



SCUOLA DI PSICOLOGIA

CALL FOR ADMISSIONS A.Y. 2022/23

Master's degrees (or second-cycle degrees) with limited access

- NEUROSCIENZE E RIABILITAZIONE NEUROPSICOLOGICA
- PSICOLOGIA CLINICA - PSICOLOGIA CLINICA DELLO SVILUPPO
- PSICOLOGIA CLINICO-DINAMICA - PSICOLOGIA COGNITIVA APPLICATA
- PSICOLOGIA DELLO SVILUPPO E DELL'EDUCAZIONE
- PSICOLOGIA DI COMUNITÀ, DELLA PROMOZIONE DEL BENESSERE E DEL CAMBIAMENTO SOCIALE
- PSICOLOGIA SOCIALE, DEL LAVORO E DELLA COMUNICAZIONE

N.B.: this document is the English translation of the admission notice for the limited access Master's degree courses at the Scuola di Psicologia.

The admission notice in Italian is available at
www.unipd.it/ammissioni-psi-magistrali-programmato.

If there is any dispute regarding the interpretation of the two versions, the Italian version shall take precedence

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

Prospective students can now apply for admission to the first year of the Master's degrees with limited access at the Scuola di Psicologia¹ for academic year 2022/23.

Courses normally run for 2 years and a Master's degree is awarded at the end of the chosen Course of study.

Information on ongoing teaching and course Regulations can be found at didattica.unipd.it, by selecting the Course of interest.

1.1 Courses, venues and available places

COURSES IN ITALIAN				
Master's degree Ministerial Decree 270/04	MASTER'S DEGREE	Venue	Places available for EU citizens*	Places available for non-EU citizens residing abroad
LM-51	Neuroscienze e riabilitazione neuropsicologica	Padua	126	4 – of which 2 are reserved for the Marco Polo programme
LM-51	Psicologia clinica	Padua	116	9 – of which 2 are reserved for the Marco Polo programme
LM-51	Psicologia clinica dello sviluppo	Padua	171	4 – of which 2 are reserved for the Marco Polo programme
LM-51	Psicologia clinico-dinamica	Padua	171	4 – of which 2 are reserved for the Marco Polo programme
LM-51	Psicologia cognitiva applicata	Padua	116	4 – of which 2 are reserved for the Marco Polo programme
LM-51	Psicologia dello sviluppo e dell'educazione CURRICOLA: • <i>Psicologia dello sviluppo e dell'educazione</i> • <i>Developmental and educational psychology (curriculum delivered in English)</i>	Padua	135	28 (no longer available because the places were assigned in the early selection procedures**)
LM-51	Psicologia di comunità, della promozione del benessere e del cambiamento sociale	Padua	121	4 – of which 2 are reserved for the Marco Polo programme

¹ Running the first year of a Degree Course is subject to its accreditation according to the provisions of Italian Ministerial Decree 1154/2021 "Self-assessment, assessment, initial and periodic accreditation of venues and courses of study" and to reaching 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 15 (5 for each curriculum), the Course will not run. All the information relating to the running of the course is published at www.unipd.it.

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LM-51	Psicologia sociale, del lavoro e della comunicazione	Padua	116	4 – of which 2 are reserved for the Marco Polo programme
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* of the European Union

** the related admission notice is available at www.unipd.it/avvisi-ammissione-lauree-magistrali-inglese

1.2 Requirements for admission to the selection process

To take part in the selection process for admission to the degree courses in this notice, candidates² must:

1. have attained a Bachelor's degree, a single-cycle Master's degree, a three-year university diploma or another qualification obtained in Italy or abroad and recognised as suitable under current legislation (www.unipd.it/en/how-apply), **by 30 September 2022**;
2. be in possession of the specific curricular requirements, knowledge, competences and abilities, verified as indicated in point 3. Prospective students are advised to read the full description in the Course **Syllabus**, available in Art. 2, paragraph 1, of the relevant Course Regulations. Full descriptions of the Courses and the relevant Course Regulations can be found at <https://didattica.unipd.it/>, by selecting the Course you are interested in.
3. **pre-enrol** from 18 July until 5 pm on 25 August 2022 ([point 2](#));
4. submit an application for the **assessment of the minimum curricular requirements** from 18 July until 6 pm on 25 August 2022 ([point 3](#));

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/en/studying-padova/funding-and-fees.

