commission. Payment can also be made through home banking or with a credit card using the PAGO PA function accessible during the enrolment procedure for the programme. Once payment has been made, the University of Pavia will receive the payment from the bank after at most 7/8 business days.

**No other payment methods will be accepted, except those allowed for candidates residing abroad. The latter must make payment through a bank transfer to the 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).** The expenses for the foreign bank transaction are the sole responsibility of the payer. Therefore, in the case of transfers from extra-EU countries, the box for bank expenses must contain the code "OUR", which guarantees receipt of the exact amount owed. Any expenses charged to the University will have to be reimbursed through a supplemental payment.

**PLEASE NOTE:** Given the expected large number of candidates, and having opted this year for enrolment up to the maximum number of places available (see section 6 "PROCEDURE FOR ENROLMENT"), all interested candidates should send in their request for evaluation well in advance to have a greater chance of being awarded a place.

**Any documents presented after the presentation of the request for the evaluation of degrees (for example, exams taken or listed in the study plan in the interim, language certificates earned in the interim, etc..) will NOT be considered. In calculating the bonus points, only those documents attached to the request for evaluation will be taken into account.**

### 5.3 Calculation of the points awarded for the curriculum of studies

There are two ways to determine eligibility through the evaluation process:

- presenting a GMAT certification (see section 5.4)
- the awarding of points based on the curriculum of studies, using the following conversion tables:

Average mark	Points awarded for the weighted average of exams
Over 29	30.0
28.00 – 28.99	29.5
27.00 – 27.99	28.5
26.00 – 26.99	27.0
25.00 – 25.99	25.0
24.00 – 24.99	22.5
23.00 – 23.99	19.5
22.00 – 22.99	16.0
21.00 – 21.99	12.0
20.00 – 20.99	8.0
19.00 – 19.99	4.0
Meno di 19	0.0

Number of credits earned	Points awarded for the number of credits
170 or more	8
160-169	5
150-159	2.5
140-149	1
130-139	0.5

The following bonus points are also awarded:

- 0.25 for each maximum mark of 30;
- 3 points if the student has at least 24 credits from exams all taken in English (excluding exams for English as a second language);
- 2 points if the candidate, at the time of applying for the degree programme, has an internationally-recognized certification in English (see page 2, point 4, for a list of the acceptable certifications) at a minimum B2 level; or if the candidate has done/is doing a three-year degree entirely in English;
- 5 points if the candidate is attending/has attended a Master in Digital Innovation and Entrepreneurship (MInDE <https://www.masterminde.com/>) at the University of Pavia;
- If the candidate has a GMAT certification, the following bonus points will be awarded:

Less than 200 points	1 bonus point
201-300 points	2 bonus points
301-400 points	3 bonus points
401-500 points	4.5 bonus points
<b>PLEASE NOTE:</b> A GMAT score above 500 does NOT count toward the awarding of BONUS points: see section 5.4.	

**PLEASE NOTE:** candidates must include this data at the time of applying for the evaluation of degrees by accessing the following link: <https://studentonline.unipv.it/AddressBook/ABStartProcessoRegAction.do>

Regarding three-year degrees or their equivalent from EU countries other than Italy, the committee will convert the average mark for all exams and marks with distinction into points; the student will be informed of the result after the documents presented in the application have been evaluated.

#### 5.4. Outcome of the evaluation of degrees

After the documents pertaining to the candidate's curriculum of studies have been examined and the points determined (see section 5.3), the following criteria will be applied to the outcome of the evaluation of degrees:

OUTCOME OF EVALUATION OF DEGREES	Total points for curriculum	GMAT
<b>ELIGIBILITY GRANTED</b> No further evaluation required (see point a. below)	Total points > 37	GMAT score > 600

