

Call for applications for pre-admission of non-EU students to three-year degree courses and five-year degree courses taught in Italian, not based on the national programme of courses offered.

For the academic year 2023/2024, a single call for applications has been issued by the University for the pre-admission of non-EU students to three-year degree courses and five-year degree courses not taught in Italian.

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Art. 1 Subject of call and addressees

1. Selection for pre-admission to the first year of degree courses **taught in Italian**, limited to the number of places indicated in the following table.

| Course | COURSE CODE | Places reserved non-UE citizens | Places reserved Marco Polo |
|--------------------------------------------------------------|----------------|------------------------------------------|-------------------------------------|
| Art, literature and performing arts | 3060 | 3 | 2 |
| Modern civilisation and foreign languages | 3017 | 9 | 1 |
| Communication and contemporary media for creative industries | 3051 | 2 | 3 |
| Humanities | 3014 | 4 | 1 |
| Education and formative studies | 3038 | 5 | 0 |
| Philosophy | 3013 | 2 | 3 |
| Political science and international relations | 3032 | 20 | 5 |
| Social services | 3006 | 5 | 1 |
| Law | 0995 | 10 | 3 |
| Construction, infrastructure and land use | 3059 | 10 | 0 |
| Civil and environmental engineering | 3007 | 20 | 0 |
| Information technology engineering | 3061 | 20 | 0 |
| Engineering management | 3010 | 10 | 0 |
| Computer, electronic and telecommunications engineering | 3050 | 30 | 0 |
| Mechanical engineering | 3011 | 13 | 2 |
| Motor sciences, sport and health | 3019 | 3 | 0 |
| Biology | 3023 | 4 | 1 |

| | | | |
|---------------------------------------------------------|------|----|----|
| Biotechnology | 3022 | 1 | 1 |
| Chemistry | 3024 | 3 | 2 |
| Materials science | 3062 | 2 | 1 |
| Natural and environmental science | 3028 | 2 | 1 |
| Geology | 3029 | 5 | 3 |
| Food science and technology | 3000 | 2 | 3 |
| Gastronomic science | 3069 | 3 | 2 |
| Pharmaceutical science and technology | 5080 | 2 | 1 |
| Pharmaceutical science | 5079 | 2 | 1 |
| Economics and management | 3004 | 24 | 20 |
| Food systems: sustainability, management and technology | 3052 | 10 | 5 |
| Physics | 3026 | 6 | 3 |
| Computer science | 3027 | 10 | 5 |
| Mathematics | 3030 | 10 | 5 |
| Animal sciences and animal production technology | 3020 | 3 | 0 |

2. This selection is addressed to non-EU citizens and non-residents in Italy.
3. In the event that an applicant has dual citizenship, and one of the two citizenships is Italian or EU citizenship (EU countries), the procedures for admission to courses at the University of Parma are the same as for EU students. Therefore, they are required to follow the procedures foreseen for all such students (art. 26 - L. 189/2002).

Art. 2 Prerequisites

1. Citizens of countries not belonging to the European Union and non-residents in Italy who meet the following requirements are admitted to the selection that is the

subject of this call for applications:

- a. secondary school diploma deemed suitable; or
- b. enrolment in the final year of secondary school with the prospect of sitting the exam for the final qualification **by 30 July 2023**.

- In both cases, **at least 12 years of schooling** must have been completed, as stipulated by the rules for access of foreign students to university courses - <https://www.studiare-in-italia.it/studenti stranieri/> - and, they must be in possession of a B2 level Italian language certificate by **30 October 2023**

Art. 3 Application procedures and due date/timing?

1. In order to be admitted to the selection under this call for applications, candidates must fill in the PRE-ADMISSION application online as indicated in Attachment A.
2. Pre-evaluation applications may be submitted in two calls according to the following CALENDAR:

1st CALL

| | |
|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Submission of pre-admission application | 11 April 2023 - 12 May 2023 https://www.idem.unipr.it/secure/pre_admission_tri |
| Assessment by the committee | No later than 22 May 2023 |
| Pre-admission publication | 22 May 2023 https://www.unipr.it/studenti-e-studentesse-extra-ue |
| First registration call | 05 June 2023 – 16 June 2023 |
| Final date for arrival at the University of Parma | 30 November 2023 |
| Notes | Candidates who are admitted but do not complete their registration by the above dates lose all admission rights. |

2nd CALL (for places remaining after the first call)

| | |
|------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Submission of pre-admission application | 22 May 2023 – 30 June 2023 https://www.idem.unipr.it/secure/pre_admission_tri |
| Assessment by the committee | No later than 18 July 2023 |
| Pre-admission publication | 18 July 2023 https://www.unipr.it/studenti-e-studentesse-extra-ue |
| First registration call | 20 July 2023 – 04 August 2023 |
| Final date for arrival at | 30 November 2023 |



| | |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| the University of Parma | |
| Note | Candidates who are admitted but do not complete their registration by the above date will lose all admission rights. |

