



School of Agricultural Sciences and Veterinary Medicine

Admission Notice, academic year 2015-2016

Second Cycle (MSc) Degree Course in Forest Science (FS)

Class LM-73- Class of Second Cycle Degrees in Forestry and Environmental Sciences and Technologies

The application process for the 2015-2016¹ academic year for the Second level Degree Course in Forest Science is now open for candidates with a foreign qualification, recognised as equivalent to a first cycle degree or three-year university diploma according to current legislation, and meeting the minimum curricular requirements as in **section 2**.

The application process is open for graduates or students graduating by November 30th, 2015.

Applicants are required to complete the pre-enrollment on-line application form referred to in section 3 of this notice **by May 15th, 2015.**

The regular duration of the Course is 2 years; the course provides 120 university credits (or CFUs). The Second Level Degree in Forest Science will be awarded upon completion of the course. Complete course information is available at <http://en.didattica.unipd.it/>.

The course is completely taught in English

1. COURSE OF STUDY

The Course of study:

- is open to European Union and non-European Union citizens officially resident in Italy who meet the application requirements;
- reserves 20 places for non-European Union citizens resident abroad, of which 2 places for Chinese citizens on the Marco Polo Programme.

The activation of the course first year is subject to both course accreditation in accordance with Ministerial Decrees 47 of 30/1/2013 and 1059 of 23/12/13 and the pre-enrollment of at least 6 registered students. In past academic years, the course has always taken place. Information on course activation can be found at <http://en.didattica.unipd.it/> .

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)

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 request information on the support services available for them to attend the courses, as well as financial aid.

Part time students are also accepted.

2. COURSE ELIGIBILITY REQUIREMENT VERIFICATION

A successful applicant must hold:

- a first cycle/Bachelor's degree or equivalent qualification that guarantees adequate knowledge in the domain of agricultural and forest sciences and related subjects, specifically in ecological, forestry, economic and technical disciplines, with a focus on sustainable natural resources management and production and on land protection aspects. Other backgrounds will be considered based on individual applications
- adequate skills in investigation methodologies as well as capacities to apply research findings to operational problems in forestry and environmental areas
- Proficiency in English at B2 level or equivalent (e.g. IELTS or TOEFL) according to Common European Framework of Reference for Languages (CEFR). If the candidate is a native speaker of English or has completed the first Bachelor/first cycle degree in English, no language certification is required.

Admission to the course is subject, to an assessment by the Teaching Committee which will verify, possibly also through an on line interview, the applicant's motivations, knowledge and skills.

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 20, candidates will be admitted according to this ranking.

Applicants can receive additional information on the course by writing at forestsceince.tesaf@unipd.it

3. ON-LINE PRE-ENROLMENT AND ASSESSMENT OF MINIMUM CURRICULAR AND OF INDIVIDUAL KNOWLEDGE REQUIREMENTS

Pre-enrollment applications must be completed between 6th April 2015 and **midday on the 15th May 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

Applicants are requested to pay particular attention when filling in their personal and residence information to ensure their 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-enrollment application by selecting:

Home → Evaluation Test → Proceed with a new pre-enrolment → Pre-enrolment for unlimited places → Type of course: 'Second level degree'

After selecting the "Forest Science" course, the applicant fills in the form up to he/she receives the final confirmation.

Unless the title of the applicant's Bachelor/first cycle degree is already listed in the system, the applicant will be asked to type in manually the title of his/her degree, in order to continue with the procedure.

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 available. If the candidate is a native speaker of English or has completed the first 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 citizenship already resident in Italy or in another EU country.

After final confirmation of his/her application, the applicant will be required to pay a fee of **€ 27,00** through the Bank transfer request form available at the end of this admission notice (annex 1).

After the final deadline of **15th May 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 +39 0498273131 from 9 am to 5 pm Monday to Friday** or by sending an email at segstud.titoliesteri@unipd.it.

4. RESULTS OF THE MINIMUM REQUIREMENT ASSESSMENT AND PUBLICATION OF THE RANKING FOR APPLICANTS WITH FOREIGN QUALIFICATIONS

By **22nd May 2015**, the results of the assessment procedure of applicants with foreign qualifications will be announced at <http://www.unipd.it/servizi/iscrizioni-tasse-borse-studio/graduatorie-lammissione-corsi?target=Futuri%20studenti>:

1 - for **European Union citizens or non-**

European Union citizens residing in Italy, results will be announced as eligible/non-eligible only;

2 - for **non-European Union citizens not residing in Italy**, results will be announced in terms of eligible/non-eligible. When the number of qualified applicants is greater than 20, a ranking list of

qualified candidates will also be published; the ranking will be based on a point system linked to the applicant's qualifications and CV.

