

ATTACHMENT 23-DSPS-M2-227

Table of contents

Art. 1 - Typology of Post-graduated Master's course	2
Art. 2 - Educational aims, professional opportunities and course appeal	2
Art. 3 - Programme	2
Art. 4 - In-course assessment	3
Art. 5 - Final exam and achievement of qualification	4
Art. 6 - Faculty	4
Art. 7 - Admission requirements	4
Art. 8 - Deadline for admission application	4
Art. 9 - Attachments to the online application	5
Art. 10 - University tuition and fees	5
Art. 11 - Web site and Organizational Secretary	6
APPLICATION FORM (attached)	

Art. 1 - Typology of Post-graduated Master's course

The University of Pavia has activated a **second-level** Post-graduated Master's course in "**Cooperation and Development**" at the **DEPARTMENT OF POLITICAL AND SOCIAL SCIENCES** in partnership with the Almo Collegio Borromeo of Pavia, for the 2023/2024 academic year.

Edition: 27

Disciplinary area: ECONOMIC, SOCIAL AND LEGAL AREA

Art. 2 - Educational aims, professional opportunities and course appeal

The Master's course programme aims to respond to **a specific need for training in tune with a labor market that operates on an international scale and closely follows the evolution of today's world in the economic, social, and cultural changes**. Therefore, the purpose is to **prepare professionals who can work in the field of international cooperation** for whom, mere sensitivity to operating in diverse and distressed contexts is not sufficient but it has to be incorporated with targeted economic, humanistic, and design skills to foster the development of creativity, spirit of independence and decision-making that are needed in this sector.

The professional figure trained in the Master's program will be able to find an employment in non-governmental organizations, international bodies, public, private and non-profit entities operating in the field of development cooperation, UN agencies or other entities working in the field of development at the international level.

The teaching module is **featured by a multidisciplinary profile and a professionalizing orientation**. It is divided into macro areas:

- preliminary economics
- development economics
- development issues and tools
- project cycle management for development cooperation.

The Project Cycle Management module is preparatory to the internship and is of particular importance within the course curriculum, as it integrates several formative contents. Students will work on their own with design case studies that will be discussed and analyzed in class: the aim of this methodology is fostering interaction within the class and creates a shared responsibility to seek solutions that can be developed on a concrete level.

The internship period is a fundamental and highly vocational part of the Master's program.

It lasts from 3 to 6 months and can take place in an NGOs, International Organizations, foundations, research centers, public and private entities around the world. The whole internship process is followed by a tutor who, through individual and group meetings, is in charged of guiding students toward the best internship experience to their profile. The role of the internship tutor together with the Master's coordinator is to monitor the student's internship progress through continuous contact with the student him/herself and the hosting organization.

Art. 3 - Programme

The Master's course has a duration of **15 months** and provides a total of 1,875 hours, divided according to the table below.

All the training activities provided correspond to the acquisition by the members of **75** university credits (CFU).

The teaching modules are organized as follows and will be **taught in English**:

Module	SSD	Language	L(h)	STD(h)	DAD(h)	EX(h)	Tot(h)	CFU
1. PRELIMINARY ECONOMICS	SECS-P/01 ECONOMIA POLITICA	English	80	170	0	0	250	10
	Contents: <ul style="list-style-type: none">• Microeconomics• Macroeconomics• Development and Demographic Indicators.							

