School of Agricultural Sciences and Veterinary Medicine
Admission notice, Academic Year 2019-2020

Second-cycle/Master’s degree course with open access and requisites in
Biotechnology for Food Science
Class LM- 9 - Pharmaceutical, Medical and Veterinary Biotechnology

Course track taught in Italian
● Biotecnologie per l’Alimentazione (full selection)

Course track taught in English
● Biotechnology for Food Science (selection for candidates with an Italian degree)
NB: Contents is clickable and linked to the corresponding paragraphs to help you browse this document. Please pay attention to the information in the present admission notice.

SUMMARY

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

1.1 Second-cycle/Master’s degree course and places available
Enrolments to the Second-cycle/Master’s degree with open access in Biotechnology for Food Science of the school of Agricultural Sciences and Veterinary Medicine for the Academic Year 2019-2020 are now open. Any vacancies after the early selection will be made available.

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1.2 Admission requirements
To enrol in this degree course, applicants need to:

1) have been awarded a First-cycle/Bachelor’s degree or a three-year Italian Diploma Universitario in classes L-2 and L-13 ex MD 270/04 or a degree from classes 1 and 12 ex MD 509/99 from any other Italian university by 21st October 2019 or, for current year graduates, by 31st December 2019;

2) have a B1 knowledge of English for the course track in Biotechnology for food science and B2 for the course track in Biotechnology for Food Science.

For graduates with a high level of preparation, resulting from knowledge and skills certified in their CV and coming from training courses that are not perfectly consistent with the entry requirements, a different initial entry course and/or specific admission tests may be envisaged.

In case of candidates with an Italian qualification different from those of MD 509/99 or MD 270/2004, curricular requirements will be checked by the admission commission.

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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 the degree course will not be activated.
Specific curricular requirements set by the Course will be checked by filling in the online pre-enrolment application form and the minimum curricular requirement assessment request (see section 2), both of which are mandatory.

The full sheet on this Degree course is available at https://didattica.unipd.it/off/2019/LM/AV 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 Biotechnology for Food Science.

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

2.1 Registration
To log on to the www.uniweb.unipd.it portal, candidates with no credentials first need to register by going to
At the end of the registration process each candidate will be emailed a username and an 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.

2.2 Online pre-enrolment
1) **Pre-enrolment period:** All students (whether they graduate by 21st October or by 31st December) must fill in the pre-enrolment application **from 17th June to 12.00 of 30th September 2019**

2) **Pre-enrolment procedure:** candidates need to login to the following site [https://uniweb.unipd.it](https://uniweb.unipd.it). After logging in, to fill in the pre-enrolment application candidates need to click on **Home → Proceed with a new pre-enrolment → Pre-enrolment for unlimited places → Course Type: ‘Second cycle degree’ → select the relevant course.** Candidates will be asked to input their degree qualification to be admitted to the course they have chosen, if not already in the system. Please note that **students from the University of Padova may complete the pre-enrolment process only after they have submitted the online application form to graduate.**

3) **Pre-enrolment fee:** After final confirmation of the application, candidates need to print the summary and pay the **€ 30.00** pre-enrolment fee through the PagoPA system (instructions available at [http://www.unipd.it/modalit-pagamento-pagopa](http://www.unipd.it/modalit-pagamento-pagopa)) or by using the MAV payment form (at any Italian bank).

4) **Contact us:** If candidates encounter any difficulties in the online process, they may write an email to [immatricolazioni.studenti@unipd.it](mailto:immatricolazioni.studenti@unipd.it) or telephone the University Call Centre from Monday to Friday from 9.00 to 17.00 at **049/8273131**. The service may be temporarily unavailable during maintenance operations.

5) **IT kiosks:** All information on the IT kiosks available to applicants will be published at [www.unipd.it/ufficio-immatricolazioni](http://www.unipd.it/ufficio-immatricolazioni)

These IT kiosks will be available to candidates who require help with the enrolment process.

