ANNEX 26-SCPO-M1-586

Table of contents

Art. 1 - Type 2
Art. 2 - Training objectives, job opportunities and course appeal 2
Art. 3 - Program's curriculum 2
Art. 4 - Progressive knowledge checks 4
Art. 5 - Final degree examination and award of the qualification 4
Art. 6 - Faculty 4
Art. 7 - Admission requirements 5
Art. 8 - Deadline for the online application process 5
Art. 9 - Annexes for the online application process 6
Art. 10 - Tuition and fees 6
Art. 11 - Web site and Organizational Secretary contacts 7

APPLICATION FORM (attached)

Art. 1 - Type

The University of Pavia has activated a **first level Post-Bachelor Vocational Program** in **Cooperation and Development** at the **POLITICAL AND SOCIAL SCIENCES DEPARTMENT** in partnership with the **Almo Collegio Borromeo of Pavia**, for the 2026/27 academic year.

Edition 30

Disciplinary area ECONOMICS-SOCIAL-LAW

Art. 2 - Training objectives, job opportunities and course appeal

The Post-Bachelor Vocational Program **aims to meet a precise training need in tune with a labour market that operates on an international scale** and closely follows developments in the economic, social and cultural changes of today's world. The function of the course is therefore **to prepare future professionals who can operate in the field of international cooperation** for whom, the mere sensitivity to working in different and often difficult contexts is not enough, but must be complemented with targeted economic, humanistic and project skills, fostering the development of those characteristics of creativity, spirit of independence and decision-making that are necessary for this type of professionalism.

The professional figure trained in the Vocational Program can find employment in non-governmental organisations, international organisations, public, private and non-profit bodies working in the field of development cooperation, UN agencies or other bodies/networks operating in the field of development policies at international level.

The training course is characterised by **a strong multidisciplinary profile and an important professionalisation orientation**.
The theoretical part is divided into the macro areas of:

- preliminary economics
- development economics
- development geopolitics
- project cycle management for development cooperation.

The Project Cycle Management module is preparatory to the internship and is of particular importance within the course curriculum, as it integrates several highly formative aspects: the use of professionals from the world of international cooperation (non-governmental organisations, international organisations), a participative and inclusive teaching method through the systematic use of structured group work. Students are confronted with project case studies that are then discussed and analysed: this encourages interaction within the class and creates a common responsibility in seeking solutions that are then developed on a concrete level. The internship represents a fundamental and highly professionalising part of the Vocational Program, lasting from 3 to 6 months at NGOs, International Organisations, foundations, research centres, public and private institutions all over the world. The internship experience is carefully prepared by a special figure of the internship tutor who, through periodic individual and group meetings, has the task of orienting students.

Art. 3 - Program's curriculum

The **15 months** Vocational Program comprises a total of 1,875 hours, broken down according to the table below.

The set of planned training activities is designed to enable course participants to acquire **75** university credits (CFU).

The teaching modules are organized as follows and will be taught in **English**:

Module	SSD	Lenguage	L(h)	STD(h)	OL(h)	EX(h)	Tot(h)	CFU
1) PRELIMINARY ECONOMICS	ECON-01/A | Economia politica	English	100	130	0	20	**250**	**10**
	Contents: • Microeconomics • Macroeconomics • Development and demographic indicators • Basic statistics • Tutorship and exam preparation.							

