



UNIVERSITÀ
DEGLI STUDI
DI PADOVA

School of Psychology

Admission Guidance Notes, academic year 2014-2015

Masters Level Degree in Cognitive Neuroscience and Clinical Neuropsychology

Class LM-51 (Psychology)

Registration applications are open for the Masters level degree in Cognitive Neuroscience and Clinical Neuropsychology for the academic year 2014/2015¹.

Graduates can apply as well as those students who will obtain their degree by 19th July 2014.

The following are the registration requirements for the Masters level degree course:

- a) a three-year degree or university diploma or other qualification obtained abroad and recognised as suitable under current regulations,
- b) the curriculum requirements provided in point 2 of this document,
- c) to be in good position in the ranking list done according to point 4 and 5 of the present document.

The normal length of the course is 2 years and requires the acquisition of 120 CFUs [university credits]. On completion of studies, a Masters Level Degree is awarded in Cognitive Neuroscience and Clinical Neuropsychology.

The complete course details are available at the address: <http://didattica.unipd.it/> .

All candidates must fill in the pre-registration applications seen in point 3 of this document.

1. PLACES AVAILABLE

For the first year:

22 places for EU citizens and non-EU citizens normally living in Italy;

8 places for non-resident non-EU citizens (of which 4 are reserved for Chinese students through the Marco Polo scheme). For the allocation of places three distinct lists will be drawn up.

Three distinct lists will be created to assign the admission places.

The activation of the first year of the course is subject to course accreditation in accordance with the requirements of Ministerial Decree 47 of 30/1/2013 and Ministerial Decree 1059 of 23/12/13 and a minimum number of 12 registered students. Note that the aforementioned second level Degree Course has always taken place in previous academic years. The course is subject to obtaining a minimum number of 12 pre-registered students.

¹ Article 2, Law of 2 August 1999, n. 264 as subsequently amended
decree D.M. 22 October 2004, n 270
decree D.M. 16 March 2007, on the Determination of teachers' degree classes
University Teaching Rules, in particular articles 15 and 16 (Chancellor's Decree n.693 of 26/02/2013)

All information relating to the course will be publicised on the following website address: <http://www.unipd.it>.

It should be noted that in the case of this course the numbers have always been sufficient for the course to be held in the past academic years.

2. CHECK ON REQUIREMENTS FOR ACCESS TO THE COURSE

To enrol on the Masters Level Degree course candidates must be in possession of the specific curriculum requirements and be suitably personally prepared according to the provisions of article 6, paragraph 2, of decree D.M. n° 270/04.

All candidates must have a proficiency in English to at least at B2 level of the common European language standard.

➤ **Further minimum requirements for candidates in possession of an Italian degree**

For the application it is necessary to present three year bachelor in the class L-24- Psychology.

➤ **Further minimum requirements for candidates in possession of a foreign degree**

For candidates with a foreign educational qualification the Board will assess the appropriateness of candidates taking into account the equivalence of the exams and competence acquired in disciplines similar to three year bachelor in the class L-24- Psychology in Italy.

3. PRE-REGISTRATION ON-LINE AND ANY APPLICATION FOR CURRICULUM REQUIREMENT ASSESSMENT

3.1 Pre-registration on-line

All candidates must fill in the pre-registration application discussed in this paragraph.

Applications must be filled in by **12 noon of 11th July 2014**, using this web-link: www.uniweb.unipd.it/.

If the candidate is not a registered user it is necessary to first register with the site:

Area riservata → registrazione

Pay particular attention when filling in your personal details and correspondence address to ensure your correct identification.

At the end of the registration procedure the candidate will receive a username and an activation code to use when connecting to the website:

<https://uniweb.unipd.it/password/index.php/it/utenti/identifica/azione/a>

You must select three security questions and enter a password, with which you can immediately access the members' area.

Area riservata → login

After the first access the candidate can find the pre-registration application under:

Didattica → Preimmatricolazione ad accesso libero → Tipo Corso "Laurea magistrale"

After selecting the course of Masters Level Degree in Cognitive Neuroscience and Clinical Neuropsychology complete the application until a final confirmation presents.

During the procedure you are asked for your current qualification to use for accessing the selected course if it has not already been entered in the system; any difficulties in entering the qualification should be reported to the address www.uniweb.unipd.it/.

After final confirmation of the application a summary can be printed which will indicate the date and place of the admission test and MAV payment form for the fee of **27.00€** which may be made at any bank.

Remember the payment is for one application only and for only one course of study and each MAV is associated solely with that application.

If payment is from abroad the instructions must be followed that are posted at the address <http://www.unipd.it/servizi/le-esperienze-internazionali/iscrizioni-studenti-stranieri> .

When the mandatory deadline of 12 noon of **11th July 2014** has elapsed the connection will cease to work and it will no longer be possible to fill in the application.