<b>ELIGIBILITY TO BE DETERMINED</b> Through <i>possible</i> further evaluations (see point b. below)	Total points between 27 and 37	GMAT score between 500 and 600
<b>ELIGIBILITY DENIED</b> No further evaluation	Total points < 27	

a. **ELIGIBILITY GRANTED without further evaluation:** the list of students who can enrol without further evaluation will be published at the following link: <http://www.unipv.eu/site/home/articolo13110.html> . The results will be published WITHIN 20 DAYS from the presentation of the application for the evaluation of degrees. For details regarding reserving a place/enrolment, see the section entitled "**PROCEDURE FOR THE ENROLMENT OF COMMUNITY AND NON-COMMUNITY STUDENTS LEGALLY RESIDENT IN ITALY**". The list of eligible students will be updated weekly beginning on March 30.

b. **ELIGIBILITY TO BE VERIFIED through *possible* further evaluation:** the Selection Committee will carefully evaluate student curriculums and, if it decides it is appropriate, arrange an interview, which the committee can decide to do through Skype, in order to acquire additional elements for evaluation in deciding on eligibility.

The dates and site of the interview are available at the following link: <http://mibe.unipv.it/how-to-apply/application/>. At least one interview is guaranteed in April, May and June. Candidates should regularly consult the above link for any additional dates or schedule changes.

Students to be interviewed will receive an email (at the address listed in the application) with all the details (time, manner and content of the interview).

The results of the evaluation and the Skype interview (if applicable) will be available within 30 days from the presentation of the application.

c. **ELIGIBILITY DENIED** without further evaluation: results for those for whom eligibility HAS BEEN DENIED without further evaluation will be available WITHIN 20 DAYS from the presentation of the application.

**IMPORTANT:** The results of the evaluation of degrees process will be published on the following link: <http://www.unipv.eu/site/home/articolo13110.html> ; no personal information will be provided. It is up to the students themselves to obtain their individual results.

Candidates deemed not eligible may request a new evaluation only under the following two conditions:

- places are still available at the end of the selection process (July 30, 2018)
- the situation regarding a candidate's degrees or certifications has improved; that is, specific elements exist to warrant a higher point total based on the criteria in section 5.3.

An additional payment will be required for the additional evaluation, which will not entail a new interview if one has already taken place (see section 5.2 PRESENTATION OF THE APPLICATION FOR THE EVALUATION OF THE CURRICULUM)

The granting of eligibility does not immediately guarantee a place in the programme; in fact, a place in the MIBE can be considered confirmed only after the enrolment procedure (see section 6) has been fully terminated and, in any

event, on the condition that all the places have not yet been taken. For this reason, candidates are strongly urged to quickly undertake enrolment once they are deemed eligible, so that their positive evaluation does not go to waste.

## 6. PROCEDURE FOR THE ENROLMENT OF COMMUNITY AND NON-COMMUNITY STUDENTS LEGALLY RESIDENT IN ITALY

Students legally residing in Italy who have been deemed eligible to enrol by the committee (even students who have not yet graduated but foresee doing so by October 31, 2018, should access the following site:

<https://studentonline.unipv.it/esse3/Home.do> from March 30 to the final deadline for enrolment on July 30, 2018, at 12 p.m. Students should log in using the Username and Password obtained at registration. Students should then click on the menu item SEGRETERIA> IMMATRICOLAZIONE and find their chosen course of study; during this phase the candidate must upload and attach the following:

- a passport-size photo with the full face in view;
  - photocopy (front-back) of the personal recognition document included during registration;
  - photo of the tax code (codice fiscale) card;
  - photocopy of the residence permit (only for extra-EU citizens);
- a) next go to STAMPA DOMANDA D'IMMATRICOLAZIONE to obtain the MAV for payment of the first installment for enrolment (€ 156, except for any exemptions for the special circumstances mentioned in the 2018-2019 payment notice: <http://www.unipv.eu/on-line/Home/documento6562.html>). The amount may be modified by the Executive Board for University Payments. Regarding the Procedure for the MAV Payment, see the section entitled: PROCEDURE FOR THE MAV PAYMENT.
  - b) access the following link: <https://sonl.unipv.it/concorsi/> to reserve a place and successfully terminate the enrolment procedure. Before accessing the link it is necessary to make the MAV payment, the receipt for which must be uploaded and attached during the reserving a place phase. If any problems or difficulties arise, students can send an email to the following address: [matricole.ecosociogiuridiche@unipv.it](mailto:matricole.ecosociogiuridiche@unipv.it). The email MUST have as its object: SURNAME, NAME AND DEGREE PROGRAMME IN WHICH THE CANDIDATE IS SEEKING ENROLMENT.
  - c) in the event the student is requesting an abbreviated degree programme as a result of transfer, a second degree, re-evaluation, recognition of foreign degrees or certifications, it is necessary to upload and attach through the procedure the appropriate form "General request for exam validation", which can be found in the Forms section on the Student Affairs Office web page at (<http://www.unipv.eu/site/home/articolo994.html>). This form must have a stamp duty and be delivered in a timely manner to the Segreteria Studenti – Via S. Agostino 1, or sent by post by registered letter to Università degli studi di Pavia – Ufficio Protocollo, Via Mentana 4, 27100 Pavia.

It is a criminal offense to provide false statements and provide or use documents containing such falsehoods. Such behavior comes under the types of offense contained in articles 482, 485, 489, 495, 496 c.p. Exhibiting false data is equivalent to using false data. The positions obtained through false documents or statements will be annulled, retroactive to the presentation of the application. Any fees paid will not be reimbursed.

After receiving **within the prescribed deadlines and according to the official procedure** the payment for the first instalment and the required documentation, the Student Affairs Office will enrol those who are eligible.

The list of enrolled students will be published and updated weekly on the following link:

<http://www.unipv.eu/site/home/articolo13110.html> beginning on April 5, 2018. Each candidate is responsible for making sure of the successful outcome of the enrolment procedure by consulting the web page above to check whether his or her name is included during the 24 hours following completion of the procedure described above. If the candidate's name does not appear, he or she must communicate this during the same period of time to the following email address:

[matricole.ecosociogiuridiche@unipv.it](mailto:matricole.ecosociogiuridiche@unipv.it)

Information on the number of places will be published on the web page dedicated to enrolment placement:

<http://www.unipv.eu/site/home/articolo13110.html>

If a candidate has completed the entire enrolment procedure (including payment) and, when attempting to reserve a place finds there are no more available, he or she must then include his or her name in the LISTA DI PRENOTAZIONE (see following section). The candidate may also request enrolment in another course of study at the University of Pavia without closed



enrolment or, if he or she does not intend to enrol at the University of Pavia, ask for a refund by sending an email to [matricole.ecosociogiuridiche@unipv.it](mailto:matricole.ecosociogiuridiche@unipv.it). The refund will be made via a bank transfer after November 16, 2018.

An email containing the message "Benvenuto" will be sent to the personal email of the enrolled students. In addition to containing general information, it will indicate the students' university email address that, from that moment on, will be the only channel of communications the University of Pavia will use with the students. **The student must activate his or her email address, as the new credentials for access to university online services (Reserved Area, WiFi, etc.) will be sent via this address. Students already with a university email address will keep the same address and credentials for access to the Reserved Area.**

## 7. LIST OF RESERVED ENROLMENT PLACES

Students already deemed ELIGIBLE for enrolment but who cannot enrol because all places have been filled can still show their interest in being assigned a place that may become available by signing up in the LISTA DI PRENOTAZIONE (<https://sonl.unipv.it/concorsi/>). All those interested should include their personal data along with contact information; places that become available will be assigned based on the chronological order of those signing up on the list. All details about the assigning of available places and the procedure for enrolment will be provided via email to the address provided when registering for the list. Students should therefore carefully check their emails.

The list will be closed on **August 31, 2018**, at 9.30 a.m. The Student Affairs Office will send an email to all candidates in the list who have not yet enrolled. Students interested in being assigned one of the places that have become available must respond by the date indicated in the email or be considered to have withdrawn their names from consideration. The Student Affairs Office will contact those students who have confirmed their interest and enrol them based on the number of places still available and their position in the reserved list.