2) DEVELOPMENT ECONOMICS	ECON-01/A | Economia politica	English	96	204	0	0	**300**	**12**
	Contents: • Key topics in development macroeconomics • Classical foundations of development economics • Measuring poverty inequality and human development • Development trajectories: a comparative analysis between alternative • Development processes • Food security and agricultural development • From financial crisis to finance for development • The sustainability of economic development: climate change issues.							
3) PROJECT CYCLE MANAGEMENT								
Development Cooperation: policies, actors and tools	ECON-06/A | Economia aziendale	English	56	144	0	0	**200**	**8**
	Contents: • Introduction and policy frame: donors, trends and perspectives • The European Union external action and integrated approach to crisis • European polices strategies and funds (budget 2021-2027) • The role of civil societies in international cooperation • Humanitarian action and development in fragile context + practical work-lab • The role of philanthropy in international cooperation.							
Project Cycle Management	ECON-06/A | Economia aziendale	English	72	112	16	0	**200**	**8**
	Contents: • Project formulation and writing + practical project works on blended modality • Financial accounting for nonprofit organizations • Budget and administration of a development project • Results-based monitoring and evaluation.							
Workshops	ECON-06/A | Economia aziendale	English	27	42	6	0	**75**	**3**
	Contents: • Rapid need assessment in emergency projects • The implementation of a development project in the field • Reinforcing communities' resilience to cope with climate change: case studies • Emergency in practice: WorkLab.							
4) DEVELOPMENT AND GEOPOLITICS: ISSUES AND TOOLS								
Geopolitics and Development	GSPS-05/A | Sociologia generale	English	55	70	0	0	**125**	**5**
	Contents: • Key issues in contemporary Africa • Key issues in contemporary Asia • Key issues in contemporary Latin America.							
Instruments for Research, Policy Analysis and Management	GSPS-05/A | Sociologia generale	English	36	114	0	0	**150**	**6**
	Contents: • Undertaking social research in development studies • Introduction to research methodologies in social science.							
		PARTIAL	**442**	**816**	**22**	**20**	**1300**	**52**
Seminar		English					**200**	**8**
Internship/Stage		English					**250**	**10**
Final exam							**125**	**5**
						TOTAL	**1875**	**75**

L ***Lectures;*** **STD** ***Study;*** **OL** ***Online lessons;*** **EX** ***Exercises, practical activities.***

Seminar

Key issues in the Global Agenda - The voice of UN agencies and international experts

- Development economics
- Finance for development
- Climate change
- Energy for development
- Peace and development
- Protection and wash in humanitarian aid operations
- Migrations and development.

As part of the activities carried out by the Cooperation and Development Network, training and/or internship opportunities may be available at partner universities.

Students attendance of the various training activities is structured as follows:

- internship, practical and laboratory activities: compulsory attendance
- lectures: attendance is mandatory for the minimum of hours corresponding to the 75% of the total.

The training period may not be suspended.

Transfers to similar Vocational Programs at other universities are not allowed.

Art. 4 - Progressive knowledge checks

Each teaching module provides a grade in thirtieths for each examination paper according to the following evaluation frame:

- **A+** -> 30 cum laude
- **A** -> 30
- **A-** -> 29
- **B+** -> 28
- **B** -> 27
- **B-** -> 26
- **C+** -> 25
- **C** -> 24
- **C-** -> 23
- **D+** -> 22
- **D** -> 21
- **D-** -> 20
- **E** -> 19-18
- **F** -> <18

Art. 5 - Final degree examination and achievement of the qualification

The final examination will consist of a **discussion of the research topic developed during the internship** and will involve an assessment whose criteria will be decided by the Academic Board.

At the end of the Vocational Program, participants who have carried out all the activities and fulfilled the obligations, upon passing the final exam will be awarded the **first level Post-Bachelor Vocational Program's Diploma in "Cooperation and Development"**.

Art. 6 - Faculty

Teaching will be held by faculty from the University of Pavia, and from other universities e as well as by highly-qualified professional experts.

Art. 7 - Admission requirements

The Vocational Program is intended for students who have obtained a Bachelor's Degree, in accordance with the Ministerial Decree No. 509/99 and Ministerial Decree No. 270/04 or previous, in any discipline.

If the Bachelor's Degree is obtained abroad, the student **must hold at least 3 years of certified academic studies** in order to access the Post-Bachelor Vocational Program.

Graduates, who have completed all exams at the time of enrollment and who plan to obtain the degree **no later than 31/12/2026**, may also apply.

The maximum number of places available is 35.

The minimum number of participants to activate the course is 14.

The Academic Board will also be able to assess whether the conditions for expanding the maximum number of participants are met.

Should the number of applicants exceed the maximum number allowed, a Commission composed of the Coordinator and two Faculty members will make a selection and formulate a merit ranking, expressed in **thirtieths**. The ranking list will be drawn up on the basis of the academic career of the candidates, as shown by their CVs and relevant examinations.

