MASTER’S DEGREE IN MEDICINE AND SURGERY (taught in English)

Classé LM-41

ADMISSIONS NOTICE FOR THE FIRST YEAR – 2018/2019 ACADEMIC YEAR

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REGULATORY FRAMEWORK
• D.M. of 22 October 2004, n. 270 “Changes to the Regulations governing the didactic autonomy of universities, approved by decree of the Minister of Universities and Scientific and Technological Research, November 3, 1999, n. 509”;
• DD.MM. of 16 March 2007, which redefined, in accordance with D.M. 270/04, the categories of first cycle and master's degree programmes;
• L. 2 of August 1999 n. 264 (Regulations for admission to university degree programs) art. 1 subsection 1, letter a);
• Resolution of the Academic Senate of 19 March 2018 (Determination of the enrollment quotas for degree courses and master's degree courses with a number programmed at a national level for the a.y. 2018/2019);
• Resolution of the Board of Administration of 27 March 2018 (Determination of the enrollment quotas for degree courses and master's degree courses with a number programmed at a national level for the a.y. 2018/2019);
• Ministerial Disposals of 19 February 2018 for entry, residence and enrolment of foreign/international students for higher education courses in Italy during the 2018-2019 academic year;
• D.M. of 14 May 2018 n. 385 (Procedure and content of the admission tests for the English-language degree program in Medicine and Surgery, 2018/2019 academic year);
• Rector’s Decree n. 1224/2018/2018 of 24 April 2018 pertaining to designation of the Examination Committee.

GENERAL INFORMATION
For the 2018/19 academic year the Faculty of Medicine and Surgery will offer, pursuant to accreditation, a single-cycle master's degree program in Medicine and Surgery (taught in English) with a legal duration of six years.
In order to facilitate participation of students residing abroad, and within the context of promoting the internationalization process in Italian Universities, for the 2018/2019 academic year the admission test can be taken at the following centres:

<table>
<thead>
<tr>
<th>Country</th>
<th>City</th>
<th>Centre Name</th>
<th>Start time (local time)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Argentina</td>
<td>Buenos Aires</td>
<td>Buenos Aires Open Centre 1</td>
<td>09:00</td>
</tr>
<tr>
<td>Brazil</td>
<td>Sao Paolo</td>
<td>Winner Idiomas</td>
<td>09:00</td>
</tr>
</tbody>
</table>
Students must, in order to enroll in the degree program:

- take an entry test in English; the same test is given at all the testing centres;
- appear in the general classification of merit in relation to the number of places available at the university (see table below);
- receive a mark of twenty (20) or higher;

<table>
<thead>
<tr>
<th>Title of degree program</th>
<th>Places reserved for Community and non-Community students (see L. 189/2002, art. 26)</th>
<th>Places reserved for non-Community students residing abroad as defined under DPR n. 394/1999 and subsequent modifications</th>
<th>Places reserved for Chinese students under the “Marco Polo” Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single cycle Master’s degree in Medicine and Surgery (taught in English)</td>
<td>60</td>
<td>35</td>
<td>5</td>
</tr>
</tbody>
</table>

The number of places in the above table can be edited, within the limits of the needs and the assets of the universities, by the future ministerial decrees for the academic year 2018/2019, in accordance with the Law no. 264/1999.

**REQUIREMENTS FOR ENROLMENT**

In order to be enrolled in the Master’s degree program in Medicine and Surgery (taught in English), applicants must have one of the following qualifications:

- A high-school diploma;
A diploma from another country after at least 12 years of schooling. In case of a diploma obtained abroad, it is necessary that the original diploma is provided with a translation, legalisation and Declaration of Value (stating at least 12 years of education, the obtained final grade with respect to the maximum score compared to the Italian grading system) issued by the Italian diplomatic representation; otherwise, an equivalent certificate can be accepted (the Cimea certificate stating the authenticity of the obtained diploma) in the country where the diploma was issued. The documents must be complete and consistent with the requirements; otherwise, the enrolment will be consequent to the correct submission of the requested documents. Students with a title obtained in countries where a specific academic exam is required in order to enrol in local universities must also submit the certificate stating they are suitable to apply at an academic level.

