

# **CALL FOR ADMISSION**

Degree programme with unlimited access:

# **EARTH AND CLIMATE DYNAMICS**

selection for those with an entry qualification obtained in Italy



### **SUMMARY OF DEADLINES FOR THE YEAR 2024**

TAKE AN ENGLISH TOLC-I	From <b>1 January 2023</b> to <b>27 September 2024</b> .
PRE-ENROLMENT on Uniweb	from <b>5 March</b> to <b>28 June</b> or from <b>16 July</b> to <b>30 September</b>
UPLOAD LANGUAGE DOCUMENTATION	By <b>30 September</b>
ENROLMENT on Uniweb	from 5 March to 28 June or from 16 July to 30 September
FULFIL ANY ADDITIONAL LEARNING REQUIREMENT	If you have been assigned any additional learning requirement, you need to fulfil it by <b>30 September 202</b> 5

### **USEFUL LINKS**

# CISIA WEBSITE FOR



### **UNIWEB UNIPD**



### **TOLC TEST CALENDAR**



# HAVE YOU PASSED ANY EXAMS FROM OTHER DEGREE PROGRAMMES YOU WOULD LIKE RECOGNITION FOR?

Applications must be made in June, prior to enrolment, with one for each course you intend to enrol in: <a href="https://www.unipd.it/riconoscimento-crediti-pregressi">https://www.unipd.it/riconoscimento-crediti-pregressi</a>

**N.B.:** this document is the English translation of the Call for admission for Bachelor's degree "Earth and Climate Dynamics" with unlimited places and admission requirements.

The Call for admission is available in Italian at <a href="www.unipd.it/ammissioni-sc-earthclimate">www.unipd.it/ammissioni-sc-earthclimate</a>. If there is any dispute regarding the interpretation of the two versions, the Italian version shall take precedence.

NOTE: The table of contents is clickable and refers to the paragraphs in the text to make navigation easier. However, we recommend you read the entire call for admission carefully.

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#### 1. GENERAL INFORMATION

Prospective students can now apply for admission to the first year of the Earth and Climate Dynamics degree programme with unlimited access, taught in English, for the academic year 2024/25<sup>1</sup>.

Its normal duration is 3 years and the Degree in Earth and Climate Dynamics is awarded at the end of the degree programme.

Information on ongoing course units and the Syllabus Regulation can be found at <u>didattica.unipd.it</u>, by selecting "Scuola di Scienze" and the degree programme of interest.

Students can apply to register on a part-time basis due to family, work, or health reasons. Further information is available at <a href="https://www.unipd.it/studenti-lavoratori">www.unipd.it/studenti-lavoratori</a>.

### 1.1 Degree programme, venue and places available\*

Graduation Class Ministerial Decree 270/04	Degree Programme	Registered office	Admission procedure
L-34	Earth and Climate Dynamics	Padua	Unlimited access

<sup>\*</sup>This selection is reserved for candidates with qualifications obtained in Italy; the places for NON-EU candidates have already been announced in separate calls for applications <a href="https://apply.unipd.it/courses/course/220-earth-and-climate-dynamics?search=2028806">https://apply.unipd.it/courses/course/220-earth-and-climate-dynamics?search=2028806</a>. For more information, please contact <a href="https://apply.unipd.it">international.admission@unipd.it</a>

### 1.2 Admission requirements

For admission to the degree programme, candidates<sup>2</sup> must:

- hold an upper secondary school certificate obtained in Italy. For the first pre-enrolment and enrolment window, it is possible to be registered in the last year of upper secondary school with the prospect of obtaining the qualification in the 2023/24 school year. The qualification attainment details must be updated by 31 July 2024.
- be in possession of and have submitted the required language documentation, as indicated in <u>Appendix 1, by 30 September 2024</u>;
- 3. take an English TOLC-I test between 1 January 2023 and 27 September 2024 (point 2);
- 4. pre-enrol (point 3):
  - from 5 March to 12 noon on 28 June 2024 or
  - from 16 July to 12 noon on 30 September 2024.