If the number of students in the list is not sufficient to fill all the places in the degree programme, the procedures for the evaluation of candidates' academic records and subsequent enrolment will be reopened in September. Enrolment must be done before the final deadline on **October 31, 2018**, by which date enrolment in the International Business and Entrepreneurship degree programme will be definitively terminated.

## 8. PROCEDURE AND TERMS FOR ENROLMENT OF COMMUNITY AND NON-COMMUNITY STUDENTS REGULARLY RESIDENT IN ITALY WITH DEGREES FROM FOREIGN UNIVERSITIES

Students with degrees from foreign universities must, after having carried out the above-described online operations (pre-enrolment and reservation of a place in the programme), personally hand in the following documents to the Student Affairs Office (Via S. Agostino) **beginning on March 30, 2018, 9 a.m., and no later than 12 p.m on July 30, 2018:**

- receipt for MAV payment for the first instalment of university fees (see 2018/2019 Payments Notice at <http://www.unipv.eu/site/home/documento6562.html>).
- Originals of university degrees allowing student to enrol in the Second-Cycle Degree (three-year degree, university degrees, or foreign degrees deemed appropriate), translated into Italian by an authorized translator or by the foreign embassy in question), notarized by the Italian diplomatic representatives in the country of issue of the degree, and with a Declaration of Value or equivalent certification (Cimea certification attesting to the authenticity of the degree);
- Diploma Supplement or original certificate with the list of exams taken and respective marks, translated and notarized;
- Photocopy of the residence permit (only for students with extra-community citizenship).

The Student Affairs Office is open during the following hours:

- Monday, Thursday and Friday, 9.30-12, without appointment
- Tuesday, 9:30-12, and Wednesday, 13.45-16:15, by appointment only at the following link: <http://gopa.unipv.it>

STUDENTS WITHOUT ALL THE ABOVE-MENTIONED DOCUMENTATION CANNOT BE ENROLLED.

## 9. CRITERIA AND TERMS FOR THE SELECTION AND ENROLMENT OF NON-COMMUNITY STUDENTS RESIDING ABROAD

Extra-community students residing abroad who possess the minimum curricular requirements can enrol in the degree programme in International Business and Entrepreneurship up to the number of places specifically reserved for them (see p. 1).

Admission is conditional on being declared “eligible” following a successful interview (which can be done via computer) that seeks to determine the candidates competencies. The interview may focus on:

- Economics and management topics, with a particular focus on disciplines such as business strategy, marketing, business organization, accounting, and finance;
- Questions on math and/or statistics, logic, and general knowledge in economics and politics;
- Knowledge of English.

## 10. PROCEDURE AND TERMS FOR THE ENROLMENT OF NON-COMMUNITY STUDENTS RESIDING ABROAD

After being deemed eligible for enrolment and having undertaken all the pre-enrolment operations through the Italian diplomatic representatives in the candidate’s country (consult the terms established by the Miur), the extra-community student residing abroad can enrol online beginning on March 30 at 9 a.m. and up until 12 noon on September 28, 2018.

The candidate must:

- a) go to <https://studentonline.unipv.it/esse3/Home.do> , select REGISTRATI, and complete everything on the screen;
- b) log in using the Username and Password obtained upon registering and from the menu click on: SEGRETERIA> IMMATRICOLAZIONE to select the chosen course of study; during this phase, the candidate must upload and attach:
  - a passport-size photo with the full face in view;
  - a photocopy (front-back) of the personal ID document included during the registration phase;
  - a photocopy of the tax code (codice fiscale) card;
  - a photocopy of the residence permit.
- c) click on STAMPA DOMANDA D’IMMATRICOLAZIONE to obtain the MAV for payment of the first instalment of the enrolment fees (€ 156), not including any exemptions for special circumstances listed in the 2018-2019 Payments Notice found at: <http://www.unipv.eu/on-line/Home/documento6562.html>. The amount may change due to a decision by the Administrative Board for university payments.  
Regarding the Procedure for the MAV Payment, see the section entitled: PROCEDURE FOR THE MAV PAYMENT.

