



FACULTY OF ENGINEERING  
MASTER DEGREE COURSE  
CIVIL ENGINEERING FOR MITIGATION OF RISK FROM NATURAL HAZARDS (classe LM-23)

CALL FOR APPLICATIONS - ACADEMIC YEAR 2017/2018

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1. REQUIREMENTS FOR ADMISSION

In order to be admitted to an Engineering Master's degree programme the applicant has to satisfy the following set of requirements:

- Bachelor's degree (D.M. 509/99 or D.M. 270/04), or Master's degree (legislation previous to D.M. 509/99) or a three-year diploma or other foreign titles officially recognised according to current regulations;
- curricular requirements as set by the Master Degree Programme Regulations and verified through a **pre-evaluation of their curricular requirements** or self-certified by the applicant (see section 1.2 **Pre-Evaluation**);
- sufficient personal knowledge and skills, to be verified (see section 1.3 **Initial Knowledge Assessment**);
- adequate knowledge of the English language to be verified as described in the following paragraph (see section 1.3.1 **Knowledge of the English Language**);

The Faculty of Engineering appoints a Committee in order to evaluate applicants' curricula and to evaluate their academic background and knowledge.

1.1 Enrolment "on condition"

Admission to this Master Degree Programme is also open to undergraduate students who have not attained yet their Bachelor's (or equivalent) degree, but **do not have more than 30 remaining outstanding credits (CFU) or who have obtained 5/6 of their total credit load** (including credits awarded for the final exam). These students, if in possession of the curricular requirements necessary to access the master's degree course, may provisionally **enrol "on condition"**. They will have to prove that they satisfy the course requirements with a self-certification of all exams passed, relevant credit value (CFU), type of learning activity (TAF) and scientific disciplinary sector (SSD) using the form attached to this call.

Students enrolled "on condition" can attend classes in the first semester but cannot take any exam until the enrolment is confirmed. Confirmation of the enrolment must take place within the **31<sup>st</sup> October 2017**. Undergraduate students enrolled "on condition" who do not graduate within the above deadline will lose their enrolment status to the master degree and they will be refunded of the tuition fee that they have already paid (with the exception of the revenue stamp).

The table in 'Annex 1' summarizes the different categories of students and the relevant procedures in order to enrol (possibility of direct enrolment, pre-assessment of curricular requirements, and/or knowledge assessment)

1.2 Pre-Evaluation

Students applying to this Master Degree Programme must submit a pre-evaluation request, with the only exceptions described in the following section 1.3.3. "How to submit a pre-evaluation request". In the same section, the specific procedure to be followed to request a pre-evaluation of their previous academic career is described. A specially appointed Committee will assess incoming student's curricula.

Applicants to this Master Degree Programme must have earned at least 96 CFU ("credits") in selected subjects during their previous studies. The Scientific Sector of the selected subjects are described in the Master Degree Course Regulations (and are also reported in Annex 2 of this call). **It is possible to self-certify the curricular requirements** earned in previous academic studies.

The following categories of students **cannot self-certify the possession of the necessary curricular requirements, and must submit an official request** for a pre-evaluation of their academic career:

- applicants attending foreign (non-Italian) universities or those already in possession of a foreign degree;
- applicants who hold an Italian degree awarded under the legislation previous to DM 509/99 (Italian five-year degree or a three-year Diploma);
- graduates or undergraduate students whose degree curriculum includes courses which are not clearly identified by SSD classification and/or are not measured in CFU (See annex 2).

Access to the Master Degree Programme is allowed also to graduates proving high skills and/or a strong motivation, even though their educational background does not strictly meet the curricular requirements. In such cases, the admission is subject to approval by the appointed Committee which will assess the applicant's previous academic career. Applicants falling into such category may be interviewed by the Committee to evaluate their motivation and suitability to the chosen Master's course. The Committee will issue a report highlighting any gap or weakness in the applicant's knowledge and background and consequently the constraints in the formulation of the study plan, listing specific courses to be included as mandatory in the study plan of 120 credits. Such mandatory courses cannot exceed a total of 12 CFU.