1.4 Inclusion and disability

Students with disabilities or specific learning disorders (SLDs) can contact the Student Services Office – Inclusion Department (inclusion.studenti@unipd.it) to report any need for information on course attendance support services and financial subsidies (www.unipd.it/en/resources-and-supports-students-disability-or-learning-disabilities).

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.



2. REGISTRATION AND PRE-ENROLMENT ON THE UNIWEB PORTAL

2.1 Registration on the Uniweb portal

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

At the end of the registration process, you will receive an email with your username and activation code to log in to uniweb.unipd.it/password/index.php/it/utenti/identifica/azione/a, where you will be asked to set up three security questions and a password. With your username obtained and password set, you can log in to your private area.

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

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

2.2 Submitting an application for pre-enrolment

Pre-enrolment is completed online

from 18 July until 5 pm on 25 August 2022.

To pre-enrol, you must:

1. log in with your credentials at www.uniweb.unipd.it, click on *Home* → *Pre-enrolment for limited/unlimited access degree programmes* → > *Type of degree programme* 'Second-cycle degree' and indicate the course you are interested in ([point 1.1](#)).

Prospective candidates may only **complete a single pre-enrolment by selecting just 1 degree course** that they wish to compete for; this choice can be modified by accessing the submitted pre-enrolment at any time before applications close (at 12.00 noon on 25 August 2022) and will then be binding for the formation of the rankings ([point 4](#));

2. enter the degree qualification to be used as your admission requirement to the course, if not already on the system.

Students enrolled at the University of Padua who are about to graduate can only complete the pre-enrolment after submitting their application for the degree award online. If this application has not been submitted yet, in order to proceed, you will need to make your situation known to immatricolazioni.studenti@unipd.it, attaching an identity document;

3. at the same time, pay the pre-enrolment fee of 30.00 euro via the PagoPA procedure (instructions on www.unipd.it/pago-pa).

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



3. ASSESSING THE MINIMUM CURRICULAR REQUIREMENTS

3.1 Minimum curricular requirements for entry

In order to compete for entry to one of the courses in this notice, you need to satisfy both the following points, relating to CFUs and your level of English.

Training activities and exams declared for admission to the course must have been **taken and recorded at the time of submitting** the application for assessment ([point 3.2](#)) and cannot be supplemented at a later date.

Having **at least 88 CFUs** in the M-PSI areas and respecting the following minimums:

- at least **4 CFUs** in **each of the 5** following areas for a total of 20 CFUs:
M-PSI/01, M-PSI/02, M-PSI/03, M-PSI/04, M-PSI/05
- at least **4 CFUs** in **at least one of the following 3** areas:
M-PSI/06, M-PSI/07, M-PSI/08

Passing a university-level English exam or having an **English language*** certification, at level:

- **B2**: only for the “Developmental and educational psychology” curriculum in English for the Master’s Degree in “Psicologia dello sviluppo e dell’educazione”;
- **B1**: for all other courses or curricula mentioned in [point 1.1](#).

* The accepted certifications and required scores are available at:

https://drive.google.com/file/d/1WMC1OBxwORCYH1f5qBS2A_RRS9e13OUt/view

3.2 Procedure and deadlines

The minimum curricular requirements needed for entry to each course are described in [point 3.1](#). The procedure is only available after completing pre-enrolment ([point 2](#)):

from 18 July until 6 pm on 25 August 2022.

Depending on the type of qualification used for entry, candidates will be asked to proceed as indicated in the following tables.



QUALIFICATIONS ATTAINED IN ITALY

Degrees under legal regulations after 1999 – DM (Italian Ministerial Decree) 509/99 or DM 270/04 (Bachelor's Degree or Single-cycle Master's Degree)

Applications for the assessment of the minimum curricular requirements must be submitted online via <https://uniweb.unipd.it/raccoltatitoli>, by logging in with your Uniweb credentials. Detailed instructions for submitting applications can be found on that page.