<sup>&</sup>lt;sup>1</sup> The activation of the first year of degree programmes is subject to their accreditation according to the provisions of D.M. (Italian Ministerial Decree) 1154/2021 "Self-assessment, assessment, initial and periodic accreditation of venues and degree programmes" and to the achievement of a minimum number of pre-enrolments; therefore, if the Degree programme is not accredited or if the number of pre-enrolment applications submitted is less than 30 (5 for each curriculum), the Degree programme will not be activated. All the information relating to the activation of the degree programme is published at <a href="http://www.unipd.it">http://www.unipd.it</a>. The minimum number of enrolments indicated does not apply to newly established, professional training and interuniversity degree programmes.

Hereinafter, the terms that relate to people are in the masculine form, for the sole purpose of ensuring better readability of the text, but refer indiscriminately to all genders.

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5. submit an application for enrolment:

- from 5 March to 28 June 2024 (whole day)
- from 16 July to 30 September 2024 (whole day).

<u>Point 4</u> sets out the periods in which it is possible to submit incoming transfer and course change applications in addition to enrolment applications.

**N.B.**: The order of completion of points 3 and 4 is irrelevant for the purposes of admission, provided that both operations are completed by the deadline.

### 2. TOLC CISIA: TAKING THE TEST

The TOLC is the type of test required for admission to the degree programme in this call. It is delivered online on a platform provided by CISIA - Consortium of Inter-University Integrated Access Systems, a consortium of Italian universities.

### 2.1 Validity of the TOLC and acquisition of results

The TOLC that is accepted for admission to degree programmes is **English TOLC-I**. To be valid for access to the degree programme, the **TOLC** test must be taken:

### from 1 January 2023 to 27 September 2024.

Candidates who participated in the admission test for the Galilean School of Higher Education and were admitted to the oral test in the class to be announced at <a href="https://www.unipd-scuolagalileiana.it/content/avviso-di-ammissione">www.unipd-scuolagalileiana.it/content/avviso-di-ammissione</a> will not have to take the TOLC test or fulfil any additional learning requirements.

**N.B.:** simply taking the TOLC test is not a sufficient condition for admission to the degree programmes; candidates need to perform **pre-enrolment** as set out in point 1.2.

A TOLC test of the same type can be taken at the most once per calendar month, including from abroad. Candidates can select the "Padua" venue to take the test remotely via a virtual classroom (TOLC@CASA) or in person in a real classroom (TOLC at the University) managed by the University of Padua. The test is valid whether it is taken in the "@casa" mode or at the University, at any of the consortium universities included in the list of participating venues on the CISIA site.

The **English TOLC-I** score is acquired **automatically** through one's tax identification number, which must be identical on both the Uniweb portal (<u>point 3</u>) and the CISIA portal.

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It is possible to take one or more TOLC to enter the degree programmes. In the event that more than one TOLC test has been taken, the TOLC test with the best score out of those taken by the deadlines will be considered for enrolment and assignment of the additional learning requirement (point 4.3).

The TOLC result will be acquired within 3 working days of the day of taking the test and will be visible within the pre-enrolment procedure: any reports of **non-acquisition** of results will be taken into account **after** this timeframe **and before** the closing of the enrolment window.

Any reports should be sent to: immatricolazioni.studenti@unipd.it

Students enrolled in the 4<sup>th</sup> year of upper secondary school can also take a TOLC test in the sessions scheduled for 2024 and may, if necessary, use it to participate in admission procedures for the 2025/26 academic year: the call for admission for the 2025/26 academic year will in any case apply to determine the validity of the TOLC tests taken in this manner.

# 2.2 Registration for the TOLC test

The TOLC test is delivered via the platform provided by CISIA - Consortium of Inter-University Integrated Access Systems. For all operations concerning registration, booking, and taking the test and the rules governing these steps, candidates should refer to the <a href="www.cisiaonline.it/">www.cisiaonline.it/</a> portal. It should be noted that the test must be booked, subject to <a href="www.cisiaonline.it/">availability of places</a>, at least 7-10 days before the test date. It is therefore advisable for candidates to book their place well in advance to meet the deadline set in this call (<a href="points 1.2">points 1.2</a>).

