School of Medicine and Surgery

Admission notice, Academic Year 2019-2020

Summer selection

Second-cycle/Master's degree course taught in English with limited places

Medical Biotechnologies

Class LM-9 - Pharmaceutical, Medical and Veterinary Biotechnologies

NB: Contents is clickable and linked to the corresponding paragraphs to help you browser this document.
Please pay attention to the information in the present admission notice.

SUMMARY

1. SECOND-CYCLE/MASTER'S DEGREE COURSE, PLACES AVAILABLE AND ADMISSION REQUIREMENTS

1.1 Second-cycle/Master's degree course and places available

Enrolments for the Academic Year 2019-2020[1] of the Second-cycle/Master's degree course taught in English and with limited places in Medical Biotechnologies of the School of Medicine and Surgery are now open.

The course has two course tracks:

- General;

- Molecular Medicine, the second semester of which is to be spent at the **University of Ulm** (Germany). A combined degree with the University of Ulm is conferred at the end of the studies.

The following places are available for the first year:

◊ 32 places for EU and non-EU citizens legally staying in Italy;

◊ 7 places available for non-EU citizens residing abroad - 1 of which reserved to citizens from the "Marco Polo" programme - who already took part in the Spring selection for the General course track

More specifically, during the present selection the following places are available:

◊ **32 places** in the General course track, only for EU and non-EU citizens regularly staying in Italy;

◊ **5 places** in the Molecular Medicine course track and available to **all** candidates; please note that the only non-EU candidates residing abroad who may take part in the selection for this course track are those who already won the Spring selection for the General course track.

1.2 Admission requirements

To enrol in this Second-cycle/Master's degree course, applicants need to:

1) have a First-cycle/Bachelor's **degree** or a three-year Italian Diploma Universitario or other foreign degree recognised by current legislation (https://www.unipd.it/iscrizioni-studenti-

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[1] Activation of the first year of the degree course depends on accreditation pursuant to M.D. 6/2019 "Self-assessment, assessment, initial and recurring accreditation of degree course campuses" and until the minimum number of pre-enrolments is reached. If the degree course is not accredited or the number of pre-enrolment applications is less than 15 (5 for each course track), the degree course will not be activated. We would like to point out that so far the course has always met these conditions. All information on course activation will be published at http://www.unipd.it .

internazionali), earned by **21st October 2019** or, should any places remain vacant, by **31st December 2019**;

2) meet **specific curricular requirements** set by the Course (see **section 2**) and which will be checked by filling in the online pre-enrolment application form (see section 3) and the minimum curricular requirement assessment application (see section 3.2), if required;

3) take the **entry test** and be among the students accepted in the merit list, as set in **section 5** of this admission notice.

The full sheet on this Degree course is available at https://didattica.unipd.it/off/2019/LM/ME by selecting the relevant course.

The normal duration of the course is 2 years at the end of which students have 120 University Credits (CFU) and have a Second-cycle/Master's degree in Medical Biotechnologies.

Students with disability or specific learning disability (SLD) may contact the **Student Service Office - Inclusion** (http://www.unipd.it/accoglienza-prove-ingresso) to report any special needs they may have or to enquire about tuition fee reductions and services available for support in relation to class attendance.

1.3 Part-time enrolment

All participants who, for work or family commitments or for health reasons, believe they can devote only a part of their time to study, can apply for enrolment under a **part-time study scheme**; the information is available at
http://www.unipd.it/studiare-tempo-parziale .

2. MINIMUM CURRICULAR REQUIREMENTS

The following minimum curricular requirements need to be met:

1.a) a degree in classes:
ex MD 270/04: L-2 class of the degrees in Biotechnologies; L-13 class of the degrees in Biological Sciences; L-27 Class of the degrees in Chemical Sciences and technologies; L/SNT3 Class of the degrees in Technical health professions; LM-41 Class of the second-cycle degrees in Medicine and Surgery;

ex MD 509/99: class 1-Biotechnologies; class 12-Biological sciences; class 21-Chemical sciences and Technologies; class 46/S-Medicine and Surgery; class SNT/3- Technical health professions;

<u>**OR**</u>

1.b) 52 CFU in the following areas (SSD): BIO/09 - Physiology; BIO/13 - Applied Biology; BIO/14 - Pharmacology; BIO/16 - Human Anatomy; BIO/17 - Histology; MED/04 - General pathology; MED/07 Microbiology and Clinical microbiology; FIS/01; FIS/07; BIO/10

<u>**AND**</u>

2) intermediate level of English which enables the user to use English fluently, both when speaking and writing, also using sector-specific lexis.

