



SCHOOL OF HUMANITIES, SOCIAL SCIENCES AND CULTURAL STUDIES

ADMISSION NOTICE A.Y. 2022/23

Degree Course in English, with UNLIMITED PLACES

ITALIAN MEDIEVAL AND RENAISSANCE STUDIES



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HOW TO REGISTER

IN 4 EASY MOVES (*)

(*) click on the icons for further information

1



Online pre-enrolment

METHOD AND DEADLINES

By pre-enrolling, you inform the University that you are interested in the course and register for the admission test. Follow the instructions and comply with the deadlines indicated in the admission notice.

2



Take the online admission test

CHECK TIME AND DATE

The online admission test will take place on 22 September 2022. Remember that you will need to have paid the pre-enrolment fee.

3



On-line enrolment

ADMISSION TEST PASSED: YOU CAN REGISTER

After taking the admission test and having your preparation assessed, you can register for your first year by the specified deadline.

4



Watch out for the OFA (Additional Educational Requirements)!

DID YOU GET A GRADE OF 25/50 OR LESS?

You must attend and pass a 20-hour English course by 30 September 2023.

?



Read the admission notice

FOR INFORMATION

Click on the icon on the left to see the full table of contents: you will find all the information you need to enter UNIPD!



*NOTE: The index is clickable and refers to the paragraphs in the text to make navigation easier.
However, we recommend paying attention to the information contained in the entire admission notice.*

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1. GENERAL INFORMATION

Registration is now open for the first year of the Degree Course with unlimited places in the School of Humanities, Social Sciences and Cultural Studies, "Italian Medieval and Renaissance Studies¹", academic year 2022/23.

The course is taught in English; its normal duration is 3 years and the Degree is awarded at the end of the Course of study.

Information on ongoing teaching and course regulations can be found at <https://didattica.unipd.it/> by selecting "School of Humanities, Social Sciences and Cultural Studies" and the "Italian Medieval and Renaissance Studies" Course.

1.1 Course, venue and places available

Graduation Class Ministerial Decree 270/04	Degree course	Venue	Places available for EU citizens*	Places available for non-EU citizens residing abroad	of which reserved for the Marco Polo programme
L-10	Italian Medieval and Renaissance Studies	Padua	Unlimited places	10	10 (already competed for during the initial selection process)

* of the European Union

1.2 Admission requirements

To be admitted, candidates² must:

1. hold a **high school diploma** or a foreign qualification recognised as suitable for admittance to university education according to current legislation (www.unipd.it/iscrizioni-studenti-internazionali);
2. be in possession, **by 13 September 2022**, of a certificate attesting a knowledge of **English** to at least level **B2** (CEFR), except in applicable cases of exemption. The list of accepted certifications, the relative minimum grades required and exemptions is available at www.unipd.it/requisito-linguistico-ammissione-corsi-studio-ateneo;

¹ Running the first year of Degree Courses is subject to their accreditation according to the provisions of Ministerial Decree 1154/2021 "Self-assessment, assessment, initial and periodic accreditation of venues and courses of study", and to the achievement of a minimum number of pre-enrolments; therefore, if the Course is not accredited or if the number of pre-enrolment applications submitted is less than 30 (5 for each curriculum), the Course will not run. All information relating to the running of the course is published on the Internet at www.unipd.it.

² From now on, terms relating to people are in the masculine form, for the sole purpose of ensuring better readability of the text, but refer indiscriminately to all genders.



3. **pre-enrol from 18 July until 12:00 noon on 13 September 2022** ([point 2](#)). Students using a foreign qualification for admission to the course must follow the instructions in [point 6](#);
4. **take the mandatory online assessment test on 22 September 2022** ([point 3](#));
5. submit an application for **enrolment, change of course or incoming transfer from 26 September until 30 September 2022 at 12:00 noon** ([point 4](#)).

1.3 Registering for part-time

Students can apply to register on a part-time basis due to family, work or health reasons. Further information is available at www.unipd.it/contribuzione-benefici.

2. REGISTRATION AND PRE-ENROLMENT ON THE UNIWEB PORTAL

The pre-enrolment application can be completed by logging into the www.uniweb.unipd.it portal

from 12:00 noon on 18 July to 12:00 noon on 13 September 2022.