Applicants with a **minimum score of 24/30** will be admitted to a **motivational interview in English**, during which their language proficiency will also be assessed. The motivational interview will be marked in **thirtieths**.
Only candidates who achieve a **minimum score of 25/30** on the motivational interview will be deemed **eligible**.
The final score attributed to each candidate, useful for the definition of the ranking list, will then be calculated according to the **mathematical average of the evaluation of the academic career and the motivational interview**.

In case of equal merits, young age will prevail in the ranking. In case of withdrawal of one or more candidates, the vacant place/places will be made available to the next candidate in the ranking, up to the coverage of all available places.

AUDITING CLASSES

Admission to auditing classes is subject to the following criteria:

applicants must hold a **Bachelor's Degree**, in accordance with the Ministerial Decree No. 509/99 and 270/04, **in any discipline**.

Auditors may enroll in **only one module of their choice** from those offered in the Vocational Program's curriculum. Auditors do not take exams or assessments, do not participate in internship activities, and are not subject to minimum attendance requirements. Below is a breakdown of the cost of the modules:

- Module *Preliminary Economics* - € 1.500
- Module Development *Economics* - € 1.200
- Module *Project Cycle Management* - € 2.000
- Module *Development and Geopolitics: issues and tools* - € 800

including € 32 (2 stamp duties) and € 200 (administrative fees).

Auditors will receive a specific **certificate of attendance related to the modules attended**, without any credits being awarded.

Art. 8 - Deadline for the online application process

Applicants must submit their application for admission in accordance with the procedures, set out in the Call for Admission, from 27/04/2026 and by the deadline of 30/06/2026. The requirements of the Call for admission and this Attachment, must be held by the deadline for application.

Art. 9 - Annexes for the online application process

Applicants must attach, during the online application, the scan of the following documentation:

1) **application form** (the form is at the end of this Attachment)
2) (front-rear) **personal identification document** inserted during registration
3) **reference letter** (maximum n.2)
4) **motivational letter edited in English**
5) **CV, edited in English**, listing: student's academic background, professional and/or volunteering experiences in the sector of International Development and Cooperation
6) *eventually the Italian ISEE certification or a family income statement (only for students requesting a scholarship)*
7) **self-certification** of the exams passed in the university career with the indication of the grades (only for candidates with an academic title obtained in Italy)
8) copy of the **academic title required for admission -** parchment or certificate (only for candidates with an academic title obtained abroad)
9) **transcript of records** (only for candidates with an academic title obtained abroad).

And also, if already available:

Declaration of Value (DoV) *issued by the Italian embassy/consulate*
or ***CIMEA Statement of Comparability***
or ***Diploma Supplement*** *(if the foreign qualification is issued by an european university)*
Statement of Correspondence *which can be downloaded from the* ***Automatic Recognition Database (ARDI).***

The aforementioned documents must be uploaded within the period referred to in art. 8.

Please note that, as indicated in art. 3 of the Call for Admission to the Vocational Program, **applicants holding a qualification obtained abroad must**, **by the day before the beginning of the lessons** according to the calendar published by the Organizational Secretary of the Vocational Program, **deliver the following documentation in original accompanied by legalization** by the Italian Representation competent for the territory in the country to which the institution that issued the title belongs:

1. Academic qualification required for admission issued in English/Spanish/French or officially translated in Italian

- **LEGALISED** by **the Italian embassy/consulate in your country** (*the legalization of documents is NOT required for Belgium, Denmark, United Kingdom, Ireland, France and Germany)*
  PLEASE NOTE: *legalisation must refer to the document not the translation*
- OR **APOSTILLED** (the apostille is **only available** for the signatory countries to the **Hague Convention**)
- OR **ACCOMPANIED** by **CIMEA Statement of Verification**.

2. Transcript of records (list of and relevant marks) issued in English/Spanish/French or officially translated in Italian

3a. IF your title HAS NOT been obtained in one of the Countries that are signatories to the **Lisbon Recognition Convention**

- **Declaration of Value** (DoV) issued by the Italian embassy/consulate
- OR **CIMEA Statement of Comparability**
- OR **Diploma Supplement** (*if the foreign qualification is issued by an european university*).

3b. IF your title HAS been obtained in one of the Countries that are signatories to the **Lisbon Recognition Convention**

- **Statement of Correspondence** which can be downloaded from the **Automatic Recognition Database (ARDI).**

Enrollment in the Vocational Program will be finalized ONLY upon delivery of this documentation.

