



UNIVERSITÀ DI PAVIA

Call for applicants for the first year of the second-cycle, inter-university degree course (*Laurea Magistrale*) taught in English in

Psychology, Neuroscience and Human Sciences

Academic Year 2019 - 2020

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1. REGULATORY REFERENCES

- **Ministerial Decree October 22, 2004, n. 270** "Changes to the regulation concerning the teaching autonomy of Italian universities", approved by Ministry of University and Scientific & Technological Research's decree of November 3, 1999 n. 509;
- **MINISTERIAL DECREES MARCH 16, 2007** redefining the classes of degree courses of first and second cycles, as set by Ministerial Decree 2004, n. 270;
- **Law August 2, 1999 n. 264** (provisions concerning university access) art. 2 comma 1, letter a)
- **Resolutions of the Academic Senate, February 18, 2019 and Administration Council of February 26, 2019** (locally programmed admission for the academic year 2019-2020 as set by art.2 comma 1, letter a) and b) of law August 2, 1999 n. 264
- Procedures for entry, stay and enrolment in university level degree courses in Italy for international students for the academic year 2019-2020 published by the Italian Ministry of Education, Universities and Research MIUR on March 6, 2019
- **Chancellor's Decree n. /2019** appointing the Commission.

2. EDUCATIONAL OFFER

For the academic year 2019-2020 the University of Pavia sets up the second-cycle degree course taught in English in **Psychology, Neuroscience and Human Sciences (LM-51)**.

This degree course is locally programmed, and in the table below are reported the numbers of places available:

Name of degree course	Places for EU and extra-EU students legally residing in Italy- as set by Law 189/2002, art.26	Places for non-EU students normally residing abroad – as set by DPR n. 394/1999 and successive amendments
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Psychology, Neuroscience and Human Sciences (LM-51)	30	50
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Citizens of Norway, Iceland, Liechtenstein, Switzerland and the Republic of San Marino are treated as Community citizens (EU).

3.ADMISSION REQUIREMENTS

In order to be admitted to the second-cycle degree course in Psychology, Neuroscience and Human Sciences a candidate needs:

- a) Bachelor degree (in compliance with the educational system set out in Ministerial Decree 509/99 or prior, or

Ministerial Decree 270/04) or other title obtained abroad and deemed acceptable. The candidate must also have the curricular requirements reported in the section CURRICULAR REQUIREMENTS.

PLEASE NOTE: candidates about to graduate within October 31, 2019 submitting by the set deadline their evaluation request (from April 8 to May 6, 2019) and having at least 120 CFUs credits satisfying the minimum curricular requirements can apply for this degree course;

- b) an adequate personal academic preparation:

- academic curriculum for extra-EU candidates residing abroad - as set by DPR n. 394/1999 and successive amendments

- academic curriculum and an interview for both EU and extra-EU candidates that may take place also via Skype, as communicated by the Commission ; candidates will be notified via the email address provided – as set by law 189/2002, art.26.

Attachment A contains a summary of all deadlines and dates for the admission procedure of the academic year 2019-2020.

CURRICULAR REQUIREMENTS

The minimum curricular requirements necessary to enrol are the following:

- **88 CFUs** in at least 7 scientific sectors concerning psychology, from M-PSI/01 to M-PSI/08. In case of candidates with a foreign title, instead of the 88 CFUs their bachelor degree will be evaluated, comparing it to the Italian bachelor degree course in Psychological Sciences and Techniques (*Scienze e tecniche psicologiche L-24*) and/or the Europsy certificate.

It is necessary to have a good knowledge –both oral and written- of English language at least at B2 level according to the Common European Framework of Reference for Languages - *CEFR*. Candidates are required to have a suitable linguistic certificate (see attachment B for more details) to be submitted preferably during the selection process.

Different certificates are evaluated case by case by the Commission, possibly helped by the University linguistic centre in case a candidate submits a certificate different from the ones automatically recognised included in Attachment B.

For those students who have not obtained recognised certificates, linguistic competence can be verified by the Commission.

