

Courtesy translation of the admission announcement in DR 1955/2023 del 07/06/2023

THE RECTOR

On a proposal from the Training and Student Services Area Manager

HAVING REGARD TO the Decree by the Ministry of Education, University and Research of 22nd October 2004 n° 270 containing "Amendments to regulations containing standards concerning the didactic autonomy of universities, approved by Decree from the Minister of University and Scientific and Technological Research n° 509 of 3rd November 1999";

HAVING REGARD TO the Statutes of the University of Milano-Bicocca issued by Rectoral Decree n° 0010332 on 3rd March 2015;

HAVING REGARD TO the Statutes of the University of Milano-Bicocca issued by Rectoral Decree n° 0040884/17 on 4th July 2017;

HAVING REGARD TO the "Regulations for University Postgraduate Programmes and Graduate Training", issued by Rectoral Decree n° 3487/2021 on 3rd May 2021;

HAVING REGARD TO the approval of the Postgraduate Programmes by the Master Commission on 19th April 2023;

HAVING REGARD TO the approval of the Postgraduate Programmes by the relevant structures for the first semester of the academic year 2023/2024;

HAVING REGARD TO the favourable opinion expressed by the Academic Senate on 10th May 2023;

HAVING REGARD TO the resolution of approval by the Board of Directors dated 25th May 2023;

GIVEN THAT the proposing Manager attests to the legality and legitimacy of this measure;

DECREES

For the reasons set out in the preamble, which are deemed to be reproduced here in full:

Item 1

Running the Postgraduate Programmes

The following **Postgraduate Programmes** shall be run at the University of Milano-Bicocca for **the first semester** of the Academic year 2023-2024:

ECONOMICS AND LAW AREA

- First level Postgraduate Programme in "Business Administration" (ENGLISH)
- First level Postgraduate Programme in "Food & Foodways: innovating Food practises, policies and markets"(ITALIAN)
- First level Postgraduate Programme in "Data Management for Clinical Research" (ITALIAN)
- First level Postgraduate Programme in "Management of Public Services, Utilities and Mobility"(ITALIAN)

- First level Postgraduate Programme in “M3 - Marketing Management”(ITALIAN)
- First level Postgraduate Programme in “Sport Management and events”(ITALIAN)
- First level Postgraduate Programme in “Management and Digital Transformation. Soft and Digital Skills for New Business Models”(ITALIAN)
- First level Postgraduate Programme in “Management for the Development of Human Capital. Innovative Mindset for Leading People”(ITALIAN)
- First level Postgraduate Programme in “MTSM - Tourism Strategy & Management”(ITALIAN)
- First Level Postgraduate Programme in “Sustainability in Law, Finance and Management SiLFiM”(ITALIAN or ENGLISH, according to single classes)
- Second level Postgraduate Programme in “Executive Programme in Accounting and Tax Corporate Law”(ITALIAN)

HEALTHCARE AREA

- First level Postgraduate Programme in “Administrator for Clinical Imaging and radiotherapy Systems” (ITALIAN)
- First level Postgraduate Programme in “Nursing Case Management” (ITALIAN)
- First level Postgraduate Programme in “Midwifery expertise at birth”(ITALIAN)
- First level Postgraduate Programme in “Clinical Echocardiography” (AVAILABLE IN DIFFERENT LANGUAGES)
- First level Postgraduate Programme in “Implanting and Managing Central and Peripheral Vascular Access” (ITALIAN)
- First level Postgraduate Programme in “Management for the coordination of health professions” (ITALIAN)
- First level Postgraduate Programme in “Nursing Sciences for Anaesthesia and Intensive Care” (ITALIAN)
- Second level Postgraduate Programme in “Nutrition and Applied Dietetics - ADA” (ITALIAN)
- Second level Postgraduate Programme in “Executive master in Rare diseases, clinical galenic formulations and orphan drugs” (ITALIAN)
- Second level Postgraduate Programme in “Research and Preclinical and Clinical Development of Drugs”(ITALIAN or ENGLISH, according to single classes)

SCIENCE AREA

- Second level Postgraduate Programme in “Production and certification of medical devices and in vitro diagnostics in Europe” (ITALIAN)