**HOW TO ENROLL FOR THE ADMISSION TEST**

From July 2 to July 24, 2018, before 15.00 hours (GMT+2), by visiting the following website: www.universitaly.it. During the enrolment process, candidates must register by providing their email address—it is up to the applicant to verify and promptly communicate possible variations to the email address provided. During this phase the candidate must provide, in order of preference, the university centres that will receive the admission test results along with any language certifications that are required. **In the event the candidate intends to sit the exam at an Italian centre, the first option is automatically assigned to the centre where the test will be taken.** These options cannot be changed after the 15.00 (GMT+2) deadline of July 24, 2018, the last preference expressed will be used as a confirmation for the candidate’s choice within the set deadline. Failure to follow this procedure will result in the candidate being excluded from sitting the exam. If candidates intend to sit the exam abroad, they must also indicate their choice of centre among those listed above (see GENERAL INFORMATION).

There is an enrolment fee for the exam, which is reported on the following website: www.universitaly.it. Candidates with a payment not accompanied by enrollment receipt for the test will be excluded from sitting the test.

**Candidates with diagnosed disabilities** or wearing external auxiliary devices such as special glasses, hearing aids etc., must communicate the assistance needed with respect to their certified condition as well as their possible request of additional time to take the admission test.

**Candidates diagnosed with specific learning disabilities (SLD)** as stated in the Law n. 170/2010 must submit a proper certificate released from no more than three 3 years either by competent medical facilities or by specialists and accredited facilities. To those candidates additional time is allocated as for 30% more with respects to the allocated standard time for the admission test. Those candidates must submit to the office SAISD of the University of Pavia (disabili@unipv.it) the relevant certificate attesting their condition within the deadline of July 27.

Candidates having their certificate attesting disabilities or SLD released in a foreign country must submit within the same terms and modality their certificate together with a certified translation into Italian or English.

Cambridge Assessment organizes the examination at foreign centres, taking into consideration special needs or dyslexia on the part of candidates.

**ATTENTION:** Candidates who do not respect the July 24, 2018, deadline for both online enrolment and the payment of fees will be excluded from the examination.

The addresses of the test-taking centres and the rooms assigned to enrolled candidates will be published on September 1, 2018, after 3:00 p.m. on the Miur website and the webpage of the University of Pavia (http://www.unipv.eu/site/en/home/articolo10920.html) respectively. Those candidates who, despite having enrolled online for the examination and paid the fee by the deadline, are not included in the list must send by 12 p.m. on September 3, 2018, an email to the following address: matricole.facmedicina@unipv.it, attaching the receipt of exam enrolment, indicating as “Subject” the candidate’s name and surname.

**HOW NON-COMMUNITY CITIZENS RESIDING ABROAD CAN ENROLL FOR THE ADMISSION TEST**

As prescribed by current regulations, non-Community students must pre-enrol for the degree program with the Italian consular authorities in their country of residence within the deadlines established by the Ministry of Education, Universities and Research in agreement with the Ministry of Foreign Affairs. **In addition, they must register for the test as indicated in the above sections.**

**DATE, PLACE AND TIME OF THE ADMISSION TEST**

The admission test will take place on September 13, 2018.
Those candidates who have chosen the University of Pavia centre must arrive at the site indicated in the document with room assignments of admitted candidates by 11.00. The test will begin at 2 p.m. Candidates who arrive late will not be admitted with the test in progress. On the test day the candidates must bring the following:

1. The registration confirmation to sit the exam, which candidates receive at the end of the online registration at www.universitaly.it.
2. A legally valid ID; non-Community candidates residing abroad must present a passport with a specific visa or Permit of Stay (in other words, the receipt issued by the Questura attesting to the submission of the request for the Permit of Stay).

FORMAT AND CONTENT OF THE ADMISSION TEST
Candidates taking the test, including special needs students under L. 104/1992 and L. 17/1999, will be allotted 100 minutes (130 minutes for dyslexic students) to complete the test. The admission test, which is identical for all centres, is prepared by Cambridge Assessment and administered by the Ministry of Universities and Research (D.M. of May 14, 2018 N.385, art. 2). The test consists of 60 multiple-choice questions with five alternatives, one of which is to be chosen (the other choices are wrong, arbitrary or less likely) on the following topics:

- general knowledge (2 questions)
- logical reasoning (20 questions)
- biology (18 questions)
- chemistry (12 questions)
- physics and mathematics (8 questions)

The material for preparation to the test can be found on the MIUR website http://www.miur.gov.it/documents/20182/6461819/DM+n.+385+Allegati.pdf/bf9a520f-2939-4b4b-8586-e660f75171af?version=1.0

