



DEPARTMENT OF SCIENCES OF THE NERVOUS SYSTEM AND BEHAVIOR - IUSS PAVIA  
SECOND-CYCLE, INTER-UNIVERSITY DEGREE COURSE IN PSYCHOLOGY, NEUROSCIENCE AND HUMAN SCIENCES  
(class LM-51)  
NOTICE FOR ADMISSION TO 1st YEAR OF THE COURSE - 2018-2019 ACADEMIC YEAR

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### 1. REGULATORY REFERENCES

- **Ministerial Decree n. 270/2004** (regulations regarding the teaching autonomy of universities) and related laws concerning the implementation of that decree;
- **Ministerial Decree of 16 March 2007** (which determines the different classes of second-cycle degrees);
- **Resolution of the Academic Senate of 19 February 2018**
- Procedures for the entry, stay and enrollment of those students who apply for a visa in order to undertake higher education courses in Italy in the 2018-2019 academic year (published by the Ministry of Education, Universities and Research [MIUR] on 19 February 2018)
- **Chancellor's Decree n. 1221/2018 of 24 April 2018** which appoints the Commission

### 2. EDUCATIONAL OFFER

In the 2018-2019 academic year, a second-cycle degree course with locally programmed admission in **PSYCHOLOGY, NEUROSCIENCE AND HUMAN SCIENCES** is activated at the Department of Sciences of the Nervous System and Behavior (in English - <http://psicologia.unipv.it>). **The enrollment procedures outlined below are subject to the accreditation of study courses by the MIUR.**

The places available are as follows:

- **90 places** for EU and non-EU students legally residing in Italy as per Law 1889/2002, art. 26; citizens of Norway, Iceland, Lichtenstein, Switzerland and the Republic of San Marino are treated as Community citizens;
- **10 places** for non-EU students normally residing abroad;

To enroll in the course, the following steps must be completed:

1. Request for the assessment of the student's curriculum so as to obtain eligibility for enrollment
2. Pre-enrollment and payment of registration fees (applicants should click on the following link: <https://studentonline.unipv.it/esse3/Home.do>)
3. Occupancy of a place (by clicking on the following link <https://sonl.unipv.it/concorsi/>)

### 3. ADMISSION REQUIREMENTS

Admission is subject to passing a selection process based on qualifications, and possibly an interview, carried out by a commission appointed by the Department of Brain and Behavioral Sciences that will assess the requirements related to:

- a) the degree conferred (in compliance with the educational system set out in Ministerial Decree 509/99 or prior, or Ministerial Decree 270/04), or another qualification obtained abroad that is deemed acceptable.

**NOTE:** admission to the second-cycle degree course is also granted to those who are due to be awarded an acceptable qualification by, and no later than 31 October 2018, and who have obtained at least 120 credits (CFUs) including those that meet the minimum curricular requirements, by the deadline for the submission of the application for qualifications assessment (from 2 May to 10 July 2018);

- b) the adequacy of personal preparation, verified on the basis of the student's academic record (see paragraph 5) and, in the absence of suitable certification of knowledge of English (see par. 4), on the basis of an interview, which may – following the Commission's indications - take place telematically (Skype).

Appendix A provides a summary of all the dates and deadlines for the admission procedure of the 2018-2019 academic year.

#### 4. CURRICULAR REQUIREMENTS

Enrollment is subject to possession of the following minimum curricular requirements:

- **88 CFUs** in at least 7 psychological disciplines (SSDs) from M-PSI / 01 to M-PSI/08. In the case of students who have graduated abroad, the equivalence of their degree with the three-year degree in Psychological Sciences and Techniques L-24 and / or the possession of the Europsy certification can be evaluated instead of requiring 88 CFUs.
- To gain access to the second-cycle degree, the student should preferably demonstrate, by means of the presentation of suitable linguistic certification (recognized certifications are listed below), to possess proficiency in written and oral English of at least B2 level (*Common European Framework of Reference for Languages - CEFR*).

For those students who have not obtained recognised certifications, linguistic competence can be verified by the Commission.