2. DEVELOPMENT ECONOMICS	SECS-P/01 ECONOMIA POLITICA	English	96	204	0	0	300	12
	Contents: <ul style="list-style-type: none"> • The Evolution of the idea of Development • Classical Foundations of Development Economics • Measuring Poverty Inequality and Human Development • Development Trajectories: a comparative analysis between alternative development processes • Food security and agricultural development • From financial crisis to finance for development • Energy and Development • Development: a Geographic perspective. 							
3. PROJECT CYCLE MANAGEMENT	SECS-P/07 ECONOMIA AZIENDALE	English	152	247	0	76	475	19
	Contents: <ul style="list-style-type: none"> • Development Cooperation: from the beginning through the International Conferences • Humanitarian action and development in fragile context • European Policies Strategy and funds: Institutional and Public resources for international cooperation • Project formulation and writing • Project Operational Planning (budgeting and financial planning) • Results based monitoring and evaluation • Human Rights Based Approach: from theory to practice • Financial Accounting for non profit organization • Child Protection in international emergency projects. 							
4. DEVELOPMENT AND GEOPOLITICS: ISSUES AND TOOLS	SPS/07 SOCIOLOGIA GENERALE	English	88	187	0	0	275	11
	Contents: <ul style="list-style-type: none"> • Key issues in Contemporary Africa • China's re-emergence as a global actor and its impact on the international aid system • Dealing with Past, Transitional Justice and Development • Undertaking Social Research in Development Studies: Method - Approaches - Application • Health and Development • Quantitative methods for Social Research • Sustainable Development and Integral Ecology. 							
PARTIAL							1300	52
Workshop		English					200	8
Internship/Stage		English					250	10
Final exam							125	5
TOTAL							1875	75
L Lectures; STD Study; DAD Online lessons; EX Exercises, practical activities.								

Workshop:

Hot issues in the Global Agenda - The voice of UN agencies and international experts.

Students attendance of the various training activities is compulsory for at least 75% of the total number of hours.

The training period may not be suspended.

Transfers to similar Master's courses at other universities are not allowed.

Art. 4 - In-course assessment

Each teaching module provides a grade in thirtieths for each examination paper according to the following evaluation frame:

- **A+** 30 e lode
- **A** 30
- **A-** 29
- **B+** 28
- **B** 27
- **B-** 26

- **C+** 25
- **C** 24
- **C-** 23
- **D+** 22
- **D** 21
- **D-** 20
- **E** 19-18
- **F** <18

Art. 5 - Final exam and achievement of qualification

The final exam consists of a **discussion on a research topic developed during the internship** and will involve an evaluation whose criteria will be decided by the faculty..

At the end of the Master's course, participants who have carried out all the activities and fulfilled the obligations, upon passing the finale exam will be awarded the **second-level Post-graduated Master's course Diploma in "Cooperation and Development"**.

Art. 6 - Faculty

Teaching will be carried out by faculty from the University of Pavia and from other universities as well as by highly-qualified outside experts.

Art. 7 - Admission requirements

The Master is aimed at those who have obtained a **Master's Degree**, pursuant to D.M. n. 509/99 and D.M. n. 270/04 or previous, **in any discipline**.

If the Degree is earned abroad, in order to access the Master programme the student **must hold at least 4 years of academic studies**.

The maximum number of enrolment is **35**.

The minimum number of participants to activate the course is **14**.

The Academic Board will also be able to assess whether the conditions for expanding the maximum number of participants are met.

In the event that the number of applicants exceeds the maximum number allowed, a committee composed by the Coordinator and two Faculty members will make a selection and formulate a merit list, expressed on a scale out of **30**.

The ranking will be made on the basis of the candidates' academic career as reported by their resumes and relevant profit examinations.

Applicants with a minimum score of **24/30** will be **eligible for a motivational interview in English**, during which their **language proficiency will also be assessed**.

The motivational interview will be scored on a scale out of **30**. The final score awarded to each candidate **will be calculated according to the arithmetic mean of the academic career evaluation and the selection interview**.

In case of a tie in the rankings, the younger candidate will be given preference. . In the event of the resignation of one or more candidates, the available places will be made available again according to the ranking of merit, fino to exhaustion of the places themselves.

Art. 8 - Deadline for admission application

Applicants must submit their application for admission in accordance with the procedures, set out in the Call for Admission, **from 13 of March 2023 and by the deadline of 30 of June 2023**.

The requirements of the Call fo admission and this Attachment, must be held by the deadline for application.