REGULATIONS GOVERNING THE ADMISSION TEST
In relation to the provision contained in the Ministerial decree of 14 May 2018 n. 385, in cases where more than one examination room is used, candidates will be distributed by age, except for twins. A candidate’s test carried out in a different room from the one assigned will be annulled, unless the variation will be authorized by the exam commission and transcribed in the minutes. During the admission test, candidates cannot interact with anyone, except for the invigilators or the members of the Commission; candidates cannot consult any textbooks, copy or exchange material, including personal data sheets and answer sheets. Candidates cannot keep bags or backpacks, and it is forbidden to carry in the classroom cell phones, smartphones, smartwatches, earphones or similar handheld devices, pens, pencils, stationary items (or other similar writing items), manuals, textbooks and their partial reproductions, handwritten notes, blank paper, consultation material as well as other electronic or communication devices. Any breach of these rules will result in a void exam.

Candidates must use only the black pen distributed by the test commission for compiling the answer sheet; candidates can correct one (and only one) answer, by completely blacken the previously given answer box and choose another response; only one of the five possible options must ticked so that the answer is clear.

If a candidate decides not to answer a question, s/he must put a cross in the small circle on the answer sheet in correspondence to each question: once a cross has been put in the circle, no modifications can be made; if a candidate decide not to put a cross in the circle on the answer sheet in correspondence to each question and no mark appears in the answer boxes it will be considered as the candidate decided not to answer the question. The signing or marking of the answer sheet by the candidate or a member of the Commission will also result in a void exam.

When the test is over, the candidate must go to a desk far from the test commission, where he will find a pen, and choose a couple of identical code labels. Candidates must put each code label on the personal data form as well as on the admission test answer sheet, and they must verify the correspondence between the two identical code labels. Candidates must complete the personal data form and must sign it also for the declaration of correspondence of the codes of the labels applied to the personal data form and to the answer sheet, at the time of delivery of the answer sheet.

At the end of the procedures described above the candidate must insert the personal data form into the sealed box put on the desk far from the test commission and insert the answer sheet into the other box put on the commission desk.

RANKING, MINIMUM PASSING SCORE AND TEST EVALUATION
Enrollment is subject to the candidate’s position in the merit ranking drawn up according to the available places for each degree course and expressed options.

In the frame of the available places for enrolment, according to the decreasing order of the obtained score, EU and extra-EU candidates residing in Italy (as set by article 26, law decree n.189/2002), are admitted if they scored at least twenty (20) points in the admission test; in the frame of the available places, extra-EU applicants residing abroad will be admitted if they scored more than 0 zero points. Extra-EU applicants residing abroad who did not provide any answer will not be included in the final ranking list.

The evaluation criteria are the following:

- 1.5 points for each correct answer
- – 0.4 points for each wrong answer
- 0 points for each blank answer
According to the score obtained by each applicant, and calculated by Cambridge Assessment according to the above-mentioned criteria, a single national ranking for Community candidates and foreign candidates residing in Italy is drawn up, as stated in art. 26 law n. 189/2002 according to procedures set in the Attachment 2 of the Ministerial Decree n. 385. The ranking for candidates residing abroad is drawn up by universities. In the event of a tie score, the following criteria will be applied to determine placement:

a) The total points obtained on those questions relating to, in decreasing order: logical reasoning, general knowledge, biology, chemistry, physics and mathematics;

b) Possession of language certificates by the enrolment test deadline (see Attachment 3 of the D.M. 14 of May 2018 n. 385; http://www.miur.gov.it/documents/2018/6461819/DM+n.+385+Allegati.pdf?fb9a520f-2939-4b4b-8586-e66075171a7version=1.0); preference will not be accorded those candidates who, though having passed the language exam, are not in possession of the official test certificate by the enrolment deadline; the public administrations involved in this procedure are allowed to check and verify all the information given by each candidate at every stage of the procedure, according to the Law. Each candidate must provide all the requested information to help controls. Candidates that make false statements will be excluded from enrolment and they will be also exposed to every sanctions and penalty provided by law.

c) In case of continued parity, preference will be accorded to the youngest applicant.

PUBLICATION OF THE CLASSIFICATION – RANKING AND ENROLMENT PROCEDURE

On 27 September 2018, CINECA, on behalf of the Ministry, will publish only the score obtained by the candidates according to the label code on the webpage http://accessoprogrammato.miur.it in accordance with the privacy regulations. These data will be available in the candidates’ reserved area until procedures end.

