

**CALL FOR ADMISSION TO LEVEL I AND II UNIVERSITY MASTERS DEGREE IN
EXPLAINABLE ARTIFICIAL INTELLIGENCE IN HEALTHCARE MANAGEMENT (XAIM)**

Academic year 2023/2024

Enrolment opening: July 10 2023

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Art. 1 - Activation

The University of Pavia, for the 2023/2024 academic year, in accordance with articles 36, 37 of 38 the Statute, art. 3 paragraph 9 of Ministerial Decree dated 22 October 2004 n. 270, art. 12 of the University's Teaching Regulations as well as the 'Regulations for the institution of university Masters courses, refresher courses and permanent training courses', will activate the following Master course: **Level 1 Master course in "eXplainable Artificial Intelligence in healthcare Management (xAIM)"**.

The characteristics of the Master course, admission requirements, selection criteria, required documentation, application deadlines, fees and eventual financial support can be found in Attachments 1 to the Call for Admission and constitutes an integral part of the Call.

The Call for Admission constitutes notification, to all intents and purposes. Eventual modifications, updates or integrations to its content will be made public, exclusively, via online publications at: <https://portale.unipv.it/it/didattica/post-laurea/master-universitari/offerta-didattica>

Art. 2 - Application form

Candidates intending to apply for a place on the Masters course should complete and send an application form, by electronic means, **by the deadline established in the Call for Admissions**, using **only**¹ the procedure made available in the Reserved Area found at the following address: <https://studentionline.unipv.it/esse3/Home>

There are two stages to online registration:

1. **REGISTRATION**: access the [RESERVED AREA](#) from the MENU in the top right corner, click on the REGISTRATION and complete the required information. Once this data has been entered, candidates are provided with a USERNAME and PASSWORD; these should be stored carefully to be used in subsequent application steps.

Those who have already registered with the University of Pavia may access step 2 directly.

¹ Applications made in other ways will not be taken into consideration.

2. **ENROLLING FOR THE ADMISSION TEST:** access the [RESERVED AREA](#), LOGIN and click on the ADMISSIONS tab Then select ADMISSION TEST.

PLEASE NOTE: ATTACH the following documentation, online:

- a photocopy (front-rear) of the identity document used during registration
- information requested in article n. 9 of the Masters application, Attachment 1 of the Call for Admission

No modifications may be made once the information has been confirmed and sent electronically.

Once completed, candidates must:

1. **print the completed and signed application form** as proof that the information has been entered;
2. **payment of the “Masters admission fee”** of €35,00.

To be paid **by the deadline established in the Attachment to the Call for Applications** using the PagoPa online payment system - [link](#) for more information. After printing the admission form, candidates should access the main page in the Reserved Area, select the invoice to be paid under PAYMENTS and choose the payment method (PagoPA).

For candidates resident abroad, payments may only be made by credit card using the PagoPA system.

Reimbursements will not be made under any circumstances.

Candidates are responsible for ensuring that the procedure concludes correctly; appeals regarding eventual malfunctioning of the IT system will not be accepted.

Candidates will be excluded for:

- applications lacking wholly or in part the necessary documentation
- lacking the admission requirements

Candidates will be advised of their exclusion via a publication on the website made by the Masters Administration Office. No personal correspondence will be sent.

Please note: In completing the online application, candidates with a disability² must present an explicit request for any assistance needed, as well as any additional time required, to sit the examination.

It should be noted that, pursuant to article 40, paragraph 1 of Presidential Decree 445/2000 and subsequent modifications and integrations, the university cannot request nor accept certificates issued by public bodies and providers of public services³.

Once the deadline for admission has elapsed, if the number of applications submitted is less than the maximum number of places provided for by the Master, the relevant Academic Board reserves the right to evaluate the reopening of the enrolment deadlines. In such cases, applications will be accepted until the available places are completed according to the order in which the application for admission was entered via the online procedure.

Art. 3 - Candidates with a qualification awarded abroad

Candidates with a qualification awarded abroad may apply for a place on the Masters course provided that their course is comparable in duration and content to that of Italian qualifications requested for a place on the Masters course. Enrolment, however, is dependent on the validation of the qualification, for enrolment purposes only, by the Academic Board as well as the candidate passing the Admission Test, as detailed in the Attachment.