After completing the aforementioned online operations, candidates must personally deliver the following to the **Student Affairs Office, Via S.Agostino 1, by 12 noon on September 28, 2018:**

- receipt of MAV payment for the first instalment of university fees;
- originals of university degrees allowing student to enrol in the Second-Cycle Degree (three-year degree, university degrees, or foreign degrees deemed appropriate), translated into Italian by an authorized translator or by the foreign embassy in question), notarized by the Italian diplomatic representatives in the country of issue of the degree, and with a Declaration of Value or equivalent certification (Cimea certification attesting to the authenticity of the degree);
- Diploma Supplement or original certificate with the list of exams taken and respective marks, translated and notarized;
- Photocopy of the residence permit.

The Student Affairs Office is open during the following hours:

- Monday, Thursday and Friday, 9.30-12, without appointment
- Tuesday, 9:30-12, and Wednesday, 13.45-16:15, by appointment only at the following link: <http://gopa.unipv.it>

STUDENTS WITHOUT ALL THE ABOVE-MENTIONED DOCUMENTATION CANNOT BE ENROLLED.



## **PAVIA UNIVERSITY CARD (ATENEO CARD PAVIA)**

Once students have finished the enrolment process by **October 31, 2018**, they must request, if not already in possession of it, the "ATENEO CARD PAVIA", a multifunction university card that serves as an identifying document for Pavia University students. To obtain the card students must go to:

- UBI Banca S.p.A during opening hours to the public; the list of authorized branches can be found at: <http://www.unipv.eu/site/home/documento9907.html> ;
- students enrolled in degree programmes at the Cremona campus (Musicology Department) can go to the Student Affairs Office in Cremona on the dates indicated in the email sent to their university email address.

Students must bring the following documents:

- Valid ID (identity document);
- Tax code;
- Self-certification attesting to enrolment at the University of Pavia or enrolment receipt: these can be printed out from the Reserve Area by selecting SEGRETERIA> CERTIFICATI.

The Pavia University Card is free and also serves as a rechargeable prepaid credit card that can be used on the MasterCard circuit to pay expenses or withdraw money from an ATM. It is very useful and gives students discounts (even more than 10%) on a large number of articles, also allowing them to make bank transfers in Italy and in the Sepa area (31 European countries) and to receive them from abroad, make deposits, and automatically pay bills.

The credit card function also allows the university and the EDISU to make any kind of payment to students, and it is **the sole instrument used by the university to reimburse fees and payments, including scholarship payments.**

Further information on uses of the University Card (Ateneo Card) can be found at the following link: <http://www.unipv.eu/site/home/articolo9779.html>

### **11. CONDITIONAL ENROLMENT FOR CANDIDATES WAITING TO OBTAIN THEIR DEGREE**

Students who have been deemed "eligible" but who have not yet graduated by the enrolment deadline will be "conditionally" enrolled. The enrolment will take effect if, by **OCTOBER 31, 2018**, the student has obtained his or her degree; otherwise, the student will forfeit his or her enrolment in the Second-Cycle Degree and be reimbursed for the enrolment fees (net of the stamp duty).

### **12. REQUIREMENTS AND PROCEDURE FOR ADMISSION FOLLOWING A CHANGE IN COURSE OF STUDY, TRANSFER, SECOND DEGREES, AND REASSESSMENT OF PREVIOUS ACADEMIC EXPERIENCE (possible only from a course of study at the same level)**

Students intending to transfer from other universities, enrol in a second degree programme, or switch from another second-cycle degree programme must nevertheless present a request for evaluation and go through the selection process according to the rules presented in section 5. Please note: for the calculation of points (see sections 5.3 and 5.4) the FIRST-CYCLE DEGREE curriculum of the student will be taken into consideration, just as for all the other candidates.