4.EVALUATION REQUEST

The evaluation request must be submitted online **from April 8 until May 6, 2019 (by 12 pm)** at the following link: <https://studentionline.unipv.it/AddressBook/ABStartProcessoRegAction.do> by entering the section dedicated to enrolment to restricted access courses (*corsi di laurea magistrali a numero chiuso*). The candidate must first of all **REGISTER** and with the received credentials (username and password) log in to the Reserved Area and click on **SEGRETERIA>TEST DI AMMISSIONE**.

Candidates already registered in the system will only have to access their personal area and select SEGRETERIA>TEST DI AMMISSIONE.

After inserting all requested data to apply for the programme, candidates will have:

1. Form "request to participate in the selection by academic titles (*Domanda di partecipazione alla selezione per titoli*)", as set by the online procedure, reporting all personal and academic data (receipt of the online registration)
 2. Form to pay € 35,00 for the reimbursement of evaluation expenses for the selection process to access the second-cycle degree course in Psychology, Neuroscience and Human Sciences.
- Please consult comma 8 for more info on how to pay the amount of 35,00 euros.
The Commission will only take into account and examine the requests which had been regularly paid. The amount will not in any case be reimbursed.

In addition, candidates must **UPLOAD within May 6, 2019 at the latest** the following documents:

- For candidates enrolled/graduated in Italian universities: a self-certificate (*autocertificazione*) reporting all taken exams with their SSD, number of CFUs, grades, final score and number of academic years. It is recommended to use the self-certificate downloadable form from the personal area in the university online system, or to fill out the form *Autocertificazione titoli studio/esami sostenuti/anni di iscrizione* available at this link <http://www.unipv.eu/site/home/naviga-per/studenti/immatricolarsi---frequentare---concludere/articolo994.html> - please make sure to sign the form
- possibly an additional self-certificate showing the **admission requirements in case of additional study paths**
- other titles or documents deemed useful for the evaluation process (CV, reference letters, motivational letter etc...)
- For candidates enrolled/graduated in foreign universities: certificate issued by the university attesting the award of the degree title with the final score, a list of all passed exams, their credits and related grades with dates or other data allowing the Commission to evaluate the candidate's academic curriculum
- Possible certificate of English language proficiency, internationally recognised such as the ones reported in Attachment B, proving at least a B2 level
- other titles or documents deemed useful for the evaluation process (CV, reference letters, motivational letter etc...)

ATTENTION: it is recommended to PREPARE IN ADVANCE ALL DOCUMENTS AND THE FORMS ADEQUATELY FILLED IN – ALL DOCUMENTS AND FORMS MUST BE SCANNED. PLEASE DO NOT EXIT THE ONLINE PROCEDURE BEFORE COMPLETING ALL REQUIRED SECTIONS; it is not possible to upload additional documents after the evaluation request procedure has been closed.

All submitted documents must be converted into **.pdf** format (in case of documents with multiple pages, please include all the pages in a single pdf document).

Please **DO NOT TAKE PHOTOS** of documents or attachments but **scan them** for a better legibility.

Documents uploaded after the deadline will NOT be considered (for example: exams taken or included in the academic career after the deadline, linguistic certificates obtained meanwhile etc...). The situation considered to define eligibility for enrolment is the one attested to by the documents attached to the application.

4.1. Calculation of the score related to the academic record

To be eligible to apply, the Commission will assess:

EU and non-EU applicants legally residing in Italy

- The academic record for a maximum of 20 points for a suitable title, evaluation of single exams, overall average score and 88 CFUs for applicants with an Italian bachelor degree etc.;
- Possibly other titles for a maximum of 30 points for the CV, reference letters, motivational letter etc.
- Interview for a maximum of 50 points

Points in total max. 100

The eligibility to enrol will be achieved by obtaining at least 50 points in total.

International candidates (non-EU applicants entering Italy with a study visa)

- The previous academic record for a maximum of 50 points for a suitable title, evaluation of single exams, overall average score and 88 CFUs for students having an Italian bachelor degree etc.;
- Possibly other titles for a maximum of 50 points for the CV, reference letters, motivational letter etc.

Points in total max. 100

Eligibility to enrol will be achieved by scoring at least 50 points in total.

All suitable evaluation requests will be included in a final ranking list according to the overall score by each candidate. In case of equal scores, the younger candidate will prevail.

4.2. Result of the evaluation process: RANKING LIST

Results of the evaluation process will be available online at the following link: <http://www.unipv.eu/site/home/articolo13930.html> on May 21, 2019. Candidates will be identified with their ID codes (pre-ID student number) assigned during the registration.