3. For the proper completion of the online application, the following documents must be attached:

1. front and back copy of identity document (e.g. passport - only the pages relating to personal details);

2. Level B2 Italian language certificate as indicated in art. 8 below, or declaration of belonging to one of the cases of exemption from the Italian language test, or declaration of intention to take the Italian language test at the University of Parma in accordance with art. 6 of this Call;

3. school documents:

a) if the high school diploma has already been obtained:

- final secondary school diploma officially translated and legalised in English or Italian
- school transcript of records for the last three years, indicating: subjects, duration, grade obtained and grade reference scale, officially translated and legalised in English or Italian;

b) if the high school diploma has not yet been obtained:

- certificate of enrolment indicating the subjects taken in the last three school years, the reference scale of grades, officially translated and legalised in English or Italian;
- letter from the school stating the date on which the candidate will complete her/his studies and that the current grade point average suggests a positive outcome, officially translated and legalised in English or Italian;

c) curriculum vitae et studiorum in European format in English or Italian;

4. Applications submitted after the deadline or in a manner other than as described in paragraph 3 of this Article will not be considered.

Art. 4 Mode of access to the course

Access to the course will be determined by the evaluation of the subjects taken in the last three years of high school. This evaluation will be carried out by a special commission that will express an opinion regarding the consistency of the school subjects taken with the chosen field of study.

Students considered eligible will be pre-admitted to the course of study and will have to pay a non-refundable fee to hold their place pending the issue of their visa (Ref. Art. 6).

Art. 5 Pre-admission rankings ~~for courses~~

On the basis of the results of the evaluation of the diplomas, a ranking list will be drawn up, based on the quotas set by each course of study.

There will be three possible assessment outcomes:

- **PRE-ADMISSION:** candidates deemed suitable for the chosen course of study by the commission in charge are pre-admitted and may proceed with enrolment in the degree course within the prescribed deadlines. Failure to enrol by the deadline constitutes irrevocable renunciation of the position.
- **RESERVATION:** a candidate is considered eligible, but is placed on the ranking list beyond the number of places available, and may later receive a place in the event of withdrawal or non-enrolment of candidates preceding him/her. To this end, the candidate must wait for the updating of the ranking list (shortlisting) is pre-admitted with reservation.
- **REJECTED:** A candidate who does not meet the minimum requirements for admission to the course is rejected.

The rankings will be published on the website: <https://www.unipr.it/studenti-e-studentesse-extra-ue> by the date indicated in the CALENDAR (Ref. Art. 3).

All pre-admitted candidates must promptly proceed through University to **pre-enrol with the competent Italian diplomatic representation** in their own country by the dates set out in the Ministerial Memorandum that defines the procedures for the entry, stay and enrolment of students applying for visas for higher education courses in Italy, published approximately in March on the *Study in Italy* ([Studiare in Italia](#)) website. **Pre-registration is compulsory in order to obtain a visa.**

Art. 6 Placement confirmation and registration

1. The final ranking list for admission to the study courses will be published as indicated in the calendars of the two calls in Article 3.
2. Candidates who have been pre-admitted to the courses of study must proceed with enrolment as indicated on the Enrolment page [Iscrizione](#) and pay an **enrolment confirmation fee, equal to the first fee instalment of € 156.00 (regional tax € 140.00 and virtual stamp duty € 16.00), according to the timetable indicated in art. 3**. This contribution is non-refundable.
3. Those who fail to confirm their place and pay the fee will be considered as having renounced their option and will lose their place in the ranking. In the event of renouncement after payment of the enrolment confirmation fee, for any reason whatsoever, the candidate must immediately notify the e-mail address preadmission@unipr.it. Any places that become available will be allocated to the students immediately following in the ranking.
4. Enrolment in the chosen course of study will be finalised only after verification that the applicant meets the requirements.
5. Details of the enrolment procedure can be found at <https://www.unipr.it/studenti-e-studentesse-extra-ue>.
6. The deadline for arrival at the University of Parma is 30 November 2023.

Art. 7 Enrolment fees

1. Enrolment fees are calculated on the basis of a proportional system that takes into account one's **economic status** (determined solely by ISEE value); **merit**; or **timing of enrolment**. For more details visit the [Sistema tassazione](#) web page.
2. To apply for any scholarships please refer to the [Er.go](#) webpage (Regional Agency for the Right to Higher Education).

Art. 8 Knowledge of Italian language

1. For access to the courses of study, it is necessary to have an **Italian language proficiency**

of at least B2 level according to the [Common European Framework of Reference](#) .