In case the student's curriculum is considered not suitable for the Master Degree Programme, the Committee will specify the courses and the corresponding exams that the applicant needs to pass, with enrolment to single courses, prior to the enrolment to the Master Degree Programme. Credits related to these courses must be earned within the deadline of October 31<sup>st</sup>, 2017.

### 1.3 Initial Knowledge Assessment

The student's initial background knowledge is considered adequate for admission to this Master Degree Programme if the applicant has:

- a knowledge of the English Language consistent with a B2 (or higher) level of the Common European Framework
- a good knowledge of the basic scientific subjects and a good theoretical and practical knowledge of specific selected engineering subjects

#### 1.3.1 Knowledge of the English Language

Knowledge of the English Language consistent with B2 level of the Common European Framework may be proved through one of the following certificates:

<b>Certifying Body</b>	<b>Certification corresponding to level B2 of the Common European Framework</b>
Cambridge English Language Assessment (Part of the University of Cambridge)	Cambridge English: First (FCE)
Cambridge English Language Assessment (Part of the University of Cambridge)	International English Language Testing System (IELTS): minimum score 5.5
Cambridge English Language Assessment (Part of the University of Cambridge)	Business Language Testing Service (BULATS) Reading/Language Knowledge Test: minimum score 60
Educational Testing Service (ETS)	Test of English as a Foreign Language Internet Based Test (TOEFL iBT): minimum score 77
Educational Testing Service (ETS)	TOEIC Listening and Reading Test: minimum score 785 + TOEIC Speaking and Writing Test: minimum score 310
Trinity College London	Integrated Skills in English (ISE II)
City & Guilds	Communicator B2
Pearson	English for Speakers of Other Languages (ESOL) Level 1 B2

**Students who hold a citizenship in countries where the English Language is one of the official languages** or students who obtained their degrees following courses entirely taught in English do not need to submit any certificate, but only have to submit a document proving that they belong to one of these cases.

**Applicants who envisage that they will not be able to provide a language certification by the deadline given for enrolment (31<sup>st</sup> October 2017)** must submit a pre-evaluation request not later than 15 October 2017. The pre-evaluation Committee may require an interview to the candidate to assess his/her English Language proficiency.

#### 1.3.2 Knowledge of basic subjects and of engineering subjects

The Admission Committee verifies the applicant's knowledge of the basic scientific subjects and of engineering subjects through the analysis of the following documents:

- List of all the courses (with relevant grades) passed by the student towards the attainment of the academic degree required for admission to this Master.

- Curriculum Vitae where applicants can list all relevant information about their background (education, language skills, computer knowledges; work experiences, useful general information about the applicant's experience and personal skills). Students can choose freely the C.V. format.

**Undergraduate students** who have not attained their degree yet can ask for a pre-evaluation of the curricular requirements if and only if they already earned 5/6 (83.3%) of the total credits associated to their degree (which corresponds to 150 CFU in an Italian undergraduate degree).

The applicant may be asked by the Committee to undergo an **oral interview** in English to test the applicant's actual knowledge. The interview may be held through video/web conference call upon the applicant's motivated request.

For applicants holding or obtaining a Bachelor degree issued by Italian universities, the initial knowledge of the basic subjects and of the engineering subjects is **considered to be sufficient and there is no need to ask for a pre-evaluation** if the applicant has earned at least **105/110** as final Degree mark, or if the applicant has a grade point average equal or greater than **27/30** (average estimated on all courses with grades and weighted on the corresponding CFU).

**Undergraduate students obtaining a Bachelor degree issued by Italian universities who enrol "on condition"** do not need to request a pre-evaluation if they have a **grade point average equal or more than 27/30** (average estimated on all the passed courses with grades and weighted on **at least 5/6** of the credits stated in their study plan (which corresponds to 150 CFU in an Italian undergraduate degree)).