Certification Body	Certification corresponding to level B2 of the Common European Framework of Reference for Languages
Cambridge English Language Assessment (Part of the University of Cambridge)	Cambridge English: First (FCE)
Cambridge English Language Assessment (Part of the University of Cambridge)	International English Language Testing System (IELTS): minimum score 5.5
Cambridge English Language Assessment (Part of the University of Cambridge)	Business Language Testing Service (BULATS) Reading/Language
(Part of the University of Cambridge)	Knowledge Test: minimum score 60
Educational Testing Service (ETS)	Test of English as a Foreign Language Internet Based Test (TOEFL iBT): Minimum score 77
Educational Testing Service (ETS)	TOEIC Listening and Reading Test: minimum score 785 + TOEIC Speaking and Writing Test: minimum score 310
Trinity College London	Integrated Skills in English (ISE II)
City & Guilds	Communicator B2
Pearson	English for Speakers of Other Languages (ESOL) Level 1 B2

The suitability of other certifications is assessed, on a case-by-case basis, by the Teaching Council which may possibly avail itself of the University Language Centre.

## 5. CRITERIA FOR THE SELECTION AND ADMISSION

### 5.1 Selection and admission criteria

EU and non-EU applicants legally residing in Italy (see also paragraph 2, EDUCATIONAL OFFER) may proceed with enrollment until all available places are filled, provided that they have been considered eligible on the basis of:

- a) the score resulting from the assessment of their academic record, according to the criteria indicated in section 5.3
- b) the result of an interview, if necessary (according to the procedures indicated in paragraph 3.a)

### 5.2. Presentation of the application for the assessment of academic records

All candidates must submit an online application, in the period from **2 May to 10 July 2018** no later than 12 p.m. (GMT + 1), for the assessment of their academic record. To this end, it is necessary that they:

- a) go to the address <https://studentonline.unipv.it/AddressBook/ABStartProcessoRegAction.do> and **REGISTER**; with the username and password obtained as a result of registering; in their Reserved Area, they should click on STUDENT SERVICES OFFICE and then ADMISSION TEST. **Students who are already registered need only log in with the credentials obtained previously and then proceed with registration for the Assessment test.**
- b) attach (via an upload) the following documentation:
  - for candidates who are enrolled at / have graduated from Italian universities: self-certification showing all the exams taken with the relative SSD, the number of CFUs, and the mark awarded for the degree (if applicable). It is advisable to use the self-certification form downloadable from the reserved area of the home university's website.
  - for candidates who are enrolled at / have graduated from foreign universities: a certificate issued by their home university that demonstrates enrollment in or graduation from their degree course, and a list of the exams taken together with the respective marks obtained and the credits awarded.
  - any internationally recognized English language certification (see page 2 point 4 for the list of valid certifications) attesting a minimum level of B2;
  - any other qualifications deemed useful for curricular assessment.

**ATTENTION: it is advisable TO PREPARE THE DOCUMENTS TOGETHER WITH THE COMPLETED AND SCANNED FORMS IN ADVANCE, AND NOT TO INTERRUPT THE ENTRY PROCEDURE ONCE IT HAS BEGUN; it is not possible to access and upload additional documents after registration for the test has concluded.**

**All forms** must be in .pdf format (in the case of documents containing more than one page, all pages must be grouped together to form a single document and must not be submitted as single pages).

Students are kindly asked **NOT TO PHOTOGRAPH documents or attachments** but to reproduce them **by means of a scanner** for better legibility.]

Once all the details required for the assessment application have been entered, the candidate must print out the MAV (Form attesting to payment) to the value of € 35.00, which is necessary for payment of the "Reimbursement of expenses for the qualifications assessment – Second-cycle degree in Psychology, Neuroscience and Human Sciences". Only applications for which the above-mentioned fee has been duly paid will be taken into account by the Commission.

#### Methods of payment of the MAV

The MAV can be paid without commission at any bank counter. Payment can also be made via home banking or by credit card using the PAGOPA service, which can be accessed during the registration procedure. Once the deposit has been made, the University of Pavia receives the payment from the bank in approximately 7/8 working days.