2. The Italian language proficiency can be demonstrated by presenting a certificate which is included in the recognised certificates list in accordance with the Ministerial Memorandum of the MUR published every year, approximately in March, on the [Studiare in Italia](#) website, in particular in Part III: Knowledge of Italian.
3. For the year 2023/2024, the recognised certificates were: CELI, CILS, PLIDA, ROMA3.
4. The requirement of the Italian language proficiency is satisfied not only by possession of the certificate, but also in one of the following cases:
 - a. *possession of a five-year or four-year secondary school diploma obtained from an Italian state school and recognized schools abroad;*
 - b. *possession of one of the secondary school final qualifications listed in Annex 2 to the Ministerial Memorandum;*
 - c. *possession of complementary certificates to the final Middle school qualification obtained in Argentina, attesting to attendance of a course of study which includes the teaching, for at least 5 years, of the Italian language, pursuant to Law no. 210 of 7.6.1999 (G.U. no. 152 of 1.7.1999);*
 - d. *possession of a Diploma in Italian language and culture obtained from the University for Foreigners of Perugia or the University for Foreigners of Siena.*
5. Alternatively, the University of Parma organises an ad hoc session to test knowledge of Italian as indicated in Attachment B.

Art. 9 Information on the purposes and methods of processing of personal data

1. The Data Holder is the University of Parma, located in via Università 12, 43121 Parma, Italy, Tel. +390521902111, e-mail: protocollo@pec.unipr.it.
2. The Data Protection Officer can be contacted by e-mail at the following address: dpo@unipr.it; dpo@pec.unipr.it.
3. The data provided are processed by the University of Parma, as Data Holder, for institutional purposes, such as the performance of administrative, teaching and research activities.
4. The processing of the data is necessary for the pursuit of its institutional purpose, pursuant to art. 6 of the European Data Protection Regulation no. 679/2016 (hereafter GDPR), and in compliance with the general principles of transparency, correctness and non-excessive use as

per art. 11 of the Personal Data Protection Code, Legislative Decree no. 196/2003 (hereinafter the Code), as well as the principles set out in Article 5 of the GDPR, with particular regard to lawfulness, and the use of data for specified, explicit, and legitimate purposes, in a manner relevant to the processing, with respect to the principles of data minimisation, accuracy, storage limitation, integrity and confidentiality, and accountability.

5. The data collected will be recorded, processed and stored for the time strictly necessary to achieve the purposes for which they were collected.
6. Personal data will be collected by the University of Parma and may be communicated for institutional purposes only, and in line with the relevant legislative and regulatory provisions, to external parties such as CINECA, Er-GO, ALMA LAUREA and to external persons or companies acting on their behalf.
7. Data will be processed with the aid of electronic means; the computer systems used are equipped with measures to prevent the loss of data, unlawful or incorrect use and unauthorised access.

Art. 10 Nature of data provision and consequences of refusal to provide information

8. The provision of data for the purposes referred to in the preceding point is indispensable for the performance of the institutional purpose. Refusal to provide them will not allow the University of Parma to provide any services.

Art. 11 Right of access to records

1. Candidates are entitled to exercise their right of access to the records of the competition procedure in accordance with the provisions of Presidential Decree no. 184 of 12 April 2006 (Law 241/90). The request for access to records must be submitted to the University of Parma.
2. The interested party also has the right to lodge a complaint with the supervisory authority: Garante Privacy www.garanteprivacy.it.
3. The person responsible for the administrative procedure relating to the formation of the rankings is Dr Daniela Barantani, Head of the Careers and Students Unit.

Art. 12 Information contacts

1. For computer problems relating to the online enrolment procedure or the retrieval of your Esse3 access credentials, please send an email to helpdesk.studenti@unipr.it
2. For administrative problems and information on the admission call, please contact preadmission@unipr.it.
3. For information on fees, university contributions and benefits, please contact sertasse@unipr.it
4. For information on services for students with disabilities (DSA, BES), please contact the Reception and Inclusion Centre (CAI) ([Centro Accoglienza e Inclusione](#)).

Art. 13 Additional information

1. Information on the ministerial pre-enrolment and study documentation procedures for non-EU citizens and non-residents of Italy is available on the Non-EU Students page [Studenti e studentesse extra UE](#).
2. Please remember to read the information on accommodation, health care, meal subsidies and canteens, and much more, carefully on the page [Vivere la città](#) . For further information on the cost of living in Parma you can consult the following [link](#).

ATTACHMENT A: Technical details regarding pre-assessment

STEP 1 – APPLICATION TO THE UNIVERSITY OF PARMA

The first step is to create your own University account in order to register for your chosen course of study.

Phase 1a: registration with the University information system and credentials activation

- Registration with the University's information system can be done by connecting to the web page: <https://www.idem.unipr.it/start/registra> following the guide available at the following link [link](#). The account should be created at least three working days before the deadline.

