



UNIVERSITÀ  
DEGLI STUDI  
DI PADOVA

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## **School of Agricultural Sciences and Veterinary Medicine**

**Admission notice, Academic Year 2018-2019**

**Second-cycle degree in**

**Biotechnologies for food science**

Class LM - 9 - Pharmaceutical, Medical and Veterinary Biotechnologies

**Degree course tracks:**

- **Biotechnologie per l'alimentazione - full selection**
  - **Biotechnologies for food science (taught in English - selection for EU and non-EU citizens staying in Italy)**
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## 1. PLACES AVAILABLE AND ADMISSION REQUIREMENTS

Selections to the second-cycle degree with limited places in Biotechnologies for Food Science of the school of Agricultural Sciences and Veterinary Medicine for the Academic Year 2018-2019<sup>1</sup> are now open. Places still available for non-EU citizens staying abroad are specified in the following table:

Track	Place	Places for non-EU citizens residing abroad
<b>Biotechnologie per l'alimentazione</b> (track taught in Italian)	Legnaro (PD)	8 (places left after the early selection)
<b>Biotechnologies for Food Science</b> (track taught in English) Selection for EU and non-EU citizens staying in Italy	Legnaro (PD)	none

To enrol, applicants need to:

- 1) have been awarded a first-cycle degree or a three-year Italian Diploma Universitario **by 19th October 2018 or, for current year graduates, by 31st December 2018**, or other foreign degree recognised by current legislation by **29th September 2018**;
- 2) meet specific curricular requirements set by the Course (see annex 1) and which will be checked by filling in the online pre-enrolment application form and the minimum curricular requirement assessment application (see section 2), both of which are mandatory.

The full sheet on this Degree course is available at <http://en.didattica.unipd.it/off/2018/LM/AV/IF0362>.

The normal duration of the course is 2 years at the end of which students have 120 European University Credits (ECTS) and have a second-cycle degree in Biotechnologies for Food Science.

For this course, students can opt to **study part-time**. For more information, please go to <http://www.unipd.it/studiare-tempo-parziale>.

Students with disability or specific learning disability (SLD) may contact the **Student Service Office - Inclusion** (<http://www.unipd.it/en/students-special-needs>) to report any special needs they may have or to enquire about tuition fee reductions and services available for support in relation to class attendance.

<sup>1</sup> Activation of the first year of the degree course depends on accreditation pursuant to M.D. 987 of 12/12/16 and until the minimum number of pre-enrolments is reached. If the degree course is not accredited or the number of pre-enrolment applications is less than 15 (5 for each track), the degree course will not be activated. We would like to point out that so far the course has always met these conditions. All information on course activation will be published at <http://www.unipd.it/en>.

## 2. REGISTRATION, PRE-ENROLMENT AND APPLICATION TO ASSESS THE MINIMUM CURRICULAR REQUIREMENTS

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### 2.1 Registration

To log on to the [https://uniweb.unipd.it/Home.do?cod\\_lingua=eng](https://uniweb.unipd.it/Home.do?cod_lingua=eng) , portal, candidates with no credentials first need to register by going to <https://uniweb.unipd.it/AddressBook/ABStartProcessoRegAction.do>

At the end of the registration process each candidate will be emailed a username and activation code. The candidate will then need to go to <https://uniweb.unipd.it/password/index.php/it/utenti/identifica/azione/a> , choose three security questions and set a password.

Your username and password will then need to be used to log on to and access the registered area of the [https://uniweb.unipd.it/Home.do?cod\\_lingua=eng](https://uniweb.unipd.it/Home.do?cod_lingua=eng) portal.

### 2.2 Online pre-enrolment application

1) **Pre-enrolment deadline:** the pre-enrolment application form must be filled in **from 18 June to 12.00 of 1 October 2018.**

2) **Pre-enrolment process:** candidates need to login to the following site [https://uniweb.unipd.it/Home.do?cod\\_lingua=eng](https://uniweb.unipd.it/Home.do?cod_lingua=eng) . After logging in, candidates need to click on *Home* → *Evaluation Test* → *Proceed with a new pre-enrolment* → *Pre-enrolment for unlimited places* → *Course Type: 'Second cycle degree'- Biotechnologie per l'alimentazione - curriculum Biotechnologie per l'alimentazione or Biotechnologie per l'alimentazione - curriculum Biotechnologies for food science*; Candidates will be asked to input their degree title to be admitted to the course they have chosen, if not already in the system. Please note that final-year students from the University of Padova will be able to complete the pre-enrolment process only after they have completed the online application required to graduate.

3) **Pre-enrolment fee:** After final confirmation of the application, candidates need to print the summary and pay the € **30.00** pre-enrolment fee through the PagoPA system (instructions available at <http://www.unipd.it/en/studying-padova/funding-and-fees/key-documents> ) or by using the MAV payment form (at any Italian bank).

4) **Contacts:** if candidates encounter any difficulties during the online process, they may write an email to [immatricolazioni.studenti@unipd.it](mailto:immatricolazioni.studenti@unipd.it) or telephone the University Call Centre from Monday to Friday from 9.00 to 17.00 at **049/8273131**.