The ranking will also be published in the official University's noticeboard (*Albo di Ateneo*).

No personal notification will be given to candidates. It is the duty of each candidate to verify the achieved result.

Against the resolution of the final ranking result, candidates may appeal to the court *TAR* within 60 days or by extraordinary appeal to the President of the Italian Republic within 120 days from the publication of the final ranking, at the risk of a not appealable provision.

5. HOW TO ENROL

In order to enrol, candidates must complete the following steps:

1. The online form for evaluation must be completed by candidates interested to apply for this programme;
2. A verification of the curricular requirements by the Commission and other university offices;
3. Enrolment according to a ranking drawn up by the Commission and published in the University's notice board and at the following dedicated webpage:
<http://www.unipv.eu/site/home/articolo13930.html>

It will be possible to enrol from **May 22 until June 28, 2019**.

EU and non-EU candidates legally residing in Italy (please refer to comma 2 of the section EDUCATIONAL OFFER) will be able to enrol if they occupy a valid place in the final ranking (i.e. the first 30 places) after being deemed suitable according to:

- a) The score obtained on the basis of the evaluation of the academic curriculum, as set by the criteria in comma 4.1
- b) The result of the interview (comma 3.b)

International students (=extra-EU citizens not legally residing in Italy) will not follow the above-mentioned instructions but refer to what is stated in comma 7. Candidates interested to apply with double citizenship of which one from an EU country will follow the procedure described from comma 4 onwards.

6.PROCEDURE AND DEADLINE TO ENROL

Enrolment must be performed online:

A) STANDARD ENROLMENT (for EU or non-EU students legally residing in Italy with a degree title obtained in Italy)

Candidates eligible to enrol (i.e. the first 30 names on the ranking list) from **May 22 until June 28 , 2019** must:

1. Log in with username and password obtained during the registration and click on SEGRETERIA>IMMATRICOLAZIONE and select the degree course; in this stage candidates have to upload the following:
 - A passport-size photo (face close-up);
 - Recto-verso copy of the personal ID used during registration;
 - Copy of tax code;
 - Copy of permit of stay (only for non-EU students legally residing in Italy);
 - Copy of possible international certificates attesting English proficiency, as the ones listed in Attachment B
2. Proceed to PRINT THE ENROLMENT FORM. By printing the form, the candidate will obtain the necessary document to pay the first instalment (156,00 euros except possible changes in the 2019-2020 tuition fees call). The payment must be done within the enrolment deadline. Please refer to the following comma 8 HOW TO PAY THE FIRST TUITION FEE to know how to pay the first instalment.

B) ENROLMENT FOR STUDENTS WITH ACADEMIC TITLES OBTAINED ABROAD (EU or extra-EU students legally residing in Italy with a degree title obtained abroad)

EU and extra-EU students regularly residing in Italy having a degree obtained abroad if they are eligible to enrol (i.e. the first 30 names on the ranking list) will follow the above-mentioned procedure to enrol from **May 22 until June 28 2019**. These students, beside the online enrolment, to complete their enrolment must also submit to the students' administration offices the following documents:

- Original degree title (bachelor degree) translated into Italian by an official translator or the Embassy, legalised by the Italian Diplomatic Representations in the country of study or integrated with an Apostille, allowing the enrolment into the second-cycle degree course;
- Declaration of Value (DOV) or an equivalent certificate (Cimea certificate attesting the authenticity of the title);
- *Diploma Supplement* or original certificate reporting the list of all exams taken and the related grades, legalised and translated into Italian or English.

The above-mentioned documents must be submitted/sent scanned with mandatory delivery within January 31, 2020 to the students' administration offices.

In case of delayed delivery by the Italian Diplomatic authorities, the candidate has to render their position regular within 45 days from the enrolment date and not beyond the last deadline of January 31, 2020.

In case the student has not yet submitted all requested documents, then the enrolment will be automatically cancelled.

