UNIVERSITÀ DI PAVIA

Notice for admission to the

1st year of the Artificial Intelligence Degree Course L-31 class

Academic year 2022 – 2023

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1st WINDOW	150	English TOLC-I test in-person or English TOLC@CASA-I test with an overall score not below 18/50, taken in any testing centre from January 1, 2021	from May 2 at 9.00 am to August 5 at 12.00 pm
2nd WINDOW	remaining places	English TOLC-I test in-person or English TOLC@CASA-I test with an overall score not below 18/50, taken in any testing centre from January 1, 2021	from August 29 at 9.00 am to September 30 at 12.00 pm

ENROLMENT DEADLINES		
Non-EU quota students not residing in Italy		

AVAILABLE PLACES	ADMISSION REQUIREMENTS		ENROLLMENT PERIOD *register at this link* https://apply.unipv.eu/
	TEST	THRESHOLD	
25 NON EU 5 MARCOPOLO	▪ SAT or ▪ English TOLC-I in person ▪ English TOLC@CASA-I	≥ 960/1600 ≥ 18/50 [overall score]	from May 2 at 9.00 to May 31

1. EDUCATIONAL OFFER

The University of Pavia, in collaboration with the University of Milan Bicocca and the University of Milan, for the academic year 2022/2023 has created an inter-university degree course in Artificial Intelligence (L-31), given in English.

The degree course is for a limited number of students, as per the following quotas:

Course Name	Places reserved for EU and non-EU students as per Law 189/2002, art.26	Places reserved for non-EU students residing overseas pursuant to Presidential Decree no. 394/1999, as amended	Places reserved for Chinese students in the frame of *MarcoPolo* programme
Artificial Intelligence	150	25*	5*

Nationals of Norway, Iceland, Liechtenstein, Switzerland and San Marino shall be treated as EU Nationals.

*In absence of adequate applications, the places not covered by the Marco Polo quotas will be assigned to the NON-EU students' quota. Places not covered by the latter quota will be assigned to EU students and non-Community students residing in Italy.

2. ADMISSION REQUIREMENTS

The following conditions must be met for admission to the Artificial Intelligence Degree Course:

➢ Possession of one of the following titles:
- upper secondary school diploma;
- four-year baccalaureate (school-leaving) diploma, issued by upper secondary schools at which the supplementary year is no longer active. In this case, students might be assigned educational debits (additional exams) determined by the Teaching Panel ("Consiglio Didattico") of the chosen study course;
- academic qualification obtained abroad deemed to be eligible; a preliminary administrative verification of enrolment eligibility is possible by submitting the application on the dedicated online platform https://apply.unipv.eu/ and by payment of an application fee of 35,00 euros.

➢ The **CISIA TOLC-I** certificate, **preferably in English (English TOLC-I)** (for information https://www.cisiaonline.it/area-tematica-tolc-cisia/home-tolc-generale/?view=list) , taken in the following ways:
- at any Italian university;
- TOLC in-person;
- TOLC@CASA.

3. HOW TO ENROL [EU students or EXTRA-EU students legally residing in Italy]

The enrolment path consists of the following steps:

1. application for competitive test to obtain a place in the course;
2. acquisition of the TOLC-I result, verification of necessary requirements and eligibility for enrolment;
3. checking <status> in the Restricted Area;
4. **pre-enrolment and payment of the 1st instalment within the deadlines indicated in the Restricted Area**.

3.1. APPLICATION FOR COURSE PLACE

To apply for a course place, in accordance with the time frames indicated in paragraph 4, applicants must:

✔ REGISTER TO OBTAIN LOGIN DETAILS by connecting to the site https://studentionline.unipv.it/esse3/Home.do, selecting the item REGISTER and completing all the required fields. This step is not necessary if you already have the login details to access the Restricted Area of the University of Pavia, or if you already registered on apply.unipv.eu if you have a foreign study title; if you have lost/forgotten these details, you must request a new password, following the instructions available here: https://studentionline.unipv.it/Anagrafica/PasswordDimenticata.do;

✔ REGISTER FOR COMPETITIVE TEST, using the username and password obtained when registering. Go to the Restricted Area, click on the menu item Secretariat >Admission Test and choose the competitive test for admission to first year of Artificial Intelligence course as indicated in paragraph 4.

3.2. ACQUISITION OF TOLC-I TEST AND VERIFICATION OF REQUIREMENTS

After applying, the TOLC test result will be automatically acquired by CISIA according to the following time frame:

- on the same day on which the test is taken (after 23.00 pm) when giving the TOLC test in-person;
- two days after the date on which the test is given (after 23.00 pm), for TOLC@CASA.

