

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

A.Y. 2025/2026

Applications start date: 15/04/2025

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Art. 1 - Establishment

Pursuant to Articles 10, 36, 37, 38, 62 and 69 of the Statute, Article 3(9) of Ministerial Decree No. 270 of 22 October 2004, Article 12 of the University Academic Regulations and the '*Regulations for the establishment of University Vocational Programs, Advanced Courses and Training Courses*', the University of Pavia activates, at Collegio Almo Borromeo of Pavia, the I level Post-Bachelor Vocational Program in '**Cooperation and Development**' for the academic year 2025/2026.

The characteristics of the Vocational Program as admission requirements, selection procedures, required documents, application deadline, fees and any financial support are described in detail in the Annex to this Call for Admission, of which it forms an integral part.

This Call for Admission serves as notification for all intents and purposes. Any changes, amendments or additions to its content will be disclosed, exclusively, by publishing them on the [Vocational Program's webpage](#).

Art. 2 - Application for admission

To be admitted to the Vocational Program, applicants must complete the appropriate procedure in the [Reserved Area](#) **by the deadline set out in the Annex to this Call for Admission**.

The application process consists in two stages:

1. REGISTRATION: access the RESERVED AREA and, from the MENU in the top right-hand corner, click on the REGISTER tab and provide the required data. Once data entry is complete, a USERNAME and a PASSWORD will be assigned. They must be stored to be used in subsequent steps.

Those who have already been enrolled at the University of Pavia will LOGIN directly from the MENU in the top right-hand corner and proceed with step 2.

2. APPLICATION: access the RESERVED AREA using the credentials obtained: after LOGIN, select the menu item SECRETARY and then ADMISSION TEST, select CALL FOR ADMISSION ENROLMENT, and choose the Vocational Program you are interested in (if the SECRETARY link does not appear, click on one of the courses shown, under the heading 'Choose a career option').

Documents to be uploaded:

- scanned copy (front-rear) of the personal identification document entered during registration
- documentation required under the Article 9 - 'Annexes to the online application' of the Annex to this Call for Admission.

3. PAYMENT: pay € 50 to cover the '*application fee*' by the deadline set out in the Annex to this Call for Admission - payment to be made by [PagoPA online payment method](#), which allows payment to be viewed immediately.

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

For international applicants living abroad, payment can only be made by credit card, always using the PagoPA method.

Please note:

- Once the information has been confirmed and the application has been submitted electronically, no changes can be made
- Upon completion of the application, a PDF will be generated. Applicants may view/download the PDF file to check the accuracy of the provided data
- **In no case will the fee paid be refunded**
- When completing the online application form, applicants with disabilities must make an explicit request for any assistance they require and for additional time to complete any selection tests, pursuant to Law No. 104 of 5 February 1992, as amended from time to time
- Please note that, pursuant to Article 40(1) of Presidential Decree 445/2000, as amended, the University may not request nor accept certificates issued by Public Administrations and Public Service Providers
- Applications that do not include the required documentation, whether in whole or in part, will not be accepted
- Applicants who do not meet the admission requirements will be excluded
- Any notice of exclusion will be posted on the [Organizational Secretary's webpage](#)
- No personal communications will be sent.

Once the deadline for admission has expired, if the number of applications submitted is less than the maximum number of places set for the concerned course, the relevant Academic Board will reserve the right to consider re-opening the application process. In any such event, applications will be accepted until all the available places have been filled, in the order in which they are submitted via the online procedure. However, if the number of applicants exceeds the number of places available, the Academic Board will begin the selection process outlined in the Annex to this Call for Admission (Article 7).

Art. 3 - Applicants holding a foreign academic title

Applicants may apply for admission if they hold an academic qualification obtained abroad that is deemed equivalent to the Italian qualification required for admission to the relevant Vocational Program in terms of both duration and content. Enrolment, however, remains subject to the (i) assessment of the suitability of the qualification, for enrolment purposes only, by the Academic Board, and (ii) applicant's successful selection, if any, as referred to in Article 'Admission Requirements' in the specific Annex to this Call for Admission.

International applicants living abroad are required to comply with the *Regulations for foreign students' access to university courses*, which may be viewed on the [website of the Ministry of University and Research](#).

In particular, if they need to apply for a **VISA**, they must also complete their registration on the **University portal** by contacting the Organizational Secretary (see Article 'Website and Organizational Secretary' in the specific Annex).

Applicants with an academic qualification obtained abroad will be required to follow the instructions detailed in the "How to apply" box on the [relevant webpage](#). During the online application, applicants must upload, by the deadline set out in the relevant Annex to this Call for Admission, scans 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** (certificate of degree, complete with the taken exams and the corresponding grades)
3. **'Declaration of value' (DoV)**.

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

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

In order to finalise the enrollment procedure, the required documentation must be submitted in original by the enrollment deadline to [Ufficio Master](#) - Servizio Medicina e Post Laurea - via Ferrata 5, 27100 Pavia. The academic title must be accompanied by **Legalization**, or **Apostille**, or **CIMEA Statement of Verification**.

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

Italian citizens holding an academic qualification obtained abroad, which has not already been declared equivalent to an Italian degree, must follow the same procedures applicable to international applicants residing abroad.

Art. 4 - Enrollment

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

No personal communication will be sent: publication of the ranking list on the website will constitute official communication to the parties concerned. It should be noted that research grant holders are not eligible for enrollment.

Applicants must pre-enroll **within 10 days** of the Organizational Secretary's office announcing the opening of enrollment.