On 4 October 2018, on the Universitaly webportal, candidates will be able to view their exam, score and personal data sheet. On 10 October 2018, on the Universitaly students’ reserved area, the national merit name ranking will be published together with the name of candidates under the label “ASSIGNED” or “BOOKED” [“ASSEGNATI”, “PRENOTATI”] to the course and university indicated as first preference; the university will receive the list of these candidates.

The operations of enrolment and the ranking list run as it follows:

a. On 10 October 2018 the name ranking list will be published on the reserved area on the website of each degree course with indication for each candidate of: score, position in the ranking and the University the student has been ‘ASSIGNED’ to, or considering the position in the ranking of all preceding candidates and the site preferences s/he can be ‘BOOKED’ or put in a ‘WAITING LIST’.

b. Candidates ASSIGNED to the University of Pavia must enroll according to the procedure described in the paragraph ENROLMENT PROCEDURE AND DEADLINES. Candidates BOOKED to the University of Pavia can decide to enroll or wait in order to get a better assignment-position. Candidates ASSIGNED and BOOKED can enroll in a maximum period of 4 days (excluding Saturdays, Sundays and holidays).

Candidates ASSIGNED who do not respect the deadline of 4 days will not be allowed to enroll no matter what the reason for the delay.

c. Universities will upload the list of enrolled students on the CINECA website by 12 am of the day after the end of each 4 days period.

d. Candidates (except enrolled and resigning students) must confirm their interest in the enrollment on their reserved area of the website http://accessoprogrammato.miur.it by 12 am of the day after the end of each 4 days period. Candidates that do not respect the deadline of 4 days period will be excluded from the ranking list. That means they will not be considered for the enrollment. Candidates will not be personally notified of their placement, and the publication of the ranking will be considered the official communication of the results to the candidates.

e. On 17 October 2018 CINECA, after receiving communication described in point c) will publish an updated ranking list with the indication of ASSIGNED, BOOKED and WAITING LIST students (see procedures from letter b) to d).

Candidates will not be personally notified of their placement, and the publication of the ranking on http://accessoprogrammato.miur.it will be considered the official communication of the results to the candidates.

The ranking list of non-Community students residing abroad (as defined under DPR n. 394/1999 and subsequent modifications) will be published on http://www.unipv.eu/site/home/articolo9770.html, where will be published all the information about the ranking list and the enrolments. Candidates who are entitled to enrolment must follow the procedure mentioned at the following paragraph, ENROLMENT PROCEDURE AND DEADLINES by the deadline of October 17, 2018. The student Admin. Office will check the number of places not assigned after the deadline of October 17, 2018, and a notice will be published on October 19, 2018 after 3 pm.
If there will be one or more place(s) to be assigned, the Student Admin. Office opens the enrolment procedure for candidates entitled to enrol in the ranking list over the 35th position (or sixth position for the Marco Polo quota) from October 22, 2018 to October 24, 2018 by 12 p.m.. More information about the procedure will be published on http://www.unipv.eu/site/home/articolo10920.html.

Extra-EU candidates with a position in the ranking list not sufficient to enrol may send a “booking request” to the email address matricole.facmedicina@unipv.it from October 22nd until October 24th, 2018 at 12 p.m. expressing their wish to enrol in case of available places after the enrolment of the winning candidates in the ranking list. In case a place is available, candidates will be notified via email by the Students’ Secretary office.

In case other places shall still be available from October 24th until October 26th, 2018 reassignment requests will be accepted from winning candidates in the ranking list of the medicine and surgery courses taught in English of other universities.

ENROLMENT PROCEDURE AND DEADLINES

Candidates who are allowed to enroll must proceed as follows, in strict accordance with the deadlines mentioned above:

1. Connect to the http://www.unipv.eu/site/home.html, website, access the Registration page and click on ‘Reserved Area’ and log-in by entering their User Name and Password; select ENROLMENT and then the chosen course; in this phase, students should attach:
   a. A passport-sized photo showing a close-up of the candidate’s face;
   b. A front and back photocopy of the personal ID document submitted during the registration phase;
   c. A photocopy of the tax code card;
   d. (only for students with non-Community citizenship) A Permit of Stay, for those already in possession of one;

Candidates must then proceed to STAMPA DOMANDA D’IMMATRICOLAZIONE (=PRINT ENROLMENT APPLICATION), which will provide the MAV form needed to pay the first installment of the enrolment fee, that must be paid according to instructions in the following link: http://www.unipv.eu/site/home/naviga-per/studenti/segreteria-studenti-e-ufficio-tasse/ufficio-tasse/articolo9080.html.

