



# UNIVERSITÀ DI PAVIA

## ANNOUNCEMENT OF ADMISSION TO THE 1ST YEAR OF THE MASTER'S DEGREE COURSE IN INTERNATIONAL BUSINESS AND ENTREPRENEURSHIP (Class LM-77) ACADEMIC YEAR 2023-2024

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### ADMISSION AND ENROLMENT DEADLINES

Quota for EU and non-EU students regularly residing in Italy

CALLS	PLACES AVAILABLE	SUBMISSION OF ASSESSMENT APPLICATION	PUBLICATION OF ELIGIBLE/ADMITTED STUDENTS	ENROLMENT
1 <sup>st</sup> CALL	85	From 1 Mar 2023 9.00 a.m. To 30 Jun 2023	Candidates will be able to view their results in their own Reserved Area	From disclosure of the results of the assessment to the date displayed in the Reserved Area
2 <sup>nd</sup> CALL	Places remaining in the 1 <sup>st</sup> call	From 24 Jul 2023 9.00 a.m. To 20 Aug 2023	11 Sep 2023	From 11 Sep 2023 to 18 Sep 2023

Quota of non-EU students residing abroad and requiring a student visa

CALLS	PLACES AVAILABLE	SUBMISSION OF ASSESSMENT APPLICATION	PUBLICATION OF ELIGIBLE/ADMITTED STUDENTS	ENROLMENT
1 <sup>st</sup> CALL	35	From 1 Feb 2023 To 30 Mar 2023	Starting from 27 Feb 2023	Starting from 13 Mar 2023
2 <sup>st</sup> CALL	5 + places remaining in the 1 <sup>st</sup> call	From 2 May 2023 To 15 May 2023	31 May 2023	From 5 Jun 2023 to 16 Jun 2023

### 1. EDUCATIONAL SYLLABUS

During academic year 2023-2024, the University of Pavia will deliver a master's degree course in English in INTERNATIONAL BUSINESS AND ENTREPRENEURSHIP (MIBE), Class LM-77 for a limited number of local students based on the following availability of places:

Name of master's course	Places reserved for EU and non-EU students pursuant to Article 26 of Law 189/2002 Citizens of Norway, Iceland, Liechtenstein, Switzerland and San Marino are treated as EU citizens.	Places reserved for non-EU students residing abroad pursuant to Presidential Decree 394/1999, as amended
International Business and Entrepreneurship	85	40*

\*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. ELIGIBILITY REQUIREMENTS

In order to be eligible for enrolment in the Master's Course in International Business and Entrepreneurship (MIBE), students must meet the following requirements, regardless of their country of origin:

- Final diploma
  - university degree (Education Regulation under Ministerial Decree 509/99 - or earlier - or Ministerial Decree 270/04)
  - three-year university diploma
  - other qualification achieved abroad and recognised as eligible.

Access to the Master's Degree will also be granted to students (i) who are in the process of obtaining, no later than 31 October 2023, a relevant degree; and (ii) whose career path reflects, at the time of submitting their assessment application, the following scores:

- for European degrees, at least 145 course credits (ECTS) included in their academic programme;
- for non-European degrees: at least 80% of the examinations included in their academic programme.

- Entry requirements:
  - at least 24 credits (ECTS) in one or more of the following scientific discipline areas (locally known as 'SSDs') in the business field: SECS-P/07; SECS-P/08; SECS-P/09; SECS-P/10; SECS-P/11; SECS-P/13;
  - at least 12 credits (ECTS) in one or more of the following SSDs in the economic field: SECS-P/01; SECS-P/02; SECS-P/03; SECS-P/04; SECS-P/06; SECS-P/12;
  - at least 12 credits (ECTS) in one or more of the following SSDs in the statistical, mathematical and econometric field: SECS-P/05; SECS-S/01; SECS-S/02; SECS-S/03; SECS-S/06; MAT/01; MAT/02; MAT/03; MAT/04; MAT/05; MAT/06; MAT/07; MAT/08; MAT/09.

A tolerance of up to 10% (i.e. 6 credits) to only one of the SSD groups listed above or to more than one group will be allowed.

- at least 5 credits (ECTS) in the English language areas.  
This specific requirement may otherwise be considered as met if:
  - students hold a valid, internationally recognised English language certificate certifying a minimum level of B2 (-> list of such certificates 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-business/>);
  - students have earned a Bachelor's degree taught entirely in English.