**No other payment methods are allowed, with the exception of the provisions made for those applicants residing abroad. These candidates can pay by means of a bank transfer made out 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 receipt for the payment must be sent to [enrollment.psychology@unipv.it](mailto:enrollment.psychology@unipv.it), indicating as the subject "Reimbursement of expenses for the assessment of qualifications– Second-cycle degree in Psychology, Neuroscience and Human Sciences "

It should be noted that any expenses relative to foreign bank transactions must be paid in full by the remitter. Therefore, in the case of bank transfers from non-EU countries, the "OUR" code must be indicated in the field of bank charges; this code guarantees receipt of the exact amount due. Any extra expenses that are charged to the University must be settled through a successive payment.

**ATTENTION:** In view of the high number of applications expected, interested parties are invited to apply for the assessment of their qualifications well in advance, in order to have a greater possibility of securing a place.

**Documents submitted after students have applied for the assessment of their qualifications (e.g. exams taken or added to the student's academic record in the meantime, linguistic certifications obtained in the meantime, etc ...) will NOT be taken into consideration.** The situation used to define eligibility for enrollment is that attested to by the documents attached to the application for the assessment of qualifications.

### **5.3 Calculation of the score relative to the academic record**

For the purposes of assessing eligibility, the Commission will evaluate:

- the previous course of studies, awarding up to a maximum of 50 points for the appropriateness of the qualification, assessment in individual exams, overall average assessment, possession of the necessary 88 CFU for students with a three-year Italian degree, etc.;
- any other qualifications for up to a maximum of 30 points, for the curriculum vitae, any letters of reference, motivation letters, etc.

**Eligibility is granted with the attainment of at least 50 points overall.**

### **5.4. Result of the assessment**

The result of the assessment will be available at the following link <http://www.unipv.eu/site/home/articolo13930.html> WITHIN 20 DAYS of the submission of the application. For details on the procedure relative to the reservation of a place / enrollment see the paragraph on "METHOD FOR THE ENROLLMENT OF COMMUNITY STUDENTS, AND OF NON-COMMUNITY STUDENTS LEGALLY RESIDING IN ITALY." The list of eligibility will be updated, starting from 21 May 2018.

**Personal information will not be provided. It is the responsibility of the interested party to ascertain the result obtained.**

The candidate who has been denied eligibility may request a new assessment only if the following two conditions are met:

- places are still remaining at the end of enrollments (31 July 2018, h. 12)
- a situation with better qualifications has emerged, ie with objective elements capable of leading to a possible positive assessment - as per the criteria indicated in paragraph 5.3.

A new assessment of qualifications requires a successive request and a second payment of the fee; in any case, if the candidate has already been interviewed, a second interview is not necessary (see paragraph 5.2 **PRESENTATION OF THE APPLICATION FOR ASSESSMENT OF ACADEMIC RECORDS**)

**It should be remembered that the assignment of eligibility does not immediately guarantee the awarding of a place; it is necessary to complete the enrollment procedure (see section 6) while places still last. For this reason, it is strongly advised to proceed as soon as possible with enrolling once eligibility has been attained, in order not to risk losing a place.**

## **6. METHOD FOR THE ENROLLMENT OF COMMUNITY STUDENTS, AND OF NON-COMMUNITY STUDENTS LEGALLY RESIDING IN ITALY**

**From 21 May 2018, and before the deadline of 12.00 on 31 July 2018 (GMT + 1)**, students legally residing in Italy who have been deemed eligible for enrollment by the Commission (in addition to students who have not yet completed their degree but expect to do so by 31 October 2018) must go to <https://studentionline.unipv.it/esse3/Home.do> and log in with the username and password obtained following registration, click on STUDENT SERVICES OFFICE> ENROLLMENT from the menu, and identify their chosen course of study; in this phase they are required to attach (via upload, for file formats see 5.2 b):

- a passport-size photograph (head shot only) in .jpeg format;
- a photocopy (double-sided) of the personal identification document inserted during registration;
- a photocopy of their tax code card; in the case of students with foreign citizenship who do not have a card at the time of enrollment, this can be produced at a later date;
- a photocopy of their residence permit / card (only for students with non-EU citizenship).

a) proceed to PRINT REGISTRATION FORM. With this printout, students obtain the MAV necessary for payment of the first instalment of the registration fee (amount equal to € 156.00, except in the case of exemptions that exist for the special situations envisaged in the Notice regarding the 2018-2019 contribution: <http://www.unipv.eu/online/Home/documento6562.html>.) This amount may be modified following the resolution of the Board of Directors on the

subject of University Contributions. For MAV payment methods, please refer to the relevant paragraph METHODS OF PAYMENT OF THE MAV.