The students' administration offices are open as follows:

- Monday, Thursday and Friday: 9:30 am-12:00 pm drop-in
- Tuesday 9:30am -12:00 pm and Wednesday 1:45 pm-4:00 pm only by appointment, booking at the link <http://gopa.unipv.it/>

In case students are not able to submit their documents to the students' admission offices , it is possible to agree other means of documents submission by sending an email to enrollment.psychology@unipv.it by the set deadline to enrol, except the obligation to deliver as soon as possible the original documents within 31 January, 2020 at the latest.

The students' administration office will then proceed to enrol eligible students after verifying the payment of the first tuition fee within the set deadline, and in case of students graduated abroad, after receiving the above-mentioned documents.

The list of enrolled students will be published in the dedicated webpage at the link <http://www.unipv.eu/site/home/articolo13930.html> from June 4 ; **it is mandatory for each student to verify the correct completion of the online enrolment by consulting the dedicated webpage and checking if their name is present in the following 24 hours, and notifying any issues by the set deadline at the following email address: enrollment.psychology@unipv.it.**

7. PROCEDURE AND DEADLINE TO ENROL FOR INTERNATIONAL STUDENTS RESIDING ABROAD (extra- EU students not residing in Italy – study visa)

According to the current legislation, once they are deemed eligible for admission, eligible candidates will have to perform all necessary procedures to pre-enrol through the Italian consular and diplomatic authorities located in their home countries.

It is possible to ask for information and assistance during the enrolment stage by contacting the Welcome Point office at <https://a1700.gastonecrm.it/frontend/index.php?F=Itbblt3>).

Non-EU students residing abroad (i.e. the first 50 names on the ranking list) may proceed with online enrolment **from May 22 until June 28, 2019**.

Candidates must:

a) login with the username and password obtained after registration, click on SEGRETERIA/IMMATRICOLAZIONE and identify the chosen course of study; in this phase they are required to upload:

- a passport-size photograph (face close-up) ;
- a copy (double-sided) of the personal ID document used during registration;
- a copy of their tax code card; in the case of students with foreign citizenship who do not have a card at the time of enrolment this can be produced at a later date;
- copy of study visa / permit of stay; in case students do not have the visa during the enrolment process, this can be produced later but the visa obtained on passport must be uploaded
- possibly copies of international certificates attesting English proficiency – as the ones mentioned in Attachment B

b) proceed to PRINT REGISTRATION FORM / STAMPA DOMANDA DI IMMATRICOLAZIONE. With this printout, students will obtain the MAV form, necessary to pay the first instalment of the registration fee (amount equal to € 156.00, except in case of possible changes in the next call for university's tuition fees.) The payment must be performed within the last deadline set for enrolment. For payment methods, please refer to the relevant comma HOW TO PAY THE FIRST TUITION FEE.

c) students must deliver the following documents to the Students' Administration offices in Via S. Agostino 1:

- receipt of payment of the MAV for the first instalment of the university fees
- the original degree (Bachelor's Degree, University Diploma or recognised foreign qualification, translated into Italian or English by an accredited translator or by an embassy) that permits enrollment in the second-cycle degree course; this must be legalized by Italian consular and diplomatic authorities located in the country in which the qualification was obtained or integrated with an Apostille
- declaration of Value or equivalent certificate (like CIMEA certificate also attesting the authenticity of the title)
- a diploma supplement or original certificate containing the list of all taken exams and relative marks, legalised and translated into Italian or English;
- copy of study visa
- a copy of the residence permit / card , entry study visa

The above-mentioned documents must be submitted or sent scanned within the deadline of January 31, 2020 to the students' administration offices. In case of delayed documents from the Diplomatic

Representations, students have to anyway regularise their position within 45 days from enrolment, in any case not beyond the last deadline of January 31, 2020. If by that date students have still not regularized their position, their enrolment will be automatically cancelled.

The Students' Administration offices are open as follows:

- Monday, Thursday and Friday from 9:30 am to 12 pm drop-in
- Tuesday 9: 30 am-12: 00 pm and Wednesday 1: 45 pm-4: 00 pm by appointment only.

Appointments can be booked online at <http://gopa.unipv.it>

8.HOW TO PAY THE FIRST TUITION FEE

The first tuition fee shall be preferably paid online (by credit card or bank transfer) using the PagoPA system. It is also possible to pay via the MAV form (Modulo di Avviso di Versamento).

Once the pre-enrolment is performed, students can access the section Pagamenti from the Reserved Area, select the amount to pay and choose the payment method (PagoPA or MAV form).