## 3. SELECTION PROCEDURES FOR EU AND NON-EU STUDENTS LEGALLY STAYING IN ITALY

The enrollment procedure involves the following steps:

1. registration for the admission competition and submission of the SELF-CERTIFICATION OF CURRICULAR REQUIREMENTS;
2. obtaining the ADMITTED status following the evaluation of the submitted requirements [check your <STATUS> in the Students Area];
3. pre-enrollment and payment of the 1st installment by the given deadlines.

### 3.1. FIRST ADMISSION CALL

Candidates must submit their assessment application electronically **starting from 1<sup>st</sup> March 2023 9.00 a.m.** (Italian time) and **within 30<sup>th</sup> June 2023** following the instructions below.

#### 3.1.1. SUBMITTING THE APPLICATION

- ✓ REGISTERING TO OBTAIN CREDENTIALS - connect to the <https://studentonline.unipv.it/esse3/Home.do> website, select "REGISTER" and complete all the screens displayed.

- This step will not be required for students who already have credentials to access the Reserved Area of the University of Pavia.
  - In case of loss, it is necessary to request for a new password according to the information available at the page: <https://studentionline.unipv.it/Anagrafica/PasswordDimenticata.do>.
- ✓ ENTERING THE ADMISSION TEST - login using one's credentials obtained after registration; in the drop-down menu, select "OFFICE - ADMISSION TEST", select the exam named "**MIBE – ammissione al primo anno**" and complete all the web pages.
- ✓ UPLOAD THE FOLLOWING DOCUMENTS [pdf format]
- Copy of a valid, front/back ID (check expiration date) - without the ID the application will not be evaluated;
  - Curriculum Vitae;
  - Any internationally recognized English language certificate attesting to a minimum level B2;
  - GMAT or GRE certification, if any, complete with the score achieved;
  - Candidates enrolled with/graduated at foreign universities are also required to include a certificate issued by the university of origin, certifying their enrolment or achievement of a degree and showing the year of enrolment, the list of exams, credits and respective grades achieved:
  - In case of conflicting statements, **what is declared in the SELF-CERTIFICATION OF CURRICULAR REQUIREMENTS shall be considered** with respect to any attached documents for the purpose of evaluation for admission.
- ✓ COMPLETE THE PREVIOUS UNIVERSITY CAREER EVALUATION REQUEST
- if the submitted academic career is from an Italian university, it is mandatory to enter NAME, SSD, CFU, DATE of achieving the exam, GRADE (in thirtieths) and UNIVERSITY of each exam taken indicated in the Self-certification. It is advisable to attach the syllabus - in the absence of both SSD and syllabus, the exam will not be evaluated;
  - if the submitted academic career is from a foreign university, it is mandatory to attach a copy of the certificate of the exams (transcript of records) with grades, number of credits translated into Italian or English (in case of enrollment, the documentation translated into Italian or English and legalized by the competent Diplomatic Representations must be sent to the offices);
  - it is possible to add single courses or single teachings achieved in academic careers other than those of the submitted bachelor degree;
  - each teaching achieved can be entered only once, even if it has been recognized in other academic careers;
  - the score and the results are calculated on the information declared in the online Self-Certification; failure to complete and confirm the PREVIOUS UNIVERSITY CAREER EVALUATION REQUEST will result in exclusion from the evaluation and, consequently, from admission;
  - the PREVIOUS UNIVERSITY CAREER EVALUATION REQUEST must be confirmed, via the 'Confirm' button (a green light appears on the screen);
  - a tutorial explaining how to register for the competition and fill out the SELF-CERTIFICATION OF CURRICULAR REQUIREMENTS is posted on [this webpage](#);
  - following the eventual enrollment, a check on the truthfulness of the declarations made by the candidate will be made. For study titles obtained abroad, the verification is also made through the means of the Declaration of Value or CIMEA certificate. The use of false or mendacious declarations will result in forfeiture of the benefits obtained.
- ✓ CONFIRM THE REGISTRATION TO THE COMPETITION
- The attached documents and the PREVIOUS UNIVERSITY CAREER EVALUATION REQUEST may be modified until final confirmation of the registration to the competition;
  - It will not be possible to modify or add further documents and/or the PREVIOUS UNIVERSITY CAREER EVALUATION REQUEST after the confirmation of the registration.
- ✓ PAY THE APPLICATION FEE of € 35 via the payment notice generated upon confirmation of the registration to the competition; detailed instructions are available at this link: <https://web.unipv.it/formazione/calcolare-le-tasse/pagopa/>. Once paid, the fee will not be refunded under any circumstances. **Failure to pay will result in exclusion from the evaluation of curricular requirements and, consequently, from admission.**

