



UNIVERSITÀ
DEGLI STUDI
DI PADOVA

School of Agricultural Sciences and Veterinary Medicine

Admission Notice, academic year 2015-2016

Second Cycle (MSc) Degree Course in Italian Food and Wine
(ItF&W)

Class LM-70 - Class of second cycle Degrees in Food Science and
Technologies

The application process for the 2015-2016¹ academic year for the Second level Degree Course in Italian Food and Wine is now open.

For admission to second cycle degree course, the following are required:

- a) three year university degree or diploma or a foreign qualification recognized as equivalent, on the basis of current legislation, to a three year university degree or diploma (BSc);
- b) the minimum curriculum requirements, as specified in **section 2** of this notice.

The following applicants are eligible for enrolment:

- graduates (both for foreign and Italian qualifications)
- students graduating by October 15th 2015 (both for foreign and Italian qualifications)
- students graduating by November 30th 2015 (both for foreign and Italian qualifications)
- students graduating by February 26th 2016 (**only for Italian qualifications**)

In all cases applicants are mandatorily required to complete the pre-enrollment on-line application form referred to in section 3 of this notice.

Complete course information is available at
<http://en.didattica.unipd.it/offerta/2015/AV/AV2190/2015>

The regular duration of the Course is 2 years; the course provides 120 university credits (or CFUs). The Second Cycle Degree in Italian Food and Wine will be awarded upon completion of the course.

The course is completely taught in English.

1. COURSE OF STUDY

The Course of study:

¹ M. Decree October 22nd, 2004, n. 270

M. Decree 16th March 2007 re the Determination of classes of second level degree courses Academic Regulations, in particular Articles 15 and 16 (Rector's Decree nr. 693 of 26.02.2013)

- is open to European Union and non-European Union citizens officially resident in Italy who meet the application requirements;
- reserves 30 places - including the places assigned in the first call - for non-European Union citizens resident abroad

The activation of the first year is subject to both course accreditation in accordance with the Ministerial Decrees 47 of 30/1/2013 and 1059 of 23/12/13.

Information on course activation can be found at <http://en.didattica.unipd.it/> .

Disabled students or students suffering from dyslexia can refer to the [Servizio Disabilità e Dislessia](http://www.unipd.it/en/students-special-needs) (<http://www.unipd.it/en/students-special-needs>) to point out particular needs and to ask for information on the support services, as well as on financial aid.

Part time students are also accepted.

2. COURSE ELIGIBILITY REQUIREMENT VERIFICATION

2.1 Assessment of applicants with Italian qualifications

To be admitted to a second cycle degree course, applicants must fulfil specific curricular requirements and own adequate individual skills in accordance to article 6, subsection 2 of Ministerial Decree no. 270/2004. For the Degree in Italian food and wine the specific requirements are:

- essential skills on economics and/or food technology and/or agricultural sciences
- existing skill in investigating research methods as well as the ability to apply research findings to real problems.

Direct access is granted to applicants from the Italian first cycle degree courses from Class 20 DM 509/99, Class L- 26 DM 270/04 and Class 25 DM 270/04.

Proficiency in English at B2 level or equivalent (e.g. IELTS or TOEFL) according to Common European Framework of Reference for Languages (CEFR) is required. If the candidate is a English native speaker or has completed his/her High School and/or Bachelor/first cycle degree in English, no language certification is required.

Applicants holding an Italian first cycle degree not granting direct access must have at least 20 credits (CFU), according to the following table:

Subject areas for Italian degrees	Minimum CFU
AGR/01, AGR/02, AGR/15, AGR/16, AGR/17, SECS-P/01, SECS-P/02, SECS-P/07, SECS-P/08	20

A tolerance of up to a maximum of 10% of the required credits is acceptable.

If the applicant does not hold the curricular requirements (qualification or minimum number of credits needed for the access to the second cycle degree course) admission is subjected to a

preliminary assessment by the teaching committee. The personal motivations and the required skills for the admission will be verified through an on-line interview.

2.2 Assessment of applicants with foreign qualifications

A successful applicant for admission to the second cycle degree course must hold a first cycle /Bachelor's degree or equivalent qualification that guarantees:

- essential skills on economics and/or food technology and/or agricultural sciences
- existing skills in investigating research techniques as well as the ability to apply research findings to real problems.