SOCIAL- HUMANITIES AREA

- First level Postgraduate Programme in “Behavioral Design for public utilities and services” (ITALIAN)
- First level Postgraduate Programme in “Deviance, the Justice System and Social Services” (ITALIAN)
- First level Postgraduate Programme in “Education and nature: competences for ecological education and sustainability” (ITALIAN)-interuniversity programme
- First level Postgraduate Programme in “Clinical Sexology” (ITALIAN AND/OR ENGLISH)

Information regarding the number of places available, requirements for access, the dates and methods of admission and enrolment, the fees to be paid and any subsidies, the period in which the courses are held and any other specific indications for each individual **postgraduate programme** are contained in the **forms attached to this decree** (hereinafter referred to as **“attached forms”** or **“individual form”**), of which they form an integral part.

All the information related to the educational objectives, the teaching organization, venues and didactic plans of postgraduate programmes are available in the individual regulations, which can be found on the University website at the following link <https://en.unimib.it/education/postgraduates/professional-masters-programmes>

Item 2

General Admission Requirements

The admission requirements for each course are indicated in the **attached forms**.

Simultaneous enrolment in a Postgraduate Programme and in another course of study held at this or other Universities is permitted within the limits established by the DM n. 930 of 29 July 2022 (for more information, you can check the link <https://www.unimib.it/servizi/studenti-e-laureati/segreteria-studenti/contemporanea-iscrizione-due-corsi-studio>. On the other hand it is not permitted the enrolment in a Postgraduate Programme to researchers employed at this University who hold an “assegno di ricerca”.

Applications for admission to Postgraduate Programmes (with the exception of those specifically aimed at graduates in Medicine and Surgery or Dentistry or in the qualifying Health Professions) can be submitted also by undergraduates who, in Italy, obtain a qualification required for access by the first graduation session following the start of teaching activities and who, on the date of the selection procedures for admission, are only lacking the activities required for the final examination.

In case of admission, such students will be able to register on condition of meeting the deadlines stated, and undertaking to convey the award of the qualification that grants access in a timely manner through self-certification (notary deed) to be sent to this address carriere.master@unimib.it.

If they do not obtain the qualification required for access to the postgraduate programme by the deadline stated above, they will lose their student status and, therefore, will not be able to continue attending or obtain certification. There will also be no refund of enrolment fees paid.

Undergraduates who are admitted on a conditional basis will be able to compete for any economic benefits, but they will be able to take advantage of them only after they have completed their postgraduate programmes. Therefore, any facilities to cover the partial or total first or second instalment will not constitute exemption from payment of the same, but will be paid at the end of the course, after obtaining the qualification.

For postgraduate programmes aimed specifically for graduates in Medicine and Surgery or Dentistry or in the qualifying Health Professions, the deadline for obtaining the required qualification shall be the date of the admission application stated for each postgraduate programme on the attached forms (see Item 4).

Only for courses in the medical or health sector, which include clinical, diagnostic and/or instrumental activities on patients in the training programme, only those who are in possession of a professional qualification may be admitted.

Item 3

Financial Benefits for Candidates with Disabilities under Art. 3 par. 1 of Law n° 104/92 or With Disabilities Equal to or Greater than 66%

A total exemption from payment of enrolment fees is provided (except for a selection contribution of € 100.00 and the reimbursement of stamp duty) for one or more candidates with disabilities, whose disability is recognised under Art. 3, paragraph 1, of the Law of 5th February 1992, n. 104, or with a disability equal to or greater than 66%, who have passed the selection procedures provided by the chosen postgraduate programme and are usefully placed in the admission list, provided that the minimum number of students regularly paying the registration fee to the Postgraduate Programme is reached.

Item 4

Submission of Applications for Admission

Applications for admission must be submitted starting from the day after the date of this Decree and mandatorily **by the deadline for applications for admission stated for each postgraduate programme on the attached forms.**

Candidates must submit their **application on-line** at www.unimib.it by selecting "**log in to...[Online Student Registry](#)**".

Candidates not yet registered in the system must first *register* their personal data and then access the system (*login*) with their personal credentials.

Candidates who are already registered will have to *log in* directly using their personal credentials.

Candidates, after *logging in*, will have to select "admission" and choose the Postgraduate Programme that is of interest.

Where applicable, the approach (**Students or Listeners**) should be chosen.

N.B.

