COOPERATION
AND DEVELOPMENT
NETWORK

TIPS FOR ON LINE APPLICATION MASTER IN COOPERATION AND DEVELOPMENT

> YOU CAN UPLOAD DOCUMENTS ONLY IN PDF FORMAT; EACH ATTACHMENT CANNOT EXCEED 5 Mb SIZE.
> IT IS ADVISABLE TO UPDATE YOUR FIREFOX BROWSER IF YOU ARE USING A DATED VERSION OR INSTEAD TRY WITH A DIFFERENT BROWSER LIKE CHROME OR INTERNER EXPLORER FOR INSTANCE

FREQUENTLY ASKED QUESTIONS
(Please scroll the full list to see if you can be interested in one or more of the issues listed)

- What degree should I be in possess of?

To apply you must be in possession of a 4 years Bachelor Degree in any major (at least 4 years of University studies are required). Italian candidates need a Laurea specialistica/magistrale.

Foreigners will have to validate their university degree through consular authorities before the enrollment (i.e. dichiarazione di valore/declaration of value). The declaration of value therefore is not a compulsory document for the application but it is needed for the following enrollment in the program.

- Can I apply even if am not graduated by the deadline of application?

You can apply even if you discuss your final thesis by the end of December 2022 (though it might be tough to start the master while you have to finish your degree). Remember that our program is full time; the problem is reduced if you have a socio-economic background and already followed courses in economics/statistics, being the first 2 months of courses dedicated to Micro and Macroeconomics, Statistics and Development Indicators.

- Do I have to pay for applying to the Master Program?

Yes, the University of Pavia requires the payment of 35,00 euro of "application contribution" to all the applicants. Please note that:

- **The payment must be done through a** CREDIT CARD on PagoPA (please follow the instructions [here](#)).

- Should I include a specific English proficiency certificate? Does it have to show a minimum score? What can I do if I don't have an English proficiency certificate?

No, any language certificate is needed for the application. The language competence has to be shown in the curriculum. In case of pre-selection, the interview will be fully held in English.

- Should all the application documents be presented in English?

Yes. We can only accept that the reference letters by Italian referees are written in Italian.

- Who should write the Reference letter and to whom should I address it?

A reference letter can be written from a university professor, an employer, a responsible of NGO or International Organization where a student might have spent a period of work/formation. For Italian referees the letters can be presented in the Italian language as well. The reference letter can simply be headed to the Director of the Master in Cooperation and Development.

- Where should I post the application for Master CD?

Applications can be accepted ONLY on line, through the link made available in the Master website.

- How does the selection process take place and how long does it last?

The first selection will be based on the application documents (CV, transcripts and academic career, language knowledge etc…) and the pre-selected applicants will be notified if they can access the subsequent phase of selection which consists of an interview (month of July). The interview will be held as an online call for overseas students (unless a candidate is available in the Italian territory at the moment of the preselection) while Italian pre-selected candidates will be invited in Pavia at Collegio Borromeo (Piazza Collegio Borromeo 9 – 27100 Pavia). The selection process will last 1 month approximately.

DUE TO THE HIGH NUMBER OF APPLICANTS ONLY SELECTED STUDENTS WILL BE NOTIFIED ABOUT THEIR SUCCESSFULL RESULT.

- Is there any age limit for the program?

No, there is no age limit

- Is the master full time? When do lessons take place?

The residential courses provide 500 teaching hours within a full-time program held in class at Collegio Borromeo in Pavia. There are interruptions for Christmas, Easter and a certain number of public holidays. Classes start in November 2022 and conclude in June 2023. Lessons take place from Monday to Friday from 9:00 till 16:00 plus a certain number of afternoons for courses, conferences, working groups and tutorials.

- What are the subjects taught?

You can refer to the Student Guide for this and to the website where you can find structure and aim of the program.

-With reference to the scholarships available, in many cases, in NON-EU countries, no documents such as income statements are issued. How can I declare my financial situation?

If you are applying for a scholarship, you should specify it in the [application form](), that is part of the documents you have to insert your online application. You can apply to a scholarship inserting the most complete and accurate information you have your economic/income situation. If you don't have income statements, you could show pay slips (yours and of your relatives), other kind of declaration issued by the bank, on other scholarship you might have beneficiated of in the past (university etc…), declaration of your employer, family statement showing the number of persons that compose your family, self-declaration on the motivations for which you ask to be considered for a scholarship.

BEWARE THAT IF YOU ASK FOR A SCHOLARSHIP YOU ARE OBLIGED TO PROVIDE THE MOST ACCURATE AND COMPLETE INFORMATION ON YOUR INCOME SITUATION. OTHERWISE, YOU MIGHT LOSE THE OPPORTUNITY TO GET IT.

- What does the total waiving of fees (or partial waiving of fees) indicated in the Admission page of the website include?

Total waiving of fees means that a student is waived the total amount corresponding to the fees (8.000,00 euro). Partial waiving of fees means that a student is waived half of the fees (4.000,00). FEES INCLUDE the following benefits: • tuition fee • attendance to regular program classes and seminars • tutorship internship & vocational guidance • teaching material • free access to computer rooms and libraries. FEES DO NOT INCLUDE: accommodation costs, living costs, any other expenses that are not listed in the paragraph FEES INCLUDE.

- What is the Institution/University organizing the Master program in Cooperation and Development? What Institution/University does issue the diploma?

The Master Program is organized by the University of Pavia in collaboration with the three Italian NGOs COOPI, CISP and VIS. The diploma is issued by the University of Pavia (UNIPV).

- Is the Master officially recognized in Italy and abroad?

This Master is organized by the Italian Ministry of Education and, accordingly, it delivers a final diploma legally recognized.

The title has the so-called legal value in Italy while it might not be immediately recognized abroad. Usually foreign students, to get the diploma recognized in their home country have to undergo a special procedure for which they might enquire directly at their local Ministry of Education. Maybe it is a good idea to know what are these procedures before the end of the program so to take the necessary steps in this regard.

- Does the Master help the students regarding the visa procedures?

Of course. After notification of admission, the Master secretariat provides an official admission letter containing the information on the Master, the duration, scholarship (if granted) and all the info which might be useful to start the visa process. The Master Secretary will help you in dealing with visa application procedure through the [UNIVERSITALY](#) website. It is in any case responsibility of the student to collect all necessary information from the local authorities in order to know what are the procedures and what is the time required to complete them and if the Master has to provide specific documents (and in this case s/he has to inform in due time the secretariat responsible).

Remember that these procedures might require a long time and in most of the case a study visa is granted only after fulfilling the "dichiarazione di valore" (declaration of value) of your bachelor degree. Therefore, it is very important to be timely in order to complete everything before the starting of the program (November 2022).

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