# **Registration** for the TOLC admission test:

https://tolc.cisiaonline.it/studenti\_tolc/user\_test\_tolc.php

TOLC Tests **structure** and required **knowledge** (Syllabus):

www.cisiaonline.it/area-tematica-tolc-cisia/home-tolc-generale

Dates and venues for delivery of TOLC tests:

tolc.cisiaonline.it/calendario.php

TOLC Students and TOLC@CASA Students Regulations:

www.cisiaonline.it/area-tematica-tolc-cisia/regolamenti/

### Contacts and assistance

For information on the use of the CISIA portal and to book a TOLC: helpdesk.cisiaonline.it

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# 2.3 Request for a personalised test for candidates with a disability, impairment, or SLD diagnosis

Candidates with a disability, impairment, or specific learning disabilities (SLD), pursuant to Article 16 of Legge (Law) no. 104/1992 and Legge (Law) no. 170/2010, may, within the test registration procedure on the CISIA - Consortium of Inter-University Integrated Access Systems portal (point 3.2) request an admission test with additional time and/or customised support, by attaching the following documentation:

- civil invalidity certificate and/or a certificate pursuant to Legge (Law) no. 104 of 1992 issued by the medical committee for the relevant area, proving the type of disability (NO OMISSIONS) and, where envisaged, the recognised percentage of invalidity; the candidate will be entitled to an additional time not exceeding 50 per cent of the time defined for the test;
- certificate of SLD diagnosis issued no more than 3 years previously, if prior to the candidate's eighteenth birthday, or if subsequent to the candidate's eighteenth birthday, by state local health facilities or entities and professionals accredited with the regional health service. Where not already specified in the diagnosis, ask the accredited private facility for their accreditation code/no. In accordance with the provisions of the "Guidelines on Specific Learning Disorders" annexed to D.M. (Italian Ministerial Decree) no. 5669 of 12 July 2011, candidates with SLDs are granted additional time equal to a maximum of 30 per cent more than that defined for the admission test.

Candidates with SLDs may request additional time and/or customised support with the medical certification they possess, even if it has expired. The new documentation, updated for the cycle of university studies, must be sent to inclusione.studenti@unipd.it by no later than 30 September 2025.

Personalised Learning Plans (PLP) and diagnoses of SLDs issued before the last level of education (upper secondary education) and/or by non-accredited individuals or entities are not accepted under any circumstances.

- a statement in lieu of a publicly sworn certificate in which the candidate states that what is stated in the certificate has not been revoked, suspended, or changed, using the forms available on the CISIA Consortium of Inter-University Integrated Access Systems portal;
- valid identity or identification document.

Candidates with a disability, invalidity, or SLD from EU and non-EU countries residing abroad who wish to benefit from personalised support must submit a certificate, which, where provided for under current international rules and regulations, has been legalised, of their disability, invalidity, or SLD condition issued in their country of residence, accompanied by a sworn translation or a translation certified by the Italian diplomatic services as conforming to the original text, in Italian or English. The Student Service Office - Inclusion Unit, which is in charge of examining these certificates, shall ascertain that the foreign documentation certifies a condition of invalidity, disability, or SLD recognised by Italian law.

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Candidates will be able to check within the TOLC delivery platform whether they have been assigned some special supports.

Instruments such as dictionaries, formularies, periodic tables of elements, conceptual maps, computers (other than the one used for the test), tablets, smartphones, smart glasses and other similar instruments are not permitted in any case.

If you have a particularly complex condition, we suggest that you request an interview with dedicated staff, using the appropriate online form for an appointment request with the Inclusion Unit, to make your individual needs known:

https://web.unipd.it/prenotazioniservizi/settore-inclusione/.

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

### 3. REGISTRATION AND PRE-ENROLMENT ON THE UNIWEB PORTAL

The pre-enrolment application can be completed by logging into the <a href="www.uniweb.unipd.it">www.uniweb.unipd.it</a> portal in one of the following windows:

- from 15:00 on 5 March to 12:00 noon on 28 June 2024
- from 15:00 on 16 July to 12:00 noon on 30 September 2024.