Qualifications attained at the University of Padua*	Qualifications attained at another Italian University
<ul style="list-style-type: none"> - Confirm that the details displayed are correct; - Confirm/enter the English language exam or enter the certification - Enter the exams taken relating to the M-PSI area 	<ul style="list-style-type: none"> - Enter the exams taken relating to the M-PSI area and which regard the entry degree; - Confirm/enter the English language exam or enter the certification - Enter the exams taken relating to the M-PSI area

Degrees according to regulations prior to DM (Italian Ministerial Decree) 509 of 1999 (four-year courses, five-year courses, university diplomas)

Holders of degree qualifications under legal regulations prior to those indicated must ask for the necessary forms by emailing pratiche.immatricolazioni@unipd.it with the subject line "Vecchio ordinamento magistrali Psicologia - Master's degree in Psychology under old legal regulations" attaching an identity document and self-certification with the exams indicated under those regulations.

**If the procedure is not confirmed within the deadlines, only the training activities taken and registered in the entry degree, at the time that the assessment is closed, will be automatically taken into consideration for the purposes of verifying the curricular requirements and calculating the ranking score.*

QUALIFICATIONS ATTAINED ABROAD

Entry qualifications attained abroad will be assessed through the portal <https://apply.unipd.it/>, according to the procedures indicated at www.unipd.it/en/how-apply.

The required documentation must be uploaded by and no later than **6 pm (GMT + 2) on 25 August 2022**.

- EU citizens or equivalent must also submit the application for pre-enrolment via the Uniweb portal ([point 2](#));
- Non-EU citizens residing abroad must submit an application for pre-registration to the Italian Embassy or Consulate in their country of residence through the online procedure available on the University portal: www.universitaly.it/index.php/registration.

Further information is available in [point 8](#) of this notice.



4. RANKINGS FOR ENTRY TO DEGREE COURSES

4.1 Formation of the ranking

The ranking for entry to each degree course is formed on the basis of the CFUs and grades awarded in the exams taken and relating to the M-PSI area. The calculation is done as follows:

- the value of each exam will be calculated by multiplying the relative grade by the relative CFUs. Specifically, a grade of “30 e lode” [30 with distinction] is considered to be 33 within the calculation;
- the final score is calculated by summing the products obtained in this way up to a maximum limit of 110 CFUs. If a candidate has a number of CFUs for these exams that exceeds this limit, only the exams with the highest grades will be taken into consideration. If the sum of the CFUs of these exams exceeds the limit of 110 by a few units, the excess CFUs will be removed, for the calculation, from the exam with the lowest grade.

The formulae are, therefore:

- formula 1: $\text{Value}_{\text{exam_M-PSI}_1} = (\text{grade}_{\text{exam_M-PSI}_1}) \times (\text{CFUs_considered}_{\text{exam_M-PSI}_1})$
- formula 2: $\text{Final score} = \text{Value}_{\text{exam_M-PSI}_1} + \text{Value}_{\text{exam_M-PSI}_2} + \dots + \text{Value}_{\text{exam_M-PSI}_n}$

The following table shows an example of calculating the score for use in the ranking.

Exams M-PSI	CFUs obtained	Grade considered in the calculation of the “exam value”	CFUs considered in the calculation of the “exam value”	Exam value (formula 1)
A*	9*	18	6*	108
B	8	22	8	176
C	6	23	6	138
D	8	30 with distinction (33)	8	264
AND	12	28	12	336
F	6	25	6	150
G	8	27	8	216
H	4	28	4	112
I	8	20	8	160
J	8	27	8	216
K	8	20	8	160
L	2	30	2	60
M	12	27	12	324
N	6	28	6	168
O	8	24	8	192
	Total		Total	Final score (formula 2)
	113*		110	2780

* This hypothetical student has accrued 113 CFUs in the M-PSI areas, exceeding the limit of 110 CFUs by 3 units. For ranking purposes, the 110 CFUs with the highest grades are assessed, thus considering only 6 of the 9 CFUs for the “A” exam, where the student obtained the lowest grade. The exam value in question is then obtained by multiplying the grade (18) by the number of credits considered (6), rather than by the number of credits earned (9).



Entry to the chosen degree course is gained **according to the order in the ranking**. In the event of a tie, precedence will be given on the basis of the following criteria, in order:

1. the academic year of first enrolment in the Italian national university system (precedence is given to the candidate with the most recent enrolment);
2. the date of birth (precedence is given to the youngest candidate).

4.2 Publication of the rankings

The rankings for entry to the individual degree courses ([point 1.1](#)) will be published at www.unipd.it/ammissioni-psi-magistrali-programmato from **20 September 2022**.