3. ONLINE REGISTRATION, PRE-ENROLMENT AND POSSIBLE ASSESSMENT OF MINIMUM CURRICULAR REQUIREMENTS

The application form for the selection must be filled in by 12:00 of 30th August 2019

3.1 Registration
To log on to the www.uniweb.unipd.it portal, candidates with no credentials first need to register by going to https://uniweb.unipd.it/AddressBook/ABStartProcessoRegAction.do
At the end of the registration process each candidate will be emailed a username and activation code. The candidate will then need to go to https://uniweb.unipd.it/password/index.php/it/utenti/identifica/azione/a , choose three security questions and set a password.
The candidate's username and password will then need to be used to log on to and access the registered area of the https://uniweb.unipd.it portal.

3.2 Pre-enrolment application
The pre-enrolment application form must be filled in **from 17th June to 12.00 of 30th August 2019** by logging on to the reserved area of the https://uniweb.unipd.it portal.
After logging in, candidates need *to click on Home → Evaluation Test → Proceed with a new pre-enrolment → Pre-enrolment for limited places → Course Type: 'Second cycle degree' → School of Medicine and Surgery - Medical Biotechnologies*

The application also requires candidates to **choose the course track they are interested in;** candidates will be prompted to add the degree to be used to access the course they are interested in, if it is not already in the system. Please note that students about to graduate from the University of Padova may complete the pre-enrolment process only after they have submitted online the application form to graduate.

Candidates who choose the **Molecular Medicine** course track also need to upload the following documents:

– curriculum vitae in English;

– cover letter in English stating the reasons for choosing the Molecular Medicine course track.

After final confirmation of the application candidates need to print the summary in which the place and date of the test are specified and pay the € 30.00 pre-enrolment fee through the PagoPA system (instructions available at http://www.unipd.it/modalit-pagamento-pagopa) or using the MAV payment form (in any Italian bank).

The service may be temporarily unavailable during maintenance operations.

After the deadline of 12.00 of 30th August 2019, the link will be deactivated and it won't be possible to submit any other applications or amend any choices made.

If candidates encounter any difficulties during the online process, they may write an email to immatricolazioni.studenti@unipd.it or telephone the University Call Centre from Monday to Friday from 9.00 to 17.00 at **049/8273131.**

All information on the IT kiosks available to applicants who require help with the enrolment process will be published at www.unipd.it/ufficio-immatricolazioni .

3.3 Assessment of minimum curricular requirements

Candidates with a **degree not included in the classes specified in section 2 must** also fill in the PDF form for the assessment of the minimum curricular requirements which is available at http://www.unipd.it/domanda-valutazione , including a self-certification on the exams taken which may be deemed useful in order to be admitted to the course. The form must be handed in to the Front Office of the Student Career Service in Lungargine del Piovego 2/3, - 35131 Padova, together with:

- copy of the summary of the pre-enrolment form/s completed online;

- copy of an ID document;

- copy of the payment receipt of € 30.00.

These documents can also be sent by recorded delivery letter, but only requests for the assessment of minimum curricular requirements **received** by the Front Office of the Student

Career Service in Lungargine del Piovego 2/3, - 35131 Padova, **by 30th August 2019 at the latest** will be accepted and taken into consideration.

4. ENTRY TEST

4.1 Entry test

The entry test will take place on **6th September 2019 at 11.00**.

Candidates must show up at **9.30** for the necessary check. They must have:

- a valid ID document;
- proof of payment (MAV or bank transfer receipt if they paid using the PagoPA system).

Candidates who do not have an answer concerning the assessment of their curricular requirements (see section 3.3) by the end of the entry test are admitted *conditionally*.

Once the test starts, candidates showing up late will not be allowed to take the test.

The entry test has **60** questions in English, **4** of which about comprehension of a text in English,.

The remaining 56 questions will cover the following subjects:

1) Mathematics - Statistics;
2) Chemistry - Biochemistry;
3) Physics;
4) Biology - Pathology;
5) Microbiology;
6) Genetics - Molecular biology;
7) Immunology.

Candidates have 90 minutes to take the test. The merit list is drawn up following the score got in the entry test, as per the following criteria:

- 1 point for every correct answer
- - 0.1 points for every wrong answer
- 0 points for every skipped answer

Should more candidates have the same merit, the youngest candidate will be given priority.