Candidates with a qualification awarded abroad must respect the Regulations for Overseas Students' Access to University Courses, which can be consulted on the website of the Ministry of University Education and Research <https://www.studiare-in-italia.it/studentistranieri/>

² Law 5 February 1992, n. 104 and subsequent modifications and integrations.

³ Presidential Decree 445/2000 and subsequent modifications and integrations art. 40 paragraph 1.

In particular, if a visa is required (<https://vistoperitalia.esteri.it/home/en>), candidates should complete their enrolment on the University portal (<https://www.university.it/>) contacting the Masters Administration Office (reference: “Website and Administration Office” article of the Attachment).

Candidates with a qualification awarded abroad, once they have completed the online enrolment process and presented the admission form, must, by the deadline date established in the Attachment to the Call for Admissions, upload a scan of the following documentation:

1. **Qualification** required for admission, in Italian or English;
2. **The “declaration of value”** issued by the Italian diplomatic representative situated in the state where the certificate was issued
3. **Degree certificate in Italian or English** with a list of the examinations passed and their relative marks (transcript of records);
4. In **alternative** to the “Declaration of value”, the university recognised the following documentation:
 - Diploma supplement (if the certificate to access the Masters course was issued by a European university);
 - Certificate of comparability issued by [Naric](#) / [Cimea](#).

To complete the enrolment procedure, original versions of the required documentation must be presented, together with a declaration of legal validity from the Italian diplomatic representative situated in the state where the certificate was issued and handed in, by the enrolment deadline, to Ufficio Master - Servizio Post Laurea - via Ferrata 5, 27100 Pavia. Any Declarations of value should be presented in their original versions only.

Non-EU citizens, when enrolling, must present a valid residence permit.

Art. 4 - Masters enrolment

The ranking list of those admitted to the Masters course will be published on the Masters Admission Office’s website

No personal correspondence will be sent: publication of the ranking list on the webpage will serve as official communication.

Candidates should, therefore, pre-enrol within the deadline of 10 days from being informed of enrolments opening by the Administration Office.

In accordance with university regulations currently in force, contemporary enrolment on more than one degree course, a Masters/specialist degree course, a specialisation school or research doctorate, is prohibited. Students holding a research grant are also prohibited from enrolling on the Masters course.

To enrol, candidates should access the [RESERVED AREA](#) and complete the following 5 steps:

From the right-hand menu, select the ADMISSIONS tab, click on ‘Enrolment’, select STANDARD ENROLMENT and then ENROLMENT TO COURSES WITH ACCESS PROGRAMMED AT NATIONAL LEVEL. Candidates should then follow the instructions provided in the video.

1. after confirming the desired Masters course, the system will ask for a clear, passport-sized photograph to be uploaded.
2. Attach a scan of the following documentation, via the online procedure:
 - Front-rear of the identity document entered during registration;
 - Fiscal code;
 - Residence permit/card (only for non-EU candidates).

To attach the documentation, candidates must click on ‘Insert attachment’ on the ‘Application form attachments page’ of the enrolment procedure. These steps must be repeated for each document.

3. ‘Pre-enrol’ on the chosen course. Confirmation of the completion of the procedure can be effected by PRINTING THE ENROLMENT FORM

4. Make the Masters enrolment fee payment within days of the publication of the ranking list on the Masters Administration Office website. See article 2 for payment methods.

EU and non-EU candidates awarded a qualification overseas should respect the deadlines reported in article 3.

The Masters Office will enrol⁴ qualifying candidates once payment of the enrolment fee and the required documentation has been received, within the established deadlines and in line with the procedures illustrated above.

Candidates who fail to send in the documentation required for enrolment **within 10 days of being informed, by the Administration Office, of the opening of enrolment will be considered to have withdrawn.**

The enrolment fee remains outside the scope of VAT as Masters courses are part of the institutional activity of the university and not the commercial. Therefore, no invoice can be issued.