### 3.1.2. EVALUATION OF QUALIFICATIONS

The Board will examine the qualifications submitted by the candidates and their academic and non-academic curricula, assigning a score as set out in the "Qualification assessment criteria" document available at the following link <https://web.unipv.it/formazione/isciversi-a-una-laurea-magistrale-o-ad-una-laurea-magistrale-plus/con-esaurimento-posti-o-con-numeri-chiusi-plus/concorso-area-business/>.

Should the Board wish to gain a further insight into the candidate's level of knowledge, a fact-finding interview may be arranged.

Candidates will be considered "eligible" if they achieve a minimum score of 32 points.

### 3.1.3. CHECKING ONE'S STATUS AND ENROLMENT DEADLINES

Candidate must monitor the status of their application from their own Reserved Area, through the OFFICE>ADMISSION TEST>exam link menu; under "REQUIREMENT ASSESSMENT" students can view the 'TEST TO BE COMPLETED' status; the Board, in this case, has not yet completed the candidate assessment process.

Within 10 business days of submitting the application and paying the appropriate fee, the status will be changed to one of the following:

- **'PASSED/ELIGIBLE'** ► The candidate meets the requirements and has obtained the minimum score of 32 points, he/she will then be able to see if he/she can proceed with enrolment (see next paragraph);
- **'FAILED'** ► The candidate does not meet the requirements or scored less than 32 points; therefore he/she will not be able to proceed with enrolment. Such candidate may reapply for the second call.

For candidates with a 'PASSED/ELIGIBLE' status, a check of available seats will be carried out. For these candidates, a second status will be displayed, including:

- **'ADMITTED'** ► Candidate is eligible and there are seats available. He/she must, therefore, proceed with pre-enrolment [see section 5. ENROLMENT PROCEDURES] within the deadline as set out next to the status [ADMISSION DEADLINE], and then pay the first instalment within the deadline as set out next to the status [PAYMENT DEADLINE]. The status of 'admitted' candidates who fail to meet the pre-enrolment deadline and/or the payment deadline set for the 1<sup>st</sup> instalment will be changed to **'CANCELLED'**. In any such event, candidates will forfeit the opportunity to fill a position, but may compete in the next call.
- **'NOT ADMITTED'** ► Candidate is eligible but there are not seats available at the moment. These candidates should monitor their status on a daily basis for any change to 'ADMITTED'.

No personal communications will be sent to candidates nor will any rankings be published, as each candidate is required to check their position in the Reserved Area.

**Admitted candidates who do not proceed with enrolment will be considered to have withdrawn and will forfeit their right to enroll.**

They may however reapply in the second admission call, with the relevant payment (see paragraph 3.2. SECOND ADMISSION CALL): new elements may be added and a different assessment may be achieved.

During the first admission call, available seats will be assigned and the list of eligible candidates will be processed, in order of application submission, until all available seats have been filled and at any rate no later than 20 July 2023.

## 3.2. SECOND ADMISSION CALL

Any positions still available, including as a result of forfeitures or transfers, will be published by 21 July 2023 on <https://web.unipv.it/formazione/isciversi-a-una-laurea-magistrale-o-ad-una-laurea-magistrale-plus/con-esaurimento-posti-o-con-numeri-chiusi-plus/concorso-area-business/>.

Assessment applications must be submitted **from 24 July 9.00 a.m. (Italian time) until 20 August 2023** from the Reserved Area, according to the procedure described in paragraph 3.1.1. SUBMITTING THE APPLICATION, choosing the exam <Ammissione al primo anno – Seconda finestra>.

Candidates may change and amend the PREVIOUS UNIVERSITY CAREER EVALUATION REQUEST and the documentation submitted until the deadline set of 20 August 2023 from their Reserved Area.