It is compulsory to include a **copy of an identity document** and a **passport photo** in bitmap or jpeg digital format with a resolution of at least 300x400 pixels. The passport photo must show only the face in the foreground and must be on a light and/or uniform background; the face must be in a frontal view and not covered by hair or clothing such as dark glasses or scarves; it will not be possible to accept panoramic photos taken from a distance, nor group photos or photos in which other people are present, cut-outs, drawings, caricatures or passport photos that are too dark.

N.B.B.

In the on-line procedure only the admission qualification required by the postgraduate programme of interest should be entered, even if higher qualifications are held.

1. CANDIDATES WITH QUALIFICATIONS OBTAINED IN ITALY

To complete the process, candidates with a qualification obtained in Italy must upload:

- **A signed curriculum vitae and details of studies;**
- **any other qualifications (see also the attached forms).**

At the end of the procedure candidates must print and pay **the pre-filled PagoPA payment slip for the amount of € 100.00, by the deadline for admission applications indicated for each postgraduate programme in the attached forms, on pain of exclusion from the selection process.**

The pre-filled PagoPA slip can be printed directly from the Payments page in the Reserved Area of the [Online Student Registry](#). The procedure is entirely on-line, and no forms will be sent to your home.

Payments with PagoPA can be made using 3 methods:

1. By printing the payment slip, which can be paid at any payment service provider belonging to the PagoPA circuit (e.g. banks, newsagents, etc. **N.B. not at the post office**);

2. By paying on-line: using the appropriate link on your [Online Student Registry](#) profile you can access the on-line payment function that will show all the payment service providers in the PagoPA system (possible methods include debiting current accounts and paying by credit card);
3. For banks using the **CBILL system**, the interbank code or **SIA code** is: **1G192**.

N.B.: payments made using the University Badge and the internet banking service linked to your Badge (Scrigno) will be exempt from payment fees.

2. CANDIDATES WITH FOREIGN QUALIFICATIONS

To complete the process, candidates with foreign qualifications will have to upload:

- A signed curriculum vitae and details of studies;
- Documents or qualifications specifically required by the master programmes in the single attached forms;
- A copy of the academic qualification¹ along with the Declaration of Value (DDV) issued by an Italian Embassy or Consulate or a Statement of Comparability issued by an ENIC-NARIC Centre (i.e. [the CIMEA statement of comparability](#)); the DDV or the statement of comparability should be uploaded with the application, if available; in any case it must be given no later than the enrollment, in case of admission;
- Diploma Supplement if the academic qualification is issued by an EU Higher Education Institution;
- Any other documents and qualifications useful for the evaluation;
- translation in Italian or English if the qualification documents are issued in a different language.

At the end of the procedure candidates must print and pay, according to the procedures explained in the previous paragraph, a **pre-filled PagoPA payment slip in the amount of € 100.00, by the deadline for applications for admission stated for each postgraduate programme in the attached forms, on pain of exclusion from the selection process.** **Only and exclusively payments from foreign current accounts** can be made in one of the following ways:

- **by Credit Card by accessing the site <https://pagofacile.popso.it/en/web/guest/spontaneo>**

Select the following fields:

Organisation UNIV. STUDI MILANO - BICOCCA

Payment Reason Code: see indication on individual form

Please complete the following fields:

Reason: Name, Surname, Admission to selection "Postgraduate Programme Title"

Amount: € 100.00

- **by bank transfer to a bank account made out to:**

Università degli Studi di Milano-Bicocca – Piazza dell'Ateneo Nuovo, 1 – 20126 Milan, at:

Banca Popolare di Sondrio - Agency n° 29 Bicocca - Piazza della Trivulziana, 6 - 20126 Milan

IBAN IT87 K056 9601 6280 0000 0200 X71

SWIFT CODE (for transfers from abroad) POSOIT22XXX

Reason for Payment: Reason Code: **65**; First and Last Name; Postgraduate Programme Title

In all cases of payment other than PagoPA, a receipt must be sent to the following email address carriere.master@unimib.it.

¹ European students can present a self-certification document in Italian or English instead of copy diplomas.

PLEASE NOTE: Non-European candidates, resident abroad, who must take part in admission tests for which physical presence in Italy is required, must apply to the diplomatic-consular Representation for a short-stay visa for study purposes; subsequently, upon presentation of documentation transmitted to the Representation by this University, certifying that they have passed the selection tests, the Representation itself will issue the candidate with a new entry visa for study/university purposes with validity related to that of the course, after taking the aforementioned tests and returning to their own country.

