UNIVERSITY OF PAVIA

FACULTY OF ENGINEERING
MASTER'S DEGREE COURSES
ADMISSION ANNOUNCEMENT - ACADEMIC YEAR 2012/2013

CONSIDERING

- **Ministerial decree 270/2004** (Modification to the regulation introducing norms concerning the autonomy of universities) and relative implementation decrees;
- **Ministerial decree 16 March 2007** (Redefinition, pursuant to Ministerial decree 270/'04, of degree and Master's degree courses);
- **MIUR circular n. 602** of 18 May 2011 (Provision, valid for the three-year period 2011-2014, for the enrolment of foreign and EU students in Italian universities);
- **Degree course academic statutes** established by the Faculty of Engineering

COURSE OUTLINES
In the academic year 2012/2013 the Faculty of Engineering will begin the following Master's degree course in English:

- ***COMPUTER ENGINEERING*** (class LM-32)

A master's degree is a postgraduate university course that aims to deliver advanced teaching as preparation for employment in highly technical and specific fields. More information can be found at the following internet sites: http://ingegneria.unipv.it, http://ingegneria.unipv.it/didattica/index.php.

ADMISSION REQUIREMENTS
For admission to a Master's degree course, candidates should possess:
1) Bachelor's degree (D.M. 509/'99 or D.M. 270/'04), postgraduate Master's degree (ordinance antecedent to D.M. 509/'99) or a three-year diploma or other officially-recognised certificate awarded abroad.
PLEASE NOTE: admission to Master's degrees is also open to students about to be awarded a recognised certificate (that is one to be obtained by 1 March 2013) and who do not have a debit of **more than 30 credits** by the test date (including credits awarded for the final exam), subject to the conditions outlined in points 2) and 3).
2) the curricula 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: **Assessment of curricula section);**
3) suitable personal qualities, to be verified during an assessment test (see **Assessment test** section)
4) Knowledge of English to be verified using the methods described in the following paragraph (**see: Knowledge of English** section).
The faculty of engineering nominates a commission for each degree course to evaluate candidates' curricula and ascertain their personal background and suitability.

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

CERTIFYING BODY	CERTIFICATE CORRESPONDING TO B1 LEVEL
University of Cambridge ESOL Examination	Preliminary English Test (PET)
WBT	Certificate in English
City & Guilds (ex Pitman)	Achiever
Trinity College of London	ISE I
British Chamber of Commerce for Italy	IPEC Entry
-BRITISH COUNCIL -Idp IELTS AUSTRALIA -UNIVERSITY of CAMBRIDGE ESOL Examinations	International English Language Testing System (IELTS) 5.0

Test of English as a Foreign Language (TOEFL)	IBT (Internet Based Test): minimum score 45 - or - PBT(Paper Based Test): minimum score 450 + Test of Written English (TWE) (level 3) + Test of Spoken English (TSE) (min 30) -or- Computer Based (min 133)
British Institutes	B1 threshold

Candidates who do not hold one of these certificates must sit a test on **5 September 2012 at 14:30.**
Candidates who hold one of the above-mentioned certificates are not required to sit the test, neither are candidates who can demonstrate that they have passed a B1 level test to gain admission to a university course or who, during their university career, have passed an English exam worth at least 3 credits.
Candidates from foreign universities may certify their knowledge of English by presenting an English language certificate or a certificate testifying to having been taught a course 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 present documentation testifying to this when enrolling.
Graduates who have obtained a Bachelor's degree from the University of Pavia's Faculty of Engineering do not have to present any certificates as they already have B1 knowledge of English.

ASSESSMENT OF CURRICULA
During their university career, considering that they have frequented a degree course, a short Master's course or stand-alone course, candidates enrolling for a Master's degree must have obtained a minimum number of credits as part of their core courses and/or other degree courses. These must be related to specific disciplinary fields and/or a specific scientific disciplinary sector, as indicated in the table attached to the competition document related to different courses.
Who must present pre-assessment applications
As outlined in the '*ASSESSMENT OF CURRICULA'* paragraph:

- graduates from foreign universities or those in possession of a foreign qualification;
- those who hold a postgraduate Master's degree or those awarded a three-year university diploma (previously existing legislation DM 509/99);
- graduates or final-year students whose degree curriculum includes courses not clearly identifiable by SSD (scientific disciplinary sector) and/or number of credits.