- b) access the following link: <https://sonl.unipv.it/concorsi/> to obtain a place and definitively conclude the enrollment process. Before accessing the link, it is necessary to have paid the MAV; the relative receipt must be uploaded during the procedure of claiming a place. For any problem or difficulty, an email can be sent to the following address: [enrollment.psychology@unipv.it](mailto:enrollment.psychology@unipv.it). The e-mail must include SURNAME, NAME AND DEGREE COURSE FOR WHICH ENROLLMENT IS BEING REQUESTED in the subject.
- c) should students wish to request accreditation for transfers, second degrees, reassessments, the recognition of foreign qualifications etc., it is necessary to upload the "Exams Validation Form", available from the Modulistica section of the web pages of the Student Services Office (<http://www.unipv.eu/site/home/articolo994.html>), during the online procedure described in point d). The same form, with affixed stamp duty, must be promptly delivered to the Student Services Office - Via S. Agostino 1 or sent by registered mail with notification of receipt, to the University of Pavia - Protocol Office, Via Mentana 4, 27100 Pavia, indicating the course of studies.

Candidates are hereby informed that it is a crime to provide false statements, to carry out acts vitiated by material misrepresentation, and to use acts affected by such falsity. Such behavior integrates the criminal offenses provided for in articles 482, 485, 489, 495, 496 of the penal code. The display of data that no longer corresponds to the truth is equated, for all intents and purposes, with the use of false data. Positions acquired using false deeds or statements will be annulled with retroactive effect from the presentation of the application, and fees that have been paid will no longer be reimbursed.

The Student Services Office, upon receiving payment for the first installment along with the required documentation **within the prescribed deadlines and according to the methods illustrated**, shall provide for the registration of those students so entitled. The list of enrolled students will be published and updated on a daily basis at <http://www.unipv.eu/site/home/articolo13930.html> from 4 June 2018 onwards.

**It is the duty of candidates to check the outcome of the enrollment procedure by consulting the indicated web page, verifying the presence of their names within 24 hours of fulfilling the above-described obligations; if necessary, they should provide notification of their possible absence in that period by contacting [enrollment.psychology@unipv.it](mailto:enrollment.psychology@unipv.it).**

News regarding the availability of places and the number still remaining will be provided on the designated webpage <http://www.unipv.eu/site/home/articolo13930.html>

If candidates have carried out all the procedures required for enrollment (including payment) but then discover that all available places are filled, then they must add their names to the BOOKING LIST (see the following paragraph).

Enrolled students will receive a "Welcome" message sent to their personal email address which, in addition to providing general information, will also contain a university email address. From that moment on, the university email address will be their only official channel of communication with the University of Pavia. **Students are required to activate their new e-mail accounts, since the credentials for access to online services of the university (Reserved Area, WiFi, etc.) will be sent to that address. Those students already in possession of a University of Pavia mailbox will maintain the same e-mail address as well as the credentials hitherto used to access the Reserved Area.**

## 7. BOOKING LIST

Those who are deemed ELIGIBLE to enroll but cannot proceed with their enrollment due to an unavailability of places may register their names for the BOOKING LIST (<https://sonl.unipv.it/concorsi/>). Interested parties must enter their personal details as well as their contact information, and places that become available will be allocated according to the chronological order in which names are added to the list. All communication regarding the assignment of places and the procedures that are to be followed for enrollment will be made via e-mail to the address provided during registration for the list: it is therefore essential that e-mail accounts are constantly monitored.

The Booking List closes on **3 September 2018** at 9.30 a.m. The Student Services Office will send an email to all candidates on the list who have not yet enrolled; those interested in occupying any places that are still available are required to reply by the date indicated in the email, otherwise it is assumed that they renounce their place on the list. The Student Services Office will contact those candidates who have confirmed their interest by enrolling them according to the places still available and their position on the booking list.

