



UNIVERSITY OF PAVIA

FACULTY OF SCIENCE, MATHEMATICS, PHYSICS AND NATURAL SCIENCES

MASTER'S DEGREE IN MOLECULAR BIOLOGY AND GENETICS (class LM-6) ADMISSION ANNOUNCEMENT – ACADEMIC YEAR 2011/2012

CONSIDERING

1. Ministerial degree of 22 October 2004, n. 270 (Modification to the regulation introducing norms concerning the autonomy of universities);
2. Ministerial degrees 16 March 2007 (Redefinition, pursuant to Ministerial decree 270/04, of degree and Master's degrees courses);
3. MIUR circular n. 602 of 18 May 2011 (Provision, valid for the three-year period 2011-2013, for the enrolment of foreign and EU students in Italian universities);

COURSE OUTLINES

The Faculty of Science MM.FF.NN., for academic year 2011/12, will begin the laurea magistrale (LM) (Master's degree) in MOLECULAR BIOLOGY AND GENETICS (class LM-6); detailed information on the course is available at the following internet address: <http://mbg.unipv.it>.

The course is entirely taught in English and students who enrol in the first year are exempt from paying 30% of the university tuition fees (students must pay the fixed taxes + 70% of the tuition fees based on household income).

The Master's degree is a second level university course and provides advanced level teaching to equip students with the skills and knowledge needed to operate in specialised environments.

ADMISSION REQUIREMENTS

For admission to the Master's degree in MOLECULAR BIOLOGY AND GENETICS, students must possess:

1. A degree (a three or five-year degree) or a qualification gained abroad and recognised by the competent didactic board as satisfactory.
2. the following competencies:
 - knowledge of the structure and function of biological systems;
Knowledge of the above will be evaluated through a pre-evaluation test (see: Pre-evaluation of qualifications).
 - knowledge of English that corresponds to at least B1 level of the Common European Framework (CEF); as all the teaching is carried out in English, the passing of the first exam will serve as demonstration of an adequate knowledge of the language.
3. The necessary academic background, verified through an 'Admission test' (see: Admission test).

Note: students about to achieve a qualification valid for access to a Master's degree course, that is by 1 March 2012, may also apply (see: Conditional enrolments), provided that on 30/09/2011 they do not have a credit deficit greater than 30 university credits (CFUs) (comprehensive of credits awarded for the final exam).

PRE-EVALUATION OF QUALIFICATIONS (verification of university qualifications)

The following must candidates must undergo a pre-evaluation:

- graduates and those close to graduation who possess, or who will possess, a degree other than 1-Biotechnology and 12-Biological Sciences (DM 509) and L-2 Biotechnology and L-13 Biological Sciences (DM 270);
- overseas students.

The pre-evaluation application, addressed to the Rector of the University of Pavia, and completed using the form attached to the present admission announcement, must be handed it to the Protocol Office - Via Mentana, 4 – 27100 Pavia, or sent by registered post by **12 September 2011** (the postmark stamped by the destination post office will be considered) and should be accompanied by the following:

- a photocopy of a valid identity document;
- a self-declaration or certificate that testifies to the student's study programme (in the case of those about to graduate) or a degree certificate (for graduates), the relative university credits, the subject area and the scientific disciplinary sector (for three-year courses);
- the course outline for each exam taken and the relative lesson plans;
- proof of payment of €30,00 to cover the pre-evaluation cost: the payment must be made using a paying-in slip to postal account number 198200, made out to Università degli Studi di Pavia - Servizio Tesoreria; payment details: "Fee for pre-evaluation test – Master's degree in Molecular Biology and Genetics"; for students resident overseas, the payment must be made by bank transfer made out to UNIVERSITA' DEGLI STUDI DI PAVIA – SERVIZIO TESORERIA c/o UBI - Banca Popolare Commercio e Industria IBAN IT 321 05048 11302 000000046566, SWIFT: BLOPIT 22XXX BIC: POCIITM1XXX. The fee cannot be reimbursed under any circumstances.

A commission delegated by the competent Didactics Board, which will meet on 16 September 2011, will see to it that all candidates are informed of the results of the pre-evaluation, via email, by 20 September 2011.

If the commission has decided that the student has the required skills and knowledge, s/he may participate in the admission test (see: Admission test)

ADMISSION TEST

The Admission test to the Master's degree in MOLECULAR BIOLOGY AND GENETICS consists in an interview with a specially appointed commission.

