



# UNIVERSITÀ DI PAVIA

Call for applicants for the first year of the second-cycle, inter-university degree course (*Laurea Magistrale*) taught in English in:

## **Psychology, Neuroscience and Human Sciences**

Academic Year 2023-2024

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### **IMPORTANT INFORMATION and DEADLINES**

Webpage dedicated to the call for applicants:	<a href="https://portale.unipv.it/it/didattica/corsi-di-laurea/corsi-di-laurea-magistrale/psychology-neuroscience-and-human-sciences">https://portale.unipv.it/it/didattica/corsi-di-laurea/corsi-di-laurea-magistrale/psychology-neuroscience-and-human-sciences</a>
Online applications period	<b>March 1 to 31, 2023</b>
Rankings available from	<b>27 April, 2023</b> (in the dedicated webpage)
Enrollments deadline	<b>from May 2, at 9 am until 11 May, 2023</b>
Reassignment requests and reassignments	<b>from April 28 until May 11, 2023</b>
Publication of reassigned places	<b>17 May, 2023</b> (in the dedicated webpage)
Shifting of the final rankings in case of available places after reassignments	<b>from May 17 until November 6, 2023</b> <b>for EU applicants and NON-EU residing in Italy</b>
Shifting of the final rankings in case of available places after reassignments	<b>from May 17 until June 30, 2023</b> <b>for NON-EU applicants residing abroad</b>
Deadline to obtain the bachelor degree in order to complete the enrollment	<b>31 October 2023</b>

## 1. EDUCATIONAL OFFER

For the academic year 2022-2023 the University of Pavia sets up the second-cycle degree course taught in English in **Psychology, Neuroscience and Human Sciences (LM-51)**, organized in two academic curricula.

This degree course is locally programmed, and in the table below are reported the numbers of places available for each curricula:

Name of the degree course	Places for EU and extra-EU students legally residing in Italy- as set by Law 189/2002, art.26	Places for non-EU students normally residing abroad – as set by DPR n. 394/1999 and successive amendments
<b>Psychology, Neuroscience and Human Sciences(LM-51)</b>	<b>50</b>	<b>90*</b>
Curriculum in COGNITIVE PSYCHOLOGY AND NEUROSCIENCE	25	45
Curriculum in CLINICAL PSYCHOLOGY AND NEUROSCIENCE	25	45

\*places not assigned or occupied by NON-EU candidates will be reassigned to EU candidates

## 2. ADMISSION REQUIREMENTS

In order to be admitted to the second-cycle degree course in Psychology, Neuroscience and Human Sciences a candidate needs:

### ➤ Study title:

- A Bachelor degree (in compliance with the educational system set out in Ministerial Decree 509/99 or prior, or Ministerial Decree 270/04)
- University final diploma lasting 3 years
- University study title obtained abroad and deemed suitable for admission

Admission is also granted to candidates graduating within October 31, 2023 and who will have submitted at the time of online application:

- European study title, with min. 120 credits CFU/ECTS necessary to graduate;
- Non-European study title, with at least 65% exams or credits CFU/ECTS necessary to graduate.

### ➤ The minimum curricular requirements necessary to enroll are the following:

- For Italian degrees: **88 CFU/ECTS** in at least 7 scientific sectors (Italian “SSD”) concerning Psychology from M-PSI/01 to M-PSI/08.
- In case of candidates with a foreign title, instead of the 88 CFU/ECTS their bachelor degree will be evaluated, comparing it to the Italian bachelor degree course in Psychological Sciences and Techniques (*Scienze e tecniche psicologiche L-24*) and/or the Europsy certificate.
- An English language knowledge comparable to B2 level (in oral and written forms) according to

the Common European Framework of Reference for Languages - *CEFR*.

- The English language knowledge certificate is not mandatory, but highly recommended to apply for this course;
  - Candidates may have a suitable linguistic certificate to be submitted preferably during the selection process;
  - The list of acceptable English language certificates is available at the link <https://web.unipv.it/formazione/iscriversi-a-una-laurea-magistrale-o-ad-una-laurea-magistrale-plus/con-esaurimento-posti-o-con-numeri-chiusi-plus/concorso-area-psicologia-eng/>
  - The evaluating Commission will consider case by case different English language certificates from the ones listed, and may ask for support to the University language center;
  - For those applicants who have not obtained or submitted any certificates, the linguistic competence may be verified by the Commission.
- The evaluating Commission checks applicants performed the required activities for the equivalent traineeships worth 10 CFU/ECTS for the vocational training. Without such activities, the candidate will be able to gather the missing traineeship credits including them as extra exams in their study plan.
- **Adequate personal preparation**, checked by the Commission via analysis of the academic curriculum and other possible qualifications and/or interview, for which candidates will be contacted at the email address provided during registration and which may take place, in agreement with the Commission, also in telematic form.