If the number of bookings is not sufficient to fill all the places in the course, the procedures for the assessment of academic records and for subsequent enrollments will be reopened. A special notice will be published on the following webpage: <http://www.unipv.eu/site/home/articolo13930.html>.

## 8. PROCEDURE AND DEADLINES FOR THE ENROLLMENT OF COMMUNITY STUDENTS AND NON-COMMUNITY STUDENTS LEGALLY RESIDING IN ITALY WHO HAVE GAINED QUALIFICATIONS ABROAD

Students with qualifications obtained abroad must deliver the following documentation, in person, to the Student Services Office in Via S. Agostino 1, **from 21 May 2018 at 9.00 a.m. and in any case no later than 12.00 p.m. on 31 July 2018:**

- receipt of payment of the MAV for the first installment of the university fees (see the notice relative to the 2018/2019 contribution at <http://www.unipv.eu/site/home/document6562.html>).
- the original copy of the degree (Bachelor's Degree, University Diploma or recognised foreign qualification, translated into Italian or English by an accredited translator or by an embassy) that permits enrollment in the second-cycle degree course; this must be legalized by Italian consular and diplomatic authorities located in the country in which the qualification was obtained, and accompanied by an equivalent certification (Cimea certification which also guarantees the authenticity of the qualification);
- a diploma supplement or original certificate containing the list of exams and relative marks, legalised and translated in Italian or English;
- a photocopy of the residence permit / card (only for students with non-EU citizenship)

In the event that their courses of study have not yet been completed, students may submit their registration certificate, translated into Italian or English, in order to enroll. By 31 October they must confirm the attainment of their qualification and deliver the documents listed above. This documentation must be received within 45 days of enrollment. In case of non-receipt, the studies of enrolled students will be blocked until 31 January 2019. If by that date students have still not regularized their position, their enrollment will be automatically canceled.

The Student Services Office is open as follows:

- Monday, Thursday and Friday from 9:30 am to 12 pm with free access

- Tuesday 9: 30-12: 00 and Wednesday 13: 45-16: 00 by appointment only. Appointments can be booked online at <http://gopa.unipv.it>

## 9. METHODS AND TERMS FOR THE ENROLLMENT OF NON-COMMUNITY STUDENTS WHO HOLD RESIDENCY ABROAD

Once they are deemed eligible for admission, and once they have completed all the procedures necessary for pre-enrollment through the Italian consular and diplomatic authorities located in their home countries (check the terms established by the MIUR), non-EU students residing abroad may proceed with online enrollment, beginning at 9.00 a.m on 21 May. until 12.00 p.m. on 31 July 2018.

Candidates must:

- a) connect to the site <https://studentionline.unipv.it/esse3/Home.do>, click on REGISTER and then enter all the information indicated on the screen;
- b) login with the username and password obtained after registration, click on STUDENT SERVICES OFFICE> ENROLLMENT and identify the chosen course of study; in this phase they are required to attach (via upload, for file formats see 5.2 b):
  - a passport-size photograph (head shot only) in .jpeg format;
  - a photocopy (double-sided) of the personal identification document inserted during registration;
  - a photocopy of their tax code card; in the case of students with foreign citizenship who do not have a card at the time of enrollment, this can be produced at a later date;
  - a photocopy of their residence permit / card (only for students with non-EU citizenship).
- c) proceed to PRINT REGISTRATION FORM. With this printout, students obtain the MAV necessary for payment of the first instalment of the registration fee (amount equal to € 156.00, except in the case of exemptions that exist for the special situations envisaged in the Notice on the 2018-2019 contribution: <http://www.unipv.eu/on-line/Home/documento6562.html>.) This amount may be modified following the resolution of the Board of Directors on the subject of University Contributions. For MAV payment methods, please refer to the relevant paragraph METHODS OF PAYMENT OF THE MAV.