#### ***12.1. Students seeking to switch from another second-cycle degree programme at the University of Pavia***

The student must present a request for evaluation of his academic work from March 15 to June 15, 2018, according to the procedure presented in section 5.2. **He or she must present the request for evaluation of the curriculum and**, if deemed eligible, must pay the first instalment of fees and payments for the 2018/2019 academic year by July 30, using the MAV that can be printed from the Reserved Area. The student must then present an online application to change degree programmes,

following the instructions at the following [link](#) . Please note: for the calculation of points (see sections 5.3 and 5.4) the FIRST-CYCLE DEGREE curriculum of the student will be taken into consideration, just as for all the other candidates.

### ***12.2. Students seeking to enrol by transferring from another university***

The student must present a request for evaluation of his academic work from March 15 to June 15, 2018, according to the procedure presented in section 5.2. **He or she must present the request for evaluation of the curriculum** and, if deemed eligible, can enrol in the manner and following the deadlines presented in section 7.

Moreover, the candidate must send along with the required documents for enrolment a receipt from the university he or she will be transferring from certifying that the transfer request has been made to: [matricole.ecosociogiuridiche@unipv.it](mailto:matricole.ecosociogiuridiche@unipv.it) . The complete documentation must arrive by 31/10/2018 along with the form "Richiesta convalida esami generica" (Request for validation of exams) with a 16-euro stamp duty affixed. The form can be found at the link for forms: <http://www.unipv.eu/site/home/naviga-per/studenti/immatricolarsi---frequente---concludere/articolo994.html>.

### ***12.3. Students seeking enrolment because they already have a degree or credits from a previous degree programme at the same level***

The student must present a request for evaluation of his academic work from March 15 to June 15, 2018, according to the procedure presented in section 5.2. **He or she must present the request for evaluation of the curriculum** and, if deemed eligible, can enrol in the manner and following the deadlines presented in section 7.

The candidate must also send the form "Richiesta convalida esami generica" with a 16-euro stamp duty affixed, which can be found on the online forms page at <http://www.unipv.eu/site/home/naviga-per/studenti/immatricolarsi---frequente---concludere/articolo994.html>.

If the first degree or the previous studies were at another university, students must also attach a self-certified transcript of courses, exams taken, credits earned and disciplinary areas studied (it is recommended students use the self-certification form available on their online reserved area, if this is available at their university; otherwise, they should fill in the specific form available at the link for forms: <http://www.unipv.eu/site/home/documento5291.html>) .

## **NOTES AND ADDITIONAL INFORMATION**

For help or to report a problem area, send an email to: [matricole.ecosociogiuridiche@unipv.it](mailto:matricole.ecosociogiuridiche@unipv.it) ; the address can be found in the enrolment procedure.

### **Information from article 13, clause 1 of the D.Lgs. (legislative decree) of 30/06/2003 n. 196 ("Codice in materia di protezione dei dati personali" – Code regarding the protection of personal data)**

Data provided by candidates will be kept in the Information Systems Area of the University of Pavia and used in the computer system exclusively for enrolment for the admissions test and for publication of the final ranking. The provision of personal data is therefore obligatory to be considered for enrolment. If students are admitted, the same data will be handled manually by units designated by the Students Department. The candidates are protected by rights granted under art. 7 of the above-mentioned Code, among which: access to their personal data, changes to the data, updates, additions, cancellations, etc., as well as to oppose any use of the data that differs from the above-mentioned institutional uses. The Rector of the University of Pavia is responsible for upholding the students rights regarding the treatment of personal data. For information regarding the treatment of personal data see the text in Attachment 2 of the DM (Ministerial Decree) of 18/06/2009, which has been acknowledged in the present Notice.

See the existing laws and regulations for anything not explicitly specified in the present Notice.

The **Head of Administrative Proceedings** under art. 4 of L. 7 of August 1990, n. 241, as modified by L. 15/2005, is Carmen Frassica (Cat. EP2 – Area Amministrativa-Gestionale).

