

ANNEX EN-25-SCPO-M1-464

Table of contents

Art. 1 - Type	2
Art. 2 - Training objectives, job opportunities and course appeal	2
Art. 3 - Program's curriculum	2
Art. 4 - Progressive knowledge checks	4
Art. 5 - Final degree examination and award of the qualification	4
Art. 6 - Faculty	4
Art. 7 - Admission requirements	4
Art. 8 - Deadline for the online application process	5
Art. 9 - Annexes for the online application process	5
Art. 10 - Tuition and fees	6
Art. 11 - Website and Organizational Secretary contacts	6
APPLICATION FORM (attached)	

Art. 1 - Type

The University of Pavia is launching a first-level Post-Bachelor Vocational Program in **Cooperation and Development** at the **DEPARTMENT OF SOCIAL AND POLITICAL SCIENCES** in partnership with the **Almo Collegio Borromeo of Pavia**, for the 2025/2026 academic year.

Edition: 29

Disciplinary area: ECONOMIC-SOCIAL-LEGAL AREA

Art. 2 - Training objectives, job opportunities and course appeal

The Post-bachelor Vocational Program **aims to meet a precise training need in tune with a labour market that operates on an international scale** and closely follows developments in the economic, social and cultural changes of today's world. The function of the course is therefore **to prepare future professionals who can operate in the field of international cooperation** for whom, the mere sensitivity to working in different and often difficult contexts is not enough, but must be complemented with targeted economic, humanistic and project skills, fostering the development of those characteristics of creativity, spirit of independence and decision-making that are necessary for this type of professionalism.

The professional figure trained in the Vocational Program can find employment in non-governmental organisations, international organisations, public, private and non-profit bodies working in the field of development cooperation, UN agencies or other bodies/networks operating in the field of development policies at international level.

The training course is characterised by **a strong multidisciplinary profile and an important professionalisation orientation**. The theoretical part is divided into the macro areas of:

- preliminary economics
- development economics
- development geopolitics
- 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 highly formative aspects: the use of professionals from the world of international cooperation (non-governmental organisations, international organisations), a participative and inclusive teaching method through the systematic use of structured group work. Students are confronted with project case studies that are then discussed and analysed: this encourages interaction within the class and creates a common responsibility in seeking solutions that are then developed on a concrete level. **The internship represents a fundamental and highly professionalising part of the Vocational Program**, lasting from 3 to 6 months at NGOs, International Organisations, foundations, research centres, public and private institutions all over the world. The internship experience is carefully prepared by a special figure of the internship tutor who, through periodic individual and group meetings, has the task of orienting students.

Art. 3 - Program's curriculum

The **15 months** Vocational Program comprises a total of 1,875 hours, broken down according to the table below.

The set of planned training activities is designed to enable course participants to acquire **75** university credits (CFU).

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

Nome	SSD	Lingua	DF(h)	STD(h)	DAD(h)	ES(h)	Tot(h)	CFU
1) PRELIMINARY ECONOMICS	SECS-P/01 ECONOMIA POLITICA	Inglese	80	170	0	0	250	10
	Contenuti: <ul style="list-style-type: none">• Microeconomics• Macroeconomics• Development and Demographic Indicators• Data Analysis using Excel• Tutorship.							