2. Hand in to the Student administration counter at the Faculty of Medicine (from Mon-Fri 9.30 am – 12.00 pm with the exception of Wednesday 13.45 pm – 16.15 pm) the following documentation:
   a. A photocopy (front and back) of the personal ID inserted during the registration phase and which serves to identify the student;
   b. A photocopy of the tax code card;
   c. Receipt of MAV payment for the first installment of university tuition in the amount of € 156.00, except for special cases as outlined in the 2018-2019 payment notice
   d. A photocopy of the Permit/Card of Stay (only for students who are non-Community citizens);

3. Students requesting advanced standing for a second degree, credit re-evaluation or recognition of a foreign degree should submit the special application available in the application form section (Modulistica) on the webpage of the Student Affair’s Office (http://www.unipv.eu/site/home/naviga-per/studenti/immatricolarsi---frequentare---concludere/articolo994.html), along with a 16€ revenue stamp (marca da bollo).

ATTENTION: Candidates who are ASSIGNED or BOOKED (ASSEGNATO or PRENOTATO) after already having enrolled for the 2018/19 academic year in the first year of another degree program at the University of Pavia must only present an official request for changing degree program using a special form with a revenue stamp affixed (http://www.unipv.eu/site/home/naviga-per/studenti/immatricolarsi---frequentare---concludere/articolo994.html), to be submitted to the Student Affair’s Office by the enrolment deadline for the degree program of interest.

Candidates with a foreign diploma shall deliver the original copy translated by a translator or by the Embassy, legalised by the Italian diplomatic representation in the country where the title was obtained and provided with a Declaration of Value or equivalent certificate (the Cimea certificate stating also the authenticity of the diploma) as well as a declaration stating the beginning of the procedure to legalise the title issued by the relevant Italian diplomatic representation in order to enrol in the single-cycle Master’s Degree. It is also required to notify the obtained grade with respect to the maximum score, compared to the Italian grading system. Students with a title obtained in countries where a specific academic exam is required in order to enrol in local universities must also submit the certificate stating they are suitable to apply at an academic level.

Enrolment will not be considered complete and the place will not be assigned until the above-mentioned procedure will be entirely carried out (online registration and documents submission to the Students’ Secretary offices); otherwise, the enrolment will be void.

IMPORTANT NOTE: It is crucial to notify the offices by 15th October 2018 of possible delays for documents issued by diplomatic representations. The student will anyway have to submit the requested documents within 45 days from the date of enrolment. In case of missed delivery, the enrolled student has its academic career blocked until January 31st, 2019. If by that date the student has not yet submitted all documents, then the enrolment will be automatically voided.
APPLICATIONS BY STUDENTS ENROLLED IN FOREIGN UNIVERSITIES
All students intending to enroll in the degree program in Medicine and Surgery (taught in English) subsequent to a reassessment of their previous university studies at a foreign university must sit the admission test.
In order to enroll, such candidates must be Assigned or Designated (Assegnati or Prenotati) by the University of Pavia in the national admission test rankings and enroll following the procedure and deadlines described above (PUBLICATION OF THE RANKING and ENROLMENT PROCEDURE AND DEADLINES). In addition to the required documentation for enrolment, candidates must attach the “Rivalutazione Carriera” (reassessment of previous university studies) form (available online in the Modulistica (forms) section of the webpage of the Student Affairs Office) with a revenue stamp affixed. For post-first year admissions, students should abide by the specific procedures published on the webpage of the Student Affairs Office of the Faculty of Medicine and Surgery (http://www.unipv.eu/site/home/articolo6003.html).

SECOND DEGREE
All students requesting recognition of degrees obtained from other universities (even foreign ones) must sit the admission test. If they are selected based on their test ranking position, such candidates must enroll following the procedure and deadlines described above (PUBLICATION OF THE RANKING and ENROLMENT PROCEDURE AND DEADLINES). In addition to the required documentation for enrolment, candidates must attach the “Rivalutazione Carriera” (reassessment of previous university studies) form (available online in the Modulistica (forms) section of the webpage of the Student Affairs Office) with a revenue stamp affixed along with an official transcript (with a translation and authentication by the competent Italian consular authorities abroad) of the courses taken at the university from which they are transferring. For post-first year admissions, students should abide by the specific procedures published on the webpage of the Student Affairs Office of the Faculty of Medicine and Surgery (http://www.unipv.eu/site/home/articolo6003.html).
Students enrolled in the degree program in Medicine and Surgery (taught in Italian) and requesting a change of degree program can be regularized by following the indications below.