Pavia,

**THE DIRECTOR GENERAL**

Emma Varasio

**THE RECTOR**

Fabio Rugge

ATTACHMENT 'A'

**Admissions application for MIBE 2018-2019: Key dates**

1	Period to apply for evaluation of degrees	From 15/03/2018 to 15/06/2018 12 p.m.
2	Publication of the results of the evaluation of degrees	Weekly at the following link: <a href="http://www.unipv.eu/site/home/articolo13110.html">http://www.unipv.eu/site/home/articolo13110.html</a>
3	Opening of enrolment	30/03/2018-30/07/2018 12 p.m.
4	Publication of enrolments	From 05/04/2018 at the following link: <a href="http://www.unipv.eu/site/home/articolo13110.html">http://www.unipv.eu/site/home/articolo13110.html</a>
5	List of reserved places in the event places become available	From the opening of the list of reserved places until 31/08/2018 9:30 a.m.
7	Last day to earn a degree and terminate conditional status	OCTOBER 31, 2018
8	Terms for the enrolment of extra-community citizens residing abroad	FROM 30/03/2018 AT 9 A.M. TO 28/09/2018 AT 12 NOON



ATTACHMENT "B" - STUDENT CURRICULUM

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

BORN IN \_\_\_\_\_ PROV. \_\_\_\_\_ il \_\_\_\_ / \_\_\_\_ / \_\_\_\_

RESIDENT IN \_\_\_\_\_

PROV. \_\_\_\_\_ TEL. \_\_\_\_\_ MOBILE \_\_\_\_\_

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

CODICE FISCALE (TAX CODE): .....

DECLARES

UNDER HIS OR HER OWN RESPONSIBILITY UNDER ART. 46 OF D.P.R. N. 445 OF 28 DECEMBER 2000 (UNIFIED TEXT OF LEGISLATION AND REGULATIONS ON ADMINISTRATIVE DOCUMENTATION):

that he or she is:  ENROLLED  GRADUATED FROM

Degree programme in \_\_\_\_\_

Specialist/Second-Cycle degree in \_\_\_\_\_

possesses all the curricular requirements requested for admission to the Second-Cycle degree programme in International Business and Entrepreneurship; that is:

- at least **24 credits** in one of the following SSD in business: SECS-P/07; SECS-P/08; SECS-P/09; SECS-P/10; SECS-P/11; SECS-P/13
- at least **12 credits** in one or more of the following SSD in economics: SECS-P/01; SECS-P/02; SECS-P/03; SECS-P/04; SECS-P/06; SECS-P/12
- at least **12 credits** in one or more of the following SSD in statistics-mathematics-econometrics: SECS-P/05; SECS-S/01; SECS-S/02; SECS-S/03; SECS-S/06; MAT/01; MAT/02; MAT/03; MAT/04; MAT/05; MAT/06; MAT/07; MAT/08; MAT/09
- at least **5 credits** in courses in English language

that, at the time of presenting the admissions application, the following number of total credits have been earned: .....

The following specific exams have been passed and officially registered:



language		
Weighted mark of all exams taken and registered on student's transcript	.....	
Number of marks with distinction	.....	

has at least 24 credits registered on his or her academic record from the following courses taught exclusively in English (excluding courses in English as a second language):

Exam	SSD	Date	Mark	Credits	University at which exam was taken

has / or is about to be awarded a first-cycle degree taught entirely in English

has an internationally recognized English language certificate at a minimum B2 level (see section 2 of this notice for a list of valid certificates)

has a GMAT certificate with a score of .....

has attended / or is attending at present the Master in Digital Innovation and Entrepreneurship at the University of Pavia

The undersigned is aware of the criminal and administrative responsibilities pertaining to the above statements.

In particular, he or she is aware that giving false statements, presenting documents that contain false information, and using such documents containing false information constitutes a criminal offense;

- the undersigned is aware that presenting data that is false is equivalent in all respects to using false data;

- the undersigned is aware that any positions obtained through the use of such false documents or declarations will be nullified, retroactive to the presentation of the application, and that the fees paid will not be reimbursed.

Date \_\_\_\_\_

Signature \_\_\_\_\_