The Committee will verify if the final grade is sufficient for **applicants who hold an academic title awarded by a foreign university** comparing the final grade with the Italian mark scale. For these latter applicants, **pre-evaluation is mandatory and the relevant request can be submitted at any time of the year**.

### 1.3.3 How to submit a pre-evaluation request

All applicants must submit a pre-evaluation request, with the exception of graduates from Italian universities or under-graduate students from Italian universities, close to graduation, meeting the minimum requirements to access the Master's Programme (minimum CFU in the specified TAF and SSD as per the Master Degree Course Regulations, also reported in Annex 2 of this call; final degree mark of 105/110 or grade point average equal or greater than 27/30 as per section 1.3.2). For this latter category of applicants, it is possible to proceed directly to the enrolment step (see the following section 2. HOW AND WHEN TO ENROL).

All other typologies of applicants must submit a request of pre-evaluation of their initial knowledge and/or of their curricular requirements in order to be admitted to this Master Degree Course.

The request can be submitted at any time of the year, by graduates or by undergraduate students who have an approved study plan at the time of the request. Specific deadlines must be met for admission to the 2017/2018 academic year. For the pre-evaluation, the applicant must submit the complete study plan, including also the courses which have not been passed yet. If the student changes his/her study plan after the submission of the pre-evaluation request, he/she must submit a new request.

The application form for the pre-evaluation request is attached to this document ("ANNEX 3").

The request can be submitted in one of the following ways:

- hand delivery to the Registrar Office (Ufficio Protocollo), via Mentana, 4 – 27100 Pavia
- postal delivery by registered mail (date as printed in the recipient post office stamp to be considered for deadline requirement)
- Foreign applicants residing abroad can send their application via email (see Annex 3)

Delayed applications may delay the issuing of the Committee assessment report, and may consequently lead to a late enrolment (i.e. after 30<sup>th</sup> of September 2017) which is subject to an additional late enrolment fee.

The pre-evaluation costs € 33.00 which can be paid through:

- a postal slip with the following information: ccp n. 198200, payable to University of Pavia - Treasury Department; reason for payment: "Fee for evaluation of curricular requirements - admission to Engineering Master's Degree courses";
- **(only for applicants living abroad)** a bank transfer to UNIVERSITA' DEGLI STUDI DI PAVIA - SERVIZIO TESORERIA;  
the bank name is: UBI - BANCA; please include all of the following bank codes:  
IBAN : IT38H03111130000000046566  
SWIFT: BLOPIT 22776  
BIC: POCIITM1XXX - (applicants who make bank transfers from outside the EU must pay attention to select, in the field related to the bank operation costs, the OUR code and not the SHARE one. If the SHARE code is selected, the payment will be considered incomplete and it will be necessary to integrate the missing amount with a second bank transfer.)

This fee is not reimbursable.

Upon sending their application for pre-evaluation, **Students must also include** the following documents:

- Photocopy of all relevant pages of a valid identification document (i.e. passport or other official identity document);
- Proof of payment of the "Fee for evaluation of curricular requirements - admission to Engineering Master's degree courses;"
- Only for applicants who can use self-certification as explained in the "Pre-evaluation" section: self-certification of study plan (for undergraduates) or self-certification of the degree achieved, detailing each successfully passed course and corresponding mark and credits (CFU) and SSD;
- Certification proving the knowledge of English language.

**Applicants holding a degree from (or undergraduates attending) a foreign university must also include:**

- Certificate of the degree, with the list of courses, issued by the foreign University they attended (undergraduates who have not attained their degree yet must submit a certificate with the complete list of courses (study plan) foreseen towards the attainment of their degree, including grades). Certificates must be in Italian or in English; as an alternative, the certificate issued by the foreign University in a language different from English or Italian must be accompanied by an official translation in Italian or English;

- Curriculum vitae where students can list all the important information about their background (education, language skills, computer knowledges; work experiences, useful general information about the applicant's personality).