To pre-enroll, admitted candidates must access the [RESERVED AREA](#) and complete the following 5 steps:

1. In the right-hand menu, select SECRETARY, click on 'Enrollment' button and then choose STANDARD ENROLLMENT and then ENROLLMENT ON LIMITED-NUMBER COURSES (with selection access test). Finally, the on-screen instructions provided by the system must be followed.
2. Once candidates have confirmed the Vocational Program's course they wish to enroll in, they will be prompted to submit a passport-sized photo.
3. A scanned copy of the following documentation must be provided using the online procedure:
 - front-rear of the personal identification document entered during registration
 - tax code document
 - residence permit/card (only for students with non-EU citizenship).

To upload documents, click on 'Insert attachment' on the 'Application form attachments page' of the enrollment procedure. The procedure must be repeated for each of the documents to be attached.

4. Pre-enroll to the chosen Vocational Program. Once the procedure is completed, a PDF is generated. The candidate may view/download the file as proof of the successful completion of the pre-enrollment to the chosen course.

5. The enrollment fee for the Vocational Program must be paid **within and not later than 10 days** of the Organizational Secretary's office announcing the opening of enrollment on the relevant website. For payment methods, please refer to Article 2.

EU and non-EU applicants who have obtained an academic degree abroad must comply with the deadlines set out in Article 3.

The Administration Office will enroll those entitled, after receiving payment of the enrollment fee and the required documentation within the prescribed deadline and in accordance with the procedures set out.

[Candidates will be enrolled subject to verification of the admission requirements. The Administration Office will reserve the right to carry out appropriate checks on the truthfulness of the information provided in the declarations. Should the documentation submitted by the applicant reveal that the information provided in the declarations is not true, the applicant will forfeit the benefits as a result of the measure issued based on the untrue declaration, without prejudice to the sanctions set forth in the Penal Code and the special laws on the subject (Articles 75 and 76 of Presidential Decree 445/2000)].

Applicants who fail to complete the enrollment procedure **within 10 days** of being informed by the Organizational Secretary of the enrollment start date for the relevant Vocational Program will be considered **as having withdrawn**.

The enrollment fee is VAT-free as Vocational Programs are part of the University's institutional activity and, as such, do not qualify as a commercial activity. No invoice can therefore be issued.

In no case will the enrollment fee paid be refunded.

Enrolled students will receive a 'Welcome' email to their personal email address, informing them of their **University email address**. Students will be required to check their new email inbox, where **new login credentials** to access the University's online services will be sent (e.g.: Reserved Area, Wi-Fi).

Students who already have an email address allocated by the University of Pavia will keep the same address and credentials used to access the Reserved Area. Students can change their password at all times using the '[Change University Password](#)' specific function.

Art. 5 - Insurance

In accordance with Presidential Decree No. 1124 of 30 June 1965 (as amended), and further limited to activities relating to the Vocational Program, the University of Pavia provides appropriate protection against accidents at work and adequate insurance cover for risks arising from civil liability towards third parties.

Art. 6 - Completion of the course

The Vocational Program will be completed within the academic year of its establishment (April 30, 2027). For two-year Vocational Programs, courses will be completed by 30 April 2028, i.e. the end of the academic year after the programme's establishment year.

Art. 7 - Records disclosure

The list of those admitted to each stage of the procedure, the start date of the course, and the schedule of activities will be posted on the relevant Organizational Secretary's website.

Applicants may view the **final list/ranking** by visiting the [Organizational Secretary's webpage](#).

Any changes, amendments or additions to the content of this Call for Admission will be disclosed exclusively by publishing them on the [webpage dedicated to the Vocational Program](#). Publication on the website constitutes notification to applicants. As a result, they will not receive any communication from the relevant offices.

Art. 8 - Personal data processing disclosure pursuant to Article 13 of Regulations EU 2016/679

The data provided by applicants will be processed by the University of Pavia for the fulfilment of the University's institutional purposes, the delivery of specific services requested by users, as well as fulfilment of legal requirements.

Processing will, as a rule, be performed with the aid of computer and electronic means for the storage and management of data. In some cases, processing may be paper-based, with the security of data and protection of confidentiality of the data subjects being guaranteed at all times.

Providing personal data is therefore mandatory, under penalty of exclusion.

The personal data of users may be known and processed, in accordance with current legislation, by staff explicitly responsible for processing.

Applicants' entitlements are set out in Articles 15-18 of the aforesaid Regulation, including: access to their personal data, their rectification, updating, amendment, erasure, etc., as well as being entitled to object to the use of their data for purposes other than those set out hereabove. These rights may be enforceable against the Rector of the University of Pavia, who acts as data controller.

Art. 9 - Reference regulations

For matters not expressly governed hereunder, reference should be made to the provisions of the current regulations on University Vocational Programs, most notably to Ministerial Decree No. 270 of 22 October 2004, the '*Regulations for the establishment of University Vocational Programs, Advanced Courses and Training Courses*' of the University of Pavia, and the Rector's Decrees for the Establishment of Vocational Programs No. 1790/2024 of 23/07/2024, No. 1548/2023 of 27/06/2023 and No. 1672/2022 of 15/07/2022.

This Call for Admission and its Annex 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 - Process owner

Pursuant to Article 4 of Law No. 241 of 7 August 1990, as amended from time to time, the person responsible for the procedure referred to in this Notice is **Silvia Bergamaschi** - UOC Post Laurea.

For further information - contact details:

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

Pavia, date of electronic registration

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