Proficiency in English at B2 level or equivalent (e.g. IELTS or TOEFL) according to Common European Framework of Reference for Languages (CEFR) is required. If the applicant is a English native speaker or has completed his/her High School and/or Bachelor/first cycle degree in English, no language certification is required.

Admission to the course is subject to an assessment by the Teaching committee that verifies, possibly also through an on line interview, the applicant's motivations, knowledge and skills. The Teaching committee takes into account the applicant's skills in economics and/or food technology and/or agricultural sciences.

In the event of difficulty in establishing the equivalence of the applicant's foreign degree to the Italian First Cycle degree classification and in identifying the specific required skills the Teaching committee evaluates the applicant's overall curriculum.

For qualified non-European Union citizens resident abroad a ranking list will be drawn by the Teaching Committee at the end of the assessment process. When the number of qualified applicants is greater than 30 applicants will be admitted according to this ranking.

Applicants can receive additional information on the course and ask for a pre-assessment by writing at italianfoodandwine.dafnae@unipd.it

3. ON-LINE PRE-ENROLMENT AND REQUEST FOR MINIMUM CURRICULAR REQUIREMENT ASSESSMENT

3.1 On-line pre-enrolment

Pre-enrolment applications must be completed between June 2015 and **twelve midday on the 30th September 2015** online on: https://uniweb.unipd.it/Home.do?cod_lingua=eng .

If the applicant is not a registered user, she/he must register following these steps:

Reserved Area → Registration

Please pay particular attention when filling in your personal and residence information to ensure your correct identification.

At the end of the registration procedure the applicant will receive a user name and an activation code to access <https://uniweb.unipd.it/password/index.php/en/utenti/identifica/azione/a> in order to select his/her three security questions and choose a password with which he/she will be able to access the reserved area immediately.

Reserved Area → Login

After accessing the area, the applicant will find the pre-enrolment application form by selecting: **Home → Evaluation Test → Proceed with a new pre-enrolment → Pre-enrolment for unlimited places → Type of course: 'Second cycle degree' → second cycle degree in Italian food and wine**

Please select "the Italian or Foreign qualification procedure" according to your specific position and fill the form until you receive the final confirmation.

The applicant will be asked to type in manually the title of his/her degree if the title of the applicants Bachelor/first cycle degree is not already listed in the system. In case of problems please send an e-mail to imma.uniweb@unipd.it

After final confirmation of the application, the applicant will be required to pay a fee of **€ 27,00**. The payment will be carried out through a MAV payment in any bank. In case of applications to different courses different MAV are required.

If paying from abroad applicants will use the bank transfer request form available at <http://www.unipd.it/servizi/esperienze-internazionali/iscrizioni-studenti-stranieri> in the section "Modulo bonifico preimmatricolazione SOLO PER I PAGAMENTI dall'ESTERO"

After the final deadline of **30th September 2015, at twelve midday**, the link will be deactivated and it will be no longer possible to apply.

Please note that Web Services may undergo temporary suspensions for technical reasons

Applicants can report any kind of difficulties with the on-line procedure by **calling the University's Call Centre at +390498273131 from 9 am to 5 pm Monday to Friday** or by **sending an email at imma.uniweb@unipd.it**

3.2 Request for minimum curricular requirement assessment

3.2.1 Graduates (or those graduating) with a degree from Italian universities which qualifies for direct access (see section 2)

These applicants are only required to fill in the on-line pre-enrolment application as the minimum curricular requirements for admission to the second cycle degree course have already been met.

After final confirmation of application has been received, applicants must print the summary and the MAV payment form to be used to pay the **€ 27.00** fee. Payments can be made at any bank or building society. Note that each MAV is linked to a single application.

The above applicants are not required to submit any paper documentation to the Student Services Office

3.2.2 Graduates (or those graduating) in other degrees from Italian universities which do not qualify for direct access (see section 2)

These applicants must fill the on-line pre-enrolment application form and:

- print the completed pre-enrolment application summary, including the MAV payment form;
- pay the **€ 27.00 fee, note that each MAV is linked to a single application;**
- fill the **PDF form to ask for minimum curricular requirement assessment**. In this form applicants are required to provide a self-certification of the exams passed which are eligible for course admission is required. This form can be found at

<http://www.unipd.it/domanda-di-valutazione-preventiva-e-riconoscimento-crediti?target=Studenti>

- deliver the following items to the Servizio Segreteria Studenti, Lungargine Piovego, 2/3 by the **September 30th 2015**
 - a copy of the on-line application summary;
 - fully compiled pdf form for minimum curricular requirement assessment including self-certification of the exams passed which are eligible for course admission;
 - photocopy of an identity document;
 - original € 27.00 payment receipt.