A specially convened commission will assess students' curricula.
Students who do not fall into the categories mentioned above do not have to present the pre-assessment form but must demonstrate that they satisfy the course requirements by completing the declaration form attached to the competition document.
Students yet to graduate and who do not have a debit of more than 30 credits by the test date (including credits for the final exam) may be admitted to the course. Such students may conditionally enrol and do not have to present a curriculum pre-assessment form but must demonstrate that they satisfy the entrance requirements for admittance to the Master's degree course as outlined in the table attached to the competition document. These students must present a declaration (using the form attached to the competition document) detailing their university career, the exams passed and credits awarded, the type of course and scientific disciplinary sector.
Outstanding graduates and/or graduates whose educational backgrounds do not strictly match the course requirements, but who are highly motivated, may be admitted to the Master's course if the commission convened to assess potential students deems so. The commission may call the candidate for an interview and will assess his/her career progression (through an evaluation of the documents attached to the admission requirements form) and motivation for applying for the course. Students who fall into this category must present a pre-assessment form, the commission will then produce a report outlining the candidate's academic deficits as well as the requirements that s/he must meet for the formulation of his/her curriculum (up to a maximum of 12 credits) while also respecting the 120 credit total necessary to be awarded the degree certificate.
If a student's educational background is deemed incompatible with the entrance requirements for the Master's degree course, the commission will indicate the examinations the candidate should pass, and specific courses to be taken, in order to enrol. In such cases the student should pass these examinations by 1 March 2013, in time for his/her enrolment to be completed.

ASSESSMENT OF CURRICULA
Candidates who have to present a pre-assessment form in order to enrol on a Master's degree in the Faculty of Engineering (see the categories of student in the preceding paragraph) must, by **1 September 2012**, present the completed 'Assessment of curricula' form found attached to the competition document. The form should be handed in to the Ufficio Protocollo (Records Office), University of Pavia - Via Mentana, 4 – 27100 Pavia or sent via registered post to the same address. The postmark date of the sorting office where the form is received will be considered binding. Once this date is past, the decision of the commission cannot be guaranteed in time for enrolment by 15/10/2012. A late enrolment charge of €77.00 may be levied.
Before handing in/sending the form, candidates should pay a fee of €31.00 using a paying-in slip made out to: ccp n. 198200, in the name of: Università degli Studi di Pavia - Servizio Tesoreria; payment details: 'fee for the assessment of curricula for admission to Engineering Master's courses'.
The form should be accompanied by:

- a photocopy (front and back) of an identity document deemed valid under current legislation;
- proof of payment or payment receipt of the fee for the assessment of curricula for admission to Engineering Master's courses;
- declaration of the student's personal career path (for final-year students) or a declaration of the qualification awarded, detailing all the examinations passed and, if available, the relative credits and scientific disciplinary sector;

Students holding qualifications awarded by foreign universities must also present:

- A certificate detailing the qualification gained and examinations passed, issued by the foreign university where the qualification was awarded. This certificate must be legally validated by the embassy or consulate and translated into Italian with an accompanying Declaration of value.

The commission will inform all candidates of the result of the pre-assessment within 45 days of the document being registered. The communication will be sent via email to the address indicated on the **Assessment of curricula form** and will highlight any gaps in the students' knowledge that should be filled with the sitting of examinations. In these cases, before enrolling, graduate candidates must pass these examinations by frequenting a specific course as outlined by the Segreteria Studenti (Student Administration office). Enrolment must be completed by 1 March 2013 at the Student Administration Office for Engineering - Via Ferrata, 1.
Final-year students studying at the University of Pavia may add any examinations necessary for enrolment in the Master's degree as additional examinations in the final curriculum of their approved Bachelor's degree programme.

Candidates whose curriculum assessment has been approved may enrol if they are not required to sit the assessment test. The enrolment procedure is explained in the ENROLMENT paragraph.

THE ASSESSMENT TEST

The Assessment test for admission to Master's degrees, to be given in the presence of the commission nominated to assess potential 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 28 September 2012 at 9.00. A second test will be held in February 2013 on a date to be established; the date will be published on the Faculty of Engineering website.

