



UNIVERSITÀ DI PAVIA

Notice for admission to the 1st year of the Artificial Intelligence Degree Course Academic year 2023 – 2024

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ENROLLMENT PROCEDURE -IMPORTANT INFORMATION	
Quotas for EU and non-EU students regularly residing in Italy Reference webpage https://portale.unipv.it/it/didattica/corsi-di-laurea/corsi-di-laurea-triennale-e-magistrali-a-ciclo-unico/artificial	
AVAILABLE PLACES	130
ADMISSION REQUIREMENTS	<ul style="list-style-type: none">English TOLC-I held in a university or English TOLC-I@CASATaken in any universityFrom 1 January 2022Minimum total score: 21/50
REGISTRATION TO THE CALL	<ul style="list-style-type: none">From 12 June 9am (Italian time) to 22 June 2023Register at the link https://studentonline.unipv.it/esse3/Home.doSelect ADMISSIONS > ADMISSION TEST and register to the call
MERIT RANKINGS	Out from June 30, 2023
ENROLLMENT PERIOD	From 30 June 10 am Italian time to 10 July 2023
REASSIGNMENTS	From June 30 to 7 July 2023 at 12 pm Italian time
An additional intake for this course in case of available places will be decided by the relevant Council and shall be issued as notice in the reference webpage	
ENROLLMENT PROCEDURE – IMPORTANT INFORMATION	
Quotas for NON-EU students residing abroad Reference webpage: https://portale.unipv.it/it/didattica/corsi-di-laurea/corsi-di-laurea-triennale-e-magistrali-a-ciclo-unico/artificial	
AVAILABLE PLACES	<ul style="list-style-type: none">45 for non-EU5 for Marco Polo project

ADMISSION REQUIREMENTS	<ul style="list-style-type: none"> ▪ English TOLC-I <i>held at a university</i> <ul style="list-style-type: none"> – Taken in any university – From January 1, 2022 – Min. total score $\geq 21/50$ ▪ English TOLC-I@CASA ▪ SAT $\geq 979/1600$
REGISTRATION TO THE COMPETITION	<ul style="list-style-type: none"> ▪ From 17 April to 8 May 2023 ▪ Register to the link https://apply.unipv.eu/ ▪ Attach the certificates as per the admission requirements ▪ Attach the documents regarding the final school diploma
MERIT RANKINGS	Out from 25 May 2023
ENROLLMENT PERIOD	From May 25 at 10 am Italian time to 5 June 2023

1. EDUCATIONAL OFFER

The University of Pavia, in collaboration with the University of Milan Bicocca and the University of Milan, for the academic year 2023/2024 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 outside of Italy pursuant to Presidential Decree no. 394/1999, as amended <i>Citizens of Norway, Iceland, Liechtenstein, Switzerland and San Marino are included in the EU quota</i>	Places reserved for Chinese students in the frame of <i>MarcoPolo</i> programme
Artificial Intelligence L-31	130	45*	5*

*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;
 - 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 **before enrollment** as set by the instructions reported in paragraphs 3.1 and 4.2

as well as obtaining the **ENGLISH CISIA TOLC-I** certificate, (for information and available date of the test, consult the link <https://www.cisiaonline.it/area-tematica-tolc-cisia/home-tolc-generale/?view=list>), taken in one of the following ways:

- TOLC taken in a university;
- TOLC@CASA.

3. HOW TO APPLY [EU students or NON-EU students legally residing in Italy]

The path consists of the following steps:

1. Registration to the call;
2. acquisition of the English TOLC-I results and verification of necessary requirements to be eligible to enroll;
3. positioning in a final merit ranking list and consequent eligibility status for admitted applicants;
4. pre-enrolment and payment of the 1st instalment of university fees within the deadlines reported in the following paragraphs.