This publication is the official communication for the candidates concerned. The rankings show the candidates with the “admitted” status and those with the “non-admitted” status, which could change to the “admitted” status following any scrolling through the ranking.

Candidates who have not yet obtained the qualification required for entry at the time of submitting their application will be included in the general merit ranking with reserve and, if admitted, will be able to complete the online application for enrolment **only after obtaining the qualification**, which must be done **by 30 September 2022**.

Degree grades will be registered automatically for students enrolled at the University of Padua, whereas graduates from other universities will need to update their details in the Uniweb portal in the section *Home → Qualifications*.

N.B.: failure to obtain the qualification and, thus, to update the Uniweb portal by 30 September 2022 will result in the candidate forfeiting their position in the admission ranking.

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

5.1 Deadlines and enrolment requirements

In order to enrol, change course or transfer from another University, candidates must:

- have submitted an application for pre-enrolment ([point 2](#));
- have submitted an application for the assessment of the minimum curricular requirements ([point 3](#)) and be in possession of the specified requirements;
- have the “admitted” status in the ranking;
- have checked the registration of the entry qualification data by 30 September 2022. These details will be registered automatically for students obtaining their entry qualification from the University of Padua, whereas graduates from other universities will need to fill in the details manually in the section *Home → Qualifications*.

The application for enrolment, course change or transfer from another university must be submitted on the dates indicated in the table below, depending on the time when one acquires “admitted” status in the ranking. The procedures to submit an application are indicated in [point 5.3](#).



Publication of the Ranking and reassignment	Deadline for registration, change of course and transfer from another university
Ranking: 20/09/2022 at www.unipd.it/ammissioni-psi-magistrali-programmato	12.00 noon on 3/10/2022
First reassignment*: 04/10/2022 in the candidate's reserved area in Uniweb or at https://didattica.unipd.it/off/risultati/LM , by selecting the course of interest	12.00 noon on 07/10/2022

**Reassignment is subject to the actual availability of places to be assigned in the relevant Course.*

N.B.: failing to comply with the deadlines and the terms of the indicated procedures and failing to pay the first instalment at the same time is equivalent to waiving admission to the chosen Master's degree.

Candidates who are not admitted during these first assignments can participate in the further assignment of any vacant places, as indicated in the next point.

5.2 Further assignment of any vacant places

The number of any vacant places remaining available in the various courses after the assignment is concluded on 7 October 2022 will be announced on **10 October 2022** at www.unipd.it/ammissioni-psi-magistrali-programmato.

These vacant places will be made available with a further selection, in which only candidates who meet **all the following conditions** will be able to take part in:

- they were included in the ranking published during the first assignments ([point 5.1](#));
- they have not already enrolled in one of the courses in this notice for academic year 2022/23;
- they have not been “annulled” due to their failure to comply with the enrolment deadlines indicated in the table in [point 5.1](#);
- they graduated and updated their degree qualification in the Uniweb portal by 30 September 2022. These details will be registered automatically for students obtaining their entry qualification from the University of Padua, whereas graduates from other universities will need to fill in the details manually.

Candidates take part in these later places assignments **with the same score** that they obtained in the ranking of 20 September ([point 5.1](#)).

In order to take part, **candidates must submit an additional application for pre-enrolment:**

from 12:00 noon on 10 October until 12:00 noon on 13 October 2022.

Applications must be submitted via the Uniweb portal (www.uniweb.unipd.it) in the section *Home* → *Pre-enrolment for limited/unlimited access degree programmes* → *Type of degree programme* ‘Second-cycle degree’ → *Scuola di Psicologia – Degree courses with limited access – Further assignment*.

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At this stage it is possible to confirm the choice of the course indicated during the first pre-enrolment or to change it by choosing another course ([point 1.1](#)); this choice can be modified by accessing the submitted pre-enrolment up to the closure of applications (12:00 noon on 13 October 2022) and it will then be binding for scrolling through the ranking for any further assignment.

It is not necessary to pay the 30.00 euro fee again, nor to re-submit the application for the assessment of the minimum curricular requirements.

N.B.: failure to comply with the deadlines for submitting the further application for pre-enrolment will result in the candidate being excluded from any reassignments.