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

The courses on which the assessment test is based can be found on the Faculty of Engineering website: http://ingegneria.unipv.it/

Graduates and final-year students who, respectively, have been awarded a degree or who have an average mark that is equal or superior to those reported in the table below are exempt from taking the assessment test.

MASTER'S DEGREE COURSE	***GRADUATE (DEGREE MARK)***	***FINAL-YEAR STUDENTS (AVERAGE EXAM MARK)***
COMPUTER ENGINEERING	≥ 92/110	≥ 24/30

The Assessment test enrolment form should be completed online between **23 July and 17 September 2012**. Candidates should connect to the www.studiareapavia.it website and access the area dedicated to Master's course enrolments. This will allow access to the Area Riservata (Reserved Area). Candidates should then REGISTER by entering the Username and Password obtained upon registration, go to 'SEGRETERIA' on the menu and select 'PROVA DI VALUTAZIONE'. Candidates who have already registered need only login with the credentials already in their possession and proceed to PROVA DI VALUTAZIONE.

Once the form has been completed, candidates should print:

1. the 'assessment test application form', automatically proposed by the system, containing the test site and date as well as the candidate's personal data and educational background. **This form must be printed, kept and presented on the day of the test**.
2. the MAV (Payment against notice) of € 31.00 to cover the 'Fee for participation in the assessment test – Faculty of Engineering Master's courses'. Students who have already paid the fee of €31.00 for the assessment of curricula are exempt from making this payment. The fee cannot be refunded under any circumstances.

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 connection will be deactivated at 24.00 on 17 September after which it will no longer be possible to access the enrolment form.

Candidates sitting the assessment test should report to the Faculty of Engineering Administration Office, Via Ferrata, 1 – Pavia, at **9.00** on the day of the test. They should bring:

- a valid identity document that conforms to laws currently in force;
- **final-year students** should present a certificate detailing the university credits they have acquired up to 27 September 2012 as well as their exam record book (photocopy);
- a copy of the assessment test application form automatically proposed by the system, (see above)

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

1. **Please note**: • **Non-EU candidates resident abroad** must present their passport and 'study' entrance visa (type 'D', and valid for more than 90 days) or a residence permit (or, alternatively, an acknowledgement from the police headquarters testifying to a residence permit request).

ENROLMENT

Candidates successful in the Assessment test, if required to sit it, and who are deemed to possess the admission requirements, may enrol.

Such candidates must present, electronically, the enrolment form between **5 October-15 October**. In order to do this, candidates should:

1. connect to the www.studiareapavia.it website and go to Master's degree enrolment. This allows access the Area Riservata (Reserved Area) where candidates can REGISTER. Once the User Name and Password obtained upon registration have been entered (candidates who have already registered need only login using the credentials in their possession), candidates should click on ADMINISTRATION OFFICE>ENROLMENT and then choose the desired course; at this point, students should attach a clear, passport-sized photograph of themselves (by uploading) and then proceed to PRINTOUT THE ENROLMENT FORM. Students will receive the MAV (Payment against notice) with the printout and this should be used to pay the first enrolment instalment of €650.00. Candidates exempt from making this payment are described in the 2012-2013 'Avviso sulla contribuzione' http://www.unipv.eu/on-line/Home/documento6562.html).
2. send **by 12:00 on 15 October 2012** the following documentation:
    - front and back photocopy of the personal identification document containing the data entered during registration and which was used for identity purposes;
    - photocopy of tax code document;
    - photocopy of the residence permit/card (only applies to students with non-EU citizenship);
    - photocopy of certificate/s testifying to candidate's knowledge of English;
    - declaration detailing examinations passed.

The documentation should be sent:

- by email to**:** matricole.scientifiche@unipv.it attaching a scan of the documents described above. The subject field of the email must include: CANDIDATE'S NAME AND SURNAME AND CHOSEN DEGREE COURSE

The Student administration office, once it has received payment of the first instalment of the university tuition fee and the required documents, **within the stated deadlines and via the methods illustrated above**, will proceed with the enrolment.

Newly enrolled students will receive a personal 'welcome' email which, as well as providing general information, will include their official university email address which will be used as the sole means of communication between the University of Pavia and the student. **Students should activate the new email account as it is here that the new**

credentials for accessing online university services (e.g. Reserved Area and WI-FI) will be sent. It is, of course, possible to modify the credentials by accessing "Cambio Password Servizi di Ateneo" (Change university services password), that can be reached from the Students web page (http://www.unipv.eu/on-line/Home/Navigaper/Studenti.html).