3.1 COURSE APPLICATION

Interested candidates must register in the competition for this course **from 12 June at 9 am (Italian time) until 22 June 2023**, following the instructions hereby:

- ✓ REGISTER TO OBTAIN LOGIN CREDENTIALS by connecting to the website <https://studentonline.unipv.it/esse3/Home.do>, selecting the item REGISTER and completing all the required steps.
 - This step is not necessary if you already have the login details to access the Restricted Area of the University of Pavia:
 - If you have lost/forgotten these details, you must request a new password, following the instructions available here: <https://studentonline.unipv.it/Anagrafica/PasswordDimenticata.do>;
- ✓ REGISTER FOR THE CALL, using the username and password obtained when registering. Go to the Restricted Area, click on the menu item Admissions > Admission Test and choose *Artificial Intelligence-1st year admission for EU and NON-EU students regularly residing in Italy*. Candidates correctly completing the registration step will receive a confirmation email from the email address provided during registration.
- ✓ ONLY CANDIDATES WITH A DIPLOMA NOT OBTAINED IN ITALY during the mentioned registration must:
 - Attach the following documentation:
 - Original diploma (or authorized copy or replacement certificate) for secondary school, obtained after at least 12 years of schooling, translated into Italian and legalized by the Italian diplomatic authorities in the country where the diploma was obtained or apostilled by the local authorities for countries adhering to the Aja convention of 05/10/1961 or with Verification Statement issued by CIMEA (ask for this certificate via the dedicated [link from the UNIPV website](#) to receive the document in just 30 days). In case the diploma is issued in English, Spanish or French, translations are not required.
 - Declaration of Value issued by the Italian diplomatic authority or CIMEA Comparability Statement (ask for this certificate via the dedicated [link from the UNIPV website](#) to receive the document in just 30 days).
 - Attach the certificate of passing the local exam for university entry if set by the country of origin;
 - Pay the application fee of 35 euros, issued in the payment section of the student portal after having attached the above-mentioned documentation and finished the procedure.

For more information about the above-mentioned documents, please contact admission@unipv.it.

3.2. ACQUISITION OF TOLC-I TEST

The TOLC test result will be automatically acquired by CISIA after June 22, 2023, by checking that:

- the score obtained is relevant for the English TOLC-I taken in any Italian university or the English TOLC@CASA-I
- TOLC was held starting from January 1, 2022
- The candidate has obtained a minimum overall score equal or exceeding 21/50.

In case the candidate took multiple English TOLC-I (*all'università* or @CASA), the best obtained score will be considered at the time of applications closing period.

3.3. RANKING LIST

The final ranking will be issued on **June 30, 2023** [in the dedicated webpage](#). Candidates obtaining a TOLC score compatible with the requirements reported in [paragraph 3.2](#) are eligible to admission, in the frame of the available places and within the decreasing obtained score. In case of equal scores, candidate reporting the best score in the Maths section will be selected; in case of additional equal score, the candidate who submitted before the application will prevail.

Candidates can enroll **from June 30 from 10 am until July 10, 2023**, according to the procedures reported [in paragraph 3.4](#).

Applicants who enroll with a diploma not yet obtained must log in their student portal by the end of July to integrate the details of their obtained diploma.

3.3.1. REASSIGNMENT REQUESTS AND PROCESS

Candidates not eligible to enroll can submit a reassignment request **from June 30 until July 7, 2023, at 12 pm Italian time**:

- log in to your student portal;
- select from the menu ADMISSIONS > Admission Test;
- access the page concerning the *Concorso Ammissione al corso di laurea in Artificial Intelligence*;
- click on *Presenta Domanda*;
- confirm the choice in the final page of the process.

There is no payment due for the reassignment request.

From July 11, in case of available places, they will be reassigned to candidates who submitted the request according to the merit order of the ranking list. Applicants are required to check their student portal: if in the section dedicated to the *Concorso* the status ADMITTED appears, then they can proceed to enroll following the instructions in [paragraph 3.4](#) within the deadline reported next to the status; **no personal communications will be sent to any candidate**.

Reassignments will continue until all places are filled up, also following withdrawals, transfer from other courses, or transfer to upper years, within September 4th, 2023.

Candidates who did not submit any reassignment request within the deadline of July 7t at 12 pm Italian time are considered as withdrawals, and as such they lose any right to enroll and are excluded from the ranking.

The relevant didactic Council will decide in due time if an additional admission competition may be set up in case of possibly free places after managing all positions from the ranking, as set by [paragraph 3.3](#). Such decision in case will be published [in the dedicated webpage](#).

