UNIVERSITÀ DI PAVIA

Notice for admission to the
1st year of the Artificial Intelligence Degree Course
Academic year 2024-2025

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AVAILABLE PLACES	130
ADMISSION REQUIREMENTS	▪ English TOLC-I *held in a university* or English TOLC-I@CASA ▪ Taken in any university ▪ From 1 January 2023 ▪ Minimum total score: 21/50
REGISTRATION TO THE CALL	▪ From 10 June 9 am (Italian time) to 20 June 2024 11.59 pm ▪ Register at the link https://studentionline.unipv.it/esse3/Home.do ▪ Select ADMISSIONS > ADMISSION TEST and register to the call
MERIT RANKINGS	Out from July 4, 2024
ENROLLMENT PERIOD	From 4 July at 10 am Italian time to 15 July 2024 at 11.59 pm
REASSIGNMENTS	From 4 July at 10 am Italian time to 15 July 2024 at 12.00 pm

An additional intake for this course in case of available places will be decided by the relevant Council and shall be issued as notice in the reference webpage

ENROLLMENT PROCEDURE – IMPORTANT INFORMATIONI	
Quotas for Non-EU students residing abroad and Non-EU students residing in Italy with a residence permit for study reasons for less than 12 months on the deadline of the 2nd of May. Reference webpage: https://portale.unipv.it/it/didattica/corsi-di-laurea/corsi-di-laurea-triennale-e-magistrali-a-ciclo-unico/artificial	
AVAILABLE PLACES	▪ 45 for non-EU ▪ 5 for Marco Polo project

ADMISSION REQUIREMENTS	▪ English TOLC-I *held at a university*
	▪ English TOLC-I@CASA
	    – Taken in any university
	    – From January 1, 2022
	    – Min. total score ≥ 21/50
	▪ SAT ≥ 979/1600
	+
	▪ An interview with the committee to test the personal preparation

REGISTRATION TO THE COMPETITION	▪ From 16 April at 12.00 am Italian time to 2 May 2024 at 11.59 pm ▪ Register to the link https://apply.unipv.eu/ ▪ Attach the certificates as per the admission requirements ▪ Attach the documents regarding the final school diploma
MERIT RANKINGS	Out from 24 May 2024
ENROLLMENT PERIOD	From May 24 at 10 am Italian time to 5 June 2024

1. EDUCATIONAL OFFER

The University of Pavia, in collaboration with the University of Milan Bicocca and the University of Milan, for the academic year 2024/2025 has created an inter-university degree course in Artificial Intelligence (L-31), given in English.

The degree course is for a limited number of students, as per the following quotas:

Course Name	Places reserved for EU and non-EU students as per Law 189/2002, art.26	Places reserved for non-EU students residing outside of Italy pursuant to Presidential Decree no. 394/1999, as amended *Citizens of Norway, Iceland, Liechtenstein, Switzerland and San Marino are included in the EU quota* *Non-EU students residing in Italy with a residence permit for study reasons for less than 12 months on the deadline of the application period will be considered as non-EU*	Places reserved for Chinese students in the frame of *Marco Polo* programme
Artificial Intelligence L-31	130	45*	5*

*In absence of adequate applications, the places not covered by the Marco Polo quotas will be assigned to the NON-EU students' quota. Places not covered by the latter quota will be assigned to EU students and non-Community students residing in Italy.

2. ADMISSION REQUIREMENTS

The following conditions must be met for admission to the Artificial Intelligence Degree Course:

➢ Possession of one of the following titles:

- upper secondary school diploma;
- academic qualification obtained abroad deemed to be eligible; a preliminary administrative verification of the academic qualification must be requested before the enrollment enrolment following the instructions reported in paragraphs 3.1 and 4.2 (students who are still waiting for the academic qualification must attach proof of enrollment in the last school year and/or the last available transcript of records).
- ➤ Possess an **ENGLISH CISIA TOLC-I** certificate obtained after a test (for information and available date of the test, consult the link https://www.cisiaonline.it/area-tematica-tolc-cisia/home-tolc-generale/?view=list) taken in one of the following ways and in any of the Italian university offering it:
  - TOLC taken in a university in person;
  - TOLC@CASA.