The following students must undergo the admission test:

- those about to graduate who are enrolled in the third year of a degree course in the academic year 2010/11 who, regarding the three-year degree, do not have a credit deficit of more than 30 CFU on 30 September 2011, comprehensive of those awarded for the final test.
- graduates who possess a 1-Biotechnology and 12-Biological Sciences (DM 509) and L-2 Biotechnology and L-13 Biological Sciences (DM 270) degree with a final mark < 92/110 from an Italian university;
- students who possess an overseas qualification.

HOW TO ENROL FOR THE ADMISSION TEST AND HOW IT IS ORGANISED

ENROLMENT METHODS

The admission test registration form must be sent electronically between **21 July – 22 September 2011 (by 24.00)** only, by connecting to the www.studiareapavia.it website and accessing the registration area. Candidates must first **REGISTER** and, using the username and password obtained through this process, access the Reserved Area. Here candidates should click on **ADMINISTRATION** and access **ADMISSION TEST**.

Students who have already registered need only login using the credentials already in their possession and proceed with the admission test enrolment.

Once the required information has been entered, candidates should print:

1. the 'admission test participation form', provided by the online process, that includes information about the date and place of the test, as well as the candidate's personal data and education. The form should be printed, stored and presented on the day of the test.
2. The MAV (Modulo di Avviso di Versamento) (Payment against notice) for a total amount equal to €30.00 to cover the "Fee for participation in the admission test - Laurea magistrale (Master's degree in Molecular Biology And Genetics)". The fee cannot be reimbursed under any circumstances. Non-EU students resident abroad and Chinese students participating in the 'Marco Polo' project are exempt from the fee. Students who have sent a request for the pre-evaluation of qualifications (see: PRE-EVALUATION OF QUALIFICATIONS section) and who have paid the €30 fee via paying-in slip are exempt from the MAV (Payment against notice) generated online when enrolling for the Admission test.

Payment against notice payment methods

The MAV (Payment against notice) can be paid, free of commission, at Banca Popolare Commercio & Industria counters or at any counter at any credit institution. Payments can be made using pre-paid cards that are part of the PagoBANCOMAT group at any Gruppo Unione di Banche Italiane bank ATM. ATM operations can be carried out by entering the MAV (Payment against notice) identification code and the amount as found on the printed paying-in slip. Once the operation is complete, a receipt of the transaction will be issued.

Once the deposit has been made, the University of Pavia will receive the payment in 7-8 working days, via the bank. No payments other than MAV (Payments against notice) can be accepted except in cases where candidates are resident outside Italy. Candidates resident outside Italy can make the payment from 21 July 16 September 2011 by making a bank transfer made out to UNIVERSITA' DEGLI STUDI DI PAVIA – SERVIZIO TESORERIA c/o UBI - Banca Popolare Commercio e Industria IBAN IT 321 05048 11302 000000046566, SWIFT : BLOPIT 22XXX BIC: POCIITM1XXX).

DATE, PLACE AND TIME OF THE ADMISSION TEST

The Admission test will be held at 10.00 on **30 September 2011** at the Department of Genetics and Microbiology, Aula A Ground Floor, via Ferrata, 1 – Pavia.

On the day of the test, candidates should bring:

1. Proof of payment of the "Fee for participation in the admission test - Laurea magistrale "Master's degree in Molecular Biology And Genetics";
2. The identification document used for entering data during the registration for the admission test, and which is valid and conforms to laws currently in force; non-EU candidates resident overseas must present their passport and 'study' entrance visa (type 'D', and valid for more than 90 days) or a residence permit (or, alternatively, a receipt from the police headquarters testifying to a residence permit request).
3. 'Admission test participation form'. On the day of the test, once the candidate's identity has been confirmed, s/he will be asked to undersign the participation form.
4. A certificate (or self-declaration) stating the number of university credits accumulated by the test date if the candidate has **not yet graduated and is enrolled at another university**.

ENROLMENT METHODS AND CONDITIONS

Having successfully passed the admission test (if required) and if the candidate meets the pre-evaluation qualifications (if this test is necessary) and provided there are no excessive university credit deficits, the student may enrol.