For post-first year admissions, students should abide by the specific procedures published on the webpage of the Student Affairs Office of the Faculty of Medicine and Surgery (http://www.unipv.eu/site/home/articolo6003.html).

CHANGE OF DEGREE PROGRAM
All students requesting a change in their degree program to the first year of the degree program in Medicine and Surgery (taught in English), and who are eligible based on their admission test score ranking, must submit a “Domanda di passaggio” (application for change of degree program) with a 16 euro revenue stamp affixed (the form can be obtained at the following link: http://www.unipv.eu/site/home/naviga-per/studenti/immatricolarsi---frequentare---concludere/articolo994.html) addressed to the Student Affairs Office, via Ferrata 5, Pavia (Monday-Friday, 9.30 am-12 pm with the exception of Wednesday 13.45 pm – 16.15 pm) by the deadline stated in the previous sections. The payment of the first installment for the 2018-2019 academic year can be regularized by following the indications below.

Students enrolled in the degree program in Medicine and Surgery (taught in Italian) and requesting a change of degree program for post-first year admissions must follow the specific procedure published on the webpage of the Student Affairs Office of the Faculty of Medicine and Surgery (http://www.unipv.eu/site/home/articolo6003.html).

ATENEO CARD PAVIA
During the online enrolment, the student can also ask for the “Ateneo Card Pavia”, a multifunctional university badge which works as an ID document for the student enrolled in the University of Pavia. The Ateneo Card Pavia is totally free and can be used as prepaid rechargeable credit card in the MasterCard circuit to pay or take cash from an ATM. It is a very useful tool that offers discounts to students (even higher than 10%) on many articles and allows money transfers in Italy and in the Sepa area (31 European countries), in order to receive money from abroad, accredit and set up a direct debit.

The function of credit card also allows the university and EDISU to transfer any payment due to students and it is the only mean used by the University to transfer reimbursements of fees and contributions or to pay scholarships. Other information on the Ateneo Card Pavia are available in this link http://www.unipv.eu/site/home/articolo9787.

POSSIBLE HYPOTHESES OF REIMBURSEMENT OF THE ENROLLMENT FEE
Any reimbursement of tax or contributions is allowed only in the hypotheses recalled in art. 12 of the Tuition Fees Regulation. For more information please consult this link http://www.unipv.eu/site/home/articolo13177.html.

PLEASE NOTE
Updates will be published on the following link http://www.unipv.eu/site/home/articolo10920.html.

Users may encounter temporarily service disruptions during evenings or weekends due to site maintenance. Any possible 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.facmedicina@unipv.it.

Candidates who do not own a computer with an internet connection, or who are in need of assistance, may contact ‘infoMatricole 2018”, Strada Nuova, 65 – Pavia, Monday and Wednesday 9.00am-12.00 pm, Tuesday 13.30 pm-16.30 pm. The office will be closed from 6 to 17 August 2018.

The present notice refers to the laws and regulations currently in force.

Pavia, June 21, 2018

MANAGING DIRECTOR
Emma Varasio

RECTOR
Fabio Rugge

Informative note in accordance with art. 13, paragraph 1 of the D.Lgs. of 30/06/2003 no. 196 ("personal data protection code")
The information supplied by candidates during enrolment will be processed by the University of Pavia and used for the university’s institutional objectives, to provide specific services requested by users as well as to fulfil its legal obligations.
The personal data is generally handled by data processing and telecommunications systems designed to memorise and manage the data. In some cases, a hard copy may be generated; this process is always undertaken to ensure security and protect the privacy of the interested party.
Confering personal data is therefore obligatory and failure to do so will result in exclusion from the admission test.
Users’ personal data, in accordance with current laws in force, may be revealed to, and processed by, personnel involved specifically in their handling.
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 individual responsible for the handling of personal data.

The Head of Administrative Procedures, under art. 4 of L. 7 August 1990, n. 241, modified by L. 15/2005, is Nicoletta Orifici (Category C1 – Administrative Office).