2) DEVELOPMENT ECONOMICS	SECS-P/01 ECONOMIA POLITICA	Inglese	96	204	0	0	300	12
	Contenuti: <ul style="list-style-type: none">• Root Causes of Economic Development and Backwardness• 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• Sustainability of Economic Development: climate change issues.							
3) PROJECT CYCLE MANAGEMENT								
Policies and Actors	SECS-P/07 ECONOMIA AZIENDALE	Inglese	64	104	0	32	200	8
	Contenuti: <ul style="list-style-type: none">• Introduction to Cooperation: development thinking and cooperation practices• European Policies Strategy and Funds: budget 2021-2027• EU External Action and EU Integrated Approach to Crisis + Carrer• Humanitarian Action and Development in a Fragile Context• New Policies in International Cooperation• Philanthropy as a New Strategic Player in International Cooperation.							
Project Cycle Management	SECS-P/07 ECONOMIA AZIENDALE	Inglese	64	104	0	32	200	8
	Contenuti: <ul style="list-style-type: none">• Project Formulation and Writing• Budgeting and Administration of a Development Project• Results-based Monitoring & Evaluation (Bastia - Favot, 16h)• Financial Accounting of a Non-Profit Organization.							
Workshops	SECS-P/07 ECONOMIA AZIENDALE	Inglese	24	39	0	12	75	3
	Contenuti: <ul style="list-style-type: none">• Participatory Need Assessment Tools and Education in Emergency• Implementation of a Financed Project in the Field• Reinforcing Communities’ Resilience to Cope with the Climate Change in Kenya: a case study.							
4) DEVELOPMENT AND GEOPOLITICS: ISSUES AND TOOLS								
Geopolitics Issues	SPS/07 SOCIOLOGIA GENERALE	Inglese	40	85	0	0	125	5
	Contenuti: <ul style="list-style-type: none">• Key issues in Contemporary Africa• Key issues in Contemporary Latin America• China as a Global Actor and its Impact on the International Aid System.							
Methodological Tools for Development	SPS/07 SOCIOLOGIA GENERALE	Inglese	48	78	0	24	150	6
	Contenuti: <ul style="list-style-type: none">• Undertaking Social Research in Development Studies• Introduction to Data Science.							
PARZIALE			416	784	0	100	1300	52
Seminario		Inglese					200	8
Tirocinio/Stage		Inglese					250	10
Prova finale							125	5
TOTALE							1875	75
DF Didattica frontale; STD Studio; DAD Didattica a distanza; ES Esercitazione;								

Seminario

- The Global Agenda: the voice of UN agencies and international experts
- Career Orientation and Vocational Guidance.

Students attendance of the various training activities is structured as follows:

- internship, practical and laboratory activities: compulsory attendance
- lectures: attendance is mandatory for the minimum of hours corresponding to the 75% of the total.

The training period cannot be suspended.

Transfers to similar Vocational Programs at other universities are not permitted.

Art. 4 - Progressive knowledge checks

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

- **A+** -> 30 cum laude
- **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 degree examination and achievement of the qualification

The final examination will consist of a **discussion of the research topic developed during the internship** and will involve an assessment whose criteria will be decided by the Academic Board.

At the end of the Vocational Program, participants who have completed all the activities and fulfilled all the requirements will be awarded the will be awarded the **first-level Post-Bachelor Vocational Program's Diploma** in "**Cooperation and Development**".

Art. 6 - Faculty

Teaching will be held by faculty from the University of Pavia, and from other universities e as well as by highly-qualified professional experts.

Art. 7 - Admission requirements

The Vocational Program is intended for students who have obtained a **Bachelor's Degree**, in accordance with the Ministerial Decree No. 509/99 and 270/04, in **any discipline**.

If the Bachelor's Degree is obtained abroad, the student **must hold at least 3 years of certified academic studies** in order to access the Post-BA Vocational Program.

Graduates, who have completed all exams at the time of enrollment and who plan to obtain the degree **no later than 15/12/2025**, may also apply.

The maximum number of places available is **35**.

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

The Academic Board may also consider whether it is possible to increase the number of places as mentioned above.

Should the number of applicants exceed the maximum number allowed, a Commission composed of the Coordinator and two Faculty members

will make a selection and formulate a merit ranking, expressed in **thirtieths**. The ranking list will be drawn up on the basis of the academic career of the candidates, as shown by their CVs and relevant examinations.

Applicants with a **minimum score of 24/30** will be admitted to a **motivational interview in English**, during which their language proficiency will also be assessed. The motivational interview will be marked in **thirtieths**. The final score attributed to each candidate, useful for the definition of the ranking list, will then be calculated according to the **mathematical average of the evaluation of the academic career and the motivational interview**.

In the event of a tie in the ranking list, the youngest candidate will prevail. If one or more candidates withdraw, the places they vacate will be offered again according to the merit list until they are filled.

Art. 8 - Deadline for the online application process

Applicants must submit their application in accordance with the procedures, set out in the Call for Admission, from **15/04/2025** and by the deadline of **30/06/2025**. All the requirements set out in the Call for Admission and this Annex must be met within the application deadline.

Art. 9 - Annexes for the online application process

Applicants must upload, during the online application, 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. **reference letter** (maximum n.2)
4. **motivational letter edited in English**
5. **CV, edited in English**, listing: student's academic background, professional and/or volunteering experiences in the sector of International Development and Cooperation
6. *eventually the Italian ISEE certification or a family income statement (only for students requesting a scholarship)*
7. **self-certification** of the exams passed in the university career with the indication of the grades (only for candidates with an academic title obtained in Italy)
8. copy of the **academic title required for admission** - parchment or certificate (only for candidates with an academic title obtained abroad)
9. **transcript of records** (only for candidates with an academic title obtained abroad).