The service may be subject to short breaks for technical updating.

In the event of any difficulty with the on-line procedure the candidate can telephone the Call Centre at the University from **Monday to Friday** from 9 a.m. to 5 p.m. on **0039 498273131**.

3.2 Request for assessment of curriculum requirements

For the evaluation of minimum requirements and the ranking in the list all candidates must fill in the on-line pre-registration application mandatory before 12 noon of **11th July 2014** and send to the address incn2.dpg@unipd.it the following documents:

- print out the summary of the completed pre-registration application, including the MAV payment form;
- make the payment of **27.00€** application fee;
- one motivational letter in English
- maximum two letters of reference in English preferably by university teachers
- one curriculum vitae in English complete with useful information of competence related to the Course
- attach corresponding certification for level B2 English as necessary for admission; certificates will be accepted that show a level equal to or higher than that required where the certificate has been obtained from a certifying body in accordance with the decree of the Minister of University Education and research of 7th March 2012 and its subsequent implementing provisions; certificates may also be accepted that do not come within the above on the basis of an evaluation of the board of experts. N.B. Mother tongue English speakers and those who have already done a three-year degree in English do NOT have to provide such certification
- a photocopy of an ID Document

Candidates with Italian degree must fill in the **form in modifiable PDF to request for an assessment of curriculum requirements. The form can be found at the address** [http://www.unipd.it/domanda-di-valutazione-preventiva-e-riconoscimento-crediti?target=Studenti \(.../request-for-credits-recognition?\)](http://www.unipd.it/domanda-di-valutazione-preventiva-e-riconoscimento-crediti?target=Studenti (.../request-for-credits-recognition?)), and must be completely filled in with the current duty stamp

N.B. If the candidate is interested in more than one Second Level Degree courses and thus asks for the requirements assessment for each of these, every request for assessment subsequent to the first is subject to a payment of the amount indicated at <http://www.unipd.it/domanda-divalutazione-preventiva-e-riconoscimento-crediti?target=Studenti>

Candidates with foreign qualifications must fill:

- transcript of records for qualifications preferably with ECTS statistics. Transcripts can be substituted by Diploma Supplements in countries where these are used;
- copy of the candidate's first level university diploma and related declaration of value (if already obtained);
- copy of the candidate's high school diploma and related declaration of value (if already obtained);
- copy of the candidate's Italian or European Community member residence permit for non-European Community Citizens and residence in Italy;

4. EVALUATION OF ADMISSION REQUIREMENTS

Admission evaluation is the same for all the applicants.

Non-resident non EU candidates are reminded that they will be automatically assigned to the places reserve with entrance in accordance with current regulations and in particular the circular of the Ministry of Education and Research of 18 May 2011, record number 602 (<http://www.miur.it/>, link [università-studenti-studenti stranieri](#)).

Admission to the Master degree course in Cognitive Neuroscience and Clinical Neuropsychology will take place on the basis of a ranking list that will be drawn up after the evaluation of the presented documentation.

Once established the minimum requirements, the evaluation of each candidate consists in 3 parts:

- A. CURRICULUM VITAE The Examination Board will evaluate curriculum studiorum and the scores obtained with particular attention for exams of the field of General Psychology , Psychobiology Physiological psychology, Psychometrics and Clinical Psychology. Besides the scored it will be evaluated educational experiences in foreign countries. This part is the 60% of the global evaluation.
- B. REFERENCE LETTERS The Examination Board will evaluate maximum two letters which must be written by professors or experts who have supervised candidates in their studies. This part is the 20% of the global evaluation.
- C. MOTIVATIONAL LETTER The Examination Board will evaluate the candidate's motivation and the goals to follow the Master degree course in Cognitive Neuroscience and Clinical Neuropsychology. This part is the 20% of the global evaluation.

The Examination Board might decide to ask candidates for a Skype interview to clarify doubts concerning previous point A.

In case of the same position of the ranking list the youngest student will be the winner.

5. PUBLICATION OF RANKING LISTS AND ON-LINE REGISTRATION APPLICATION

The lists of those awarded a place on the basis of which enrolment can take place up until all available places have been taken, shall be published from **30th July 2014** at the address: <http://www.unipd.it/graduatorie-esiti-delle-prove-dingresso?target=Futuri>.

The publication of the list amounts to official notice to the interested applicants.

The placeholders may fill in the enrolment form up to **12 noon of 29th August 2014** (mandatory

term) connecting to the website www.uniweb.unipd.it/.

The procedure of registration takes place in two stages: the first is to fill in the application on-line up to **12 noon of 29th August 2014**, at the end which time the candidate may book a day and time to come with the required documentation to the Registration office in Padua at Via Venezia 13; the second is when the candidate presents him or herself at the office to complete registration.