The Student Administrative Office will inform applicants about the result of their assessment within 3 to 45 days from receiving the request (using the email addresses provided by each applicant in the request). After reception of the pre-evaluation request by the candidate, the Committee in charge of the admission procedure (see point 1.2) may require an oral interview to the candidate. In such case, the student will receive at his/her e-mail address a proposal for a day and time for the oral interview (which can take place using web connection). The exact time by which the candidate will receive the results of the assessment will depend on the completeness and clarity of the documentation and on the need to schedule an oral interview to the candidate. The result of the assessment will also contain, if applicable, identified gaps and weaknesses in the applicant's knowledge and consequently the courses to be taken to bridge the initial knowledge gap. In this latter case, graduated applicants are expected to pass the requested courses before completing the ENROLMENT, by attending single-standing courses and passing the relevant exams according to the procedure prescribed by the Student Administrative Office. They will then complete the ENROLMENT not later than 31<sup>st</sup> October 2017 at the desk of the Student Administrative Office- Faculty of Engineering, via Ferrata, 5 (Pavia).

Applicants from the University of Pavia, not yet graduated, will be given the opportunity to add the required supplementary courses to the last approved study plan of their Bachelor career.

## 2. HOW AND WHEN TO ENROL

Applicants who have a positive evaluation from the Committee or who satisfy the requirements for direct enrolment (as per previous section 1. REQUIREMENTS FOR ADMISSION) can proceed to enrol.

The enrolment procedure is entirely online (also in case of ENROLMENT 'on condition') and it is to be done from **13<sup>th</sup> July to 29<sup>th</sup> September 2017** with no additional fee, **or before 31<sup>st</sup> October 2017** with the payment of a late enrolment additional fee. No enrolment will be possible after 31<sup>st</sup> of October 2017.

The following steps are needed for the enrolment:

### Step 1 Registration.

**Students enrolling at the University of Pavia for the first time** need to register and get their **temporary username and password**.

Please use the following instructions:

- Go to the following webpage: <https://studentionline.unipv.it/AddressBook/ABStartProcessoRegAction.do>
- Start the registration procedure and answer all the questions. Please note that the email you use for this stage will be used by the University of Pavia to communicate with you.
- Complete the registration and print the Registration Form

**Student who already enrolled to the University of Pavia** should skip Step 1 and go to Step 2, using the username and password that they already possess. Students who lost their access codes can retrieve them through this webpage:

[https://studentionline.unipv.it/Anagrafica/PasswordDimenticata.do?jsessionid=B7032FD6CE3B7292101FCC4D749CB77A.esse3-unipv-prod-06?cod\\_lingua=eng](https://studentionline.unipv.it/Anagrafica/PasswordDimenticata.do?jsessionid=B7032FD6CE3B7292101FCC4D749CB77A.esse3-unipv-prod-06?cod_lingua=eng).

### Step 2 Enrolment.

**Please note that you can only carry out this step if you have done the first step and/or you have got your temporary username and password.**

This procedure will require to upload the following:

- a passport-sized photograph;
- a photocopy of all relevant sides/pages of the passport (for EU citizens, a photocopy of all sides of an official identity document is admitted);
- photocopy of personal Italian tax code (foreign applicants can obtain it after their arrival to Italy);
- (only for applicants who have not requested a pre-evaluation) a self-certification detailing successful exams;
- photocopy of English language certificate/s;
- (only for applicants with non-EU citizenship) photocopy of study entrance visa/permit of stay.

Use the following instructions:

- Access the AREA RISERVATA (Reserved Area) through the following link <https://studentionline.unipv.it/esse3/Home.do> (choose the English Language before access);
- select 'Go to ENROLMENT' link in the ENROLMENT box, log in using the credentials obtained upon registration;
- Select ADMISSIONS >ENROLMENT from the left menu, and then choose the chosen course;
- fill in all the requested fields and print the receipt of the ENROLMENT APPLICATION;
- This print-out will include the MAV (for the payment of € xxx), (except particular exceptions foreseen in the '2017 Tuition Fees announcement': <http://www.unipv.eu/site/en/home/fees-and-funding/fees.html>) to pay the first instalment.