3. HOW TO APPLY [EU students or NON-EU students legally residing in Italy]

Non-EU students residing in Italy with **a residence permit for study reasons for less than 12 months** on the deadline of the application period will be considered as non-EU.

The application and enrollment procedure consists of the following steps:

STEP 1   Registration to the call;

STEP 2   Acquisition of the English TOLC-I results and verification of necessary requirements to be eligible to enroll;

STEP 3   Positioning in a final merit ranking list and consequent eligibility status for admitted applicants;

STEP 4   Pre-enrolment and payment of the 1st instalment of university fees within the deadlines reported in the following paragraphs.

3.1 STEP 1 - COURSE APPLICATION

Candidates must register in the competition for this course **from 10 June at 9 am (Italian time) until 20 June 2024 at 11.59 pm,** following the instructions hereby:

- ✔ REGISTER TO OBTAIN LOGIN CREDENTIALS by connecting to the website https://studentionline.unipv.it/esse3/Home.do, selecting the item REGISTER and completing all the required steps.
  - This step is not necessary if you already have the login details to access the Restricted Area of the University of Pavia:
  - If you have lost/forgotten these details, you must request a new password, following the instructions available here: https://studentionline.unipv.it/Anagrafica/PasswordDimenticata.do;
- ✔ REGISTER FOR THE CALL, using the username and password obtained when registering. Go to the Restricted Area, click on the menu item Admissions > Admission Test and choose *Artificial Intelligence-1st year admission for EU and NON-EU students regularly residing in Italy*.
  Candidates correctly completing the registration step will receive a confirmation email from the email address provided during registration.
- ✔ ONLY CANDIDATES WITH A DIPLOMA NOT OBTAINED IN ITALY during the mentioned registration must:
  - ➤ Attach the following documentation:
    - Original diploma (or authorized copy or replacement certificate) for secondary school, obtained after at least 12 years of schooling, translated into Italian and legalized by the Italian diplomatic authorities in the country where the diploma was obtained or apostilled by the local authorities for countries adhering to the Aja convention of

05/10/1961 or with Statement of Verification issued by CIMEA (ask for this certificate via the dedicated [link from the UNIPV website](#) to receive the document in just 30 days). In case the diploma is issued in English, Spanish or French, translations are not required.

- Declaration of Value issued by the Italian diplomatic authority or CIMEA Statement of Comparability (ask for this certificate via the dedicated link from the UNIPV website to receive the document in just 30 days) or Statement of Correspondence downloaded from the ARDI database.
- The certificate of passing the local exam for university entry if set by the country where the diploma has been obtained to demonstrate the eligibility for the admission to the university;

Candidates with a study title not obtained in Italy can send a support request to admission@unipv.it .

3.2. STEP 2 - ACQUISITION OF TOLC-I TEST

The TOLC test result will be automatically acquired by CISIA after July 4, 2024, by checking that:

- The score has been obtained after sitting an English TOLC-I in any Italian university or an English TOLC@CASA-I
- The TOLC was held starting from January 1, 2023
- The candidate has obtained a minimum overall score equal or higher than 21/50.

In case the candidate took multiple English TOLC-I (all'università or @CASA), the highest score available at the time of the applications deadline will be considered.

3.3. STEP 3 - RANKING LIST

The final ranking will be issued on **July 4, 2024** [in the dedicated webpage](#). Candidates obtaining a TOLC score compatible with the requirements reported in paragraph 3.2 are eligible to admission, in the frame of the available places and within the decreasing obtained score. In case of equal scores, candidate reporting the best score in the Maths section will be selected; in case of additional equal score, the candidate who submitted before the application will prevail.

Candidates can enroll **from July 4, 2024, from 10 am (Italian time) until July 15, 2024, at 11.59 pm (Italian time)** according to the procedures reported in paragraph 3.4.