The above mentioned documents may also be sent by registered post to the Servizio Segreteria Studenti, Università degli Studi di Padova Lungargine Piovego, 2/3 - 35100 Padova no later than the **September 30th 2015** (the post office stamp will be considered as proof date of posting).

3.2.3 Applicants with foreign qualifications

During the application procedure the applicant will be asked to type in manually the title of his/her degree if the title of the applicants Bachelor/first cycle degree is not already listed in the system.

For the applicants assessment the following documents need to be uploaded:

- Copy of an Identity document;
- Transcript of records of the foreign qualifications, preferably with credits reported in the ECTS scale. The transcript can be replaced with the Diploma Supplement, where available;
- CV in English;
- Copy of the first cycle university diploma (if already obtained) and its certificate of equivalence if already available;
- Copy of the high school diploma and, if already available, its certificate of equivalence (declaration of value) issued by an Italian diplomatic representation;
- Certification of English language at B2 level according to Common European Framework of Reference for Languages (CEFR) or equivalent (e.g. IELTS or TOEFL). If the applicant is a English native speaker or has completed his/her High School and/or Bachelor/first cycle degree in English, no language certification is required
- Copy of residence permit in Italy or in another EU country, only for non-EU citizens already resident in Italy or in another EU country;

After final confirmation of the application, the applicant will be required to pay a fee of **€ 27,00**. The payment will be carried out through a MAV payment in any bank. If paying from abroad applicants will use the bank transfer request form available at <http://www.unipd.it/servizi/esperienze-internazionali/iscrizioni-studenti-stranieri> in the section "Modulo bonifico preimmatricolazione SOLO PER I PAGAMENTI dall'ESTERO"

After the final deadline of **30th September 2015, at twelve midday**, the link will be deactivated and it will be no longer possible to apply.

Please note that Web Services may undergo temporary suspensions for technical reasons.

Applicants can report any kind of difficulties with the on-line procedure by **calling the University's Call Centre at +390498273131 from 9 am to 5 pm Monday to Friday or by sending an email at segstud.titoliesteri@unipd.it**.

Applicants graduating by November 30 2015 can also apply for pre-enrolment and require the minimum curricular requirement assessment, from November 2nd 2015 to January 15th 2015 following the above mentioned procedures.

Applicants with Italian qualifications graduating by February 26th 2016 can also apply for pre-enrolment and require the minimum curricular requirement assessment, from February 1st 2016 to February 29th 2016 following the above mentioned procedures.

4. MINIMUM REQUIREMENT ASSESSMENT RESULTS AND ON-LINE ENROLMENT APPLICATION

4.1 GRADUATES BY OCTOBER 15th 2015

4.1.1 Applicants with Italian qualification

Applicants fulfilling the minimum requirements described in section 2 can proceed to the enrolment following the procedure indicated below.

Applicants can proceed to enrolment **only after**:

- Having checked to be '**eligible**' as reported in their reserved area on Padova University Uniweb;
- Having checked that their first cycle degree data have been already inserted in Padova University Uniweb (only for Padova graduates). Graduates from other universities must update themselves this information in their reserved area in Padova University Uniweb.

The degree mark can also be inserted after that the pre-enrolment application has been presented.

For eligible applicants enrolment procedure occurs in two steps:

1st phase: on-line enrolment; which will be possible when the minimum number of pre-enrolled applicants is reached (please check at <http://www.unipd.it/servizi/iscrizioni-tasse-borse-studio/avvisi-ammissione-corsi?target=Futuri%20studenti>) and within **October 28th 2015 at twelve midday**. After this step the applicant needs to reserve a day and time in which to go in person to the Enrolment Office to complete the enrolment (Ufficio Immatricolazioni, sede di Padova - Via Venezia 13)

2nd phase: finalisation of the enrolment in which the applicant goes in person to the Enrolment Office to complete the enrolment (Ufficio Immatricolazioni, sede di Padova - Via Venezia 13)

Before enrolment, female applicants should read the Padua University Regulations on Lab Attendance by Pregnant Students on: <http://www.unipd.it/universita/statuto-e-regolamenti/regolamenti/studenti>.