### 3.1 Registration on the Uniweb portal

If you are logging into Uniweb for the first time, you must create a new user by clicking on <a href="https://www.uniweb.unipd.it">www.uniweb.unipd.it</a> and on <a href="https://www.unipd.it/creative-nthe-">Menu > Registration</a> (if you already have a Uniweb profile but you have problems logging into it, follow the procedure on the <a href="https://www.unipd.it/creative-nthe-">www.unipd.it/creative-nthe-">www.unipd.it/creative-nthe-</a> page).

At the end of the registration process, you will receive an email with your username and activation

code to log in to <u>uniweb.unipd.it/password/index.php/it/utenti/identifica/azione/a</u>, where you will be asked to set up three security questions and a password. With the username obtained and the password set, candidates can log in to their personal area.

Students can also register with the <u>www.uniweb.unipd.it</u> portal using SPID credentials by clicking on  $Menu \rightarrow Registration$  with SPID.

In the event of problems with logging in, please contact the University Call Centre (<a href="https://www.unipd.it/callcentre">www.unipd.it/callcentre</a>).

**N.B.:** the personal email address included in the Uniweb profile is the communication channel that will be used to communicate deadlines and to provide instructions for access to the degree programme. Emails sent for this purpose count as official communication.

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### 3.2 Pre-enrolment

To pre-enrol, you must log into <u>www.uniweb.unipd.it</u> and click on the items  $\rightarrow$  Evaluation test  $\rightarrow$  Pre-enrolment for unlimited places  $\rightarrow$  First cycle degree  $\rightarrow$  Earth and Climate Dynamics.

Candidates must upload the required **language documentation** as indicated in <u>Appendix 1</u> to the appropriate section for attachments.

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

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

### 4.1 Deadlines, procedures, and useful links

To enrol, change course, or transfer from another University, candidates must:

- have pre-enrolled in one of the available windows, entering the required documentation (point
   3):
- have taken the required TOLC test by the specified deadline (point 2);
- have checked that the TOLC score has been acquired within the pre-enrolment section.
- have submitted the required language documentation in the "Valutazione Titoli" (Qualification Assessment) section during the pre-enrolment procedure, as indicated in Appendix 1

The application for **enrolment** must be submitted:

- from 15:00 on 5 March to 28 June 2024 (whole day)
- from 15:00 on 16 July to 30 September 2024 (whole day).

Applications for **incoming transfers** must be submitted:

from 15:00 on 16 July to 30 September 2024 (whole day).

Change of course applications must be submitted:

• from 15:00 on 2 September to 30 September 2024 (whole day).

Registration procedures for standard enrolment, change of course, and transfer from another university can be found in the following documents:

- for enrolment until 28 June 2024: <a href="https://www.unipd.it/node/85792">www.unipd.it/node/85792</a>
- for all procedures from 16 July to 30 September 2024: <a href="https://www.unipd.it/node/59918">www.unipd.it/node/59918</a>

**N.B.:** failing to comply with the deadlines and terms of the set out procedures and concurrently pay the first instalment will constitute a waiver of enrolment.

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All registration procedures will be effective only after completion by the Student Office - Enrolment and Admission Testing Unit; notification of the operation will be given via email sent to the student's email address registered on the Uniweb portal.

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

#### 4.2 Fees and benefits

In case of new enrolment, the first instalment of the university fee, for the academic year 2024/25, is 204.00 euro (of which 188.00 euro is the regional tax<sup>3</sup> for the right to education at university and 16.00 euro is the stamp duty).

**Information** about instalments, payments, scholarships and any exemptions: www.unipd.it/contribuzione-benefici

### Contacts and assistance:

benefici.studenti@unipd.it

### 4.3 Additional learning requirements (OFA)

The additional learning requirement is an additional activity that is excluded from the average scores and is placed in the student record book of enrolled students who have not achieved the minimum score established in the TOLC test; please note that in any case this circumstance does not preclude the possibility of enrolling.

In the event that more than one TOLC test has been taken, the TOLC test with the **best score** out of those taken by the deadlines will be considered for the assignment of the additional learning requirement.