Fees paid will not be reimbursed under any circumstances.

Art. 5 - University email address

Enrolled students will receive a "Welcome" to their personal e-mail address, indicating the University e-mail address. Students are required to activate this new e-mail account as the new credentials for accessing the university's online services will be sent to it (e.g. Reserved Area, WiFi).

Candidates who already have a University of Pavia email account will keep the same address and credentials for accessing the Reserved Area.

It is possible to modify the password using the 'Change University Password' function, which can be accessed from the webpage: <https://studentionline.unipv.it/Anagrafica/PasswordDimenticata>

Art. 6 - Insurance

The University of Pavia, in accordance with Presidential Decree dated 30 June 1965 n.1124, bis and successive modifications, ensures, limited to Masters-related activities, INAIL personal injury cover and adequate third-party public liability insurance cover.

Art. 7 - Conclusion of the Masters course

The Masters course will end within the academic year of its activation (30 April 2025).

Art. 8 - Publication of proceedings

The list of candidates admitted for each stage of the procedure, the start date of the Masters course, the course calendar and all activities and correspondence to candidates will be published on the Master Administration Office's webpage.

Candidates will be able to view the final ranking list by accessing the Master Administration Office's webpage:

Any eventual modifications, updates or integrations to the content of the Call for Admission will be published, exclusively, on the following website:

<https://portale.unipv.it/it/didattica/post-laurea/master-universitari/offerta-didattica>

Publication on the website constitutes official correspondence to candidates.

⁴ Candidates will be conditionally enrolled and their credentials evaluated. The Administration Office reserves the right to check the veracity of the documentation supplied. Should it emerge that the documentation provided by candidates proves to be false, inaccurate or misleading, the candidate will lose any benefits accrued as a consequence of having made false claims may face criminal prosecution in accordance with the prevailing penal code and special legislation (articles 75 and 76 Presidential Decree 445/2000).

Candidates will not receive any other correspondence from the university's Administration Office.

Art. 9 - Informative notes pursuant to article 13 of EU Regulations 2016/679 regarding the protection of individuals' personal data as well as the free circulation of such data.

The information supplied by candidates will be handled by the University of Pavia for institutional purposes, to provide specific services requested by users, as well as to fulfil its legal requirements.

The personal data is generally handled by data processing and telecommunications systems designed to memorise and manage data. In some cases, a hard copy may be generated; this process is always undertaken to ensure that it is secure and to protect the privacy of the interested party.

Conferring personal data is therefore obligatory and failing to do so will result in exclusion from the admission procedure.

Candidates' personal information may be revealed and handled, in compliance with current legislation, by staff who are involved specifically in data handling.

Candidates are entitled to the rights stated in articles 15-18 of the afore-mentioned code regarding personal data, for example: accessing their own personal data, correcting their personal data, updating their personal data, making additions to their personal data, etc. They are also entitled to object to their personal data being used for purposes other than those stated above. The Vice-Chancellor of the University of Pavia, as Head of Personal Data Handling, is responsible for defending these rights.

Art. 10 - Reference legislation

For any matter not explicitly expressed in this document, reference should be made to the provisions governing university Masters courses and, in particular, Ministerial Decree dated 22 October 2004 n. 270, the University of Pavia's "*Regulations for the institution of university Masters courses, refresher courses and permanent training courses*", and to the Vice-Chancellor's decree concerning the institution of Masters courses and Vice-Chancellor's Decree for the Institution of Master's course N. 1548/2023 dated 27/06/2023.

During the period in which the Master's course is held, participants must respect the anti-contagion protocols adopted for the course.

Art. 11 - Head of the application procedure

In accordance with article 4 of Law 241 dated 7 August 1990 and subsequent modifications and integrations, the Head of the application procedure of the Call for Admission is **Dott.ssa Silvia Bergamaschi** - Servizio Post Laurea.

For more information: – contact:

- **Ufficio INFORMASTUDENTI - WELCOME POINT:** welcomeoffice@unipv.it
 - **Ufficio MASTER:** <https://web.unipv.it/formazione/master-universitari>
- E-mail: master.ateneo@unipv.it