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**2.3 Assessment of minimum curricular requirements (students who graduate by 21st October)**

After completing the pre-enrolment process, candidates will need to finalize their application by doing the **mandatory assessment of minimum curricular requirements.**

More specifically, candidates who have or are about to get their:

a) **First-cycle/Bachelor’s or single cycle degree (M.D. 509/99 or 270/04):**

    must complete the **online** self-certification procedure available at [www.uniweb.unipd.it/valutazionetitoli](http://www.uniweb.unipd.it/valutazionetitoli) , using the same credentials used for Uniweb, from **17th June to 18.00 of 21st October 2019.** Final-year students/graduates from the **University of Padova** are only required to confirm what is displayed and add any other activities or courses done in other universities. Final-year
students/graduates from **other universities** must add all exams taken for their degree and during other university careers deemed useful to be admitted.

If all elements for the assessment (e.g. the final mark, if necessary) are provided, the procedure will show an eligible or non-eligible result which will also appear in the reserved pre-enrolment area on Uniweb.

**Please read carefully the detailed instructions provided during the process.**

**b) Degree from older university systems (4 or 5-year system, Diploma universitario) or foreign degree:**

**Must** fill in the form **The pdf form** to request assessment of the minimum curricular requirements.

The pdf form is available at [http://www.unipd.it/domanda-valutazione](http://www.unipd.it/domanda-valutazione) and must be handed in to the Front Office of the Student Career Service in via Lungargine del Piovego 2/3, - 35131 Padova by **30th September 2019** at the latest, together with:

1) copy of the summary of the pre-enrolment form/s completed online;
2) copy of an ID document;
3) proof of payment (MAV or bank transfer receipt if they paid using the PagoPA system) of € 30.00.

These documents can also be sent by recorded delivery letter, but only requests for the assessment of minimum curricular requirements **sent** to the Front Office of the Student Career Service in Lungargine del Piovego 2/3, - 35131 Padova, **by 30th September 2019 at the latest** will be accepted and taken into consideration.

### 2.4 Further periods when minimum curricular requirements are assessed (students who graduate by 31st December)

Students who are going to **graduate by 31st December 2019** may submit the request to assess their minimum curricular requirements as per the following terms and deadlines: **from 7th November to 12.00 of 10th January 2020**. They must also complete the procedure to assess their minimum curricular requirements as per the following terms and deadlines:

**a) Candidates with a First-cycle/Bachelor’s or single cycle degree (M.D. 509/99 or 270/04):**
these candidates must complete the online self-certification procedure available at 
www.uniweb.unipd.it/valutazionetitoli from 7th November to 12.00 of 10th January 2020,
following the indications in the previous section;

b) Candidates with a degree from older university systems (4 or 5-year
system, Diploma universitario) or a foreign degree:
These candidates must fill in the pdf form to request assessment of the minimum curricular requirements.
The form is available at http://www.unipd.it/domanda-valutazione and must be handed in to the Front
Office of the Student Career Service in Lungargine del Piovego 2/3, - 35131 Padova by 10th January 2020
at the latest, together with:

1) copy of the summary of the pre-enrolment form/s completed online;
2) copy of an ID document;
3) proof of payment (MAV or bank transfer receipt if they paid using the PagoPA system)
of € 30.00.
This application will be considered valid also for credit transfer requests.
These documents can also be sent by recorded delivery letter, but only requests for the
assessment of minimum curricular requirements sent to the Front Office of the Student Career
Service in Lungargine del Piovego 2/3, - 35131 Padova, by 10th January 2020 at the latest
will be accepted and taken into consideration.

3. ASSESSMENT RESULTS AND ONLINE ENROLMENT APPLICATION

3.1 Assessment results
Candidates with a positive outcome to their application (after submitting their request for
minimum curricular requirements as per section 2.3) may proceed to enrol after making sure that:

➢ their minimum curricular requirements application shows an “eligible” result in their pre-
enrolment procedure in the reserved area on Uniweb;

➢ their degree title was registered correctly on Uniweb; please note that degrees from the
University of Padova will be registered automatically, whereas graduates from other
universities will need to see to the registration on Uniweb themselves, by going to Home ➔ Qualifications.