1st phase: enrolment applications **must be filled in** on-line on the website:

www.uniweb.unipd.it following the procedures set out below:

Reserved area → log in: insert user name and password

Education → enrolment on free access courses → Type of course 'Second Cycle Degree Course';

- select the course of interest;

- reserve a day and time in which to go in person to the Enrolment Office to finalise the enrolment;

- fill in the questionnaires;

- confirm and print out the enrolment application form and the MAV payment form for the first instalment of university fees due. Fees payable will be made public at: <http://www.unipd.it/target/futuri-studenti/tasse-e-agevolazioni>.

Payments can be made at any bank or building society in Italy.

2nd phase: students must go to the Enrolment Office in Padua - Via Venezia 13, on the day and time reserved during their application, bringing with them the application form, two photocopies of an **identity document** (the data transcribed in the enrolment application form must be the same as those shown on the identity document), **two** identical passport-size photographs and the **original** receipt of the payment for the first instalment of university fees.

4.1.2 Applicants with foreign qualification

By October 2nd 2015 assessment outcomes will be announced on

<http://www.unipd.it/corsi/corsi-di-laurea/graduatorie-lammissione-ai-corsi?target=Futuri%20studenti>

1 - for **applicants with foreign qualification and European Union citizens or non-European Union citizens residing in Italy**, positive or negative assessment outcomes will be announced, so candidates can enrol on the course following the indications reported in section 4.1.1;

2 - for **applicants with foreign qualification, non-resident and non-European Union citizens**, positive or negative assessment outcomes will be announced. When the number of qualified applicants is greater than 30, a ranking list of qualified applicants will be also published. Ranking will be based on a points system linked to the applicant's qualifications and CV. Successful applicants may enrol within **October 28th 2015** at the Enrolment Office - Foreign Qualifications Section, Via Venezia, 13 - Padova.

The final admission of the applicant to the Course is conditional upon verification of: i) the qualifications presented; ii) the achievement of qualifications where these have yet to be completed at the time of application; iii) the compliance with the provisions of the circular issued by the Department of Education, University and Research on March 24 2014 prot. no. 7802 (<http://www.miur.it/>, → università → studenti → studenti stranieri).

4.2 Current year graduates with Italian and foreign qualification (within 30th November 2015)

Applicants fulfilling the minimum requirements described in section 2 can enrol following the procedure indicated below.

Applicants can enrol only after:

- Having checked to be **'eligible'** as reported in their reserved area on Padova University Uniweb;

- Having checked that their first cycle degree data have been already inserted in Padova University Uniweb (only for Padova graduates). Graduates from other universities must update themselves this information in their reserved area in Padova University Uniweb. This information can also be inserted after that the pre-enrolment application has been presented.

Candidates can enrol **from November 9th 2015 to January 29th 2016 at twelve midday** following the procedure already described in section 4.1. The required documentation must be delivered to the Enrolment desk of the Student Services Office on Lungargine Piovego, 2/3, Padova.

4.3 Current year graduates with Italian qualifications (within 26th February 2016)

Applicants fulfilling the minimum requirements described in section 2 can enrol following the procedure indicated below.

Applicants can enrol only after:

- Having checked to be '**eligible**' as reported in their reserved area on Padova University Uniweb;
- Having checked that their first cycle degree data have been already inserted in Padova University Uniweb (only for Padova graduates). Graduates from other universities must update themselves this information in their reserved area in Padova University Uniweb. This information can also be inserted after that the pre-enrolment application has been presented.

Candidates can enrol **from February 8th 2016 to March 14th 2016 at twelve midday** following the procedure already described in **section 4.1**. The required documentation must be delivered to the Enrolment desk of the Student Services Office on Lungargine Piovego, 2/3, Padova.

5. SPECIAL CASES

Already obtained credits can be asked for recognition in the 2015/2016 academic year, by submitting the pre-enrolment application as described in section 3.1 and the request for minimum curricular requirement assessment as described in section 3.2.

Applicant will be admitted only to the 1st year of the course.