Art. 9 - Attachments to the online application

Candidates must attach, during the online application procedure to the Master, the scan of the following documentation:

1. **application form** (the form is at the end of this Attachment)
2. (front-rear) **personal identification document** inserted during registration
3. copy of the **academic title required for admission**
4. **Transcript of records** or **self-certification** of the exams passed in the university career obtained in Italy with the indication of the grade
5. **reference letter** (maximum n.2)
6. **motivational letter edited in English**
7. **CV**, edited in English, listing: student's academic background, professional and/or volunteering experiences in the sector of International Development and Cooperation
8. **Italian ISEE certification** or a **family income statement** (only for students requesting a scholarship).

The aforementioned documents must be uploaded within the period referred to in art.8, with the exception of a copy of the academic title of access (and the relative Declaration of Value) for those who have obtained their degree abroad.

Please note that, as indicated in art. 3 of the Call for Admission to the Master's course, candidates holding a **qualification obtained abroad** must, **by the day before the beginning of the lessons** according to the calendar published by the Organizational Secretary of the Master, **deliver at the Servizio Post Laurea - Ufficio Master** (via Ferrata n. 5 Pavia) **the following documentation in original accompanied by legalization** by the Italian Representation competent for the territory in the country to which the institution that issued the title belongs:

1. **academic title required for admission** and a certificate with the taken exams with the relevant votes (**transcript of records**), translated into Italian or English
2. **Declaration of Value** or, alternatively, a **certificate of comparability issued by NARIC/CIMEA**. If the **degree is obtained from a European State**, alternatively you can submit a **Diploma Supplement** issued by the University where the degree was obtained.

Art. 10 - University tuition and fees

Enrolment

Those enrolled in the Master's course must pay the sum of **€ 8.000** inclusive of: € 16.00 (stamp duty tax) and € 142.00 (administrative fees) for the 2023/2024 academic year.

This amount must be paid in **3 installments**:

- 1° instalment of **€ 3.000**, to be paid **upon enrolment**
- 2° instalment of **€ 2.500**, to be paid by **10 of January 2024**
- 3° instalment of **€ 2.500**, to be paid by **24 of February 2024**

Bodies or national or international subjects can contribute to the functioning of the Master's course by providing scholarships aimed to enrollment/internships attendance. In the event of finalization of these agreements, they will be advertised on the website of the Master's course with the eventual award criteria.

Final exam

To be admitted to the final exam, candidates must submit a specific application form along with the payment of € 116.00 as a fee for the issuance of the Master's course Diploma (including n° 2 stamp duty tax paid virtually: one for the parchment and one for the application).

Exemptions and grants

Students from developing countries and from areas of strategic and priority interest for Italian cooperation statistically in previous editions accounted for about 50% of the class and **their presence is a distinctive and peculiar of the Master's course, which by nature has as its objective to promote deserving and talented young people in conditions of serious poverty, working to strengthen the capacity building of the countries of origin in close collaboration with Italian cooperation.**

A) STUDENTS FROM DEVELOPING COUNTRIES

Students from developing countries may be exempted in whole or in part (50%) from the payment of the Master's course tuition fees, based on the income situation as per certification/self-certification submitted and academic merit, in the opinion of the selecting committee.

The type and number of scholarships will be available on the Master's course website: <http://www.cooperationdevelopment.org/locations/pavia/>.

Students from developing countries and from areas of strategic and priority interest for Italian cooperation, exempted from the payment of registration fees for the Master **will still be required to pay the following**: admission fee, stamp duty on the application, secretarial expenses and the reimbursement fee expenses for issuing the Master's course.

B) STUDENTS FROM OTHER COUNTRIES

In favour of students not from developing countries, but in disadvantaged economic conditions, as demonstrated by the ISEE model submitted, **partial scholarships (50%) are foreseen**.

These economic benefits are awarded each year on the basis of the merit of each member, assessed through the analysis of qualifications (as from CV) and motivational interview. The scholarships awarded by the Master's course provide partial coverage of the registration fees in the amount of 50% calculated on the total amount of the registration fee itself (exemption of € 4.000).

The type and number of scholarships will be available on the Master's course website: <http://www.cooperationdevelopment.org/locations/pavia/>.