The payment will then be verified a few days later by the University of Pavia.

Detailed instructions are available at the link

<http://www.unipv.eu/site/home/naviga-per/studenti/segreteria-studenti-e-ufficio-tasse/ufficio-tasse/articolo9080.html>

<http://www.unipv.eu/site/en/home/fees-and-funding/fees.html>

Candidates residing abroad can only pay by credit card with the PagoPA system or other payment solutions shall be agreed with the students' administration offices by contacting enrollment.psychology@unipv.it.

International students (residing abroad in an extra-EU country and having an entry study visa) are assigned a flat rate according to the country of origin and the chosen degree course. The second-cycle degree course in Psychology, Neuroscience and Human Sciences falls in the Humanities area – more information concerning tuition fees are available at the link <http://www.unipv.eu/site/home/naviga-per/studenti/segreteria-studenti-e-ufficio-tasse/ufficio-tasse.html>.

In case of double citizenship, of which one is from an EU country, the former prevails, and tuition fees are calculated with the modalities valid for Italian and EU students.

9.AFTER ENROLLING - WHAT HAPPENS

A) ACTIVATE YOUR @UNIVERSITADIPAVIA EMAIL ACCOUNT

Enroled students will receive on their personal email address a welcoming message with general information and their new university email address. This university email address will be the only communication channel for the student, who must activate the assigned email address. The instructions to request a new password or new credentials to access the university's online services (Reserved area, WiFi etc.) will be sent only to the official university email address.

Students already having an official university email address will be using the same email account and same credentials to log in in their Reserved Area. It is always possible to request a new password or credentials by using the tool *Cambio Password Servizi di Ateneo* at this link <https://password.unipv.it>

B) "ATENEO CARD" PAVIA

During the online enrolment students can ask for the activation of the "ATENEO CARD PAVIA", a multifunction badge and the student's ID.

More information concerning the Ateneo Card Pavia are available at this link <http://www.unipv.eu/site/home/articolo9787.html>

10.PROCEDURE AND DEADLINE FOR REPLACEMENTS IN THE FINAL RANKING

After the deadline to enrol, offices will identify the number of vacant seats if available. This info will be released on July 2, 2019 at the link <http://www.unipv.eu/site/home/articolo13930.html>.

From July 3 to July 9, 2019 by 12 pm:

- candidates eligible to enrol (i.e. the names placed beyond the 30th position or the 50th position) will be able to enrol by following the above-mentioned instructions (PROCEDURE AND DEADLINE TO ENROL and PROCEDURE AND DEADLINE TO ENROL FOR STUDENTS WITH A DEGREE OBTAINED ABROAD)

The list of enrolled students will be issued and updated on a daily basis at this link <http://www.unipv.eu/site/home/articolo13930.html>, from July 4, 2019: **it is mandatory for each candidate to verify the correct completion of the online enrolment by checking the dedicated webpage, and verifying the presence of their name on the list in the following 24 hours.**

Those who have not been included in the list although they completed correctly the online enrolment must immediately write an email to : enrollment.psychology@unipv.it **by the deadline of July 10, 2019.**

ATTENTION: Eligible candidates who do not enrol in time within 12 pm of July 9, 2019 will be considered as drop outs, also if they fail to communicate at this email address enrollment.psychology@unipv.it by July 10, 2019 their name is not present on the final ranking list published online.

- the other admitted candidates -including the last one- will be able to enrol under condition from July 3 to 9, 2019 by 12 pm, exclusively online at the link <http://www.unipv.eu/site/home/articolo9795.html> **available from 9,30 am of July 3, 2019.** They will also have to **pay 156,00 euros** by bank transfer to:

UBI BANCA SEDE DI PAVIA C.so Strada Nuova, 61c 27100 Pavia IBAN IT 38 H 03111 11300 00000046566,SWIFT: BLOPIT 22776

The payment receipt must be uploaded in a pdf file indicating the data of the bank (IBAN code of the candidate) , necessary in case of reimbursements. In case of missed enrolment, the amount will be automatically reimbursed. Please do not pay twice the same amount if you have already paid the first tuition fee to enroll in another University's degree course in the same academic year.