After regularization by payment, candidates will be able to view and print the application form.

Listeners are not required to pay the amount of € 100.00 for admission to selection tests.

If necessary, it will be possible to print the pre-filled PagoPA slip again by reconnecting to the [Online Student Registry](#). The receipt for payment must be kept by the person concerned. The University Administration reserves the right to ask for their presentation as proof of payment.

PagoPA slips are personal and must be made out to the candidate.

If payment is to be made by third parties (e.g. companies, institutions, etc.) other than the applicant, they may request the issue of a debit note by sending an e-mail to carriere.master@unimib.it specifying their **company name and VAT number**, in order to enable the issue of a PagoPA payment slip with the correct addressee, or they can **directly provide for a bank transfer to the bank account, only and exclusively in case of foreign current accounts, in the name of:**

Università degli Studi di Milano-Bicocca – Piazza dell’Ateneo Nuovo, 1 – 20126 Milan, at:
Banca Popolare di Sondrio - Agency n° 29 Bicocca - Piazza della Trivulziana, 6 - 20126 Milan
IBAN IT87 K056 9601 6280 0000 0200 X71
SWIFT CODE (for transfers from abroad) POSOIT22XXX

Reason for Payment: Reason Code: **65**; Participant’s Name and Surname; Postgraduate Programme Title

In all cases of payment other than PagoPA, a receipt must be sent to the following email address carriere.master@unimib.it.

Failure to participate in the selection tests does not entitle anyone to a refund of fees paid.

In case of admission to the Postgraduate Programme, the amount paid will form an advance on the first instalment of the enrolment fee.

In case of exclusion (failure to appear at the selection, non-admission or eligibility without repêchage), or failure to complete registration, the fee paid will not be refunded.

University Technical Administrative Staff(PTA)- free participation

The University of Milan-Bicocca offers its technical-administrative staff the opportunity to enroll free of charge (net of the expected stamp duties) in some University Masters, Specialization Courses and University Training Courses; the courses adhering to the initiative are indicated in the attached forms. The free places offered to PTA are meant to be as exceeding the maximum number of students indicated in the forms attached.

Under no circumstances will applications for admission be free of charge by the University PTA to a Masters for which the facilitation is not explicitly provided for in the attached forms be accepted.

The technical administrative staff of the University are invited to view the requirements set by the Administration in order to participate in the initiative on the Intranet - [MyPTA](#) page dedicated to PTA Training and Organizational Development; always on the dedicated [MyPTA](#) page, you can find information about the presentation of the application for admission and the general rules for participation in the Courses.

Item 4-bis

The University of Milan-Bicocca adheres to the training project "PA 110 e lode", an initiative that enhances skills for Public Employees presented by the Department of Public Function. A memorandum of understanding with the Ministry of Public Administration has been signed to promote and encourage the enrollment of Public Employees to degree programmes offered by the University.

Please check the attached forms to know which Masters programmes have joined the initiative. Adhering Masters have destined to public employees a reserve of overquotas positions, providing for the recognition of a 15% discount on the registration fee (net of the selection fee of € 100.00, stamp duty and insurance).

Candidates must submit their **application on-line** at www.unimib.it by selecting "**log in to...[Online Student Registry](#)**".

All Masters candidates participating in the "PA 110 e lode" project must select on the online procedure page "Choice of category administrative and disability aids and SLD" one of the two proposals from the drop-down menu "Administrative category": Public Administration Employees or Ordinary Positions.

After the selection, in case of enrolment, Public Administration Employees will be asked to provide information about the Public Office where they are employed.

For other information relating to the application for admission to the Masters programmes as participants to the Project "PA 110 e lode", please see the previous Item 4.

Item 5

Support Services for Candidates with Disabilities (DIS) or Specific Learning Disorders (SLD)

Candidates with disabilities (DIS) or with Specific Learning Disorders (DSA) may request the specific support defined by current regulations, in order to take the selection tests, if any.

To this end, interested parties are required to formulate their request during the admission procedure and to attach documentation attesting to their disability (*civil invalidity or certificate of disability*) or specific learning disorder to allow the University to evaluate the request and organise the service accordingly.