ENROLMENT METHODS AND CONDITIONS FOR STUDENTS WHO HAVE OBTAINED THEIR QUALIFICATIONS ABROAD

Candidates who possess qualifications obtained abroad and who are successful in the Assessment test, if required to sit it, and who are considered to possess the admission requirements, may enrol. Such students should:

1. connect to the www.studiareapavia.it website, access the Enrolment page and click on 'Area Riservata' (Reserved Area); candidates should login by entering the User Name and Password obtained upon registration; select ENROLMENT and then choose the desired course; at this point, students should attach a clear, passport-sized photograph of themselves (by uploading) and then proceed to PRINTOUT THE ENROLMENT FORM. Students will receive the MAV (Payment against notice) with the printout and this should be used to pay the first enrolment instalment. The methods for making this payment are described above.
2. hand in to the Student administration counter at the Faculty of Engineering (from 9.30-12 Monday-Friday, except Wednesday 13.45 – 16.15) **from 5 October to 12.00 on 15 October 2012** the following documentation:
    - MAV (Payment against notice) paying-in slip stub for the first instalment of the university tuition fee (€650.00 except in cases outlined in Avviso sulla contribuzione 2012-2013 : http://www.unipv.eu/on-line/Home/documento6562.html; original certificate 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 bearing the legal validation, with a declaration of value, from the competent Italian diplomatic representatives in the student's home country.
    - Degree certificate detailing the examinations taken, issued by the university where the qualification was awarded. This certificate must bear the legal validation of the competent diplomatic representative and be translated into Italian;
    - Information on the school-leaving diploma: official certification testifying to at least 12 years schooling before attending university;
    - front and back photocopy of the personal identification document containing the data entered during registration and which was used for identity purposes;
    - photocopy of the tax code document;
    - photocopy of the residence permit/card (only for students with non-EU citizenship);
    - for abbreviated courses owing to transfers, automatic credit transfer evaluations for second degrees, revaluations and recognition of overseas qualifications, candidates must send, in advance, a completed form, bearing a revenue stamp, found in the Form section of the Student Administration website (http://www.unipv.eu/on-line/Home/Navigaper/Studenti/Modulistica.html;
    - photocopy of certificate/s testifying to candidate's knowledge of English.

STUDENTS WHO FAIL TO PRODUCE ALL THE REQUIRED DOCUMENTATION WILL NOT BE ALLOWED TO ENROL.

IMPORTANT

Candidates who have not graduated by 20 October 2012, but who meet the requirements for enrolment, may, by this date, conditionally enrol on their chosen Master's course. Enrolment will be effective if, by 1 March 2013, the student obtains the qualification, adhering to a curriculum that may be subject to pre-assessment. Conditional enrolment allows the student to frequent the course from the first semester but s/he may not sit any examinations. If the student fails to graduate by 1 March 2013, the Master's degree enrolment will be rescinded and the student reimbursed the tuition fee (minus the revenue stamp).

Students, even those not conditionally enrolled, once in possession of the admission requirements, may enrol up to 1 March 2013 provided they make a late enrolment payment of €77.00.

NOTES AND ADDITIONAL INSTRUCTIONS

Candidates who do not own a computer with an internet connection, or who need assistance, may contact 'infoMatricole 2012', Strada Nuova, 65 – Pavia, from Monday to Friday, 9.00-12.00. **The office will be closed 13-17 August 2012**.

Users may encounter temporary service disruptions during evenings or weekends due to site maintenance. Any eventual delays in the compilation of forms may be due to the large number of users connected. For assistance and to report problems, please send an email to 'matricole.scientifiche@unipv.it', found in the enrolment procedure.

Informative note pursuant to 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**, pursuant 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, 13 July 2012

CHIEF EXECUTIVE | **RECTOR**

Giuseppino Molinari | Angiolino Stella

ATTACHMENT 1

POSSESSION OF CURRICULA REQUIREMENTS DECLARATION - QUALIFICATIONS AND EXAMINATIONS TAKEN

Curricula requirements for admission to the Master's degree in Computer Engineering

In order to enrol, candidates must have accrued (through courses of study and/or stand-alone courses) at least 36 credits in the core scientific disciplinary sector and at least 45 credits in the degree course sector.
The requested credits may derive, in each sector, from one or more scientific disciplines. Credits acquired in sectors INF/01 and ING-INF/05 may be distributed across both sections.