### 3.2.1 ASSESSMENT OF REQUIREMENTS, PUBLICATION OF RANKING LIST AND DEADLINES FOR ENROLLMENT

The Board will proceed with the assessment of the candidates, as described at the paragraph 3.1.2. EVALUATION OF QUALIFICATIONS, and place the candidates in a ranking based on the score achieved. During this second session is required a minimum score of 20 points in order to obtain the eligibility and be placed on the ranking list.

The ranking will be published on 11 September 2023 on the [University Notice Board](#) and will be visible in the Students' Area, where the candidates will be identified by the pre-matriculation number they were assigned during the enrolment process.

Following publication of the ranking list, candidates shown as <ADMITTED> will be able to proceed with matriculation within the 18 September 2023, as described in section 5. ENROLMENT PROCEDURES.

No personal communications will be sent, with posting on the webpage being considered as notice to candidates.

Candidates identified as <ADMITTED> who do not proceed with enrolment within the set deadline will be considered to have forfeited their place.

### 3.2.2. SUBSTITUTIONS

Such vacancies will be assigned to the following candidates by processing the merit ranking list in order of score. Successful candidates will be notified of their admission by an email sent to the email address they entered when registering for the Reserved Area, informing them of the procedures and deadlines for enrolment. Lo scorrimento della graduatoria proseguirà fino al termine dei posti disponibili.

## **4. SELECTION PROCEDURES FOR NON-EU STUDENTS RESIDING ABROAD**

Admission depends on an eligibility issued following the evaluation of the qualifications submitted, based on the provisions of the document "Criteria for the evaluation of qualifications" published at the link: <https://web.unipv.it/formazione/isciversi-a-una-laurea-magistrale-o-ad-una-laurea-magistrale-plus/con-esaurimento-posti-o-con-numeri-chiusi-plus/concorso-area-business/>.

The Admission Committee reserves the right to schedule an online test/interview for further verification of the candidate's curriculum and skills.

### 4.1. FIRST ADMISSION CALL

Non-EU candidates residing abroad can apply **starting from 1 February to 30 March 2023** according to the instructions published at the following link: <https://mibe.unipv.it/how-to-apply/application/#tab-id-2>.

Candidates who achieve a minimum score of 32 points will be deemed to be "eligible" and included on the ranking list according to the order in which their assessment application was submitted. The ranking list will be posted on 27 February 2023 at the following link: <https://web.unipv.it/formazione/isciversi-a-una-laurea-magistrale-o-ad-una-laurea-magistrale-plus/con-esaurimento-posti-o-con-numeri-chiusi-plus/concorso-area-business/> and will be constantly updated based on assessment applications received.

Candidates included in the ranking list who have acquired the status <ADMITTED> will be allowed to enrol **starting from 13 March 2023 within the deadline as set out in the published ranking list** and as per instructions provided in section 5. ENROLMENT PROCEDURES.

**Admitted candidates who do not proceed with enrolment within the aforesaid deadline will be considered to have withdrawn and will forfeit their right to enrol.**

Candidates who are fail to be admitted, may apply again in the second admission call, paying a new application fee (see section 4.2 SECOND ADMISSION CALL): it will be possible to add new documents and get a different evaluation.

Any vacancies will be reallocated by processing the ranking list in order of application submission, until all available positions or ranking positions have been filled, and at any rate no later than 24 April 2023.

### 4.2. SECOND ADMISSION CALL

The available places will be published on 28 April 2023 at the website <https://web.unipv.it/formazione/isciversi-a-una-laurea-magistrale-o-ad-una-laurea-magistrale-plus/con-esaurimento-posti-o-con-numeri-chiusi-plus/concorso-area-business/>.

Non-EU candidates residing abroad can apply **starting from 2 May to 15 May 2023** according to the instructions published at the following link: <https://mibe.unipv.it/how-to-apply/application/#tab-id-2>.



The Board will place the candidates in a ranking based on the score achieved; During this second session is required a minimum score of 20 points to obtain eligibility and be admitted to the ranking list. The ranking will be published on 31 May 2023 at the website <https://web.unipv.it/formazione/iscrivarsi-a-una-laurea-magistrale-o-ad-una-laurea-magistrale-plus/con-esaurimento-posti-o-con-numeri-chiusi-plus/concorso-area-business/>.