Once they have completed the above-mentioned online operations, students **must deliver the following documentation, in person, to the Student Services Office in Via S. Agostino 1, before 12.00 a.m. on 28 September 2018:**

- receipt of payment of the MAV for the first installment of the university fees (see the notice relative to the 2018/2019 contribution at <http://www.unipv.eu/site/home/document6562.html>).
- the original degree (Bachelor's Degree, University Diploma or recognised foreign qualification, translated into Italian or English by an accredited translator or by an embassy) that permits enrollment in the second-cycle degree course; this must be legalized by Italian consular and diplomatic authorities located in the country in which the qualification was obtained, and accompanied by an equivalent certification (Cimea certification which also guarantees the authenticity of the qualification);

- a diploma supplement or original certificate containing the list of exams and relative marks, legalized and translated in Italian or English;
- a photocopy of the residence permit / card (only for students with non-EU citizenship)

In the event that their courses of study have not yet been completed, students may submit their enrollment certificate, translated into Italian or English, in order to enroll. By 31 October they must confirm the attainment of their qualification and deliver the documents listed above. This documentation must be received within 45 days of enrollment. In case of non-receipt, the studies of enrolled students will be blocked until 31 January 2019. If by that date students have still not regularized their position, their enrollment will be automatically canceled.

The Student Services Office is open as follows:

- Monday, Thursday and Friday from 9:30 am to 12 pm with free access

- Tuesday 9: 30-12: 00 and Wednesday 13: 45-16: 00 by appointment only. Appointments can be booked online at <http://gopa.unipv.it>

## **ATENEO CARD PAVIA**

During the online registration procedure, students can request to be issued with an 'Ateneo Card Pavia' if they do not already have one. This multi-purpose university card also serves as an identification document for students of the University of Pavia.

The card is completely free; it is a prepaid rechargeable credit card, which can be used on the MasterCard circuit to pay for expenses or to withdraw cash from ATMs. It offers students discounts (even higher than 10%) on many items and allows students to send money transfers within Italy and the Sepa area (31 European countries). It can furthermore be used to receive transfers from abroad, deposit savings, pay utilities. The credit card function also allows the University and EDISU to make any necessary payments to students, and is **the only means used by the University for the refunding of fees and contributions, or for paying scholarship allowances.**

Further information regarding the functionality of the 'Ateneo Card Pavia' and how to request it is available at the following link: <http://www.unipv.eu/site/home/article9787.html>

## **10. CONDITIONAL ENROLLMENT FOR CANDIDATES AWAITING CONFERMENT OF THEIR DEGREE**

Students who have been deemed eligible for admission but have not yet graduated by the deadline for enrollment may be "conditionally enrolled". Definitive enrollment become effective if students attain their degree by October 31, 2018. Otherwise students forfeit their right to enroll and their enrollment fee will be reimbursed (excluding stamp duty).

## **11. REQUIREMENTS AND METHODS OF ADMISSION IN CASES OF TRANSFER, SECOND DEGREES, AND THE REASSESSMENT OF ACADEMIC RECORDS (possible only from a course of the same level)**

Students who request transfer from other universities, enrollment in second degrees, or the transition from other second-cycle degree programs, are still required to submit an assessment application and follow the selection process according to the rules indicated in section 5.

### **11.1. Transfer from another second-cycle degree course at the University of Pavia**

Those students requesting transfer from another second-cycle degree at the University of Pavia must submit an application for the assessment of their academic record **from 2 May to 10 July 2018**, according to the procedures indicated in paragraph **5.2. Presentation of the application for the assessment of academic records** and, if deemed eligible, must pay the first instalment of the fees owing for the 2018/2019 academic year **by 31 July** by means of the MAV that can be downloaded and printed from their Reserved Area; they must also submit a Request for Transfer form according to the instructions found at <http://www.unipv.eu/site/home/naviga-per/studenti/immatricolarsi---frequentare---concludere/articolo12731.html>. NOTE: in order to calculate the score (see paragraphs 5.3 and 5.4) the curriculum of students' three-year undergraduate degree will be considered, as is the case for all other candidates.

### **11.2. Enrollment with transfer from another Italian university**

Students requesting transfer from another Italian university must submit an application for the assessment of their academic record **from 2 May to 10 July 2018** according to the procedures indicated in paragraph **5.2. Presentation of the application for the assessment of academic records** and, if deemed eligible, **can enroll following the procedures and terms indicated in paragraph 6.**

In addition, applicants must send the documentation required for enrollment to [enrollment.psychology@unipv.it](mailto:enrollment.psychology@unipv.it), together with a receipt from their former university certifying the request for transfer pending the arrival of the complete documentation, which

however must be received by 31/10/2018. They must also send the "Exams Validation Form" with affixed stamp duty to the value of €16.00; this is available for download at <http://www.unipv.eu/site/home/naviga-per/studenti/immaticolarsi---frequentare---concludere/articolo994.html>.