2.1 Registration on the Uniweb portal

If you are logging into Uniweb for the first time, you must create a new user by clicking on www.uniweb.unipd.it and on the → *Registration Menu*.

At the end of the registration, you will receive your username and activation code by e-mail to log on to the uniweb.unipd.it/password/index.php/it/utenti/identifica/azione/a page, where you will be asked to set up three security questions and a password. With your user name obtained and password set, you can log on to your private area.

In the event of problems logging in, contact the University Call Centre (www.unipd.it/callcentre).

N.B.: The personal e-mail address included in your Uniweb profile is the communication channel via which any deadlines and instructions for accessing the course are provided. E-mails sent for this purpose count as an official communication.

2.2 Pre-enrolment

To pre-enrol, you must:

- log into www.uniweb.unipd.it and click on the items *Education* → *Pre-enrolment for unlimited places* → *Course Type "Degree Course"* → *School of Humanities, Social Sciences and Cultural Studies - Italian Medieval and Renaissance Studies*; at this stage, it is also possible to request a personalised test ([point 3.3](#));

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- upload your certificate of English language level B2 (CEFR) or higher, or documentation certifying that you fall within the cases of exemption, to the appropriate attachments section. The list of accepted certifications, the relative minimum grades required and exemptions is available at www.unipd.it/requisitolinguitico-amissione-corsi-studio-ateneo.

- check completion of the procedure by printing the summary;
- pay the € 30.00 fee through the PagoPA procedure ([instructions](#)).

Contacts and assistance: www.unipd.it/immatricolazioni and www.unipd.it/callcentre

3. MANDATORY ONLINE ASSESSMENT TEST

The test will take place online on **22 September 2022**; to take part you must have pre-enrolled by **12:00 on 13 September 2022** and have paid the pre-enrolment fee ([point 2](#)).

N.B.: Taking the test is not sufficient for the purposes of enrolment. Applicants who do not meet the required language qualifications by 13 September 2022 will not be able to enrol.

3.1 On-line testing

A document containing the information to take part in the test will be published on the www.unipd.it/ammissioni-scu-medieval page by **31 August 2022**, namely:

- the exact times of the test;
- the devices required and the minimum technical specifications needed to take the test;
- the procedures and regulations to be followed during the test;
- information on the possibility of testing the procedure in advance in order to ensure that the test is conducted correctly.

N.B.: these publications count as an official communication to the interested parties.

3.2 Topics, test structure and time available

The test consists of 50 multiple-choice questions in English, with only one correct answer among those indicated, on the following topics:

- Verbal comprehension and knowledge of the English language: 30 questions;
- Critical-logical reasoning: 20 questions.

Answers are assessed as follows:

- correct answer: + 1 point
- incorrect answer: - 0.25 points
- answer not given: 0 points

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A maximum time of 60 minutes is allocated for completing the test.

3.3 Personalised Test Request

Students with disabilities or specific learning disorders (SLDs) can contact the Student Services Office – Inclusion Department (inclusione.studenti@unipd.it) to report any need for admission tests (www.unipd.it/accoglienza-prove-ingresso) and for information on course attendance support services and financial subsidies (www.unipd.it/risorse-supporti-studenti-disabilita-dificolta-apprendimento).

Such requests must be submitted during the pre-enrolment phase ([point 2.2](#)), by the same deadline.

3.4 Additional educational requirements (OFA)

Candidates who achieve grades of 25 or less will have to attend and pass a 20-hour course in English, called **English Language for Italian Studies** and managed entirely by DISLL.

Students who, as at 30 September of their first year of enrolling on the course, have not fulfilled the additional educational requirements may repeat the first year of the course until the additional educational requirements assigned to them have been fully fulfilled.

4. ENROLMENT, CHANGE OF COURSE, TRANSFER FROM ANOTHER UNIVERSITY

4.1 Deadlines, procedures and useful links

In order to enrol, change course or transfer from another University, it is necessary to:

- **have pre-enrolled**, uploading the documentation relating to the language requirement ([point 1.2](#)) in the ATTACHMENTS section, by the deadline ([point 2](#));
- **have taken the mandatory online assessment test** ([point 3](#)).