Once they have received admission to Padua University:

- ◇ applicants who are not enrolled on other courses of study: must complete enrolment applications according to the procedures described in section 4 of this notice;
- ◇ applicants who are enrolled on other Padua University courses: either they submit a course transfer application (form available at <http://www.unipd.it/servizi/iscrizioni-tasse-borse-studio/trasferimenti-cambi-corso-sede?target=Studenti>) or withdraw from their previous course (form available at <http://www.unipd.it/servizi/iscrizioni-tasse-borse-studio/servizi-segreteria/interrompere-studi?target=Studenti>) and at the same time submit an enrolment application according to the procedures described in section 4 of this notice;
- ◇ applicants who are enrolled on other courses in other universities:
 - if such applicants are planning to transfer to Padova University they must complete the appropriate application at their university of origin. Subsequently, they must go in person to the Enrolment Office in Via Venezia 13, Padova with a receipt of their transfer application to finalise the enrolment process within the deadlines indicated in section 4 of this notice;

- if such applicants intend to withdraw from their current studies they must apply to their university of origin and submit the enrolment application at Padua University according to the procedures described in section 4 of this notice.

The documentation required for enrolment must be presented within the deadline described in section 4 of this notice and delivered exclusively to the Enrolment Office in Via Venezia, 13 Padova otherwise of the right to enrol is lost.

6. APPOINTMENT OF PROCEDURE MANAGER

In accordance with article 4 of law 241 of the 7th of August 1990 (Nuove norme in materia di procedimento amministrativo e di diritto di accesso ai documenti amministrativi) and subsequent amendments, the President of the Assessment commission is appointed as Head of the administrative examination procedure.

Candidates have the right to request access to the examination procedure records according to the

methods set out in Presidential Decree no. 184 of 12th April 2006 (Regolamento recante disciplina in materia di accesso ai documenti amministrativi in conformità al capo V della Legge 241/90).

For procedures relating to access to the records, Mr Donato Sigolo, Head of the Student Services Office, has been appointed responsible person.

7. PERSONAL DATA PROCESSING

With reference to the provisions of Legislative Decree no. 196 of the 30th of June 2003 “Codice in materia di protezione dei dati personali”, relating to the safeguarding of the personal data of individuals and other subjects with particular reference to the provisions of article 13, the personal data supplied by candidates will be collected by Padua University for the purposes of the management of the application process and processing will also be automated. For those admitted to the course, the processing of the above-mentioned data will continue after successful enrolment on the course for the purposes inherent in the management of the candidate's university course.

The provision of such data is mandatory for the purposes of the assessment of requests to participate in the course on penalty of exclusion from the admissions process.

The information supplied can only be communicated to the public offices directly interested in candidates' university situation and the carrying out of the admissions process.

Interested parties are holders of the rights set out in articles 7, 8, 9 and 10 of the Legislative Decree cited which includes the right to access data relating to them as well as other complementary rights including the right to correct, update, complete or cancel erroneous or incomplete data or that collected in ways which are not in accordance with the law and the right to oppose processing for legitimate reasons.

These rights can be enforced in relation to Padua University - Via VIII Febbraio, 1848, no. 2, data controller.

8. NOTES AND WARNINGS

Any amendments or additions to the contents of this admissions notice will be:

♦ made public on the university's official notice board;
made public on the university's website at <http://www.unipd.it/corsi/corsi-di-laurea/avvisi-di-ammissione-ai-corsi?target=Futuri> . Concurrent enrolment on more than one course is allowed only in the cases set out in the Ministerial Decree of 28th September 2011 (Modalità organizzative per consentire agli studenti la contemporanea iscrizione a corsi di studio presso le Università e presso gli Istituti Superiori di Studi Musicali e Coreutici) and in the Academic Senate with resolutions Rep. no. 83/2013, Prot. no. 27630 of 6th May 2013 and Rep. 107/2013, Prot. no. 33953 of 3rd June 2013. The regulations on concurrent admission can be consulted at <http://www.unipd.it/corsi/corsi-di-laurea/avvisi-di-ammissione-ai-corsi?target=Futuri> .

- ♦ In the event that the documents presented by candidates are false or perjurious, without prejudice to the sanctions set out in the criminal code and specific legislation on the matter (articles 75 and 76 of Presidential Decree 445/2000), the candidate's enrolment will be automatically cancelled.

The University will provide for the recovery of any benefits given to students (such as study bursaries) and will not reimburse any university fees paid. False statements will also lead to potential damage compensation claims on behalf of nominal opponents.

For any information omitted from this admission notice refer to current legislation.

Padova, 30 giugno 2015

Il Rettore
Prof. Giuseppe Zaccaria