The candidate must take into due account the time needed to acquire TOLC results when registering for the competitive test.

3.3. CHECKING <STATUS>

Following acquisition of the TOLC result, on the competitive test page [from the menu of one's Restricted Area, Secretariat>Admission Test>competitive test link], one of the following statuses will be displayed, under "Verification of requirements":

▪ ‹TEST TO BE TAKEN› ▸ the TOLC result has not been acquired, because it is not yet available; the candidate must wait for the TOLC result to be acquired, meeting the requirements for a change of status to "passed/eligible";

▪ ‹REJECTED› ▸ the TOLC result has been acquired but does not meet the requirements (as defined in paragraph 4); the applicant cannot compete for a course place. If the candidate has taken a new TOLC test, before the closure of the window and obtained a result that meets the requirements, he/she can wait for the acquisition of the new result in order to compete for a course place

- ‹**PASS/ELIGIBLE**› ‣ the TOLC result has been acquired and meets the requirements to compete for the vacant place (as defined in paragraph 4). Following the verification of TOLC requirements and availability of places, only 'passed/eligible' status applicants will be given a second-phase status [from the menu of their Restricted Area, Secretariat>Admission Test], which may be one of the following:

  ⇨ ‹**ADMITTED**› ‣ the TOLC result has been acquired, meets the requirements to compete for the course place (as defined in paragraph 4) and places are available. The applicant must pre-enrol by the deadline indicated next to the status [admission deadline], and pay the 1st instalment by the deadline also indicated next to the status [payment deadline.].

  ⇨ ‹**CANCELLED**› ‣ the candidate, previously in position "admitted" has not respected the deadline to pre-enrol and/or the deadline to pay the first instalment, thus they will be placed in the cancelled status. In this case, it will be possible to submit a new application within the same window, repeating the same steps from the registration to the competitive test.

  ⇨ ‹**NOT ADMITTED**› ‣ at the moment there are no places available. The application stays anyway valid and the candidate will be able to compete for a place as soon as one will be available. It is not necessary to submit a new application.

NOTE: applicants in <admitted> status who do not complete the enrolment procedures within the given deadlines shall free up ranking places for <not admitted> candidates, **therefore the latter must check on a daily basis the possible change of status to <admitted>. It is the responsibility of the candidate to check on a daily basis the Restricted Area to check possible changes in status and to respect the set deadlines.**

3.4. ENROLMENT

Pre-enrolment and the payment of the first instalment must be carried out online according to the instructions reported
Pre-enrolment and payment of the 1st instalment must be undertaken digitally, according to instructions given at the following link https://web.unipv.it/formazione/iscriversi-a-una-laurea-triennale-o-magistrale-a-ciclo-unico/come-immatricolarsi/.

Passage from another degree course within the University
In case the admitted candidate is already enrolled in another degree course in the University of Pavia, they have to within the set deadline:
1. Pay the first installment of university tuition fees for the academic year 2022/2023. Students enrolled in the first-degree course not before the academic year 2022/2023 have already paid the first installment; students enrolled for a year at least will proceed to pay the first installment for the academic year 2022/2023. In case the payment is made before the calculation and invoicing of the set installment, the amount to be paid will be the fixed required fee (156 euros), and then the due tuition fees will be assigned.
2. From the Student's Area, access the section Career > course passage and submit the passage request for the selected course;
3. Pay promptly and within the set deadline the fee of 16 euros for the digital revenue stamp.

The offices will then provide to edit the degree course registration, and it is not necessary to carry out additional enrolment procedures.

Transfer from another University

In case of transfer from another University, the candidate must, within the set deadline, proceed as it follows:

1. Perform all the enrolment procedures reported above, and select, when pre-enrolling, the modality "incoming transfer" (*trasferimento in ingresso);*
2. Within the set deadline pay the enrollment fee and the additional 16 euros for the digital revenue stamp for the incoming transfer request.

The offices will then finalise the enrollment to eligible candidates, after checking the payment of the first installment within the set deadline. Following the enrollment, the candidate will receive a welcome email and will be able to see their academic career as active from the Restricted Area.

Students who achieved a score less than 9/20 in the Maths section of the English TOLC-I (on premises or at home @TOLC CASA) will be assigned an additional exam (*OFA*). Additional information on the OFA requirement are available at the link https://matematica.unipv.it/laurea-triennale-ia.