The Student Administrative Office ("Segreteria Studenti") will proceed to enrol eligible applicants, upon receipt of the notification of payment of the first instalment from the bank, and of the required documents from the applicant within the deadlines stated above and following the procedures already specified.

Applicants in possession of the admission requirements, even those not provisionally enrolled, may perform a LATE ENROLMENT from 30<sup>th</sup> September 2017 up to 31<sup>st</sup>, October 2017, with an additional fee of €82.00.

## 2.1 Credits acknowledgment /Transfers

In case students want to request acknowledgment of previously passed courses (academic career shortening due to transfer from other Master degrees, automatic credit transfer evaluation for second degrees, re-evaluation and recognition of foreign qualifications) they should apply for pre-evaluation of requisites providing the necessary information (see also below).

After a positive pre-evaluation and upon enrolment, they will also have to submit a request using a specific application form with a revenue stamp of €16. Students can download the form from the "Forms" section of the Student Administration website 'Rivalutazione carriera' 'Seconda laurea / richiesta convalida esami' (<http://www.unipv.eu/site/home/naviga-per/studenti/immatricolarsi---frequentare---concludere/articolo994.html>), scan it and send it to [matricole.ingegneria@unipv.it](mailto:matricole.ingegneria@unipv.it). The original has to be submitted by 29<sup>th</sup> of September 2017 (or by 31<sup>st</sup> of October 2017 with payment of an additional fee) University of Pavia – Segreteria studenti di Ingegneria, Via Ferrata 5 – 27100 PAVIA

1. In case of request for exams recognition (CREDIT RE-EVALUATION FOR PREVIOUS ACADEMIC ACTIVITY, RECOGNITION OF FOREIGN DEGREES, SECOND DEGREES, CHANGE IN DEGREE PROGRAM) it is necessary to fill in a form available for download at <http://www.unipv.eu/site/home/documento9251.html> with a revenue stamp of € 16,00 (for transfer; second degree and recognition of foreign title) and send a scanned copy of the form to [matricole.ingegneria@unipv.it](mailto:matricole.ingegneria@unipv.it). The original form must be handed in at the Students Desk or sent to Università degli studi di Pavia – Segreteria studenti di Ingegneria via Ferrata, 5 – 27100 Pavia.
2. In case of transfer from other Italian universities, the student also has to attach a certification from that university attesting your transfer request; the complete documentation must arrive within 31<sup>st</sup> October 2017.
3. Students graduated in other Italian universities must also send a certification attesting the the final exam with date and mark, all exams passed with date, marks, credits and scientific disciplinary sectors, all ENROLMENT years (we suggest to use a self-certification to download from your university reserved area if available, otherwise you can fill in and send the form in this link <http://www.unipv.eu/site/home/articolo994.html> ([Self certification regarding academic certificates held and exams taken](#)))
4. Students coming from non-Italian universities can request the acknowledgement of exams after pre-evaluation and on completion of the enrolment procedure.

## 2.2 E-mail address provided by the university

Newly enrolled students will receive a personal 'welcome' email providing general information and the student's official university email account that will become the only mean of communication between the University of Pavia and the student.

Students need to activate the new university email account and receive new credentials to access to University online services (e.g. reserved Area and wi-fi).

Those already in possession of a University of Pavia email account will keep on using it, as well as their credentials, to access the Reserved Area. It is possible to modify the credentials by accessing "Cambio Password Servizi di Ateneo" (Change university services password), from the Students web page (<https://sonl.unipv.it/password>).

## 2.3 Student ID Card: Ateneo Card

After ENROLMENT and within 31<sup>st</sup> October 2017, each student is required to apply for the "ATENE0 CARD PAVIA", a multi-tasking university card, also useful as identification card of the student of the University of Pavia.

To obtain the "ATENE0 CARD PAVIA" it is necessary to go to authorized branches of **UBI-Banca** during the opening hours; in this link <http://www.unipv.eu/site/home/documento9907.html> you can find a list of the authorized branches.