The application to enrol, change course or transfer from another university must be submitted

from 12:00 on 26 September to 12:00 on 30 September 2022

in the following ways:

- **enrolment**: by accessing www.uniweb.unipd.it in the Teaching section → Enrolment → Course Type "Degree Course" → School of Humanities, Social Sciences and Cultural Studies - Italian Medieval and Renaissance Studies. At the same time as the application is submitted, payment of the first instalment must be made, in the Teaching section → Fees. Enrolment is conditional on fulfilling the language requirement ([point 1.2](#)).
- **transfer from another University**: following the instructions on the following page: www.unipd.it/trasferirsi-altro-ateneo.

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- **simultaneous enrolment on multiple courses – request for incompatibility:** follow the instructions given in the following document: <https://www.unipd.it/node/78294>
- **change of course:** following the instructions on the following page: www.unipd.it/cambi-corso-ordinamento.
- Further information on registration/enrolment procedures for the courses and other cases can be found in the following document: www.unipd.it/node/59918

N.B.: Taking the test is not sufficient for the purposes of enrolment. Applicants who do not meet the required language qualifications by 13 September 2022 will not be able to enrol.

N.B.: failure to comply with the deadlines and terms of the procedures indicated and to make the simultaneous payment of the first instalment is equivalent to renouncing enrolment.

All registration procedures are to be considered final only after completion by the Student Career Office - Enrolment Department.

Contacts and assistance: www.unipd.it/immatricolazioni and www.unipd.it/callcentre

4.2 Student fees and benefits

For new enrolments, the amount of the first instalment of the university fee, for the academic year 2022/2023, is equal to *192.00 euros* (of which: 176.00 euros regional tax for the right to university study and 16.00 euros stamp duty). Students with a disability between 66% and 100% or with certification pursuant to Law no. 104 (Article 3, paragraph 1), are entitled to a total exemption, which only entails the payment of the stamp duty, of 16.00 euros.

Further information on instalments, payments and scholarships can be found at www.unipd.it/contribuzione-benefici.

5. RECOGNITION OF PRIOR CREDITS AND UNIVERSITY CAREER SHORTENING

To have already acquired credits recognised and your university career shortened, a specific assessment application must be submitted, following an online procedure. Methods and deadlines (approximately between June and the first half of July 2022) will be published by June 2022 on the www.unipd.it/domanda-valutazione page.

The appointed committee will issue a decision containing:

- the list of educational activities/credits recognised;



- the proposed year of admission³;
- the need to take the online assessment test (point 3) to access the Degree Course or the possibility of being exempted.

After receiving the credit recognition decision, the deadlines for completing the procedures for being admitted to the courses are as follows:

- enrolment: from 18 July to 30 September 2022;
- incoming transfer: from 18 July to 30 September 2022;
- change of course: from 1 to 30 September 2022.

6. FOREIGN AND ITALIAN STUDENTS IN POSSESSION OF A FOREIGN QUALIFICATION

Students holding a foreign qualification are admitted according to the provisions of the Ministry of University and Research, available at www.mur.gov.it/it - University - Foreign Students, after passing the required tests and submitting the necessary documentation. For further information, please contact the Admissions and Welcome Department of the Global Engagement Office, e-mail international.admission@unipd.it.

6.1 Registration procedure for EU or non-EU candidates residing in Italy

Citizens of Norway, Iceland, Liechtenstein, Switzerland and the Republic of San Marino shall be treated as Community nationals. Non-EU candidates residing in Italy will be admitted subject to verification of their residence permit. In order to participate in the selection process, applicants are required to:

1. **pre-enrol** in the www.uniweb.unipd.it/ portal according to the methods and schedules indicated in this notice ([point 2](#));
2. take the **entrance test** according to the methods and schedules indicated in this notice ([point 3](#));
3. upload the documentation necessary to **check their foreign entrance qualification** and for the possible inclusion of their diploma grades in the rankings via the portal apply.unipd.it/ according to the methods specified on the www.unipd.it/studiare-italiano-come-fare-domanda page. The application must be sent between **2 June 2022 and by 12:00 - local time - (GMT + 1) on 13 September 2022.**

³The Italian Medieval and Renaissance Studies course was first run in the 2021/2022 academic year, therefore it is only possible to be admitted to the second (and not the third) year of the course

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Failure to submit documentation, the submission of incomplete documentation or of an unsuitable qualification does not allow the competent offices to complete your enrolment.