Applicants who enroll with a diploma not yet obtained must log in their student portal by the end of July to integrate the details of their obtained diploma.

Admitted candidates who are studying in a non-Italian school and that are still waiting for the final school diploma must obtain it and send its scan to the Admission Office within September 30, 2024.

3.3.1. REASSIGNMENT REQUESTS AND PROCESS

Candidates not eligible to enroll can submit a reassignment request **from July 4 at 10 am (Italian time) until July 15, 2024, at 12 pm Italian time**:

- log in to your student portal;
- select from the menu ADMISSIONS > Admission Test;
- access the page concerning the *Concorso Ammissione al corso di laurea in Artificial Intelligence;*
- click on *Presenta Domanda;*
- confirm the choice in the final page of the process.

There is no payment due for the reassignment request.

From July 18, in case of available places, they will be reassigned to candidates who submitted the request according to the merit order of the ranking list. Applicants are required to check

their student portal: if in the section dedicated to the *Concorso* the status ADMITTED appears, then they can proceed to enroll following the instructions in paragraph 3.4 within the deadline reported next to the status; **no personal communications will be sent to any candidate.**

Reassignments will continue until all places are filled up, also following withdrawals, transfer from other courses, or transfer to upper years, within September 4th, 2024.

Candidates who did not submit any reassignment request within the deadline of July 15 at 12 pm Italian time are considered as they had withdrawn their application, and as such they lose any right to enroll and are excluded from the ranking.

After assigning all places from the ranking list (paragraph 3.3) and in the case there are still free places, the relevant Didactic Council will decide in due time if an additional admission competition may be set up. Additional competitions are will be advertised in the dedicated webpage.

3.4 ENROLLMENT PROCEDURE

Pre-enrollments and the payment of the first installment of tuition fee must be made online according to the instructions hereby reported https://portale.unipv.it/it/didattica/corsi-di-laurea/ammissioni/iscriversi-a-una-laurea-triennale-o-magistrale-a-ciclo-unico .

Candidates with academic qualification valid for enrollment will have to pay a 35 € application fee covering the evaluation of the suitability of their qualification. The invoice will be added to the reserved area of the candidate.

Transfer from another degree course within the University

In case the admitted candidate is already enrolled in another degree course in the University of Pavia, they must, within the set deadline:

1. Pay the first installment of university tuition fees for the academic year 2024/2025.
   - Students enrolled in the first-degree course for the academic year 2024/2025 have already paid the first installment;
   - Students enrolled for at least a year will proceed paying the first installment for the academic year 2024/2025. In case the transfer is made before the calculation and invoicing of the set installment, the amount to be paid will be the fixed required fee (156 €), and then the due tuition fees will be assigned.
2. From the student portal, access the section Career > Course Change and submit the request for the selected course;
3. Pay promptly and within the set deadline the fee of 16 euros for the digital revenue stamp from the student portal.

The offices will then provide to edit the degree course registration, and it is not necessary to carry out additional enrolment procedures.

Transfer from another University

In case of transfer from another University, the candidate must, within the set deadline, proceed as it follows:

1. Complete all the enrolment procedures reported above, and select, when pre-enrolling, the modality "incoming transfer" (*trasferimento in ingresso);*
2. Within the set deadline pay the enrollment fee and the additional 16 euros for the digital revenue stamp for the incoming transfer request.

Students who achieved a score lower than 9/20 in the Maths section of the English TOLC-I (at the University or at home @TOLC CASA) will be assigned an additional exam to pass during their first year (*OFA*). Additional information on the OFA requirement available at the link: https://bai.unipv.it/home-eng/enrolled-students/.

4. HOW TO APPLY [NON-EU STUDENTS NOT RESIDING IN ITALY]

Non-EU students residing in Italy with **a residence permit for study reasons for less than 12 months** on the deadline of the application period will be considered as non-EU.

In application of the provisions of current legislation and *Procedures for the entry, stay and enrolment of international foreign students to higher education courses in Italy*, non-EU students not regularly residing in Italy must apply for a visa for study purposes by pre-registering through the Universitaly portal and, after the University has validated the application, must go to the Italian diplomatic representations located in their country of residence to complete the procedure.