The certificate of disability must be:

- either issued by INPS, under [Law n° 118 of 30th March 1971](#) (*civil invalidity*)
- or issued by the territorial public health authority, under Law n° 104/92 as amended (*disability certificate*)

The diagnosis of DSA must:

- meet the criteria of the Consensus Conference (2011);

- report the condition codes, the explicit description of the DSA in question, and contain the information necessary to understand its individual characteristics with indications of areas of strength and weakness;
- it must also have been issued by national health facilities or institutions or professionals accredited by the Regions and not more than 3 years old if performed before the age of majority of the candidate (Art. 3 Law n° 170/2010 and subsequent State-Regions Agreement of 24/07/2012).

Failure to submit documentation on-line by the deadline specified in this call (see the attached forms) will not entitle an applicant to use the requested media.

No later than the day before the examination date, candidates will receive an email from the University Service for Students with Disabilities and DSA at the email address provided when registering for the selection, with confirmation of the services run and all logistical and organizational information.

In the case of accompaniment and/or tutoring, the communication will also contain an indication of the place where to meet with personnel in charge.

Users are required to communicate any cancellation of service(s) of accompaniment and/or tutoring by sending written notice to this address info.binclusion@unimib.it.

In case of admission to the course, in order to benefit from the services provided by the specific University Regulations, it will be necessary (during the enrolment process) to make an appointment with the University Service for Students with disabilities and DSA in order to assess any types of support available on the basis of possibilities and availability of logistics / timing (these services are available from Monday to Friday, from 08.00 to 19:00).

Item 6 Selection for Admission

The publication of the selection date on the **attached forms** shall constitute notice for all purposes. **No communication shall be sent to any individual candidates.**

In order to participate in the selection, where the evaluation of qualifications alone is not provided, candidates must present a valid identity document, preferably the same one stated on the application form.

The selection committee shall be appointed by the Scientific Committee of the Postgraduate Programme.

For the evaluation of qualifications obtained abroad, the Selection Committee will declare their equivalence for the sole purpose of admission to the Postgraduate Programme.

Item 7 Admission Ranking

Candidates shall be admitted to Postgraduate Programmes according to the order in the ranking list that will be published on the dates stated on the **attached forms**, up to the number of available places.

In the event of a tie, younger persons shall be preferred.

Admission rankings will be available on the University website, **on the page related to each postgraduate programme**, at the link <https://en.unimib.it/education/postgraduates/professional-masters-programmes>

ATTENTION: the publication of the ranking list on the website shall be the only communication tool used.

No communication shall be sent to any individual candidates.

Item 8

Registration Procedures and Payment of Fees

Admitted candidates, both Students and Listeners, must register starting from the day of publication of the ranking list and strictly **within the deadline for registration indicated in the attached forms**, as specified below.

- a) **Access the Online Student Registry** and submit the **on-line enrolment application** by selecting “*enrolment in courses with planned access*”;
- b) **Make payment** of the first instalment of the enrolment fee (or any reimbursement of expenses), the amount of which is stated on the individual form, using the **pre-filled PagoPA slip** which must be downloaded from the **Online Student Registry** attached to the enrolment receipt.

For methods of payment in Italy (PagoPA payment slip) or from abroad, and for cases of payment by third parties, see Item 4.

- c) **Only in case of payment from abroad (by bank transfer or credit card)**, please send a copy or scan of the payment **receipt** to the following e-mail address carriere.master@unimib.it;
- d) **For non-EU applicants only**, please send a copy or scan of the copy of the valid visa/residence permit for registration to the following address carriere.master@unimib.it.

N.B.: Foreign candidates are invited to read the information available on the dedicated pages of the University website (<https://en.unimib.it/education/teaching/how-enrol-information-international-students>).

N.B.B.: Any certification of disability under art. 3 par. 1 of Law 104/92/ or disability equal to or greater than 66% must be uploaded when submitting the application form.

International Candidates who need an entry visa to come to Italy

All international extra-EU candidates who need an entry visa to come to Italy must fill in a pre-enrollment application on the portal <https://www.universitaly.it>

Please consult the information available on the university website (<https://en.unimib.it/international/international-students/information-international-students/students-coming-abroad-foreign-diploma/students-coming-abroad-foreign-diploma-want-enroll-bicocca/students-living-abroad-needing-visa>)

For more information you may contact welcome.desk@unimib.it

Candidates who have not completed their enrolment by the above deadline will lose their rights.