The aforementioned documents must be uploaded within the period referred to in art. 8.

Please note that, as indicated in art. 3 of the Call for Admission to the Vocational Program, **applicants 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 Vocational Program, **deliver 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 qualification required for admission issued in English/Spanish/French or officially translated in Italian

- **LEGALISED by the Italian embassy/consulate in your country** (*the legalization of documents is NOT required for Belgium, Denmark, United Kingdom, Ireland, France and Germany*)
PLEASE NOTE: legalisation must refer to the document not the translation
- OR **APOSTILLED** (the apostille is **only available** for the signatory countries to the **Hague Convention**)
- OR **ACCOMPANIED by CIMEA Statement of Verification**.

2. Transcript of records (list of and relevant marks) issued in English/Spanish/French or officially translated in Italian

3a. IF your title HAS NOT been obtained in one of the Countries that are signatories to the **Lisbon Recognition Convention**

- **Declaration of Value** (DoV) issued by the Italian embassy/consulate
- OR **CIMEA Statement of Comparability**
- OR **Diploma Supplement** (*if the foreign qualification is issued by an European university*).

3b. IF your title HAS been obtained in one of the Countries that are signatories to the **Lisbon Recognition Convention**

- **Statement of Correspondence** which can be downloaded from the **Automatic Recognition Database (ARDI)**.

Enrollment in the Vocational Program will be finalized ONLY upon delivery of this documentation.

Art. 10 - Tuition and fees

Enrollment

Students enrolling in the Vocational Program, for the 2025/2026 academic year, must pay the amount of **€ 8.000**, including: € 16.00 (stamp duty) and € 200.00 (administrative fees).

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

- 1° instalment of € **3.000,00**, to be paid **upon enrollment**
- 2° instalment of € **2.500,00**, to be paid by **12 of January 2026**
- 3° instalment of € **2.500,00**, to be paid by **24 of February 2026**.

External national or international organisations or bodies may contribute to the conduct of the master's course by providing scholarships for enrolment/internship attendance. Should such agreements be finalised, they will be posted on the Vocational Program's website, along with the award criteria.

Final exam

In order to be admitted to the final examination, candidates must submit an application and pay a € 116.00 fee for the certificate. This amount includes two € 16.00 revenue stamps paid electronically, one being affixed to the certificate and the other to the application form. The cost of the certificate may be changed by resolution of the Board of Directors after the publication of this notice.

Exemptions or scholarships

A) STUDENTS FROM DEVELOPING COUNTRIES

Students coming from Developing Countries and from areas of strategic and priority interest for the Italian cooperation, statistically in the previous editions, have represented about 50% of the class and their presence constitutes a distinctive and peculiar character of the Vocational Program, which by nature aims at valorising deserving and talented young people in conditions of severe poverty, working to strengthen the capacity building of the countries of origin in close collaboration with the Italian cooperation. Students from developing countries (DCs) may alternatively receive:

- **AICS (Agenzia Italiana per la Cooperazione allo Sviluppo) Scholarships** > for the 2025/2026 edition, AICS is providing **no. 6 scholarships** to cover the Vocational Program's tuition fee, **flight to/from** the country of origin, **room and board costs** (8 months) at the College and **health insurance for the internship period**
- **Total Exemption** > **exemption from payment of the Vocational Program's tuition fee**
- **Partial Exemption** > **50% exemption from payment of the enrolment fee** for the Vocational Program, based on the income situation as per the certification/self-certification submitted and academic merit
- **Additional Vocational Program's Grants** > if additional resources will be available, **payment of the Vocational Program's enrolment fee will be waived, with the exception of the university fee** (€ 560.00) **and the Borromeo fee** (€ 240.00).

B) STUDENTS FROM THE MENA REGION

For students from the Middle East and North Africa (MENA) region, the Italian Agency for Development Cooperation (AICS) is making available, for A.Y. 2025/2026:

- **no. 4 scholarships** to cover: **tuition fee, flight to/from** the country of origin, **room and board costs** (8 months) at the College and **health insurance for the internship period**.