Before registration candidates must view the "Rules for attendance at laboratories on the part of pregnant students" at the address:

<http://www.unipd.it/universita/statuto-e-regolamenti/regolamenti/studenti> .

1st stage: the registration application **must be filled in** by linking to the website www.uniweb.unipd.it/ and following the procedure indicated below:

Area riservata → *login*:: enter username and password

Didattica → *Immatricolazione corsi ad accesso programmato* → *Tipologia corso* "Corso di laurea magistrale";

- select the course you are interest in;
- book a date and time to present at the Registration office to complete the enrolment;
- fill in the questionnaire;
- confirm and printout the registration application and the MAV payment form for the payment of the first instalment of university fees as it will be indicated at the address : <http://www.unipd.it/target/futuri-studenti/tasse-e-agevolazioni>. Payment may be made at any bank in Italy.

2nd stage: the student must present him or herself at the date and time reserved at the Registration Office, Padua - Via Venezia 13, with the application, two photocopies of **an ID document** (the details written in the registration application must correspond with those in the ID document), **two** identical passport-sized photographs and the **original** of the receipt of payment of the first instalment of the university fee .

No other ways of submitting the registration application different from those indicated in this document are permitted.

If any other places are vacant, the enrolment will continue with a direct call from the Students Secretary's office, according to the list.

Acceptance of the allotted place and the completion of the enrolment must occur in the manner and according to the terms stated by the Student Administration office; failure to comply with the terms and manner of completion of the enrolment procedure amounts to waiver of the allocated place.

6. SPECIAL CASES

For the purposes of recognition of credits for the academic year 2014/2015 candidates must submit the pre-registration application provided for in point 3.1 and the request for curriculum requirements assessment provided for in point 3.2.

In the appraisal of the application the Board indicates the year of admission.

Admission to the second year of the course even if authorized in a pre-evaluations of credits depends on availability of places.

If the available positions in the second year were less than the number of claimants, a merit list will be drawn up according to the criteria which will be announced at <http://www.unipd.it/corsi/corsi-di-laurea/avvisi-di-ammissione-ai-corsi?target=Futuri%20studenti> before 11st July 2014.

6.1 Admission to the 1st year of the course with credits recognition

Once admitted at the University of Padua the candidates that:

- ◇ are not registered on another course of study: they must present a registration application in accordance with the procedures described in paragraph 5 of this notice;
- ◇ are registered on another course of study at the University: they must submit an application for change of course (forms available at the address <http://www.unipd.it/trasferimenticambi-di-corso-e-di-sede>) or abandonment of previous career (forms available at the address <http://www.unipd.it/interrompere-gli-studi>) with at the same time a registration application in accordance with the procedures described in paragraph 5 of this document;
- ◇ are registered on another course of study at another University:
 - if they intend to submit a transfer application they must withdraw the approval for the enrolment at the Registration office at Via Venezia, 13 – Padua and submit a transfer application at the University of provenance; after that, on receipt of the transfer application they must present themselves at the Registration office at Via Venice 13, Padua, to complete registration on the course within the terms provided for in point 5 of this notice;
 - if they intend to discontinue their studies they must submit such application at the university of provenance and the registration application at the University of Padua in accordance with the procedures described in point 5 of this notice.

All the required documentation must be submitted within the terms provided for in paragraph 5 of this notice and delivered only to the Registration office at Via Venezia 13 – Padua, or the right to register will lapse.

6.2 Admission to the second year with recognition of credits

Once admitted at the University of Padua the candidates that:

- ◇ are not registered on another course of study: must submit their registration application by 30th September 2014 at the Registration office at Via Venezia,13; the forms will be available at the address <http://www.unipd.it/corsi/corsi-di-laurea/preimmatricolazioni-e-immatricolazioni>);
- ◇ are registered on another course of study at the University: they must submit an application for change of course (forms available at the address <http://www.unipd.it/trasferimenticambi-di-corso-e-di-sede>) at the Students administration office concerned by 30th September 2014 or abandon the previous career (forms available at the address <http://www.unipd.it/interrompere-gli-studi>) with at the same time the registration application (the forms will be available at the address <http://www.unipd.it/corsi/corsi-di-laurea/preimmatricolazioni-e-immatricolazioni>) at the Registration office at Via Venezia, 13 by the same expiry date;
- ◇ are registered on another course of study at another University:
 - if they intend to submit a transfer application they must withdraw the approval for the registration before 30th September 2014 at the Student administration office concerned, at Lungargine Piovego 2/3 Padua and submit a transfer application at the University of provenance; Subsequently, on receipt of the transfer application, they must present themselves again at the Student administration office concerned at Lungargine Piovego 2/3, Padua, to complete registration for the course by 30th September 2014; the forms will be available at the address <http://www.unipd.it/corsi/corsi-di-laurea/preimmatricolazioni-e-immatricolazioni>);

- if they intend to discontinue their studies they must submit such application at the university of provenance and the registration application at Via Venezia 13 by 30th September 2014; the forms will be available at the address <http://www.unipd.it/corsi/corsi-di-laurea/preimmatricolazioni-e-immatricolazioni>).