Base courses	Scientific disciplinary sector	Credits
Core courses	CHIM/07 – Chemical fundamentals of technologies, FIS/01 – Experimental physics, FIS/03 – Material physics, INF/01 – Computer science, ING-INF/05 – Data elaboration systems, MAT/02 – Algebra, MAT/03 – Geometry, MAT/05 – Mathematical analysis, MAT/06 – Probability and mathematical statistics, MAT/07 – Mathematical physics, MAT/08 – Numerical analysis, MAT/09 – Operational research, SECS-S/02 – Statistics for experimental research and technology	36
CORE COURSE EXAMS TAKEN	**EXAM** **DATE AND MARK** **CREDITS** **SSD**	**TOTAL CREDITS** .....
Degree courses	INF/01 – Computer Science, ING-IND/13 – Applied mechanics and engines, ING-IND/16 – Manufacturing technologies and systems, ING-IND/17 – Industrial mechanical equipment, ING-IND/31 – Electronics, ING-IND/32 - Converters, engines and electrical activation, ING-IND/34 – Industrial bioengineering, ING-IND/35 – Enterprise engineering, ING-INF/01 – Electronics, ING-INF/02 – Electro-magnetic fields, ING-INF/03 – Telecommunication, ING-INF/04 – Automation, ING-INF/05 – Data elaboration systems, ING-INF/06 – Electronic and computer-science bioengineering ING-INF/07 – Electric and electronic measurements	45

	EXAM	DATE AND MARK	CREDITS		
DEGREE COURSE EXAMS TAKEN	.....	.....	.....	.....	
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	.....	.....	.....	.....	TOTAL CREDITS
	.....	.....	.....	.....	.....

The undersigned _____born in _____prov._____

on _____/_____/_____ resident in _____ prov. _____ tel. _____

mobile tel _____ 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 27/09/2012 for final-year students) for admission to the

Master's degree in _____

As indicated in the table above.

The undersigned is aware of the legal and administrative consequences concerning this declaration. In particular, s/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. S/he is aware that exhibiting information that no longer corresponds to the truth is equivalent to using false information. **S/he is also aware that positions gained through the use of said documents and false declarations will be annulled. This will be effective from the date the documents were presented and any university fees paid will not be reimbursed.**

Informative note on personal data protection pursuant to D.Lgs. of 30/06/2003 no. 196: Personal data will be handled exclusively for the process 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, 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, Strada Nuova, 65, 27100 Pavia, as the individual responsible for the handling of personal data.

Date _____ * Signature _____

UNIVERSITY OF PAVIA

TO THE RECTOR OF THE UNIVERSITY OF PAVIA

REQUEST FOR CURRICULAR REQUIREMENTS EVALUATION

THE UNDERSIGNED _____

GIVEN NAME _____ FAMILY NAME _____

PLACE OF BIRTH _____ DATE OF BIRTH _____

PLACE OF RESIDENCE _____

PHONE._____ MOBILE _____

E-MAIL _____

☐ NOT YET GRADUATED ☐ GRADUATED

☐ BS DEGREE IN _____ _____ _____

☐ MS DEGREE IN _____

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

in_____

DATE ____/_____/_____ SIGNATURE_____

Attachments:
☐ a copy (front and back) of a valid photo ID;
☐ the receipt of the payment for the assessment procedure; the payment (31 Euros) should be made by bank transfer to UNIVERSITA' DEGLI STUDI DI PAVIA - SERVIZIO TESORERIA; the bank name is: UBI - Banca Popolare Commercio e Industria; please include all of the following bank codes:
IBAN: IT 32I 05048 11302 000000046566
SWIFT: BLOPIT 22XXX
BIC: POCIITM1XXX
☐ a degree certification with a list of the taken exams issued by the university where the degree was awarded, authenticated by the Italian Diplomatic Authorities and translated into Italian or English
☐ a copy of the request for pre-enrollment 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).
This request, together with the required documentation, should be sent to Luisella Granvillani (l.granvillani@unipv.it).