3.4 ENROLLMENT PROCEDURE

Pre-enrollments and the payment of the first installment of tuition fee must be made online according to the instructions hereby reported <https://portale.unipv.it/it/didattica/corsi-di-laurea/ammissioni/isciversi-a-una-laurea-triennale-o-magistrale-a-ciclo-unico> .

Transfer 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 must, within the set deadline:

1. Pay the first installment of university tuition fees for the academic year 2023/2024.
 - Students enrolled in the first-degree course for the academic year 2023/2024 have already paid the first installment;
 - Students enrolled for at least a year will proceed paying the first installment for the academic year 2023/2024. In case the transfer 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 portal, access the section Career > Course Change and submit the request for the selected course;
3. Pay promptly and within the set deadline the fee of 16 euros for the digital revenue stamp from the student portal.

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. Complete 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.
3. Attach the form *Convalida Esami* in the student portal, reporting the passed exams that are required to be validated.

Students who achieved a score lower than 9/20 in the Maths section of the English TOLC-I (at the University or at home @TOLC CASA) will be assigned an additional exam to pass during their first year (*OFA*). Additional information on the OFA requirement are available at the link: <https://bai.unipv.it/home-eng/enrolled-students/>.

4. HOW TO APPLY [NON-EU STUDENTS NOT RESIDING IN 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 University 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.

4.1. ADMISSION REQUIREMENTS

To occupy 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 *all'università*
- English TOLC@CASA-I

TOLC tests can be taken at any Italian university from January 1, 2022; total scores must be greater than or equal to 21/50. The SAT test must produce an overall score greater than or equal to 979/1600.

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>).

4.2. HOW TO SUBMIT YOUR APPLICATION

Starting from April 17 until May 8, 2023 interested candidates can submit their application following the steps:

- ✓ REGISTER at the link <https://apply.unipv.eu/> ;
- ✓ PAY the application fee of 35 euros EUR (not refundable);
- ✓ ATTACH:
 - Certificate attesting the admission requirements reported in paragraph 4.1
 - Documents regarding the final school diploma (final diploma or replacement certificate or authorized copy, transcript of records, declaration of value or CIMEA Comparability statement (if the diploma has been already obtained) and any certificate of passing the local exam for University entry if set by the country where the diploma was awarded).

4.3. RANKING LIST AND ENROLLMENT

The merit rankings will be issued on **May 25, 2023** on the dedicated webpage. Candidates with the requirements indicated in paragraph 4.2 are eligible to be admitted to the bachelor degree, in the frame of the available places and according to the decreasing obtained score. In case of equal scores, priority will be given to the applicant who scored best in the Maths section; in case of additional equal scores, priority will be given to the candidate who applied first in chronological order. Admitted candidates can enroll from **May 25 from 10 am Italian time until 5 June 2023**, following the instructions reported at the link <https://portale.unipv.it/it/didattica/corsi-di-laurea/ammissioni/iscrivarsi-ad-un-corso-di-studio-con-titolo-conseguito-0>.

Possibly vacant places after June 5 will be assigned to candidates in the ranking order in a decreasing order according to the obtained scores, until places are filled up and anyway not beyond 28 August 2023. Students who obtained a score lower than 9/20 in the Maths section of the English TOLC I (at the University or @Casa editions) or lower than 510/800 in the Maths section of the SAT exam will be assigned with an extra exam to pass during their first year (*Obbligo Formativo Aggiuntivo - OFA*). More details about the OFA credits are available at this link <https://bai.unipv.it/home-eng/enrolled-students>. In order to ask information or support in the application and enrolment processes please write to admission@unipv.it.

5. EVALUATION OF PREVIOUS ACADEMIC CAREER - PRE-EVALUATION REQUEST

The candidate, in case of a previous academic career (second degree obtained abroad, passage from another degree course, closed career for forfeiture or withdrawal), can submit a pre-evaluation request in order to be admitted in post-first years. 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, 2023**. Detailed information on the procedure and available places are available at the link <https://portale.unipv.it/it/didattica/corsi-di-laurea/ammissioni/casi-particolari-di-iscrizione/ammissione-con-valutazione-di>.

LEGISLATION AND REGULATIONS REFERENCES

- **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/INFORMATIVAselazioni.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 [this link](#).

Pavia, date of protocol

THE RECTOR

Francesco Svelto

Digitally signed Notice