To apply for the card, students will have to hand in the following documentation:

- 1) Identity document in due course;
- 2) Fiscal Code;
- 3) Self-certification of ENROLMENT to this university or receipt of ENROLMENT (this document can be printed from your reserved area, selecting the menu ADMISSIONS> SELF-CERTIFICATES)

The AteneoCard is totally free and can be used as prepaid rechargeable credit card, usable 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), receive money from abroad, accredit, set up a direct debit. The 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.

## 3. ENROLMENT PROCEDURE AND CONDITIONS FOR APPLICANTS WITH STUDY QUALIFICATIONS OBTAINED ABROAD

**Extra UE applicants residing abroad must also apply through the Italian embassies in their countries of residency (see also [http://www.studiare-in-italia.it/studentistranieri/moduli/2017/Circolare2017\\_2018En.pdf](http://www.studiare-in-italia.it/studentistranieri/moduli/2017/Circolare2017_2018En.pdf)).**

Applicants graduated at a foreign university **who have obtained a positive evaluation from the Committee** (check PRE-EVALUATION section) may enroll following the steps listed described in the section 2. HOW AND WHEN TO ENROL". They also have to hand over to the Student Administrative Office ("Segreteria studenti") of Engineering (from 9.30-12.00 Monday-Friday, except Wednesday 13.45 – 16.00) **from 13<sup>th</sup> of July 2017 until 29<sup>th</sup> of September 2017 (31<sup>st</sup> October 2017 with additional fee)**, the following documentation:

- MAV (Payment against notice) receipt for the first instalment of the university tuition fee (€xxx.00 except in cases outlined in 'Tuition fees for Academic year 2017/18 - link: <http://www.unipv.eu/on-line/Home/documento6562.html>).
- **Original diploma** allowing admission to the Master's degree (Bachelor's, University diploma deemed valid) translated into Italian (by a court registered translator or by the competent embassy), and legalised by the competent Italian diplomatic representatives in the applicant's home country, that will issue a **Declaration of Value**
- **Degree certificate**, issued by the university where the diploma was awarded, **detailing the courses taken**. This certificate must be **legalised by the competent Italian diplomatic representative and translated into Italian**;
- Information about the school-leaving diploma (**Declaration of Value**): official certification attesting at least a 12-year period of schooling before ENROLMENT at the university;

- Front and back **photocopy of a valid identification document which was used during the registration procedure**
- **photocopy of the personal Italian tax code document;**
- (only for applicants with non-EU citizenship) photocopy of the permit of stay/study entrance visa;
- In case of academic career shortening due to transfer, automatic credit transfer evaluation for second degrees, re-evaluation and recognition of foreign qualifications: send the appropriate form in advance, with a revenue stamp, to download from the Forms section of the Student Administration website (<http://www.unipv.eu/site/home/naviga-per/studenti/immatricolarsi---frequente---concludere/articolo994.html>) p
- photocopy of English language certificate/s;

**Applicants who do not have the necessary documentation will not be allowed to enrol.**

After enrolment, students are required to apply for the "ATENEO CARD PAVIA", according to the instructions described above.

#### **4. RULES FOR POST-FIRST-YEAR ADMISSION TO THE DEGREE PROGRAMS IN CASE OF TRANSFER STUDENTS, CREDIT RE-EVALUATION FOR PREVIOUS ACADEMIC ACTIVITY, CHANGE IN DEGREE PROGRAM, FORMER ACADEMIC ACTIVITY (only possible from a course of the same level):**

**After pre-evaluation:**

- **Students applying for course transfer from another Master's degree course at the University of Pavia** within **29<sup>th</sup> September 2017 (31 October 2017 with additional fee)** they must pay the first instalment for the academic year 2017/2018 by MAV available for download from one's Reserved Area and apply online according to instructions in this link (<http://www.unipv.eu/site/home/articolo12731.html>).