7. FOREIGN STUDENTS AND ITALIAN STUDENTS IN POSSESSION OF A FOREIGN EDUCATIONAL QUALIFICATION

Students in possession of a foreign educational qualification that is valid for enrolment for the Masters level degree course must mandatorily submit their pre-registration application and curriculum appraisal request in accordance with the provisions of in paragraph 2 of this document. Admission takes place in accordance with the provisions of the circular of the Ministry of Education, Universities and Research of 24th March 2014, record number 7802 ([http://www.miur.it/link università-studenti-studenti stranieri](http://www.miur.it/link università-studenti-studenti-stranieri)), on **passing the required tests**.

Non-EU candidates not living in Italy must present themselves at the Registration office at Via Venezia, 13, at least two days before the terms provided for registration in paragraph 5; they must have a passport with an entry visa for the study/University and the documentation of studies carried out with a statement of value issued by the Italian Agency.

EU candidates and non-EU candidates living in Italy shall be admissible after passing examination of educational qualifications and also their residence permit in the case of non EU candidates living in Italy. If admitted to complete registration they must enclose with their application the documentation indicated at the website <http://www.unipd.it/servizi/le-esperienze-internazionali/iscrizioni-studenti-stranieri>. No requests for any extension for the presentation of the documents will be accepted.

8. APPOINTMENT OF RESPONSIBLE PERSON FOR THE PROCEDURE

Pursuant to article 4 of Law 241 of 7 August 1990 (New regulations on the subject of administrative procedures and the right of access to administrative documents) and its subsequent amendments, the person appointed as responsible person for the administrative examination procedures is the Chairman of the examination board.

Candidates may exercise the right to access to the procedural documents for the examination process in accordance with the methods provided for in the Decree of the President of the Republic of 12 April 2006 n. 184

(Regulations for access to administrative documents in accordance with head V of Law 241/90). For the procedure relating to access to the documents the appointed responsible person is the Student Administration Office Manager Mr Donato Sigolo.

9. THE USE OF PERSONAL DATA

With reference to the provisions of the legislative decree of 30 June 2003 n. 196 "Personal data protection code", concerning the protection of persons and of other bodies in relation to the use of personal data and, in particular, the provisions in article 13, the personal data supplied by candidates shall be collected by the University of Padua for the purposes of handling the entrance requirement processes and will be handled using automated systems. The use of the data, for those admitted to the course, will continue also after registration for purposes inherent to the management of their university careers.

The contribution of such data is necessary for the purposes of evaluation of the requirements of participants, without which the candidates must be excluded from the process.

The information supplied may only be divulged to public bodies that are directly concerned in the university status of the candidates or the carrying out of the examination and admissions process. The persons and entities concerned are the holders of the rights under articles 7, 8, 9 and 10 of the aforesaid the legislative decree, among which the right to access data that regards them as well as some complementary rights such as the right to correct, update, complete or delete data that is erroneous, incomplete or collected in ways that fail to comply with the law, as well also as the right to use the data for lawful purposes.

Such rights may be exercised as against the University of Padua – Via VIII Febbraio, 1848 n. 2, holder of the right to use.

10. NOTES AND WARNINGS

Any changes or addenda with regard to the content of this admissions notice shall be:

♦ published in the University's official record;

♦ notified on the University's web page, at the address <http://www.unipd.it/corsi/corsi-di-laurea/avvisi-di-ammissione-ai-corsi?target=Futuri> .

Contemporaneous registration on more than one course of study is permitted only in the cases provided for by with the decree D.M. 28 September 2011 (Organisational methods to permit students to have contemporary registration on courses of study at the University and at Higher Education Institutes and Musical and Dance Academies) and from the Senato Accademico with its resolutions Rep. n. 83/2013, Prot. n. 27630 of 6 May 2013 and Repertory 107/2013, Prot. n. 33953 of 3 June 2013. The rules on concurrent registration can be consulted at the address <http://www.unipd.it/corsi/corsi-di-laurea/avvisi-di-ammissione-ai-corsi> .

If the documentation submitted by the candidate involves false declarations or untruths, without prejudice to liability under the criminal code and special laws on the subject (articles 75 and 76 D.P.R. 445/2000), the candidate will lose his or her registration. The University shall seek to recoup any benefits conferred on the person concerned (e.g. scholarships) and shall not reimburse any fees paid. Lastly, any untrue statements will mean the person concerned is liable to action for compensation for damages by the opposite interested party.

Any matters not expressly addressed in this admissions notice will be deemed covered by current law on the subject.

Padua, April 2014

Signed: The Chancellor
Prof. Giuseppe Zaccaria