The service may be temporarily unavailable during maintenance operations.

5) **IT kiosks:** candidates without IT access may use the IT kiosks available in the Ufficio carrier Studenti – Settore Immatricolazioni, Via Venezia 13, in Padova and in Treviso (Complesso San Leonardo, Riviera Garibaldi 13/e) during the days and times specified on the following page [www.unipd.it/ufficio-immatricolazioni](http://www.unipd.it/ufficio-immatricolazioni) .

### 2.3 Assessment of minimum curricular requirements

#### 2.3.1 Minimum curricular requirements assessment procedure - “Biotechnologie per l'alimentazione” track

After completing the pre-enrolment process, candidates will need to finalize their application by doing **the mandatory assessment of minimum curricular requirements**; more specifically, candidates who have or are about to get their:

- a) **First-cycle or single cycle degree (M.D. 509/99 or 270/04) must** complete the online self-certification procedure available at [www.uniweb.unipd.it/valutazionetitoli](http://www.uniweb.unipd.it/valutazionetitoli) , using the same

credentials used for Uniweb, **from 18 June to 18.00 of 19 October 2018**. Final-year students/graduates from **the University of Padova** are only required to confirm what is displayed and add any other activities or courses done in other universities. Final-year students/graduates from **other universities** must add all exams taken for their degree and during other university careers deemed useful to be admitted.

If all elements for the assessment are provided, the procedure will show an eligible or non-eligible result which will also appear in the reserved pre-enrolment area on Uniweb.

**Please read carefully the detailed instructions provided during the process.**

**b) degree from older university systems (4 or 5-year system, Diploma universitario) or foreign degree must** fill in the pdf form available at <http://www.unipd.it/domanda-valutazione> to request assessment of the minimum curricular requirements. They then need to hand it in to the Ufficio Carriere Studenti – Agraria e Medicina Veterinaria, c/o Agripolis, - viale dell'Università 16 - 35020 Legnaro (PD), by **1 October 2018** at the latest, together with:

- a copy of the summary of the pre-enrolment form completed online;
- a photocopy of an ID document;
- copy of the payment receipt of € 30,00 if paid by MAV or bank transfer using the PagoPA system.

These documents can also be sent by recorded delivery letter, but only applications for the assessment of minimum curricular requirements **sent** to the Ufficio Carriere Studenti – Agraria e Medicina Veterinaria, c/o Agripolis, - viale dell'Università 16 - 35020 Legnaro (PD), by **1 October 2018** at the latest will be accepted and taken into consideration

### **2.3.1 Minimum curricular requirements assessment procedure - “Biotechnologies for Food Science” track**

To assess candidates' qualifications and their preparation, candidates **must** upload the following documents:

- curriculum vitae and academic curriculum in English;
- cover letter in English;
- transcript of records of the degree, preferably including ECTS statistics; in case of a degree to be awarded or already awarded in Italy, a self-certification of the activities done, preferably printed from the student's personal area from the university website, will suffice.
- copy of the degree certificate, if already graduated;
- any English language or other language certificates, if required by the degree course chosen;
- copy of an ID document (ID card or passport);
- only for non-EU citizens residing in Italy: copy of their residence permit.

### **2.4 Further online pre-enrolment periods for both tracks open only for degrees awarded in Italy**

Students who are going to **graduate by December 2018** may submit their pre-enrolment application **from 7 November to 12.00 of 15 January 2019**.

Any application to assess the minimum curricular requirements during this period will have to be submitted following the indications in section 2.3 and no later than 15 January 2019.

## **3. ASSESSMENT RESULTS AND ONLINE ENROLMENT APPLICATION**

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### **3.1 Assessment results**

Candidates with a **positive** outcome to their application, whether submitted online or not, may

proceed to enrol after making sure that:

- their pre-enrolment application shows an “**eligible**” result in their reserved area on Uniweb;
- their degree title was registered correctly in Uniweb; please note that degrees from the University of Padova will be registered automatically, whereas graduates from other universities will need to see to the registration on Uniweb themselves.

### 3.2 Enrolment periods

Candidates who graduate by 19 October can submit their enrolment application as soon as the process opens (which will happen once the minimum number of pre-enrolments to activate the courses is reached, as can be checked at <http://www.unipd.it/avvisi-ammissione-corsi> ), **and they have until 12.00 of 24 October 2018.**

Current year graduates who graduate by December 2018 may submit their enrolment application **from 13 November 2018 to 12.00 of 31 January 2019.**

Students who graduate after 15 December 2017 cannot enrol during the current year.

### 3.3 ENROLMENT PROCESS, CHANGING COURSE OR TRANSFER FROM ANOTHER UNIVERSITY

#### 3.3.1 Enrolment process: for students not enrolled in any degree course at the University of Padova or other university

Successful candidates who wish to finalize their enrolment need to follow the enrolment procedure and pay the first instalment of the university fees following the updated instructions available at <http://www.unipd.it/avvisi-ammissione-corsi> .