To calculate the score and assign additional learning requirements, the scores obtained in the TOLC will be **weighted** according to the following criteria:

- 1) the total achieved in the **Sciences section** will be **weighted** so that the maximum achievable value will be 1 and not 10; the score obtained in the section must therefore be **divided by 10** to obtain the weighted score;
- 2) the score awarded will therefore be **not higher than 41**;

An additional learning requirement is assigned in Mathematics if the **weighted** score for the four sections of Mathematics, Logic, Sciences (score divided by 10), Reading Comprehension of the **English TOLC-I test** is **less than 17/41**.

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<sup>&</sup>lt;sup>3</sup> The amount may vary according to regional provisions.

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### I HAVE AN ADDITIONAL LEARNING REQUIREMENT. HOW DO I CATCH UP ON IT?

### **Before the start of the Academic Year**

### After the start of the Academic Year

Repeat the full English TOLC-I at the University of Padua or other venues of the CISIA - Consortium of Inter-University Integrated Access Systems, in the "@casa" mode or at the University, obtaining a score equal to or higher than the minimum required.

To catch up on the additional learning requirement in Mathematics, you have to attend the **Precalculus Course unit** on Future Learn in English, and take the assessment tests at the end of each section to check your preparation.

The registration procedure will be announced on the website of the Scuola di Scienze at <a href="https://www.scienze.unipd.it">www.scienze.unipd.it</a>.

**N.B.:** fulfilling the additional learning requirement in Mathematics will be a condition for taking the exam in Fundamentals of Mathematics. **If the additional learning requirement is not fulfilled** by 30 September 2025, the student will not be admitted to the 2<sup>nd</sup> year of the degree programme but will be enrolled for the following academic year as a student repeating the first year.

Further information on assignment of additional learning requirements and its implications for student's careers can be found in the Syllabus Regulation of the degree programme of interest at didactics.unipd.it.

### 5. RECOGNITION OF PRIOR CREDITS AND UNIVERSITY CAREER SHORTENING

To have previously acquired educational credits recognised and your university career shortened, a specific online application must be submitted. Submission procedures and deadlines (approximately between June and the first half of July) will be published by June at <a href="https://www.unipd.it/riconoscimento-crediti-pregressi">https://www.unipd.it/riconoscimento-crediti-pregressi</a>.

The appointed committee will issue a decision containing:

- the list of learning activities and recognised educational credits;
- the proposed year of admission;
- the requirement of taking the TOLC test (<u>point 2</u>) to enter the first year of the chosen degree programme or the possible exemption from it.

For further information on the procedures for having learning activities recognised, as well as for any clarifications on resolutions received, students should contact the back office of their degree programme: <a href="www.unipd.it/backoffice-carriere-studenti">www.unipd.it/backoffice-carriere-studenti</a> - <a href="scienze.studenti@unipd.it">scienze.studenti@unipd.it</a>.

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

- enrolment: from 16 July to 30 September 2024;
- incoming transfer: from 16 July to 30 September 2024;
- change of course: from 2 to 30 September 2024.

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Instructions for completing enrolment, transfer, or change of course after receiving the credit recognition resolution are available in the following document: <a href="https://www.unipd.it/node/80233">www.unipd.it/node/80233</a>.