Candidates included in the ranking list who have acquired the status <ADMITTED> will be allowed to enrol starting **from 5 June 2023 within the 16 June 2023** and as per instructions provided in section 5. ENROLMENT PROCEDURES.

Admitted candidates who do not proceed with enrolment within the aforesaid deadline will be considered to have withdrawn and will forfeit their right to enrol.

Any vacancies will be reallocated by processing the ranking list in order of application submission, until all available positions or ranking positions have been filled. Eligible candidates will be notified of their admission by e-mail. The scrolling of the ranking list will continue until the number of available places is completed and, however, no later than August 21, 2023

## 5. ENROLMENT PROCEDURES

### 5.1. EU STUDENTS AND NON-EU STUDENTS LEGALLY STAYING IN ITALY

Candidates admitted to enrolment within the deadlines as notified with respect to the applicable timeframe must complete the enrolment procedure electronically, according to the instructions provided at the following link <https://web.unipv.it/formazione/iscrivarsi-a-una-laurea-magistrale-o-ad-una-laurea-magistrale-plus/cosa-serve-per-procedere-plus/>

The Office will enroll entitled students after establishing that payment of the first instalment has been made within the set deadlines as stated on paragraph 3 SELECTION PROCEDURES FOR EU AND NON-EU STUDENTS LEGALLY STAYING IN ITALY and, in the case of students with a degree obtained abroad, after receiving the required documentation.

### 5.2. NON-EU STUDENTS RESIDING ABROAD

#### ➤ VISA APPLICATION

Non-EU students residing abroad must apply for a student visa through the University portal and, following the University of Pavia's validation of the application, must go to the Italian Diplomatic Representations located in their country of residence to complete the procedure for issuing the entry document ( → *Procedures for the entry, stay and enrolment of international foreign students to higher education courses in Italy*).

#### ➤ ENROLLMENT

Admitted applicants in order to enroll must follow the deadlines written in section 4. SELECTION PROCEDURES FOR NON-EU STUDENTS RESIDING ABROAD. The procedure is available at this link: <https://web.unipv.it/formazione/iscrivarsi-a-una-laurea-triennale-o-magistrale-a-ciclo-unico/come-immatricolarsi/>.

Students with a foreign degree may contact the Admission Office [admission@unipv.it](mailto:admission@unipv.it) for inquiries or for assistance with the application and enrollment process.

### 5.3. CONDITIONAL ENROLMENT FOR STUDENTS NOT YET GRADUATED

Admitted students who have not yet graduated are conditionally enrolled: if the bachelor degree is obtained by October 31, 2023, their career will be definitively activated, otherwise the student will lose his/her enrollment to the Master's Degree. In this case the 1<sup>st</sup> installment of tuition fees, net of the revenue stamp, will be refunded.

Students who obtain the bachelor degree at universities other than the University of Pavia, must attach in their Student Area (menu>Career>Career attachments) a [self-certification](#) with the date and graduation mark, list of exams taken, year of enrollment at the home university by October 31, 2023. It is possible to attach the signed self-certification usually downloadable from the home university's website.

## REGULATORY REFERENCES

- **Ministerial Decree No. 270 of 22 October 2004**, "Amendments to the Regulation setting forth norms concerning the educational independence of Universities, approved by Decree of the Minister of the University and Scientific and Technological Research No. 509 dated 3 November 1999";
- **MINISTERIAL DECREES of 16 March 2007** whereby the classes of bachelor's and master's degree courses were redefined, pursuant to Ministerial Decree 270/04;
- **Law No. 264 dated 2 August 1999** (Rules on access to university courses), Article 2(1)(a)
- **Resolution of the Academic Senate of 21 November 2022 and Board resolution of 29 November 2022** (Local planning of access to degree courses for academic year 2023/2024 pursuant to Article 2(1)(a)(b) of Law No. 264 dated 2 August 1999)
- **Ministerial Measures** – "Procedures for entry, stay and enrolment of foreign/international students in 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 organizational 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.

**Candidate are responsible for reading and reviewing this Notice and for fully complying with its provisions. No waivers or exceptions resulting from misinterpretation hereof shall be allowed.**

Pavia, date of registration

**Francesco Svelto**

RECTOR

*Electronically signed Notice*