

CALL FOR ADMISSION TO THE I LEVEL POST-BACHELOR VOCATIONAL PROGRAM IN 'COOPERATION AND DEVELOPMENT'

A.Y. 2024/2025

Opening of application: 18/03/2024

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Art. 1 - Activation

The University of Pavia, in accordance with articles 10, 36, 37, 38, 62 and 69 of 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 Vocational Programs, Advanced Courses and Training Courses', activates at Collegio Almo Borromeo of Pavia the I level Post-Bachelor Vocational Program in '**Cooperation and Development**' for the 2025/2026 academic year.

The characteristics of the Vocational Program as admission requirements, selection criteria, required documentation, application deadlines, fees and eventual financial support can be found in the Attachment of this Call for Admission, of which it form an integral part.

This Call for Admission constitutes notification in all respects and to all purposes. Any changes, updates or additions to its content will be disclosed, exclusively, with publication on the [dedicated website](#).

Art. 2 - Application form

Candidates who wish to be considered for admission to the course must submit the application form, **online, by the deadline set out in the Attachment to this Call**, using only the specific procedure made available in the [Reserved Area](#).

Online application is in two stages:

1. REGISTRATION: access the [RESERVED AREA](#) and, from the MENU at the upper right corner, click on the REGISTER tab and fill in the required information. At the end of the data entry, candidates are provided with a USERNAME and PASSWORD. These should be kept with care as they will be needed in the next stages of the process.

Candidates who has already been enrolled at the University of Pavia will directly execute the LOGIN from the MENU in the upper right corner and will proceed with the point 2.

2. APPLICATION: access the [RESERVED AREA](#) using the USERNAME and PASSWORD previously assigned, LOGIN and click on the SECRETARY tab. Then select ADMISSION TEST, click on CALL FOR ADMISSION ENROLMENT, and select the required course. (If the SECRETARY link does not appear, click on 'Choose a career option', on one of the courses that appears and resume the procedure).

Upload the following documentation:

- scan (front-rear) of the identity document used during registration
- documents required in article n. 9 - 'Attachments to the online application' of the Attachment of this Call for Admission.

3. PAYMENT: pay € 50 to cover the 'application fee', within the time limit set out in the the Attachment of this Call for Admission - payment to be made by [PagoPA online payment system](#), that allows immediate visibility of the credit.

Return to the main page of the Reserved Area, select the invoice to be paid under the PAYMENTS tab.

For candidates residing abroad, payment can only be made by credit card, always using the PagoPA system.

Please note:

- No changes may be made once the information has been confirmed and sent electronically
- Once the application is completed a PDF is generated so the candidate can view/download to verify the correct data entry.
- **The paid contribution will not be refunded in any circumstances**
- Candidates with a disability must, during the application, clearly state any eventual equipment needed to complete the possible selection process as well as requests for additional time (as per Law 5 february 1992, n. 104 and subsequent changes and additions)
- The University declares that it cannot request nor accept certificates issued by public authorities and providers of public services (as per Decree of the President of the Republic 445/2000 and subsequent changes and additions, art. 40 paragraph 1)
- Candidates will be excluded if the application is sent without, in whole or in part, the required documentation
- Candidates will be excluded if they aren't meeting the admission requirements
- Candidates will be notified of their exclusion through a notice published on the [Organizational Secretary's website](#)
- Notice of exclusion will be made known by publication on the website of the Vocational Program's Organizational Secretary.
No personal communication will be sent.

Once the deadline for admission has elapsed, if the number of applications submitted is less than the maximum number of places provided by the course, the relevant Academic Board reserves the right to evaluate the reopening of the enrollment deadlines. In this case, applications will be accepted until the available places are filled according to the order in which the completed online application have been received. If, on the other hand, the number of candidates exceeds the number of places available, the Academic Board will start the selection phase as described in the Attachment to this Call for Admission (art. 7).

Art. 3 - Candidates with a foreign academic qualification

Candidates with an academic qualification obtained abroad, comparable in duration and content to the Italian academic qualification required for access to the Vocational Program, can apply for admission. Enrollment, however, remains subject to the validation of the qualification, for admission purposes only, by the Academic Board as well as the passing of any possible selection referred to in art. 7 - 'Admission requirements' - of the Attachment to this Call for Admission.

International applicants residing abroad must respect the '*Regulations for foreign students' access to university courses*', which can be consulted on the [website of the Ministry of Education, University and Research](#).

If the candidates are [VISA](#) applicants, they must complete the application also on the [University portal](#) by contacting the Organizing Secretary (references: art. 11 - 'Web site and Organizational Secretary' - of the Attachment to this Call for Admission).

Applicants with an academic degree obtained abroad are required to follow the instructions indicated in the box "How to apply" on the webpage dedicated to the application and enrollment. During the online application process, they must upload, within the deadlines established in the Attachment to this Call for Admission, the scan of the following documents:

1. **Academic qualification** required for admission issued in English/Spanish/French or officially translated in Italian (parchment or certificate)
2. **Transcript of records** (degree certificate with the taken exams and the relative marks)
3. **'Declaration of value' (DoV)**.

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

- **CIMEA Statement of Comparability**
- **Diploma supplement** (if the foreign qualification is issued by an European University)
- **Statement of Correspondence** which can be downloaded from the [Automatic Recognition Database \(ARDI\)](#).

In order to complete the enrollment procedure, **the required documentation must be produced in original and handed**, within the deadline for the enrollment, to [Ufficio Master](#) - Servizio Post Laurea - via Ferrata 5, 27100 Pavia. Please also note that the academic qualification must be accompanied by **legalization** or **Apostille** or [CIMEA Attestation of Verification](#).