- **Students applying for ENROLMENT with transfer from another Italian university**  
Apply for pre-evaluation of your previous career prior to **24 August 2017** (arrival date and not delivery date) according to the instructions in this link <http://www.unipv.eu/site/en/home/study/admission/transferring-students.html>. After the online registration, the student will receive an email with instructions and follow indications in paragraph "HOW AND WHEN TO ENROL" within **29<sup>th</sup> September 2017 (31 October 2017 with additional fee)**. Together with documentation required for ENROLMENT, students will also have to send to [matricole.ingegneria@unipv.it](mailto:matricole.ingegneria@unipv.it) a receipt of the University of origin proving the transfer request, in anticipation of the complete documentation, to be received within 31 October 2017, and the form 'Congedo in arrivo-Incoming transfer' to download here <http://www.unipv.eu/site/home/naviga-per/studenti/immatricolarsi---frequente---concludere/articolo994.html>.

- **Students with a previous career or degree of equal level**  
Apply for pre-evaluation of your career before **31 August 2017** (arrival date and not delivery date) according to the instructions in this link <http://www.unipv.eu/site/en/home/study/admission/transferring-students.html>. After online registration, the student will receive an email with instructions and they need also to follow indications in paragraph "HOW AND WHEN TO ENROL" within **29<sup>th</sup> September 2017 (31 October 2017 with additional fee)** and to send the form 'Seconda laurea/ richiesta di convalida esami'. If the first degree or the previous career are from another Italian university, students will have to attach a self-certification on career, exams passed, credits and scientific disciplinary sectors (we suggest to use a self-certification to download from your university reserved area if available, otherwise you can fill in and send the form in this link <http://www.unipv.eu/site/home/articolo994.html> form 'Seconda Laurea'.

#### **5. NOTES AND ADDITIONAL INSTRUCTIONS**

Any change and/or integration to the present announcement will be published online in the webpage of the master's degree courses <http://www.unipv.eu/site/home/articolo4291.html>.

Users may encounter temporary service disruptions during evenings or weekends due to website maintenance. Any delays in the compilation of forms may be due to the large number of users connected. For assistance and to report issues encountered during the enrolment procedure, please send an email to [matricole.ingegneria@unipv.it](mailto:matricole.ingegneria@unipv.it).

#### **6. WHEN AND IF A REFUND OF THE ENROLMENT FEE IS POSSIBLE**

A refund of the enrolment fee is possible only for the situations described in the art.10 of the "Norme sulla Contribuzione". Please check the following link for more information about possible refund of the enrolment fees: <http://www.unipv.eu/site/home/articolo13177.html>

#### **7. REGULATORY LEGISLATION**

- **Ministerial decree 270/2004** (Modification to the regulation introducing norms concerning the autonomy of universities) and relevant implementation decrees;
- **Ministerial decree 16 March 2007** (Redefinition, pursuant to Ministerial decree 270/04, of degree and Master's degree courses);
- **MIUR circular n. 7696** of 23 March 2016 (Access to higher education courses for overseas students requiring a visa, 2016-2017)
- **Degree course regulations** established by the Faculty of Engineering

#### **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 applicants 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 the security of, and protect the privacy of, the interested party.

Conferring 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.

Applicants 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**, 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).

X = required; NP = not possible ; Y = possible

		EVALUATION OF CURRICULAR REQUIREMENTS	KNOWLEDGE EVALUATION	DIRECT ENROLMENT
1)	Graduates from foreign universities or in possession of a foreign qualification.	X	X	NP
2)	Graduates holding a five-year or three-year university degree (legislation previous to DM 509/99)	X	X	NP
	In case of final grade lower than 105/110 and weighted GPA lower than 27/30		X	
3)	Graduates or undergraduate students close to graduation, with academic curriculum including learning activities which are not clearly identified through SSD and/or CFU	X	X	NP
	In case of final grade lower than 105/110 and weighted GPA lower than 27/30		X	
4)	Graduates with high skills and/or motivation, with a curriculum not perfectly consistent with the curricular requirements	X	X	NP
	In case of final grade lower than 105/110 and weighted GPA lower than 27/30		X	
5)	Graduates or undergraduate students close to graduation, meeting the minimum requirements to access the Master's courses (minimum CFU in the specified TAF and SSD)	X		Y
	In case of final grade lower than 105/110 and weighted GPA lower than 27/30		X	NP