Students must present the enrolment form electronically between **3 October and 17 October 2011** (these dates also apply to 'conditional' enrolments) by:

1. connecting to the www.unipv.it website, clicking on the 'Study at Pavia' logo > Enrolment, and then following the route for Master's degrees. This leads to the Reserved Area and the fields for REGISTRATION and the User Name and Password obtained upon registration. (Students who have already registered will only have to login using the credentials already in their possession), continue to the ADMINISTRATION > ENROLMENT, and then selected the desired course; in this phase, students should attach a clear, passport-sized photograph of themselves and then proceed to PRINTOUT THE ENROLMENT FORM. Students will receive the MAV (Payment against notice) with the printout and this should be used to pay the first enrolment instalment. The methods for making this payment are described above in the PAYMENT AGAINST NOTICE PAYMENT METHODS section.
2. Send the following documentation by **12.00 on 17/10/2011**:
 - a. photocopy front and back of the personal identification document containing the data entered during registration and which was used to identify the student;
 - b. photocopy of tax code document;
 - c. MAV (Payment against notice) paying-in slip stub for the first instalment of the university tuition fee (€650.00 except in cases outlined in [nell'Avviso sulla contribuzione 2011-2012 : http://www.unipv.eu/on-line/Home/documento6562.html](http://www.unipv.eu/on-line/Home/documento6562.html));
 - d. photocopy of the residence permit/card (only for students with non-EU citizenship);
 - e. self-declaration that attests to the possession of the required personal skills and knowledge.

Students from other Italian universities must also send:

- graduates should send a self-declaration or degree certificate detailing their academic qualifications including successful exams (with date and mark), university credits, subject area and their scientific-disciplinary field; for students who have yet to graduate, an updated enrolment certificate including a list of successful exams (with date and mark), university credits and their scientific-disciplinary background;
- a self-declaration or certificate declaring the number of years enrolled at university.

The documentation should be sent via one of the following means:

- by sending an email to: matricole.scientifiche@unipv.it attaching a scan of the required documents. The email MUST include in the subject field: SURNAME, NAME AND DESIRED COURSE
- by sending a fax to: 0382/1852168. The fax MUST also include in the subject field: SURNAME, NAME AND DESIRED COURSE

The Student administration office, once it has received payment of the first instalment and the required documents **within the stated deadlines and via the methods illustrated above**, will proceed with the enrolment.

Newly enrolled students will receive a personal 'welcome' email which, as well as providing general information, will include their official university email address which will be used as the sole means of communication between the University of Pavia and the student. **The student should activate the new email account as it is here that the new credentials for accessing online university services (e.g. Reserved Area and WI-FI) will be sent. Those already in possession of a University of Pavia email account will maintain it and their credentials for accessing the Reserved Area.**

It is, of course, possible to modify the credentials by accessing "Cambio Password Servizi di Ateneo" (Change university password service), that can be reached from the Student web page (<http://www.unipv.eu/on-line/Home/Navigaper/Studenti.html>).

ENROLMENT METHODS AND CONDITIONS FOR STUDENTS WHO HAVE OBTAINED THEIR QUALIFICATIONS ABROAD

Having passed the admission test, students who have qualified abroad may enrol in the following ways:

1. by connecting to the www.studiareapavia.it website, accessing the Registration page and clicking on 'Reserved Area' and logging-in by entering the User Name and Password; selecting ENROLMENT and then the chosen course; in this phase, students should attach a clear, passport-sized photograph and then proceed to PRINTOUT THE ENROLMENT FORM. Students will receive the MAV (Payment against notice) with the printout and this should be used to pay the first enrolment instalment. This methods for making this payment are described above in the PAYMENT AGAINST NOTICE PAYMENT METHODS section).
2. Hand in to the Student administration counter at the Faculty of Science MM.FF.NN. (from Mon-Fri 9.30 – 12.00 with the exception of Wednesday 13.45 – 16.00) **by 12.00 on 17/10/2011** the following documentation:
 - a. Original certificate of the qualification requested for enrolment on the Master's degree course (Bachelor's level degree, university diploma or approved overseas qualification) translated into Italian (by a recognised translator or by the competent embassy) and legally validated by the Italian diplomatic representative situated in the state that has awarded the qualification, as well as a declaration of value.
 - b. Degree certificate detailing the exams taken and issued by the overseas institution that awarded the certificate. The certificate must be translated into Italian and legally validated by the Italian diplomatic representative situated in the state that has awarded the qualification.
 - c. Individual course outlines issued by the overseas university that has awarded the qualification. The course outline must be translated into Italian or English.
 - d. Information on the school-leaving certificate: an official certificate that attests to at least 12 years of schooling before attending university
 - e. photocopy (front and back) of the personal identification document containing the data entered during registration and which was used to identify the student;
 - f. photocopy of the tax code document;
 - g. photocopy of the residence permit/card (only for students with non-EU citizenship)

Candidates who do not possess the necessary documentation, will not be allowed to enrol.