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

- Pursuant to Article 4 of Law 241 of 7 August 1990 (New rules on administrative procedures and right of access to administrative documents) as subsequently amended, the Director of the Student Office, Ms Maria Chiara Ferraresi shall be appointed as the person responsible for the administrative access procedure.
- 2. Candidates may exercise their right of access to the application documents according to the provisions of Italian Presidential Decree no. 184 of 12 April 2006 (Regulation governing access to administrative documents pursuant to Chapter V of Law 241/90). The application for access to documents must be submitted to the University of Padua.
  - The University involves CISIA Consortium of Inter-University Integrated Access Systems, which will process such requests in accordance with the provisions of the Regulation on the use of TOLC by students available at the <a href="www.cisiaonline.it/area-tematica-tolc-cisia/regolamenti">www.cisiaonline.it/area-tematica-tolc-cisia/regolamenti</a> page and the TOLC Regulation for participating universities, in compliance with current legislation. Person Responsible for the Procedure for Accessing Documents: Director of the Student Office, Ms Maria Chiara Ferraresi.
- 3. Current legislation on statements: if the documentation submitted by the candidate contains false or untrue statements, without prejudice to the penalties provided for by the Italian Criminal Code and the special laws on the matter (Articles 75 and 76 of Presidential Decree No. 445/2000), the candidate's enrolment shall automatically cease. The University will recover any benefits granted (e.g. scholarships) and will not reimburse for the fees paid. Finally, whoever makes a false statement will be liable to an action for damages by the interested parties.
- 4. Simultaneous registration: the rules governing simultaneous registration can be viewed at www.unipd.it/contemporanea-iscrizione
- 5. Personal data provided by candidates, collected for the purposes set out in this Call, shall be processed in compliance with the provisions of Regulation (EU) 679 of 27.04.2016 (the General Data Protection Regulation, GDPR), and the policy available at <a href="www.unipd.it/informativa-studenti">www.unipd.it/informativa-studenti</a>. Data processing by CISIA Consortium of Inter-University Integrated Access Systems will be carried out according to the "Regulation on the use of TOLC by users" available on the <a href="www.cisiaonline.it/area-tematica-tolc-cisia/regolamenti/">www.cisiaonline.it/area-tematica-tolc-cisia/regolamenti/</a> page. Data processing by CISIA Consortium of Inter-University Integrated Access Systems will be carried out according to the "Regulation on the use of TOLC by users" available on the <a href="www.cisiaonline.it/area-tematica-tolc-cisia/regolamenti/">www.cisiaonline.it/area-tematica-tolc-cisia/regolamenti/</a> page.

Further general information on the current rules and regulations for admission can be found at www.unipd.it/avvisi-ammissione-corsi.

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Any changes or additions to the content of this Call for admission will be:

- published in the official register of the University;
- announced on the University's web pages, at <a href="https://www.unipd.it/avvisi-amissione-corsi">www.unipd.it/avvisi-amissione-corsi</a>

For anything not specified in this Call for admission, reference should be made to current legislation.

Padua, 15/02/2024

THE RECTOR

Prof. Daniela Mapelli

digitally signed pursuant to D.lgs (Legislative Decree) No. 82/2005

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# **APPENDIX 1 - Language Requirement**

For admission to the degree programme students must have and demonstrate a knowledge of the English language of level B2 or higher (CEFR).

The requirement can be met in one of the following ways:

 by holding a certificate of English language knowledge of at least level B2 (CEFR). The list of accepted certificates, the relative minimum scores required and exemptions is available at www.unipd.it/requisito-linguistico-amissione-corsi-studio-ateneo.

Checking procedure: upload the certificate within the procedure. Those who have taken the test and have not yet received their certificate may submit their "statement of results", showing they have completed the test and the relevant score;

- <u>only for candidates with a qualification obtained in Italy,</u> passing the **TAL B2 reading and listening test** provided by the CLA (University Language Centre) of the University of **Padua** (information on dates and registration procedures for the test will be available at <a href="https://www.scienze.unipd.it/come-iscriversi-l-2425/">https://www.scienze.unipd.it/come-iscriversi-l-2425/</a>)

Checking procedure: upload the certificate or a self-declaration indicating when the TAL test was taken:

- Possession of a qualification obtained as a result of attending a degree programme delivered entirely in English.

Checking procedure: upload documentation certifying that the degree programme is delivered **entirely** in English (it is not enough to have completed part of the degree programme abroad);

- Exemption for native English speakers.

Checking procedure: upload a passport or other ID with the indication of citizenship in one of the states listed at <a href="www.unipd.it/requisito-linguistico-ammissione-corsi-studio-ateneo">www.unipd.it/requisito-linguistico-ammissione-corsi-studio-ateneo</a>

The language requirement must be met and the documentation must be submitted **by 30 September 2024**. The documentation must be uploaded to the "Valutazione Titoli" (Qualification Assessment) section during the pre-enrolment procedure or by returning to your application at a later time. In this case, click on the *Home* → *Evaluation test*, select pre-enrolment in Earth and Climate Dynamics and click on the "Edit qualifications" button, and upload the documentation here.