C) STUDENTS FROM OTHER COUNTRIES

For students who are not from developing countries, but who are in a disadvantaged economic situation as proven by the ISEE model submitted or by self-certification submitted, exemptions/scholarships will be granted as follows:

- **Partial Exemption** > **50% exemption from payment of the enrolment fee** for the Vocational Program, based on the income situation as per the certification/self-certification submitted and academic merit
- **Additional Vocational Program's Grants** > if additional resources will be available, **payment of the Vocational Program's enrolment fee will be waived, with the exception of the university fee** (€ 560.00) **and the Borromeo fee** (€ 240.00).

These financial benefits are assigned each year on the basis of each enrolled student's merit, assessed through the analysis of qualifications (as per CV) and motivational interview.

All students, including those who benefit from exemptions and scholarships, **will in any case be required to pay the following fees**: admission fee (€ 50.00), stamp duty on the application form (€ 16.00 - except AICS scholarship holders), secretarial fees (€ 200.00- except AICS scholarship holders) and the fee for the reimbursement of expenses for the award of the Vocational Program's degree (€ 116.00).

Art. 11 - Website and Organizational Secretary contacts

Any communication and important information regarding candidates and students will be posted on the following website:
<http://www.cooperationdevelopment.org>

For information regarding the course organization:

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 Dott.ssa Maria Benotti.

APPLICATION FORM

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

I LEVEL VOCATIONAL PROGRAM IN "COOPERATION AND DEVELOPMENT"

(this form, duly filled in, must be uploaded during the on-line procedure of admission to the Vocational Program)

The 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 the scan of the following documents:

- 1) **passport** (for EU students, a copy of ID)
- 2) **curriculum vitae (CV)** listing: student's academic background, professional and/or volunteering experiences in the sector of International Development and Cooperation/Humanitarian Aid
- 3) **reference letter** - the reference letter can be written from a university professor, an employer, a responsible of an NGO or an International Organization where a student might have spent a period of work/formation. For Italian referees the letters can be presented in Italian as well. The reference letter can simply be headed to the Director of the Vocational Program in Cooperation and Development (maximum n. 2)
- 4) **motivational letter edited in English**
- 5) **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 about the economic/income situation.
If you don't have income statements, you could submit other kind of declaration issued by the bank, another scholarship you might have benefited from in the past (university etc...), a declaration of your employer, a family statement showing the number of people that compose your family, a self-declaration on the motivations for which you ask to be considered for a scholarship.

FOR APPLICANTS WITH AN ITALIAN ACADEMIC TITLE

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

FOR APPLICANTS WITH A FOREIGN ACADEMIC TITLE

7) **academic qualification required for admission** issued in English/Spanish/French or officially translated in Italian

- **LEGALIZED by the Italian embassy/consulate in your country** (the legalization of documents is NOT required for Belgium, Denmark, United Kingdom, Ireland, France and Germany)

PLEASE NOTE: *legalization must refer to the document's contents not to the translation*

- OR **APOSTILLED** (the apostille is only available for the signatory countries to the [Hague Convention](#))
- OR **ACCOMPANIED by CIMEA Statement of Verification or by a QR code/**

PLEASE NOTE: *it is not mandatory to have the legalization/apostille/Statement of Verification, if not available yet, during the online application; but it will be necessary to deliver it by the stated deadline (art. 9 of the Attachment).*

8) **transcript of records** (list of and relevant marks) issued in English/Spanish/French or officially translated in Italian

9) **IF your title HAS NOT been obtained** in one of the Countries that are signatories to the [Lisbon Recognition Convention](#)

- **Declaration of Value (DoV)** issued by the Italian embassy/consulate
- OR [CIMEA Statement of Comparability](#)
- OR **Diploma Supplement** (if the foreign qualification is issued by an european university).

IF your title HAS been obtained in one of the Countries that are signatories to the [Lisbon Recognition Convention](#)

- **Statement of Correspondence** which can be downloaded from the [Automatic Recognition Database \(ARDI\)](#)

PLEASE NOTE: *it is not mandatory to have the DoV/Statement of Comparability/Diploma Supplement/Statement of Correspondance, if not available yet, during the online application; but it will be necessary to deliver it by the stated deadline (art. 9 of the Attachment).*

UNDERSTAND AND AGREE

- ❖ that the University of Pavia may suspend my evaluation, or exclude my application, for the I level Vocational 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 (50,00 Euro) **will not be reimbursed**

Please answer the questions here below:

QUESTIONNAIRE

Where did you first hear about the Cooperation and Development Vocational Program?

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

Have you applied to another Vocational Program?

- ☐ yes (please specify)
- ☐ no

Are you applying 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 Vocational Program (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