4.1. ADMISSION REQUIREMENTS

To occupy one of the places reserved for the quota of international students, interested applicants must have taken one of the following tests:

- SAT
- English TOLC-I *all'università*
- English TOLC@CASA-I

TOLC tests can be taken at any Italian university from January 1, 2023; total scores must be greater than or equal to 21/50. The SAT test must produce an overall score greater than or equal to 979/1600.

Students are invited to check the dates for CISIA tests (for information: https://www.cisiaonline.it/area-tematica-tolc-cisia/home-tolc-generale/?view=list).

4.2. HOW TO SUBMIT YOUR APPLICATION

Starting from April 16 at 12 am (Italian time) until May 2, 2024, at 11.59 pm candidates can submit their application following the steps:

- ✓ REGISTER at the link https://apply.unipv.eu/;
- ✓ ATTACH:
  - Certificate attesting the admission requirements reported in paragraph 4.1
  - Documents regarding the final school diploma (final diploma or replacement certificate or authorized copy, transcript of records, declaration of value or CIMEA Comparability statement (if the diploma has been already obtained) and any certificate of passing the local exam for University entry if set by the country where the diploma was awarded).
- ✓ PAY the application fee of 35 € (not refundable). The payment must be carried out no later than May 1st to allow adequate processing time, the application portal allows to submit applications only after that the application fee has been fully processed.

Only applications containing all required documents (TOLC-I English version or SAT test results, documents regarding the final diploma as indicated above) that have been submitted within the application deadline (May 2, 2024, at 11.59 pm) will be considered valid.

4.3. RANKING LIST AND ENROLLMENT

In order to be admitted and to enroll, candidates must fulfill these requirements:

1. be in a position of the ranking list eligible for admission. Candidates in the list will be ranked according to the score of the TOLC or SAT attached to the application from the highest score to the lowest.
2. Pass an interview aimed at assessing the adequacy of their personal preparation.

The first 45 positions of the ranking list for non-EU students and the first 5 position of the ranking list for "Marco Polo" students are eligible for admission. Places that remain unassigned due to withdrawal of admitted candidates will be reassigned by shifting the ranking list. Candidates eligible for admission will be requested to take an interview to verify the adequacy of their preparation. Candidates will receive the notification within five working days before the interview. The interview can result in: admission to the course and eligibility for enrollment; non-admission to the course with ineligibility for enrollment and cancellation of the position in the ranking list.

The final position and eligibility of the candidates for enrollment will be determined by the position within the merit ranking list and the result of the interview. The final ranking list will be published on **May 24, 2024** on the dedicated webpage. In case of equal scores, priority will be given to the applicant who scored best in the Maths section of the test; in case of equal Maths scores, priority will be given to the candidate who applied first in chronological order.

Admitted candidates can enroll from **May 24 from 10 am Italian time until 5 June 2024 at 11.59 pm,** following the instructions reported at the link https://portale.unipv.it/it/didattica/corsi-di-laurea/ammissioni/iscriversi-ad-un-corso-di-studio-con-titolo-conseguito-0 .

Places that are vacant after June 5 will be assigned to the candidates in the ranking list according to the ranking order based on the score. The list will be shifted until places are assigned. List shifts will end on 28 August 2024.

Students who obtained a score lower than 9/20 in the Maths section of the English TOLC I (at the University or @Casa editions) or lower than 510/800 in the Maths section of the SAT exam will be assigned with an extra exam to pass during their first year (*Obbligo Formativo Aggiuntivo - OFA*). More details about the OFA credits are available at this link https://bai.unipv.it/home-eng/enrolled-students/ .

Admitted candidates who are studying in a non-Italian school and that are still waiting for the final school diploma must obtain it and send its scan to the Admission Office within September 30, 2024.

Candidates with a study title not obtained in Italy can send a support request to admission@unipv.it .