To register, you must enter:

- Personal data (name, surname, date and place of birth, etc.)
 - Details of an identification document
 - Place of residence and/or current address
 - Personal e-mail address to which all communications from the University will be sent
- Upon completion of registration, the temporary user and password activation code will be displayed on the screen and sent to your personal mailbox, which the candidate must enter to activate the credentials at the following link: <https://www.idem.unipr.it/start/attivapwd>.

| |
|------------------------------------------------------------------------------|
| Temporary User (8-digit numerical code) Activation Password |
|------------------------------------------------------------------------------|

- To proceed with the activation, use the following link <https://www.idem.unipr.it/start/attivapwd>
In the Username and Password Activation Code fields you must enter the Temporary User and the Password Activation Code, respectively, obtained at the end of the registration procedure.

Students already in possession of the above-mentioned credentials do not need to register again.

N.B. In case of forgotten passwords, you can request its recovery (preferably well in advance) at: <https://www.idem.unipr.it/start/recuperapwd>

Phase 2a: Request for pre-admission

Access the link https://www.idem.unipr.it/secure/pre_admission_tri using the credentials obtained during registration and proceed to complete the application.

During registration to apply the applicant must:

- Indicate the embassy where you will apply for the VISA
- Select the chosen course of study (only one course may be chosen)
- Attach the documents requested (ref. Art. 3.4.)

It is recommended that the procedures described above are carried out well in advance of the deadlines in order to avoid unforeseen technical problems that may impede the successful completion of the process.

For technical problems or for recovery of Esse3 access credentials please send an email to helpdesk.studenti@unipr.it.

ATTACHMENT B: Technical details regarding Italian language test

If the candidate has chosen a degree course taught in Italian and does not hold a certificate demonstrating knowledge at level B2, he/she must take the Italian language proficiency test. Candidates who already have an official B2-level Italian language certificate (CELI, CILS, PLIDA or ROMA3) do not have to take the test.

TEST DATES

The Italian language tests are held online in real time and the candidate may only take the test once. The test will take place on the following dates:

- 10 July 2023
- 23 August 2023
- 04 October 2023

TECHNICAL PROCEDURE FOR TAKING THE ITALIAN LANGUAGE TEST

STEP 1 - REGISTRATION

To take the test, applicants **must register** on the University of Parma webpage [pagina web](#) in the section entitled "Italian Language Test Reservation".

It is only possible to register once. Candidates who do not register on the webpage indicated will not be able to take the test.

In order to register for the test, it is necessary to request @unipr credentials with GUEST profile, which allow access to online didactic services as well as student administration services. Consult the special guide attached at the end of this section for information regarding the registration procedure.

When registering for the Italian language test at the University of Parma, candidates must upload a copy of their identity document or a recent self-taken photo. The documents must be named as follows: Name_Surname (for example, Riccardo_Rossi). Candidates who do not upload a copy of an identity document and who do not name the documents as stated above will be excluded from taking the test.

STEP 2 – REGISTERING TO TAKE THE TEST

Candidates can register on the University platform at:

<https://elly2022.vpi.unipr.it/course/view.php?id=30> in the section "Italian Language Test Reservation".

STEP 3: CONTENTS AND STRUCTURE OF THE TEST

Candidates can find an **online preparation course for the test**, an **online mock test**, as well as all the necessary information required for taking the test and other useful materials at the following link: [pagina](#)

STEP 4 – WHAT IS REQUIRED BEFORE TAKING THE TEST

Before registering for the Italian language test, all candidates must:

- have completed the entire registration procedure on the University platform (as per the guide at the bottom of the page)
- have applied for pre-admission as provided for in this call for applications

Otherwise, it will not be possible to take the written test.

Furthermore, on the day of the test the candidate must:

- have installed Microsoft Teams on their mobile phone well in advance, some days before the test, and have checked that it works properly;
- have an identity document with them;
- be in a quiet place, without other people nearby;
- have a good Internet connection;
- use headphones or earphones, if possible have registered for the University of Parma's Italian language test via the appropriate web page [pagina web](#) and uploaded their document in the appropriate section;
- have completed the registration procedure on the www.university.it platform (under penalty of exclusion from the test)
- have their access credentials for the University web page [pagina web dell'Università](#) where the test will be held

Otherwise, it will not be possible to take the written test.

STEP 5 – THE DAY OF THE TEST

On the day of the test, all candidates must be in possession of two devices:

- a mobile phone (or other device) connected to Microsoft Teams; with the candidate, the keyboard and the computer screen visible within the video frame;
- a computer, with the videocamera on, and connected to [piattaforma dell'Università di Parma](#)

Otherwise, it will not be possible to take the written test.

Candidates who behave in an incorrect manner and/or who do not follow the rules shall be excluded from taking the test.

STEP 6 - RESULTS

The test results will be communicated to candidates by e-mail.