In the event candidates have the same merit, in case of the course track i Molecular Medicine priority will be given to the candidate with (in this order):

- better curriculum vitae
- better cover letter

‒ possible interview

4.2 Test commission, test regulations

All information on the Test Commission and how the test is organized is available at http://www.unipd.it/avvisi-ammissione-corsi .

Candidates with disability or specific learning disability (SLD) can request to take the admission test aided by customised supports. To do so, they need to submit specific request to the Student Service Office - Inclusion.

To this end they need to:

1) request an individual test when doing the pre-enrolment process on Uniweb;

2) send an email to inclusione.studenti@unipd.it specifying the kind of supports or aids requested (any additional time granted may not be more than 50% of the standard time allocated for the test);

3) send or take all the necessary documentation on the disability or SLD to the Student Service Office – Inclusion (inclusione.studenti@unipd.it) together with copy of a valid ID document by 12.00 of 30th August 2019. The form to be filled in is available at http://www.unipd.it/accoglienza-prove-ingresso

The documentation to be provided to request customised support must include:

- a certificate pursuant to Law 104/1992;

- a certificate of civil disability;

- SLD diagnosis issued not more than three years before by health authorities of the NHS or by professionals and NHS accredited structures.

Candidates with a disability or specific learning disabilities (SLD) residing abroad must submit a certificate stating the disability or SLD which was issued in their country of residence. This certificate must be accompanied by an officially certified translation in Italian or English.

The types of support necessary for the test will be determined based on the documentation submitted and following a possible interview with trained staff in a manner to be agreed.

Therefore, candidates are advised to contact the Student Service Office - Inclusion well in advance of the date of the test, by sending an email to inclusione.studenti@unipd.it .

Further information is available at: http://www.unipd.it/accoglienza-prove-ingresso

5. PUBLICATION OF MERIT LISTS, ENROLMENT PROCEDURES AND RE-ASSIGNMENTS FOR CURRENT YEAR GRADUATES

5.1 Enrolment procedures for students who graduate by 21st October 2019

The general merit list of eligible candidates/winners which will specify the **course track assigned** – which may differ from the one specified during pre-enrolment – will be published at http://www.unipd.it/graduatorie-ammissione as from **17th September 2019**.

Those who still do not have the degree necessary to access the course at the date the merit list is published, are added to the general merit list conditionally and, if admitted, are enrolled provided that the degree is earned by 21st October 2019.

Failure to earn the degree by the deadline will result in being removed from the merit list and the enrolment will be voided.

Publication of the merit list will act as official notification to all concerned parties.

Candidates will need to enrol using the forms available at http://www .unipd.it/corsi/corsi- di-laurea/preimmatricolazioni-e-immatricolazioni , and hand them in to the Student Career Service - Enrolment Office, Via Venezia 13, Padova, **by 12:00 of 30th September 2019 at the latest** together with:

- copy of a valid ID document (the data in the enrolment form must be the same as the one in the ID document);

- two identical passport-sized photographs;

- original proof of payment of the **€ 30,00** pre-enrolment fee;

- original proof of payment of payment of the first instalment of the university fees for A.Y. 2019/20;

The total amount of the first instalment of the university fees for A.Y. 2019/20 for newly enrolled students is of € 187.00 (of which: € 171.00 of regional tax for the right to university studies and € 16.00 for stamp duty)

The Regional Council updates the amount of the regional tax on university studies based on the inflation index planned, by 30th June each year. Therefore, any changes to the amounts decided by the Veneto Region by June 2019 will be settled before the academic year starts.

Should any vacant places remain, enrolments will continue by direct call from the Student Career Service following the order on the merit list. Acceptance of the place and completion of the enrolment process must follow the procedures and deadlines set by the Student Career

Service; failure to follow the procedures and meet the deadlines to complete the enrolment will be considered as dropping out.

5.2 Enrolment procedures for students who graduate by 31st December 2019

Should places still be vacant after the enrolment process outlined in section 5.1 is over, a further **re-assignment merit list** will be published. All candidates who took the entry test and who **graduated between 21st October and 31st December 2019** will be added to this list**.**

This merit list will be published **on 10th January 2020** at http://www.unipd.it/graduatorie-ammissione .

Winners must fill in the enrolment application using the forms available at http://www.unipd.it/corsi/corsi-di-laurea/preimmatricolazioni-e-immatricolazioni , and hand it to the Enrolment Desk of the Student Career Service in Lungargine del Piovego 2/3 **by 17th January 2020 at the latest** together with copy of **a valid ID document**, **two** identical passport-sized photographs, the original proof of payment of the first instalment of the university fees and of the proof of payment of the **€ 30.00** pre-enrolment fee.