### **11.3. Enrollment for those already in possession of a degree, or of credits from a previous course of study at the same level**

Candidates who already have a degree or credits accrued from a previous course of study at the same level must submit an application for the re-evaluation of their academic record **from 2 May to 10 July 2018**, according to the procedures indicated in paragraph **5.2. Presentation of the application for the assessment of academic records** and, if deemed eligible, **may enroll following the procedures and terms indicated in paragraph 6.**

They must also send the "Exams Validation Form" with affixed stamp duty to the value of €16.00; this is available for download at <http://www.unipv.eu/site/home/naviga-per/studenti/immaticolarsi---frequentare---concludere/articolo994.html>.

If the first degree or previous course of study was undertaken at another university, then the applicant must also enclose self-certification providing details of the course, the disciplines studied, the exams taken, and the relative credits gained (it is advisable to use the designated online self-certification form if available in the reserved area of the former university, or otherwise fill in the form that is downloadable from <http://www.unipv.eu/site/home/documento5291.html>)

### **FINAL NOTES AND ADVICE**

Candidates may request assistance or point out problems by sending an e-mail to [enrollment.psychology@unipv.it](mailto:enrollment.psychology@unipv.it).

### **Information pursuant to art. 13 of Legislative Decree n. 196, 30/06/2003 ("Code regarding the protection of personal data")**

The information provided by candidates will be processed by the University of Pavia in the interests of the institutional purposes of the University, for the provision of specific services requested by users, as well as for the fulfillment of the requirements of the law.

Processing is normally performed by means of IT and telematic tools with the aim of storing and managing the data; in some phases this can be done on paper and, in any case, in such a way as to guarantee security and protect the confidentiality of the party concerned.

The provision of personal details is therefore mandatory; the penalty for not providing them is exclusion from selection on the basis of qualifications.

In compliance with current legislation, the personal details of users may become known to, and processed by personnel who are specifically in charge of processing.

Candidates enjoy the rights provided for by art. 7 of the aforementioned Code, which include access to their personal details, and the rectification, updating, integration and cancellation, etc of them, as well the opposing of the use of data other than the aforementioned institutional data. These rights may be claimed against the Chancellor of the University of Pavia, the person responsible for the treatment of personal data.

For any information not specifically provided in the present document, readers are referred to current legislation.

**The person responsible for the administrative procedures**, pursuant to art. 4 of Law n. 241, 7 August 1990, as amended by Law 15/2005, is Dr. Carmen Frassica (Cat. EP2 - Administrative and Management Area).

Pavia, 24 aprile 2018

#### **THE DIRECTOR GENERAL**

Emma Varasio

#### **THE CHANCELLOR**

Fabio Rugge

MS/CF/fc



APPENDIX 'A'

**Call for admissions: Psychology, Neuroscience and Human Sciences  
2018-2019: Important dates**

1	Period for submitting an application for the qualifications assessment	From 2 May 2018 until 12 a.m (GMT+1), 10 July 2018
2	Publication of the qualifications assessment	From 21 May 2018 at the following link: <a href="http://www.unipv.eu/site/home/articolo13930.html">http://www.unipv.eu/site/home/articolo13930.html</a>
3	Opening of enrollments	From 9 a.m. on 21 May 2018 until 12 a.m., 12:00 (GMT+1), 31 July 2018,
4	Publication of enrollments	From 4 June until 31 July 2018 at the following link: <a href="http://www.unipv.eu/site/home/articolo13930.html">http://www.unipv.eu/site/home/articolo13930.html</a>
5	Booking List with details of places that become available	From the opening of the Booking List until 9.30 a.m., 3 September 2018,
6	Deadline for 'conditionally enrolled' students to graduate and not forfeit their enrollment	31 October 2018
7	Deadline for the enrollment of non-community students who hold residency abroad	From 9 a.m. on 21 May 2018 until 12 a.m. (GMT+1), 31 July 2018