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).

5. ENROLLMENT PROCEDURE

Eligible candidates can apply for enrolment and submit the original documents according to the terms and conditions that will be published within June 15, 2015. Eligible candidates will also be notified by e-mail of further steps required in order to complete the enrolment procedure.

Detailed instructions on the documentation to be submitted for enrolment is specified at <http://www.unipd.it/en/how-apply>.

Failure to submit the enrolment application and/or the documents required, incomplete submissions or possession of an unsuitable first cycle degree, will impede completion of the enrolment process and imply loss of the right to enrol.

6. APPOINTMENT OF PROCEDURE MANAGER

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

Candidates have the right to request access to examination procedure records according to the provisions of 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 records, the appointed responsible person is Mr Donato Sigolo, Head of the Student Services Office..

7. PERSONAL DATA PROCESSING

With reference to the provisions of Legislative Decree no. 196 of June 30, 2003 "Codice in materia di protezione dei dati personali", relating to the safeguard of the personal data of individuals and of 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 the candidates admitted to the course, the processing of the above-mentioned data will continue after successful enrolment on the course for the purposes related to the management of the candidate's university course.

The provision of such data is mandatory for the purposes of the assessment of candidates' applications on penalty of exclusion from the admission process.

The information supplied will only be communicated to the public offices directly involved in managing the students' position and in carrying out the candidates' admissions process.

Interested parties are holders of the rights set out in articles 7, 8, 9 and 10 of the abovementioned Legislative Decree, including the right to access their personal data and other complementary rights including the right to correct, update, complete or delete erroneous or incomplete data or

those data collected in ways not complying with the law and the right to oppose data processing for legitimate reasons.

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

8. NOTES AND WARNINGS

Any amendment or addition to the contents of this admissions notice will be:

- announced on the university's official notice board;
- announced on the university's website at <http://www.unipd.it/corsi/corsi-di-laurea/avvisi-di-ammissione-ai-corsi?target=Futuri>. Concurrent enrolment to more than one course is allowed only in the cases set out in the Ministerial Decree of September 28, 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 resolutions Rep. no. 83/2013, Prot. no. 27630 of 6th May 2013 and Rep. 107/2013, Prot. no. 33953 of 3rd June 2013 of the Academic Senate. The regulations on concurrent admission can be consulted at <http://www.unipd.it/corsi/corsi-di-laurea/avvisi-di-ammissione-ai-corsi>.

In the event that the documents presented by an applicant are false or mendacious, 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 is automatically cancelled. The University will proceed to the recovery of any benefit given to the student (such as study bursaries) and will not refund any university fees already paid. False statements will also lead to damage compensation claims on behalf of nominal opponents.

For any information omitted from this admission notice reference is made to current legislation.

Padova, 3rd April 2015

Chancellor
Prof. Giuseppe Zaccaria

ANNEX 1: BANK TRANSFER REQUEST FOR PRE-ENROLLMENT FEE



UNIVERSITÀ
DEGLI STUDI
DI PADOVA

CREDIT TRANSFER REQUEST

Amount:	27,00 €
Reason for payment/ Notes:*	XX2015120030 <i>(*) Information for the bank: insert the note without interruption</i>
Beneficiary:	Università degli Studi di PADOVA Via 8 Febbraio, 2 - 35122 Padova

Banking Institution details	Cassa di Risparmio del Veneto - Gruppo Intesa Sanpaolo
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International Bank Account Number (IBAN):

IT	81	V	06225	12186	100000300875
COUNTRY	CHECK DGT	CIN	ABI	CAB	ACCOUNT NO.

For foreign transfers: BIC - BANK IDENTIFIER CODE/SWIFT: **IB SPIT2P**

<p>Please make the transfer by:</p> <p><input type="checkbox"/> Payment in cash</p> <p><input type="checkbox"/> Charged in c/c n° _____</p> <p>Payer:</p> <p>Surname/Name: _____</p> <p>Place and date of birth _____ On ___/___/____</p> <p>Tax Code: _____</p> <p>Address: _____</p> <p>Identity Document: _____</p>
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Date: ___/___/____

Signature: _____