The table below shows the ranking publication and reassignment dates with their respective **peremptory** deadlines for enrolment, change of course or transfer from another university.

The procedures for accepting a place and for submitting an application are in [point 5.3](#).

Publication of the Ranking and reassignment	Deadline for registration, change of course and transfer from another university
Ranking: 14/10/2022 at www.unipd.it/ammissioni-psi-magistrali-programmato	12.00 noon on 18/10/2022
First reassignment*: 19/10/2022 in the candidate's reserved area in Uniweb or at https://didattica.unipd.it/off/risultati/LM , by selecting the course of interest	12.00 noon on 24/10/2022

**Reassignment is subject to the actual availability of places to be assigned in the relevant Course.*

In the last reassignment after the clearing on **19/10/2022**, the places reserved for non-EU citizens residing abroad will be made available to EU citizens and non-EU citizens residing in Italy.

N.B.: failing to comply with the deadlines and the terms of the indicated procedures and failing to pay the first instalment at the same time is equivalent to waiving admission to the chosen Master's degree.

After completing the enrolments of those admitted in the last assignment, the enrolment operations for academic year 2022/23 will be considered definitively closed.

5.3 Procedures and useful links

The procedures for accepting a place and registering for courses are:

- **Enrolment:**

log in at www.uniweb.unipd.it and click on *Home* → *Standard Enrolment year 1* → *Type of degree programme 'Second-cycle degree'* and indicate the course you are interested in;

- **Change of course:**

follow the instructions published on www.unipd.it/cambi-corso-ordinamento;

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- **Transfer from another university:**

follow the instructions for courses with limited access published on

www.unipd.it/trasferirsi-altro-ateneo;

- **Simultaneous enrolment on multiple courses – request for incompatibility:**

follow the instructions given at: www.unipd.it/node/78294

Further information on registration/enrolment procedures for the courses and other cases can be found in the following document: www.unipd.it/node/85793

N.B.: failing to comply with the deadlines and the terms of the indicated procedures and failing to pay the first instalment at the same time is equivalent to waiving admission to the chosen Master's degree.

Registration procedures for the course will only be considered final once completed by the Student Career Office - Enrolment Sector.

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

6. STUDENT FEES AND BENEFITS

For new enrolments, the first instalment of the university fee, for the academic year 2022/2023, is 192.00 euro (of which: 176.00 euro is the regional tax for the right to study at university and 16.00 euro is the stamp duty). Students with a disability between 66% and 100% or with certification pursuant to Italian 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 euro.

Information about instalments, payments and scholarships:

www.unipd.it/en/studying-padova/funding-and-fees

Contacts and assistance:

benefici.studenti@unipd.it

7. RECOGNITION OF CREDITS TO SHORTEN THE UNIVERSITY CAREER

7.1 Procedure and deadlines

Candidates may apply to have the activities and exams they have obtained (including those obtained abroad) - such as single courses or previous university experiences - recognised so as not to have to repeat them during their course of study. In order to apply for recognition, candidates must:

- submit an application for pre-enrolment ([point 2](#));



- submit an application for the assessment of the minimum curricular requirements ([point 3](#)); Within the same procedure there is a special section for submitting the application for credits to be recognised in order to shorten the university career, by uploading a PDF available within the portal.

N.B.: the application for credits to be recognised can only be submitted for the degree course selected by the candidate through pre-enrolment in the first selection ([point 2](#)). Approved recognitions will only be valid for that specific course; they will not be validated if they were allowed for a different course (for candidates who thus participate in the further assignment by modifying their choice of first pre-enrolment, [point 5.2](#))

The appointed commission will assess the application submitted and take a decision indicating the proposed year of entry to the chosen degree course, based on the recognised CFUs:

- recognition of fewer than 30 CFUs > proposed admission to the 1st year;
- recognition of 30 CFUs or more > proposed admission to the 2nd year.

Based on the proposed year of admission, candidates must proceed as indicated in the following points.

7.1.1 Proposed admission to the 1st year

The course entry requirements that need to be met remain the same as those indicated in this notice ([point 1.2](#)), without any difference with respect to those entering the first year without obtaining any credit recognition. The recognised credits will be uploaded automatically into the candidate's student record book after enrolment has been completed, and no later than the first exam session useful for the academic year 2022/23.