5. EVALUATION OF PREVIOUS ACADEMIC CAREER - PRE-EVALUATION REQUEST

The candidate, in case of a previous academic career (second degree obtained abroad, passage from another degree course, closed career for forfeiture or withdrawal), can submit a pre-evaluation request in order to be admitted in post-first years. In case of doubts on the possible admission to post-first years, it is suggested to follow the procedure to secure a place as for students entering the first year.

The pre-evaluation request must be submitted **from August 26 to 30, 2024**. Detailed information on the procedure and available places are available at the link https://portale.unipv.it/it/didattica/corsi-di-laurea/ammissioni/casi-particolari-di-iscrizione/ammissione-con-valutazione-di.

LEGISLATION AND REGULATIONS REFERENCES

- **Ministerial Decree no. 270 of 22 October 2004, "**Amendments to Regulation concerning the educational autonomy of universities, approved by decree no. 509 of the Italian Minister for Universities and Scientific and Technological Research dated 3 November 1999";
- **MINISTERIAL DECREES OF 16 MARCH 2007** redefining, in accordance with Ministerial Decree 270/04, Level I (bachelor) degree course and Level 2 (master) degree course classes;
- **Law no. 264 of 2 August 1999** (Rules on access to university courses) art. 2, paragraph 1, letter a)
- **Resolutions of the Academic Senate, November 21, 2023 and Administration Council November 28, 2023** (locally programmed admission for the academic year 204-2025 as set by art.2 comma 1, letter a) and b) of law August 2, 1999 n. 264;
- **Ministerial provisions** "Procedures for the entry, stay and registration of foreign/international students to higher education courses in Italy""

Information notice pursuant to art. 13 of Regulation (EU) 2016/679 on the protection of personal data

Pursuant to Article 13 of Regulation (EU) 2016/679 (hereinafter GDPR), the data provided by applicants will be processed by the University of Pavia, in its capacity as Data Controller, in order to pursue its institutional ends and carry out the University's public interest tasks, pursuant to art. 6 letter e) of the GDPR. In particular, the data will be processed to allow the provision of the specific services requested by users and relating to the completion of selection procedures for admission to study courses, as described in the competitive test notice, and the fulfilment of legal requirements.

Data are collected in compliance with the principles of lawfulness, correctness, relevance, completeness and non-excess, in relation to the purposes for which they are processed. Data processing is based on respect for the general principles of lawfulness, correctness, transparency, adequacy, relevance, and necessity, using appropriate technical and organisational measures to protect the privacy and the rights of data subjects.

Processing is carried out, as a general rule, through the aid of computer-based and online tools to store and manage the collected data, in some phases paper-based media may be used, in all cases in such a way as to guarantee data security and protect the confidentiality of the data subject.

Failure to consent to the provision of personal data will result in the applicant being excluded from the admission test/excluded from the selection procedure.

Users' personal data may become known and processed, in compliance with current legislation on the subject, by personnel expressly in charge of data processing.

The data provided by applicants will be kept by the University of Pavia only for the time strictly necessary to pursue the above ends and, in any case, in compliance with legislation on the conservation of administrative documentation.

Applicants shall enjoy the rights set forth in articles 15-18 of the aforementioned Regulation, including: access to personal data, their rectification, updating, integration, deletion, etc. as well as objection to the use of data other than the institutional ends mentioned above. Complaints should be submitted to the Data Controller and/or Data Protection Officer (DPO).

For further information on the processing of personal data, please refer to the extended information available in the privacy section of the institutional site https://privacy.unipv.it/wp-content/uploads/2018/07/INFORMATIVAselezioni.pdf.

The Administrative Procedure Officer, pursuant to Law 241 of 7 August 1990, as amended by Law no. 15/2005, is Dr Matteo Bonabello.

The applicant takes responsibility for viewing and reading this Notice and fully complying with its provisions. No derogations or exceptions arising from erroneous interpretations of this Notice are allowed.

For more information, please contact us at this link.

Pavia, date of protocol

THE RECTOR
Francesco Svelto

Digitally signed Notice