To be eligible, **graduates from another university** must update the information concerning their degree in their reserved area on Uniweb **by 31st December 2019**; this information can be provided also after the pre-enrolment application is submitted. Graduates from the University of Padova need to wait for their degree to be automatically added.

5.3 Change of course procedures or transferring from another university

Please note that candidates must respect the deadlines set in section 5.1/ 5.2 for all the procedures listed below

5.3.1 Procedure to change course – for candidates already enrolled in another degree course of the University of Padova who want to change course

(if they wish to interrupt their studies, candidates need to submit the appropriate form to the university and then a new enrolment application following the procedure outlined in sections 5.1/5.2). These candidates need to submit the application to change course (forms available at http://www.unipd.it/trasferimenti-cambi-corso-sede) to the Enrolment Office - Student Career Service (https://www.unipd.it/immatricolazioni); their application will be accepted only after payment of the first instalment of the university fees for A.Y. 2019/20.

5.3.2 Procedure to transfer from another university: for candidates already enrolled in a

different degree course <u>of another university</u> who intend to continue their university career by changing course

(if they wish to interrupt their studies, candidates need to submit the appropriate form to their university of origin and then a new enrolment application at the University of Padova following the procedure outlined in sections 5.1/5.2).

These candidates need to:

1.- collect the permission to enrol at the Enrolment Office - Student Career Service (https://www.unipd.it/immatricolazioni)

2.- submit a transfer request to their university of origin

3.-they then have to go back to the Enrolment Office - Student Career Service (https://www.unipd.it/immatricolazioni) to complete the enrolment process. They must bring the receipt of the transfer request and of the enrolment application done online showing they have met the deadlines.

6. CREDIT TRANSFER REQUESTS AND ENROLMENTS IN YEARS SUBSEQUENT TO THE FIRST

To transfer credits and for any academic transfer credit evaluation, a preliminary assessment application can be submitted for the academic year 2019/2020.

Conditions and terms to submit the application will be published at http://www.unipd.it/domanda-valutazione.

In its decision, the appointed Commission will state the year of admission and the possible exemption from taking the test; in this case, the candidate needs to submit the pre-enrolment application form as set forth in section 3 of this admission notice.

Instructions to complete the papers are available at http://www.unipd.it/domanda-valutazione .

7. FOREIGN STUDENTS AND ITALIAN STUDENTS WITH A FOREIGN DEGREE

Foreign and Italian students with a foreign degree are admitted as per the provisions set forth by the Ministry of Education, Universities and Research and available at http://www.miur.it/ , university - foreign students, after passing the tests required.

EU and non-EU candidates staying in Italy will be admitted to the test subject to the verification of their qualifications and residence permit. If they pass the test, to complete their enrolment

process they need to attach to their enrolment application the documentation listed at the following page http://www.unipd.it/iscrizioni-studenti-internazionali

8. PERSON IN CHARGE OF THE PROCEDURE, PERSONAL DATA, NOTES AND WARNINGS

1) Pursuant to art. 4 of law 241 of 7 August 1990 (New norms on administrative procedures and right to access administrative documents) and following amendments, the President of the Assessment Commission is appointed to oversee the administrative procedure.

2) The person in charge of the Procedure to access the records is Dr. Roberta Rasa, Head of the Student Career Service. Candidates may exercise their right to access the competition records following the procedures set forth by Presidential Decree no. 184 of 12th April 2006.

3) Same-time enrolment: information on same-time enrolment can be viewed at http://www.unipd.it/avvisi-ammissione-corsi.

4) Regulations in place on statements: should false or mendacious statements by the candidate emerge, it being understood the sanctions provided for by the criminal code and special laws in place (art. 75 and 76 of presidential decree 445/2000), the candidate will be unenrolled automatically. The University will seek to be refunded for any benefits (e.g. scholarships) given to the candidate and will not reimburse any of the university fees paid by the candidate. The mendacious statement will also entail compensation for damages by the parties involved.

Further information on our privacy policy and regulations in place for enrolments is available at http://www.unipd.it/avvisi-ammissione-corsi .

Any amendments or additions to the content of this admission notice will be:

◊   published on the Official University Register;

◊   published on the university web pages at http://www.unipd.it/avvisi-ammissione-corsi .

Current regulations in place apply in relation to any issues not expressly addressed in this admission notice.

Padua, 30/04/2019   The Rector

                                                                                  Prof. Rosario Rizzuto