Bachelor's degree in \_\_\_\_\_

Master's degree/Specialisation in \_\_\_\_\_

University diploma in \_\_\_\_\_

Awarded by the University / Polytechnic of \_\_\_\_\_

Degree mark (graduates) \_\_\_\_\_ average exam mark (final-year students) \_\_\_\_\_

And hold the necessary curricula requirements (at least 5/6 of the total credits held by 26/09/2016 for final-year students) for admission to the

Master's degree in \_\_\_\_\_

As indicated in the table above (or self-certification attached)

The undersigned is aware of the legal and administrative consequences concerning this declaration. In particular, she/he is aware that it is illegal to provide false declarations, bring into being false documents, as well as use false documents. Such conduct is covered by Articles. 482, 483, 485, 489, 495, 496 c.p. She/he is aware that providing information that no longer corresponds to the truth is equivalent to giving false information. **She/he is also aware that positions gained through the use of false documents and declarations will be nullified. This will be effective from the date the documents were presented and any university fees paid will not be refunded.**

Informative note on personal data protection pursuant to D.Lgs. of 30/06/2003 no. 196: Personal data will be handled exclusively for the purpose for which the declaration is presented. Applicants are entitled to the rights stated in art. 7 of the code mentioned above regarding access to personal data, its modification, updating, integration, deletion etc. Applicants are also entitled to the right to object to any use of the data other than the institutional purposes stated above. The person responsible for personal data protection is the Rector of the University of Pavia – you may address him to exercise your rights concerning personal data protection.

Date \_\_\_\_\_

\*

Signature \_\_\_\_\_



TO THE CHANCELLOR OF THE UNIVERSITY OF PAVIA

APPLICATION FOR THE EVALUATION OF CURRICULUM REQUIREMENTS AND OF THE INDIVIDUAL KNOWLEDGE

THE UNDERSIGNED \_\_\_\_\_
GIVEN NAME \_\_\_\_\_ FAMILY NAME \_\_\_\_\_
PLACE OF BIRTH \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_
PLACE OF RESIDENCE \_\_\_\_\_
PHONE \_\_\_\_\_ MOBILE \_\_\_\_\_
E-MAIL \_\_\_\_\_

[ ] NOT YET GRADUATED [ ] GRADUATED

[ ] BACHELOR'S DEGREE IN \_\_\_\_\_
[ ] MASTER'S DEGREE IN \_\_\_\_\_

requires that her/his curriculum be evaluated for admission to the Master's Program

in CIVIL ENGINEERING FOR MITIGATION OF RISKS FROM NATURAL HAZARDS

Curriculum of interest: [ ] Reduction of Seismic Risk (ROSE) [ ] Hydrogeological Risk Assessment and Mitigation (HYRIS)

DATE \_\_\_/\_\_\_/\_\_\_ SIGNATURE \_\_\_\_\_

Attachments:

- [ ] a copy (all relevant pages) of passport or valid identification document (w. photo)
[ ] the receipt of payment for assessment procedure; the payment (33 Euros) should be made by bank transfer to UNIVERSITA' DEGLI STUDI DI PAVIA - SERVIZIO TESORERIA; the bank name is: UBI - BANCA; please include all of the following bank codes: IBAN: IT38H031111130000000046566 SWIFT: BLOPIT 22776 BIC: POCIITM1XXX
[ ] a degree certification with a list of the taken exams issued by the university where the degree was awarded, translated into Italian or English
[ ] the excel form with the list of exams, grade and CFU available on the web site: (http://civrisk.unipv.it/wp-content/uploads/2017/06/Transcript.xlsx).

This request, together with the required documentation, should be sent to: info-civrisk@unipv.it.