If places are still available, from July 11, 2019 all suitable candidates can enrol, according to the merit ranking of graduates who submitted the request for under condition enrolments.

Candidates will be notified of the assigned place by email to the email address reported in the request form. They will then have to regularise their position within the communicated deadline.

All notifications concerning vacant places and enrolment instructions will be sent to the email address communicated during the registration process: **therefore, please constantly check your email account.**

11. ENROLMENT UNDER CONDITION FOR NOT YET GRADUATED APPLICANTS

Candidates eligible to enrol whose name is on the ranking list but who are not yet graduated at the time of the enrolment are enrolled under condition until they graduate within the last deadline of October 31, 2019.

The enrolment is void in case the candidate does not graduate within the set deadline, and the first tuition fee will be reimbursed.

NOTES

The online service may present temporary interruptions in night hours, during bank holidays, or for maintenance reasons. Possible slow downs of online actions may be due to overcrowding of internet users in that moment. Please send an email to matricole.umanistiche@unipv.it in case of issues or to signal any problem.

Information pursuant to art. 13 of the EU Regulation 2016/679 2003 ("Code regarding the protection of personal data")

The information provided by candidates will be processed by the University of Pavia in the interests of the institutional purposes of the University, for the provision of specific services requested by users, as well as for the fulfillment of the requirements of the law. Processing is normally performed by means of IT and informatic tools with the aim of storing and managing the data; in some phases this can be done on paper and, in any case, in such a way as to guarantee security and protect the confidentiality of the party concerned. The provision of personal details is therefore mandatory; the penalty for not providing them is exclusion from selection on the basis of qualifications. In compliance with current legislation, the personal details of users may become known to, and processed by personnel who are specifically in charge of processing. Candidates enjoy the rights provided for by art. 7 of the aforementioned Code, which include access to their personal details, and the rectification, updating, integration and cancellation, etc of them, as well the opposing of the use of data other than the aforementioned institutional data. These rights may be claimed against the Chancellor of the University of Pavia, the person responsible for the treatment of personal data. For any information not specifically provided in the present document, readers are referred to current legislation. The person responsible for the administrative procedures, pursuant to art. 4 of Law n. 241, 7 August 1990, as amended by Law 15/2005, is Dr. Carmen Frassica (Cat. EP2 - Administrative and Management Area).

Pavia, protocol date:

THE GENERAL DIRECTOR

Emma Varasio

THE CHANCELLOR

Fabio Rugge

Document digitally signed

MS/CF/fc

Call for applicants: Psychology, Neuroscience and Human Sciences

2019-2020: Dates to remember

1	Evaluation request period	April 8 - May 6, 2019 until 12:00 pm (GMT+1)
2	Online publication of the final ranking	May 21, 2019 at the link: http://www.unipv.eu/site/home/articolo13930.html
3	Deadline to enrol	From May 22 until June 28, 2019 at 12:00 pm (GMT+1)
4	Publication of enrolled students list	From June 4 to June 28, 2019 at the link: http://www.unipv.eu/site/home/articolo13930.html
5	Deadline for replacements in the final ranking in case places are still available	From July 3 to July 9, 2019 until 12:00 pm (GMT+1)
6	Last deadline to graduate	October 31, 2019

Call for applicants: Psychology, Neuroscience and Human Scie

Authorised Bodies	Certificates corresponding to the B2 level of the <i>CEFR</i>
Cambridge English Language Assessment (Part of the University of Cambridge) Cambridge English Language Assessment (Part of the University of Cambridge) Cambridge English Language Assessment (Part of the University of Cambridge) Cambridge English Language Assessment (Part of the University of Cambridge)	Cambridge English: First (FCE) International English Language Testing System (IELTS): min. score: 5.5 Business Language Testing Service (BULATS) Reading/Language Knowledge Test: min. score 60
Educational Testing Service (ETS) Educational Testing Service (ETS) Trinity College London City & Guilds Pearson	Test of English as a Foreign Language Internet Based Test (TOEFL iBT): min. score 77 TOEIC Listening and Reading Test: minimum score: 785 + TOEIC Speaking and Writing Test: min. score 310 Integrated Skills in English (ISE II) Test of English as a Foreign Language Internet Based Test (TOEFL iBT): Communicator B2 English for Speakers of Other Languages (ESOL) Level 1 B2