4. ENROLMENT WINDOWS AND TOLC REQUIREMENTS [EU students and non-EU students regularly residing in Italy]

Only applicants who have taken the **English TOLC-I** test in-person at any Italian university or the **English TOLC@CASA-I** test, as from January 1, 2021, who have obtained in the test **an overall score greater than or equal to 18/50** may compete for booking a place.

In case the applicant did take more than one English TOLC-I (on premises or @CASA edition) the best score available will be considered at the moment of enrolment in the course.

The candidate whose TOLC score is deemed acquired and meeting the requirements will be declared "admitted" in case of available places and can proceed to enrol directly according to the procedure reported in paragraph 3.

4.1. FIRST WINDOW - FROM MAY 2 AT 9.00 TO AUGUST 5 AT 12.00

The call associated with this window is the following: ***Artificial Intelligence – Concorso di ammissione al primo anno*** and it has 150 available places.

Candidates enrolling in this window with an upper secondary school diploma not yet achieved will have to log in again in the Restricted Area in July and complete the missing data about their academic title.

In case there will be available places at the closing of the first window and candidates waiting for a place to be assigned, reassignments will go on and the remaining candidates managed until August 12; beyond that date, all positions not managed before will expire and the call of the first window will be considered definitely closed.

Applicants excluded from the possibility of being assigned a course place due to the lack of (or non-compliance with) eligibility requirements or to the non-availability of course places may reapply in the following waiting list window.

4.2. WAITING LIST WINDOW - FROM AUGUST 29 AT 9.00 TO SEPTEMBER 30 AT 12.00

The call associated with this window is the following: *<**Artificial Intelligence – Concorso di ammissione al primo anno-finestra subentri**>* and there will be available the remaining free places of the first window.

In case of available places and candidates waiting to be assigned a place at the closing of the waiting list window, reassignments will go on and candidates managed until October 14; beyond this date, all

positions not managed will expire and the call of the waiting list window will be considered as definitely closed.

The relevant Didactic Council (*Consiglio Didattico*) will have the right to decide to open an additional time frame window after the waiting list one in case of still available places. This decision in case will be reported in the dedicated webpage.

5. PROCEDURE AND TERMS FOR THE ENROLMENT OF INTERNATIONAL STUDENTS RESIDING OUTSIDE OF ITALY

In application of the provisions of current legislation and *Procedures for the entry, stay and enrolment of international foreign students to higher education courses in Italy*, non-EU students not regularly residing in Italy must apply for a visa for study purposes by pre-registering through the Universitaly portal and, after the University has validated the application, must go to the Italian diplomatic representations located in their country of residence to complete the procedure.

5.1. ADMISSION REQUIREMENTS

To take up one of the places reserved for the quota of international students, interested applicants must have taken one of the following tests:

- SAT
- English TOLC-I in-person
- English TOLC@CASA-I

TOLC tests can be taken at any Italian university from January 1, 2021; total scores must be greater than or equal to 18/50.

The SAT test must produce an overall score greater than or equal to 960/1600.

Students are invited to check the dates for CISIA tests (for information: https://www.cisiaonline.it/area-tematica-tolc-cisia/home-tolc-generale/?view=list).

5.2. SUBMISSION OF THE APPLICATION VIA THE DEDICATED PORTAL FOR FOREIGN ACADEMIC TITLES

Once the applicant has obtained one of the tests above mentioned, international students can submit their application online via the portal https://apply.unipv.eu/ **starting from May 2 at 9 am until 31 May.** Interested candidates must register, pay the application fee of 35 euros and attach the required documents (final diploma or replacement certificate or authenticated copy, transcript of records, Declaration of Value or CIMEA Statement of Comparability, if already in possession of one).

The relevant Didactic Council (*Consiglio Didattico*) has the right to decide to set up an additional time frame window in case places would be still available. The decision in case will be published on the dedicated webpage.

5.3. ENROLLMENT

The Admission Office will check the requirements and will enable candidates to enrol; if, at the time of submission of the application, places will not be available the application will remain valid anyway and the applicant will be listed in a waiting list with the possibility to obtain a place as soon as one will be available. The interested applicant will receive a communication via email reporting the deadline for the enrolment completion and the payment of the first instalment. In case there will be still places available at the closing of the first window, and candidates waiting to be assigned a place, the reassignments will go on and possible waiting candidates will be managed until places will be available.

International students residing abroad can ask for information or support while applying online and enrolling by writing to the Admission Office at admission@unipv.it.