Candidates are exempt from the Italian language test pursuant to Italian Legislative Decree No. 286/98, Article 39, paragraph 5, as amended.

In order to ensure a regular start to teaching, all international students must be duly enrolled and provided with all the necessary documents by 31 October 2022.

Eligible candidates wishing to enrol must:

1. submit the application for online enrolment in the www.uniweb.unipd.it portal and make payment of the first instalment in the manner and within the terms indicated in this notice ([point 4](#));
2. have the Admissions and Welcome department of the Global Engagement Office view the planned original documentation, according to the methods that will be indicated on the www.unipd.it/studiare-italiano-immatricolarsi page.

6.2 Registration procedure for non-EU candidates residing abroad:

In order to participate in the selection process, applicants are required to:

1. **pre-register in the University portal** www.universitaly.it/index.php/dashboard, indicating the University of Padua (*Università degli Studi di Padova*) and the course of study you are interested in. Pre-registration is necessary to apply for a study visa at the Italian diplomatic representation in your country of residence;
2. take the **entrance test** according to the methods and schedules indicated in this notice ([point 3](#));
4. upload the documentation necessary to **check their foreign entrance qualification** and for the possible inclusion of their diploma grades in the rankings via the portal apply.unipd.it/ according to the methods specified on the www.unipd.it/studiare-italiano-come-fare-domanda page. The application must be sent **between 2 June 2022 and by 12:00 - local time - (GMT + 1) on 13 September 2022.**

Failure to submit documentation, the submission of incomplete documentation or of an unsuitable qualification does not allow the offices to complete your enrolment.

In order to ensure a regular start to teaching, all international students must be duly enrolled and provided with all the necessary documents by 31 October 2022.

Eligible candidates wishing to enrol:

1. will receive instructions on accepting their place and payment of the first instalment via the apply.unipd.it portal;



2. on arrival in Italy, they will have to have the Admissions and Welcome department of the Global Engagement Office view the planned original documentation, according to the methods that will be indicated on the www.unipd.it/studiare-italiano-immatricolarsi page.

7. PERSON RESPONSIBLE FOR THE PROCEDURE, PERSONAL DATA, NOTES AND WARNINGS

- 1) Pursuant to Article 4 of Law 241 of 7 August 1990 (New rules on administrative procedures and right of access to administrative documents) and subsequent amendments, the President of the Commission responsible for evaluation shall be appointed as the person responsible for the administrative access procedure.
- 2) Person Responsible for the Procedure for Accessing Documents: Director of the Student Career Office, Dr. Maria Chiara Ferraresi. Candidates have the right to exercise their right of access to the application documents according to the provisions of Decree of the President of the Republic no. 184 of 12 April 2006.
- 3) Simultaneous registration: the rules governing simultaneous registration can be consulted at www.unipd.it/avvisi-ammissione-corsi.
- 4) Current legislation on declarations: in the event that the documentation submitted by the candidate contains false or untrue declarations, without prejudice to the penalties provided for by the Italian Criminal Code and the special laws on this matter (Articles 75 and 76 of Italian Presidential Decree 445/2000), the candidate's enrolment shall cease ex-officio. The University will recover any benefits granted (e.g. scholarships) and will not reimburse the fees paid. Finally, a false declaration will entail exposure to an action for damages brought by the counterparties.

Personal data provided by candidates, collected for the purposes set out in this Notice, is processed in compliance with the provisions of EU Regulation no. 679 of 27.04.2016 (General Data Protection Regulation, GDPR), and the policy available on the <https://www.unipd.it/informativa-studenti> page. Further general information on the current regulations for admission can be found on the www.unipd.it/avvisi-ammissione-corsi page.

Any changes or additions to the content of this Admission Notice will be:

- ◊ published in the official register of the University;
- ◊ announced on the University's web pages, at www.unipd.it/avvisi-ammissione-corsi

For anything not specified in this Admission Notice, reference should be made to current legislation.

Padua, 15 February 2022

THE RECTOR

Prof. Daniela Mapelli

digitally signed pursuant to d.lgs. (Italian Legislative Decree) no. 82/2005