Art. 10 - Tuition and fees

Enrollment

Students enrolling in the Vocational Program, for the 2026/2027 academic year, must pay the amount of **€ 8.000**, including: € 16 (stamp duty) and € 200 (administrative fees).

This amount must be paid in **3 instalments**:

- 1° instalment of € **3.000**, to be paid **upon enrollment**
- 2° instalment of € **2.500**, to be paid by **11** of **January 2027**
- 3° instalment of € **2.500**, to be paid by **24** of **February 2027.**

Bodies or national/international subjects can contribute to the functioning of the Vocational Program by providing scholarships aimed to enrollment/internships attendance. In the event of finalization of the aforementioned agreements, they will be publicized on the relevant website with the eventual award criteria.

Final exam

In order to be admitted to the final exam, candidates must submit a specific application form along with the payment of 116 as a fee for the issuance of the Vocational Program's Diploma (including n° 2 stamp duty tax of 16, paid virtually: one for the parchment and one for the application). The cost of the parchment could be updated by resolution of the Board of Directors after the publication of this notice.

Exemptions or scolarships

A) STUDENTS FROM LOW AND MIDDLE INCOME COUNTRIES *(* please refer to the classification compiled by the World Bank)*

Students coming from low and middle income countries and areas of strategic and priority interest for the Italian cooperation, statistically in the previous editions, have represented about 50% of the class and their presence constitutes a distinctive and peculiar character of the Vocational Program, which by nature aims at valorising deserving and talented young people in conditions of severe poverty, working to strengthen the capacity building of the countries of origin in close collaboration with the Italian cooperation. Students from developing countries (DCs) may alternatively receive:

- **AICS (Agenzia Italiana per la Cooperazione allo Sviluppo) Scholarships >** for the 2026/2027 edition, AICS is providing **no. 11 scholarships** to cover the Vocational Program's tuition fee, **flight to/from** the country of origin, **room and board costs** (8 months) at the College and **health insurance for the internship period.**
  In the selection process for these scholarships, preference will be given to applicants from countries in the MENA region and Albania.
- **Total Exemption > exemption from payment** of the Vocational Program's **tuition fee**
- **Partial Exemption > 50% exemption from payment of the enrolment fee** for the Vocational Program, based on the income situation as per the certification/self-certification submitted and academic merit
- **Additional Vocational Program's Grants >** if additional resources will be available, **payment of the** Vocational Program's **enrolment fee will be waived, with the exception of the university fee** (€ 560) **and the Borromeo fee** (€ 240).

B) STUDENTS FROM OTHER COUNTRIES

For italian students who are not from low and middle income, but who are in a disadvantaged economic situation as proven by the ISEE model submitted or by self-certification submitted, exemptions/scholarships will be granted as follows:

- **Total Exemption > exemption from payment** of the Vocational Program's **tuition fee**
- **Partial Exemption > 50% exemption from payment of the enrolment fee** for the Vocational Program, based on the income situation as per the certification/self-certification submitted and academic merit
- **Additional Vocational Program's Grants >** if additional resources will be available, **payment of the** Vocational Program's **enrolment fee will be waived, with the exception of the university fee** (€ 560) **and the Borromeo fee** (€ 240).

These financial benefits are assigned each year on the basis of each enrolled student's merit, assessed through the analysis of qualifications (as per CV) and motivational interview. All students, including those who benefit from exemptions and scholarships, **will in any case be required to pay the following fees:** admission fee (€ 50.00), stamp duty on the application form (€ 16 - except AICS scholarship holders), secretarial fees (€ 200 - except AICS scholarship holders) and the fee for the reimbursement of expenses for the award of the Vocational Program's degree (€ 116).

The types and number of available exemptions and scholarships will be listed on the relevant website: http://www.cooperationdevelopment.org.

Art. 11 - Website and Organizational Secretary contacts

Any communication and important information regarding candidates and students will be published on the following website:
http://www.cooperationdevelopment.org

For information regarding the course organization:

Organizational Secretary

The Organizational Secretary will be located at:

Collegio Almo Borromeo
Piazza del Collegio Borromeo - 27100 Pavia (PV)
E: cdn@unipv.it
T: +39 0382.395504

The contact person is **Dott.ssa Maria Benotti**.