### 3. HOW TO APPLY

The evaluation request must be submitted online **from March 1 to March 31, 2023** at the following link <https://apply.unipv.eu> by registering into the platform, filling out the mandatory fields and attaching the following documents:

#### Candidates graduating or enrolled in Italian universities:

- Self-certificate of their exams with date, SSD, number of CFUs, mark, possible graduation mark and certificate stating the enrollment years;
- Possible self-declaration showing the access requirements for admission if obtained in another study path.

#### Candidates graduating or enrolled in universities abroad:

- Certificate (transcript of records) issued by their home University reporting all exams taken, dates of exams, number of credits, marks, possible graduation mark and certificate reporting the enrollment years or any other element useful to the Commission for the evaluation of the academic curriculum;
- Other suitable titles deemed useful for the curriculum evaluation.

#### For both categories:

- English language certificate internationally recognized (please peruse the Attachment A for the valid certificates) proving a B2 level knowledge (not mandatory but highly recommended);
- Valid ID/Passport;
- Preference of the selected curriculum – the candidate, during the evaluation request, has to indicate the chosen curriculum and can select up to two choices on the proposed curricula, reporting the priority preference. Candidates only compete for the choices indicated.

### 3.1. CALCULATION OF THE SCORE RELATED TO THE ACADEMIC RECORD

To be eligible to enroll, the Commission will assign a maximum of 100 points according to the following criteria:

- **For the past academic curriculum, a maximum of 50 points** for a suitable degree, evaluation of single exams, evaluation of the marks average, having the 88 CFU for students enrolled in Italian universities;
- **For other titles a maximum of 50 points, including:** CV, possible interview, reference letters, motivation letters etc.

**The eligibility to enroll will be achieved by obtaining at least 50 points in total.**

All evaluation requests eligible to enroll will be ranked in the final ranking lists according to the overall score obtained by each applicant. In case of equal score, priority will be given to the youngest candidate.

### 3.2. OUTCOME OF THE EVALUATION: RANKINGS

Results of the evaluation process will be available online at the following webpage <https://web.unipv.it/formazione/iscriversi-a-una-laurea-magistrale-o-ad-una-laurea-magistrale-plus/con-esaurimento-posti-o-con-numeri-chiusi-plus/concorso-area-psicologia-eng/> on **April 27, 2023 after 3 pm Italian time.**

Candidates will be listed under their ID number assigned from the [apply.unipv.it](https://web.unipv.it) portal during the application process, and the ID will be always available from the platform. The ranking will also be published in the official University's noticeboard (*Albo di Ateneo*).

The publication of the rankings stands for communication of the result to candidates.

It is the duty of each candidate to verify the achieved result in the dedicated webpage. Applicants can notify the admission office at [admission@unipv.it](mailto:admission@unipv.it) in case of omissions within April 28, 2023.

At the same time of the rankings publication, the assignment of the chosen curricula will be available to peruse in the same webpage; for each successful applicant, there will be the indication of the assigned curriculum into which they can enroll, with respect to their position in the merit ranking and according to the availability of places, in the selected curricula according to the priority order expressed during the application phase.

Candidates in the ranking and eligible to enroll have time to do so from **May 2 from 9 am until May 11, 2023**, according to the instructions reported in paragraph 4 *HOW TO ENROL AND DEADLINES*. Candidates enrolled in their first-choice curriculum who do not enroll within the set deadline will not keep their place.

In case none of the chosen curricula options have available places, the candidate will be labeled as "under condition" (con *riserva*).

Candidates not assigned to their first-choice curriculum or in the "under condition" position can submit a **reassignment request** for a better choice with respect to the one obtained keeping the priority order reported in the application phase according to the procedure reported in paragraph 5. **REASSIGNMENT REQUESTS AND REASSIGNMENTS.**

## 4. HOW TO ENROLL AND DEADLINES

### 4.1 EU AND ITALIAN CANDIDATES:

Eligible candidates can proceed to enroll online following the instructions in the dedicated webpage:

<https://web.unipv.it/formazione/iscriversi-a-una-laurea-magistrale-o-ad-una-laurea-magistrale-plus/cosa-servire-per-procedere-plus/>

Students secretary offices will enroll eligible students, after checking the payment of the first tuition fee within the deadline reported in paragraph 3.2. RANKINGS and after receiving the enrollment documents if the final diploma has been obtained abroad.

#### 4.2 NON-EU CANDIDATES RESIDING ABROAD:

##### ➤ VISA REQUEST

Non-EU students residing abroad must ask for a study visa in the platform University, and, following validation by the selected University, have to go to the local Italian Embassy in their home country to complete the procedure to obtain an entry visa document (→ see Regulation for the entry, stay and enrollment of international foreign students to degree courses in Italy)

##### ➤ ENROLLMENT

Candidates eligible to enroll need to abide by the deadlines reported in paragraph 3.2 RANKINGS and follow the instructions reported at <https://web.unipv.it/formazione/iscriversi-a-una-laurea-triennale-o-magistrale-a-ciclo-unico/come-immatricolarsi>.

Candidates with a study title not obtained in Italy can send a support request to [admission@unipv.it](mailto:admission@unipv.it).