3.2 Enrolment periods
Candidates who graduate by 21st October can submit their enrolment application as soon as the
process opens (which will happen once the minimum number of pre-enrolments to activate each
course is reached, as can be checked at http://www.unipd.it/avvisi-ammissione-corsi, and they have until 12.00 of 25th October 2019.
Current year graduates who graduate by 31st December 2019 may submit their enrolment application from 11th November 2019 to 12.00 of 17th January 2020. Students who graduate after 31st December 2019 cannot enrol during the current year.

3.3 Enrolment procedures, changing course or transferring from another university
Please note that the enrolment process is done exclusively online and that it is not necessary to hand in papers at any university office.
If students require assistance, they can contact the Enrolment Office - Student Career Service (for more and up-to-date information, please go to https://www.unipd.it/immatricolazioni, or email immatricolazioni.studenti@unipd.it).
Information on careers available depending on Second-cycle/Master's degree course chosen is available at https://www.unipd.it/node/51408.

3.3.1 Enrolment procedure: for students not enrolled in any degree course at the University of Padova or other university
Successful candidates who wish to finalize their enrolment need to follow the procedure outlined at https://www.unipd.it/avvisi-ammissione-corsi by the deadline stated in section 3.1.
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.

3.3.2 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 at https://www.unipd.it/avvisi-ammissione-corsi no later than the deadline stated in section 3.1)
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.

3.3.3 Transferring from another university: for candidates already enrolled in a different degree course of another university who intend to continue their university career by changing course (if they want to interrupt their studies, they need to present the relevant form to their university of origin and then a new enrolment application to the University of Padova following the procedure outlined at https://www.unipd.it/avvisi-ammissione-corsi, no later than the deadline set in section 3.1). These candidates must submit their request to change university to their university of origin and then need to go to the Enrolment Office - Student Career Service (https://www.unipd.it/immatricolazioni) to complete their enrolment. They must bring the receipt of the transfer request and enrolment application done online showing they have met the deadlines http://www.unipd.it/trasferimenti-cambi-corso-sede

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

For the purpose of evaluating credits gained in previous university careers, for Academic Year 2019/2020 candidates must submit their pre-enrolment application as per section 2 and, at the same time, the request to assess their minimum curricular requirements. This form is available at http://www.unipd.it/domanda-valutazione. In its decision, the Commission will state the year of admission and any academic transfer granted.

5. FOREIGN STUDENTS AND ITALIAN STUDENTS WITH A FOREIGN DEGREE (COURSE TRACK IN BIOTECHNOLOGY FOR FOOD SCIENCE)

Foreign and Italian students with a foreign qualification, who in this selection may only enrol in the course track in Biotecnologie per l'Alimentazione, are admitted as per the provisions set forth by the Ministry of Education, Universities and Research which are available at http://www.studiare-in-italia.it/studentistranieri/, university - foreign students, pending passing the tests given.
The test to assess students’ knowledge of Italian, if required, will take place on the date specified in the previous section and at the premises which will be communicated by the Welcome sector of the International Office.

EU and non-EU citizens legally staying in Italy as per art. 39, par. 4 of Legislative decree no. 286/98 and subsequent amendments, do not need to take this test. Citizens from Norway, Iceland, Liechtenstein, Switzerland and the Republic of San Marino are put on the same level as EU citizens.

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](http://www.unipd.it/iscrizioni-studenti-internazionali)

Non-EU citizens residing abroad must not submit their pre-enrolment application online, but must contact the Welcome sector of the International Office by sending an email to international.admission@unipd.it also to check the documents necessary to be enrolled.

Failure to submit the necessary documents, an incomplete submission of documents or a non-eligible qualification will prevent the enrolment from being completed. No extension to submit the documents necessary for enrolment will be granted.

6. PERSON IN CHARGE OF THE PROCEDURE, PRIVACY, 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](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;

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

Padua, 02/05/2019

The Rector
Prof. Rosario Rizzuto

Digitally signed pursuant to legislative decree 82/2005.