Art. 11 - Web site and Organizational Secretary

Any communication to candidates will be published on the following website:

<http://www.cooperationdevelopment.org>

For information on the organization of the course:

Organizational Secretary

The Organizational Secretary will be located at:

Collegio Almo Borromeo

Piazza del Collegio Borromeo - 27100 Pavia (PV)

E: cdn@unipv.it

T: +39 0382.395504

The contact person is **Dr. Maria Benotti**.

APPLICATION FORM

(Art. 46 D.P.R. 28 dicembre 2000 n° 445)

To II level Post graduate Master Degree Course in Cooperation and Development

(The form, duly filled in, must be uploaded in the on-line procedure of admission—see art.9 of this notice)

I undersigned (NAME, SURNAME) date
of birth city of birth....., nationality
..... state of residence permanent address
.....
e-mail

APPLY

for admission to the aforementioned course

and ACCEPT

to submit the mandatory following documents

1) reference letter

the reference letter can be written from a university professor, an employer, a responsible of an NGO or International Organization where a student might have spent a period of work/formation. For Italian referees the letters can be presented in the Italian language as well. The reference letter can simply be headed to the Director of the Master in Cooperation and Development (maximum n. 2);

2) motivational letter edited in English;

3) Curriculum vitae (CV) listing: student's academic background, professional and/or volunteering experiences in the sector of International Development and Cooperation

4) For students requesting a scholarship:

Italian students must submit the Italian ISEE certification

International students must submit a family income statement or any other document showing the most complete and accurate information you have about your economic/income situation.

If you don't have income statements, you could submit other kind of declaration issued by the bank, on other scholarship you might have benefited of in the past (university etc...), declaration of your employer, family statement showing the number of persons that compose your family, self-declaration on the motivations for which you ask to be considered for a scholarship

ONLY FOR APPLICANTS WITH AN ITALIAN ACADEMIC TITLE

5) self-declaration of the passed exams during the academic career with relevant marks

ONLY FOR APPLICANTS WITH A FOREIGN ACADEMIC QUALIFICATION

6) Copy of degree diploma (academic qualification required for the admission, in Italian or English);

- 7) **Declaration of value** (DoV) issued by the Italian Embassy/Consulate in the state where the academic title has been issued (only if already available at the enrollment stage but, in any case, the DoV must be submitted to the master secretariat by December);

As an alternative to the "Declaration of value", the University recognizes the following documents as valid:

- *Diploma supplement (only if the admission qualification to the course is issued by a European University);*
- *Certificate of comparability issued by Naric / Cimea.*

- 8) **Transcript of records:** a certificate in Italian or English listing all the exams and the relative marks

UNDERSTAND AND AGREE

- ❖ that the University of Pavia may suspend my evaluation, or exclude my application, for the Second level Master Program and the possible scholarships or benefits allocation in case that any information provided or documents attached would prove not to be correct or true.
- ❖ that in case of negative response or withdrawal of my application the application fee (35,00 euro) will not be reimbursed.
- ❖ *(Only for Italian candidates who do not hold their diploma of Laurea Specialistica/Magistrale at the moment of the application)* that I can enroll to the Master's Program even if I am still enrolled in a Laurea Magistrale/Specialistica and that I will submit my Final Diploma to the Master Secretariat as soon as I earn it and, in any case, no later than December 2023.

QUESTIONNAIRE

Where did you first hear about the Master CD program?

- ☐ web (please specify)
- ☐ my professor/employer
- ☐ friends
- ☐ social networks (please specify)
- ☐ other (please specify)

Have you applied to another Post graduate Master's course?

- ☐ yes (please specify)
- ☐ no

Do you apply for a scholarship (if yes, please consider that you must provide a document attesting your family's income)?

- ☐ yes
- ☐ no

**In some specific countries, due to the fragile situation, students might find it difficult to submit the family income. In this case a self-declaration stating your financial situation is also accepted.*

Are you applying for other scholarship schemes in order to attend this Post graduate Master's course (international, national or regional bodies, private companies, foundations, etc..)?

- ☐ yes
- ☐ no

If yes, please specify the name of the body you are applying to:

.....

Date: _____

Signature: _____