7.1.2 Proposed admission to the 2nd year

Admission is subject to the availability of places in the chosen course. If the number of candidates eligible for entry to the 2nd year is greater than the number of places available, a ranking will be drawn up for each course.

The rankings for entry to the 2nd year of the course, if necessary, are drawn up on the basis of the CFUs and grades of the fully recognised exams (for the purposes of the ranking, partial validations are not taken into consideration). Only exams **already taken and registered** at the time of submitting the application for credits to be recognised can be considered. The calculation is done as follows:

1. the value of each recognised exam will be calculated by multiplying the grade by the CFUs. Specifically, a grade of "30 e lode" [30 with distinction] is considered to be 33 within the calculation. The formula is, therefore:

$$\text{Value}_{\text{recognised_exam}_1} = (\text{grade}_{\text{recognised_exam}_1}) \times (\text{CFU}_{\text{recognised_exam}_1})$$

2. The final score is calculated by summing the products obtained in this way:

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$$\text{Final score} = \text{Value}_{\text{recognised_exam}_1} + \text{Value}_{\text{recognised_exam}_2} + \dots + \text{Value}_{\text{recognised_exam}_{(n)}}$$

In the event of a tie, the youngest candidate will have precedence.

The admission rankings to the second year of each course will be published on **20 September 2022** at www.unipd.it/ammissioni-psi-magistrali-programmato.

Candidates **admitted** to the 2nd year after success in the relevant ranking will not appear in the 1st year ranking.

Candidates **not admitted** to the 2nd year will automatically be included in the 1st year ranking, published at the same time.

Applications to enrol, change course or transfer from another university must be submitted **by 12:00 noon on 3 October 2022** in accordance with the instructions available at: www.unipd.it/node/80240.

Information on recognising credits and shortening the university career:

www.unipd.it/domanda-valutazione

Contacts and assistance

- for questions related to decisions on recognising credits:

www.unipd.it/backoffice-carriere-studenti - psicologia.studenti@unipd.it

- for the enrolment of admitted candidates:

www.unipd.it/immatricolazioni

8. STUDENTS HOLDING FOREIGN QUALIFICATIONS

Students holding a foreign qualification are admitted according to the provisions of the Italian Ministry of University and Research, available at www.miur.it - University - Foreign Students, after passing the required tests.

Candidates with a foreign qualification must submit the necessary documentation to verify the validity of the entry qualification and to calculate the relative score for ranking, **from 18 July until 6 pm (GMT + 2) on 25 August 2022**. The documentation will be verified online, via the portal <https://apply.unipd.it/>, in accordance with the procedures specified at www.unipd.it/en/study-english-how-enrol.

Certain procedures vary according to the candidate's situation:

- Candidates holding a foreign qualification who are EU citizens or equivalent must also submit the application for pre-enrolment via the Uniweb portal ([point 2](#)).
- Non-EU candidates residing abroad must submit an application for pre-registration to the Italian Embassy or Consulate in their country of residence through the online procedure available on the University portal: www.universitaly.it/index.php/registration.
- Non-EU candidates residing in Italy will be admitted subject to verification of their residence permit.

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Candidates who have passed selection and wish to enrol in the course will have to provide the required documentation in accordance with the procedures that will be indicated at www.unipd.it/en/study-english-how-enrol.

Failure to submit documentation, the submission of incomplete documentation or the submission of an ineligible qualification will prevent enrolment from being completed. No deferrals for documents to be submitted will be allowed.

Contacts and assistance: international.admission@unipd.it.

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

1. Pursuant to Article 4 of Italian 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 Course of Study or the Committee responsible for evaluation shall be appointed as the person/body responsible for the administrative procedure on admissions.
2. Person Responsible for the Procedure for Accessing Documents: Director of the Student Career Office, *Dott.ssa* Maria Chiara Ferraresi. Candidates have the right to exercise their right of access to the application documents according to the provisions of Italian Presidential Decree no. 184 of 12 April 2006.
3. 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, shall be processed in compliance with the provisions of EU Regulation no. 679 of 27.04.2016 (the General Data Protection Regulation, GDPR), and the policy available at www.unipd.it/informativa-studenti. Further general information on the current regulations for admission can be found at www.unipd.it/avvisi-ammissione-corsi.

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

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

Padua, 28 aprile 2022

THE RECTOR

Prof. Daniela Mapelli

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