CONDITIONAL ENROLMENT

Those who have not graduated by **17 October 2011** can, within that date, conditionally enrol for the Master's degree in Molecular Biology And Genetics as long as they have passed the admission test. Candidates should recall that to participate in the admission test they must not have a university credit deficit of more than 30 CFUs by the deadline for making admission test applications (comprehensive of credits awarded for the final test).

Enrolment will be confirmed if, by **1 March 2012**, the candidate graduates. If this is not the case, the enrolment to the Master's degree will be lost and the enrolment fee will be automatically reimbursed (net of the revenue stamp).

IMPORTANT

If, during the pre-evaluation phase or during the interview, any shortcomings in academic preparation come to light that necessitate the sitting of additional exams, the candidate will be required to pass these before enrolling. In order to do this, the candidate may frequent specific courses and sit the relative exams; the Student Administration office will be able to inform the candidate on the procedure to be followed. Students yet to graduate will be permitted to add to their approved third year programme the activities needed to enrol on the Master's degree course.

In such cases, in order to finalise the enrolment, the student should present him/herself to the Faculty of Science MM.FF.NN. Student Administration office by, and not after, **1 March 2012** (via Ferrata, 1 – PAVIA – at the times indicated on the website) to sign the enrolment application. The student should bring the documents listed above.

TRASFERS, SECOND DEGREES AND TRANSFERS FROM OTHER DEGREES

Students who have requested transfers from other universities, second degree enrolments or transfers from other Master's degrees must undergo the Admission test.

NOTES AND ADDITIONAL INSTRUCTIONS

Any eventual variations and/or additions to what is expressed in the present announcement will be affixed to the noticeboard in the Student administration office and published on the website dedicated to Master's degrees that can be accessed at www.studiareapavia.it, selecting 'Enrolment'.

Those without internet access or who require assistance can contact the following offices:

➤ PC Point – IT Hall, Giurisprudenza Cortile dei Tassi – Palazzo Centrale Università - Corso Carlo Alberto – Pavia: from 9.00-12.00 Monday-Friday.

The access point will be closed from 16 to 19 August 2011;

➤ PC Point – IT Certification Hall, - Via Ferrata, 1 – Pavia: from 9.00-12 Monday-Friday. **The access point will be open from 1-12 August and from 22 August-27 September. It will be closed from 16-19 August and on 20 and 21 September;**

Users may encounter temporary service disruptions during evenings or weekends due to site maintenance. Any eventual delays in the compilation of forms may be due to the large numbers of users connected. For assistance and to report problems, please send an email to 'matricole.scientifiche@unipv.it', found in the enrolment procedure.

Handling of personal data

In compliance with Art.13, comma 1 of D.Lgs. 30/06/2003 n. 196 ('Personal data protection code'), information supplied by candidates will be collected by the University of Pavia's Information Systems Area and handled with data processing tools for enrolments to the admission test. Conferring personal data is therefore obligatory and failure to do so will result in exclusion from the admission test.

After enrolment, this data will be processed by designated personnel involved in Student Distribution.

Candidates are entitled to the rights stated in art. 7 of the code mentioned above regarding personal data, its modification, updating, integration, cancellation etc., as well as reserving the right to oppose any use of the data other than the institutional purposes stated above. These rights may be enforced against the Rector of the University of Pavia as the Data Controller.

The **Head of Administrative Procedures**, according to art. 4 of L. 7th August 1990, no. 241 modified by L. 15/2005, is **Dr Carmen Frassica** (Cat. EP2 – Management Administration Area).

Pavia, 20 July 2011

DIRECTOR OF ADMINISTRATION
Giuseppino Molinari

RECTOR
Angiolino Stella



UNIVERSITY OF PAVIA

FOR THE ATTENTION OF THE RECTOR OF THE UNIVERSITY OF PAVIA
PRE-EVALUATION OF QUALIFICATIONS APPLICATION FORM

THE UNDERSIGNED _____

BORN IN _____ PROV. _____ ON ____ / ____ / ____

RESIDENT IN _____ PROV. _____

TEL. _____ MOBILE _____ E-MAIL _____

ENROLLED

GRADUATE

Bachelor's degree in _____

Specialisation course/ Master's degree in _____

REQUESTS

The pre-evaluation of the qualifications for admission to the Master's degree course in Molecular Biology and Genetics,

DATE ____ / ____ / ____

SIGNATURE _____

.....
To be compiled on behalf of the interested party

UNIVERSITY OF PAVIA

_____ presented a pre-evaluation of qualifications application for the
Master's degree course in _____

Date ____ / ____ / ____

THE SECRETARY _____

STAMP