#### 4.3 CONDITIONED ENROLLMENT FOR NOT YET GRADUATED STUDENTS

Eligible candidates in the rankings not yet graduated at the time of the enrollment deadline will be enrolled under condition. Enrollment will be effective if they graduate within 31 October 2023. Otherwise, the student will have no right to enroll, and the tuition fee will be automatically refunded (to the net value of the revenue stamp).

Students graduating in other universities must attach to their reserved area, section Carriera-Allegati di Carriera a [self-declaration document](#) within October 31, 2023, in which they state graduation mark and date, list of passed exams reporting SSD and TAF, academic years of enrollment in their home university (it is possible to attach the self-certificate signed and downloadable from the home university).

## 5. REASSIGNMENT REQUEST AND REASSIGNMENTS

### 5.1 REASSIGNMENT REQUEST

Eligible candidates not assigned to their first-choice curriculum and candidates without assignment of a curriculum in the “under condition” position can submit a reassignment request **from April 28 until May 11, 2023**.

Candidates wishing to submit the reassignment request have to:

- ✓ connect to <https://studentionline.unipv.it/Home.do> and LOG IN to access the student portal using the username and password sent to their email address;
- ✓ from the menu, select ADMISSIONS > Admission test > *Concorso di Ammissione alla LM in Psychology, Neuroscience and Human Science*;
- ✓ click on “*Presenta Domanda*” for the curricula they wish to select, making the choice at the end of the webpage.

The submitted reassignment requests will be published **on May 12 after 12 pm** on the dedicated webpage.

### 5.2 REASSIGNMENTS

Places still available after the end of enrollment will be reassigned only to candidates who did submit a reassignment request within the set deadline, according to the merit order reported in the ranking and the selected preferences. On **May 17** the list of candidates reassigned to a better choice will be published in the dedicated webpage; publication of the ranking is valid as communication to all applicants; no personal communications will be provided in this regard.

In order to accept a reassignment:

- the candidate not yet enrolled can now enroll according to the given instructions of paragraph 4 and respecting the set deadline, otherwise enrollment will not be valid;
- the candidate already enrolled in their second-choice curriculum needs to send a communication to [admission@unipv.it](mailto:admission@unipv.it) expressing their will to accept the reassignment within the set deadline. Office staff will edit the chosen curriculum without any extra action from the student; candidates who do not communicate their wish to accept the reassignment via email will not be considered and will stay enrolled in their second-choice curriculum.

All updates on the ranking and reassignments are reported in the dedicated webpage; publication is valid as communication to all applicants; no personal communications will be provided in this regard.

#### 5.2.1 SHIFTING OF THE RANKING TO REASSIGN AVAILABLE PLACES

Shifting of the ranking and reassignments of available places for NON-EU candidates residing abroad will end on **June 30, 2023**.

Shifting of the ranking and reassignments of available places for EU and Italian students will end on **November 6, 2023**.

Possible communications about free places and enrollment instructions are sent by email to the student via their email address reported in the application form. It is thus crucial to regularly check your email address.

## 6. ADMISSION IN SECOND YEAR

Students already having an academic career in the second level of education must anyway submit an evaluation request as set by paragraph 3. *HOW TO APPLY*, completing as well the following requirements:

CANDIDATES ENROLLED OR GRADUATED IN ITALIAN UNIVERSITIES	CANDIDATES ENROLLED OR GRADUATED IN UNIVERSITIES ABROAD
Self-certificate of exams passed in the master's degree course indicating date of exam, SSD, CFUs, marks and graduation mark if available and enrollment years	Official university certificate attesting all exams, exams dates, CFU/ECTS, marks and graduation mark if available, as well as enrollment years
In the field <i>Additional Information</i> please add the words <b>PREVALUTAZIONE CARRIERA PREGRESSA</b>	

Candidates will be assigned to second year only if places will be available and according to their position in the final ranking, respecting the made choices.

## REGULATORY REFERENCES

- **Ministerial Decree October 22, 2004, n. 270** "Changes to the regulation concerning the teaching autonomy of Italian universities", approved by Ministry of University and Scientific & Technological Research's decree of November 3, 1999 n. 509;
- **MINISTERIAL DECREES MARCH 16, 2007** redefining the classes of degree courses of first and second cycles, as set by Ministerial Decree 2004, n. 270
- **Law August 2, 1999 n. 264** (provisions concerning university access) art. 2 comma 1, letter a);
- **Resolutions of the Academic Senate, 21 November, 2022 and Administration Council of 29 November, 2022** (locally programmed admission for the academic year 2022-2023 as set by art.2 comma 1, letter a) and b) of law August 2, 1999 n. 264;
- **Ministry procedures** for the "entry, residency and enrollment of international students and the respective recognition of qualifications, for higher education courses in Italy".

**Information pursuant to art. 13 of the EU Regulation 2016/679 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 informatic 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. Matteo Bonabello.

**The candidate is responsible of perusing and reading the present Call and to respect the dispositions hereby reported. No exceptions can be made following a wrong interpretation of this Call.**

Pavia, protocol date

**THE CHANCELLOR**  
Francesco Svelto  
(digitally signed document)