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

Italian citizens with a qualification awarded abroad that has not been deemed equivalent to an Italian degree, must follow the above-cited procedure for applicants with an academic qualification obtained abroad.

Art. 4 - Enrollment

The ranking list of those admitted to the Vocational Program will be published on the [Organizational Secretary's website](#).

No personal communication will be sent: the publication of the ranking list on the website will serve as official communication. Please note that research grant holders are not allowed to apply.

Applicants must pre-enroll within **10 days** of the Organizational Secretary opening enrollment to the program.

To enroll, candidates must login the [RESERVED AREA](#) and carry out the following 5 steps:

1. From the upper right corner menu, select the SECRETARY tab, click on 'Enrollment', select STANDARD ENROLLMENT and then ENROLLMENT ON LIMITED-NUMBER COURSES (with a selective entrance test). Candidates should then follow the instructions provided by the system.
2. After confirming the desired course, the system will ask for a clear, passport-sized photo to be uploaded.
3. Upload the scan of the following documents:
 - front-rear of the identity document used during registration
 - tax code document
 - residence permit/card (only required from non-EU candidates).

To upload the documents, candidates must click on 'Insert attachment' on the 'Application form attachments page' of the enrolment procedure. This step must be repeated for each document.

4. Carry out the pre-enrollment to the chosen program. Once the procedure is completed, a PDF is generated so the candidate can view/download to verify the correct pre-enrollment to the chosen program.
5. Pay the program's enrollment fee within 10 days from the publication of the ranking list on the [Organizational Secretary's website](#). Please refer to art. 2 for payment methods.

EU and non-EU applicants, who have been awarded an academic degree abroad, must adhere to the deadlines listed punctually in article 3.

The administration office will proceed with the enrollment of qualified candidates, after having received the payment of the enrollment fee and all the required documentation within the prescribed terms and via the methods outlined above.

[Applicants are enrolled under the condition of ascertaining the requirements for admission. The Administration reserves the right to carry out appropriate checks on the veracity of the content of the declarations. In the case that the veracity of the content of the statements contained in the documents submitted by the candidate emerges, without prejudice to the penalties provided for by the Penal Code and special laws on the subject (Art. 75 and 76 D.P.R. 445/2000), the candidate will forfeit the benefits resulting from the provision issued on the basis of the false statement.]

Applicants who fail to send in the documentation required for enrollment **within 10 days of being informed of the opening of enrollment**, by the Organizational Secretary, **will be considered to have withdrawn**.

VAT is not added to the enrolment fee as the Vocational Programs are official university courses and not commercial courses. Therefore, invoices cannot be issued.

Enrollment fees will not be reimbursed under any circumstances.

Enrolled candidates will receive a 'Welcome' communication to their personal e-mail address, which will include the candidate's **University e-mail address**. Candidates should activate their new e-mail account as it will be used to send the **new credentials** necessary for accessing the University's online services (e.g. Reserved Area, WiFi).

Candidates who already have a University of Pavia e-mail account will keep the same address and credentials for accessing the Reserved Area. It is always possible to modify them using the function "[Change University Password](#)".

Art. 5 - Insurance

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

Art. 6 - Vocational Program's conclusion

The Vocational Program will end within the academic year (April 30, 2027). In case of two-year Vocational Programs, completion occurs by the end of the academic year following the year of activation (April 30, 2028).

Art. 7 - Publication of proceedings

The list of candidates admitted at each stage of the procedure, the start date of the course, the course calendar and all activities and correspondence to candidates will be published on the Organizational Secretary's website.

Candidates will be able to view the **final ranking list** by accessing the [Organizational Secretary's website](#).

Any changes, updates or additions to the content of this call for admission, will be announced, exclusively, with publication on the relevant webpage ([link](#)). Publication on the website constitutes notice to candidates, so they will not receive any communication from the relevant office.

Art. 8 - 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 data provided by the candidates will be processed by the University of Pavia for the pursuit of the institutional purposes of the University, for the provision of special services requested by users, as well as for the fulfillment of legal requirements.

The processing of data is usually carried out with the help of computer and telematic tools to store and manage the data themselves, in some stages may take place on paper and, in any case, in such a way as to ensure the security of the data subject and to protect the confidentiality of the data subject.

The provision of personal data is therefore mandatory, under penalty of exclusion.

The personal data of the users may be known and processed, in compliance with the current legislation on the subject, by personnel explicitly responsible for processing.

Candidates are entitled to the rights provided by art. 15 - 18 of the aforementioned Regulation, including: access to your personal data, their rectification, updating, integration, cancellation, etc. and to object to any use of the data other than that mentioned above. These rights may be enforced against the Rector of the University of Pavia, the data controller.

Art. 9 - Legislation reference

For what is not expressly regulated by this call for admission, please refer to the provisions provided for by current legislation on University Vocational Programs and in particular to D.M. 22 October 2004 n. 270, to the '*Regulations for the institution of university Vocational Programs, Advanced Courses and Training Courses*' of the University of Pavia, and the Rector's Decree of Establishment of the Vocational Program - n. 1672/2022 of 15/07/2022. **This Call for Admission and its Attachment are translated into English for informational purposes only.** Only the Italian version is valid for the application and resolution of any dispute and for any effect of the law.

Art. 10 - Head of 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** - UOC Post Laurea.

For further information - contacts:

- Ufficio **INFORMASTUDENTI- WELCOME POINT**
- Ufficio **MASTER** - E-mail: master.ateneo@unipv.it .

Pavia, date of electronic registration

GENERAL MANAGER
(Dott.ssa Emma Varasio)
[electronically signed document]