Students who scored less than 9/20 in the Maths section of the English TOLC-I (in presence or @CASA) or less than 510/800 in the Maths section of the SAT will be assigned additional mandatory exams (*OFA*). Additional information on the OFA requirement are available at the link https://matematica.unipv.it/laurea-triennale-ia.

6. EVALUATION OF PREVIOUS ACADEMIC CAREER AND PRE-EVALUATION REQUEST

In case of transfer from another University or if the student needs to have validated a previous academic career (second degree obtained abroad, passage from another degree course, closed career for forfeiture or renounce) for a possible admission in post-first years, it is necessary to submit a pre-evaluation request. In case of doubts on the possible admission to post-first years, it is suggested to follow the procedure to secure a place as for students entering the first year.
The pre-evaluation request must be submitted **from August 1 to 31, 2022**.
Detailed information on how to submit the request, free places etc are available at the link https://web.unipv.it/formazione/prevalutazioni-carriere-pregresse/
Following the pre-evaluation, in case the credits are validated to be admitted in post-first years and the place is assigned, the interested candidate must abide by the indications provided by the offices.

LEGISLATION AND REGULATIONS
- **Ministerial Decree no. 270 of 22 October 2004, "**Amendments to Regulation concerning the educational autonomy of universities, approved by decree no. 509 of the Italian Minister for Universities and Scientific and Technological Research dated 3 November 1999";
- **MINISTERIAL DECREES OF 16 MARCH 2007** redefining, in accordance with Ministerial Decree 270/04, Level I (bachelor) degree course and Level 2 (master) degree course classes;
- **Law no. 264 of 2 August 1999** (Rules on access to university courses) art. 2, paragraph 1, letter a)
- **Resolution of Academic Senate of December 14, 2021 and of University Board of December 22, 2021** (Establishment and creation of inter-university degree course in Artificial Intelligence. Ratification of emergency rectoral decrees. Local programming of access to study courses for academic year 2021/2022 pursuant to art. 2, paragraph 1, letters a) and b) of Law 264 of 2 August 1999);
- **Ministerial provisions** "Procedures for the entry, stay and registration of foreign/international students to higher education courses in Italy""

Information notice pursuant to art. 13 of Regulation (EU) 2016/679 on the protection of personal data
Pursuant to Article 13 of Regulation (EU) 2016/679 (hereinafter GDPR), the data provided by applicants will be processed by the University of Pavia, in its capacity as Data Controller, in order to pursue its institutional ends and carry out the University's public interest tasks, pursuant to art. 6 letter e) of the GDPR. In particular, the data will be processed to allow the provision of the specific services requested by users and relating to the completion of selection procedures for admission to study courses, as described in the competitive test notice, and the fulfilment of legal requirements.
Data are collected in compliance with the principles of lawfulness, correctness, relevance, completeness and non-excess, in relation to the purposes for which they are processed. Data processing is based on respect for the general principles of lawfulness, correctness, transparency, adequacy, relevance, and necessity, using appropriate technical and organisational measures to protect the privacy and the rights of data subjects.
Processing is carried out, as a general rule, through the aid of computer-based and online tools to store and manage the collected data, in some phases paper-based media may be used, in all cases in such a way as to guarantee data security and protect the confidentiality of the data subject.
Failure to consent to the provision of personal data will result in the applicant being excluded from the admission test/excluded from the selection procedure.
Users' personal data may become known and processed, in compliance with current legislation on the subject, by personnel expressly in charge of data processing.

The data provided by applicants will be kept by the University of Pavia only for the time strictly necessary to pursue the above ends and, in any case, in compliance with legislation on the conservation of administrative documentation.

Applicants shall enjoy the rights set forth in articles 15-18 of the aforementioned Regulation, including: access to personal data, their rectification, updating, integration, deletion, etc. as well as objection to the use of data other than the institutional ends mentioned above. Complaints should be submitted to the Data Controller and/or Data Protection Officer (DPO).

For further information on the processing of personal data, please refer to the extended information available in the privacy section of the institutional site https://privacy.unipv.it/wp-content/uploads/2018/07/INFORMATIVAselezioni.pdf.

The Administrative Procedure Officer, pursuant to Law 241 of 7 August 1990, as amended by Law no. 15/2005, is Dr Matteo Bonabello.

The applicant takes responsibility for viewing and reading this Notice and fully complying with its provisions. No derogations or exceptions arising from erroneous interpretations of this Notice are allowed.

For more information please contact us at the link https://a1700.gastonecrm.it/frontend/index.php?F=St02ac2.

Pavia, date of protocol

THE RECTOR
Francesco Svelto

Digitally signed Notice