Please note that any enrolments done during the current year will be managed by the the Ufficio Carriere Studenti – Settore Immatricolazioni, Lungargine del Piovego 2/3, - 35131 Padova

#### 3.3.2 Process to change course – for candidates already enrolled in another degree course of the University of Padova and who want to change course. Available only until 24 October 2018 (if they wish to interrupt their studies, candidates need to submit the appropriate form to the university and then a new enrolment application following the two-stage procedure outlined in section 3.3.1)

These candidates must submit a change of course application (form available at <http://www.unipd.it/trasferimenti-cambi-corso-sede> ) to the the Ufficio Carriere Studenti – Settore Immatricolazioni, Padova, Via Venezia 13

#### 3.3.3 Process to transfer from another university: for candidates already enrolled in a different degree course of another university who intend to continue their university career by changing course. Available only until 24 October (if they want to interrupt their studies, they need to present the appropriate form to their university of origin and then a new enrolment application to the University of Padova following the two-stage procedure outlined in section 3.3.1)

These candidates need to be cleared for enrolment by the Ufficio Carriere Studenti, Settore Immatricolazioni, via Venezia 13, Padova and submit a transfer request to their university of origin

They then need to go back to the Ufficio Carriere Studenti – Settore Immatricolazioni, via Venezia 13, Padova to complete the enrolment process. They must bring the receipt of the transfer request and enrolment application done online showing they have met the deadlines.

#### 4. CREDIT TRANSFER REQUESTS

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To transfer credits from previous university careers, for academic year 2018/2019 candidates need to submit their pre-enrolment application as per section 2 and the minimum curricular requirements assessment application which can be printed from <http://www.unipd.it/domanda-valutazione> . In its assessment result, the Commission will state the year of admission and any credit transfers recognised.

#### 5. FOREIGN STUDENTS - ITALIAN STUDENTS WITH A FOREIGN DEGREE

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Foreign and Italian students with a foreign degree are admitted as per the provisions set forth by the Ministry of Education, Universities and Research and available at <http://www.studiare-in-italia.it/studenti stranieri/> .

Further information on the Italian language test, if required and which will take place on **31 August 2018**, in addition to information on the regulations in place and the necessary documentation to be submitted for enrolment is available at <http://www.unipd.it/iscrizioni-studenti-stranieri> .

No extension to submit the documents necessary for enrolment will be granted.

#### 6. PERSON IN CHARGE OF THE PROCEDURE, PRIVACY, REMARKS AND WARNINGS

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- 1) Pursuant to art. 4 of law 241 of 7 August 1990 (New norms on administrative procedures and right to access administrative documents) and subsequent amendments, the Degree Course Director or the Assessment commission is appointed to be in charge of the administrative procedure.
- 2) Person in charge of the Procedure to access the records: The Head of the Ufficio Carriere Studenti, doct. Roberta Rasa. Candidates may exercise their right to access the competition records following the procedures set forth by Presidential Decree no. 184 of 12 April 2006.
- 3) Same-time enrolment: information on same-time enrolment is available at <http://www.unipd.it/avvisi-ammissione-corsi> .
- 4) Regulations in place about statements: should false or mendacious statements by the candidate emerge, it being understood the sanctions provided for by the criminal code and special laws in place (art. 75 and 76 of presidential decree 445/2000), the candidate will automatically be unenrolled. The University will seek to be refunded for any benefits (e.g. scholarships) given to the candidate and will not reimburse any of the university fees paid by the candidate. The mendacious statement will also entail compensation for damages by the parties involved. Further information on our privacy policy and regulations in place for enrolments is available at <http://www.unipd.it/avvisi-ammissione-corsi> .

Any amendments or additions to the content of this admission notice will be:

◆ published on the Official University Register;

◆ published on the university web pages at <http://www.unipd.it/avvisi-ammissione-corsi>

Current regulations in place apply in relation to any issues not expressly addressed in this admission notice.

Padova, 04/05/2018

The Rector  
Prof. Rosario Rizzuto

## ANNEX 1 – COURSE SHEET AND MINIMUM CURRICULAR REQUIREMENTS

### BIOTECHNOLOGIES FOR FOOD SCIENCE

#### Tracks

- Biotecnologie per l'alimentazione
- Biotechnologies for Food Science (track taught in English)

Full course sheet available at: <http://en.didattica.unipd.it/off/2018/LM/AV/IF0362>

#### Curricular requirements and adequate educational background

1) English language at a B1 level for the Biotecnologie per l'alimentazione track and **B2** for the Biotechnologies for food science track

**and**

2) have a degree from classes L-2 and L-13 ex MD 270/04 or a degree from classes 1 and 12 ex MD 509/99, awarded from any Italian university.

If the candidate is an English mother tongue speaker or has attended their upper secondary school or a degree course in English, no language certification is necessary.

For graduates with a high background knowledge as it emerges from their curriculum but who come from an educational background not perfectly in line with the entry requirements, a different initial study path and/or specific admission tests can be put in place.

For candidates with an Italian qualification from a university system other than those set by MD 509/99 or MD 270/2004, assessment of the curricular requirements will be carried out by the admission commission.