In this case another candidate will take over, according to the order of the ranking, who will be contacted by e-mail, at the e-mail address communicated at the time of application.

Incomplete applications will not be accepted.

The enrolment fee includes the cost of issuing the original postgraduate programme diploma, stamp duty and insurance coverage.

In the case where the course is not held, any contributions already paid will be refunded, except for bank charges, in accordance with the regulations in force at the University.

In case of withdrawal of a participant before the completion of 25% of the training activity, the next excluded participant can take over. **Withdrawal does not entitle anyone to a refund of fees paid.**

The due date for the second instalment is indicated for each programme in the attached forms.

Item 9 Listeners

The **attached forms** indicate the possible availability of listener places. Deadlines for submitting the application form and for the subsequent enrolment are stated on the individual forms and apply to all types of candidates (Students and Listeners). The procedures are described in Items 4 and 8 of this call.

For listeners, no fee is required to register for the selection.

If the enrolment as listener does not provide for the payment of a specific fee, the reimbursement of stamp duty and insurance costs will have to be paid using a special pre-filled PagoPA slip.

Listeners are not given any CFU (University Educational Credits) and, those who attend at least 75% of the activities planned, have a certificate of attendance issued. Internship activities are not provided for listeners.

Listeners will be notified by e-mail on how to collect their certificate (by appointment) or by registered mail with return receipt and will be required to collect the certificate within ninety days of receipt of the e-mail.

Item 10 Individual Modules

The **attached forms** state the possible availability of places for enrolment in individual courses, with the same requirements necessary for access to the Postgraduate Programme.

Simultaneous enrolment in single courses and courses of study at this or another University is not permitted.

It is possible to enrol in individual courses for a maximum of 30 CFU in total.

Admission to individual courses does not require a selection procedure, except for checking the admission requirements are held.

An **application form for enrolment** in individual courses (downloadable from the site <https://www.unimib.it/didattica/offerta-formativa/master-e-corsi-perfezionamento>) must be **sent** to the email address carriere.master@unimib.it starting from the day after the date of this Decree and strictly **within the deadline stated on the attached forms**.

The application form must be accompanied by a copy of an identity document and a passport photo in jpeg or bitmap format with a resolution of at least 300X400 pixels (the passport photo must show only the face in the foreground and must be on a light and/or uniform background, the face must be in a frontal view and not covered by hair or clothing such as dark glasses or scarves; it will not be possible to accept panoramic photos taken from a distance, nor group photos or photos in which other people are present, cut-outs, drawings, caricatures or passport photos that are too dark).

Applications for enrolment in individual courses will be accepted on a first-come first-served basis until all available places have been filled.

Subsequently, a pre-filled PagoPA slip will be issued for payment of enrolment fees, including stamp duty and insurance costs. Interested students will be notified so that they can print the payment slip directly from their personal page at the [Online Student Registry](#).

Applications for enrolment in individual courses will be considered regularised only after payment of the pre-filled PagoPA slip, which must be made by the day before the start of the Postgraduate Programme.

Incomplete applications will not be accepted.

After completing the individual course/s and passing the relevant exam/s, the students will be notified by e-mail on how to collect the certificate (by appointment or by registered mail with return receipt) and they will be required to collect the certificate within ninety days from the receiving of e-mails.

Item 11

Compulsory Attendance, Internship and Award of the Degree

Attendance at the Postgraduate Programme classes is compulsory.

Internship activities provided under the Postgraduate Programme's course plan are organised under the responsibility of the Scientific Committee, by agreement with the host institutions and taking into account the interests of the students.

For students who are already employed, there is a possibility to perform Project Work within their employment context, in order to actively experience the contents learned during the course. This activity shall be defined by agreement between the Scientific Committee, the employer and the student.

With proof of attendance equal to or greater than 75% of the hours of activity for the postgraduate programme and passing all the tests and the final examination, a minimum of 60 CFU (University Educational Credits) will be awarded, corresponding to 1500 hours of total commitment (training activities provided by the curriculum for each course, integrated with a commitment to be reserved for study and personal preparation) and the First- or Second-Level Postgraduate Programme degree will be awarded.

Unless otherwise provided for in the case of a specific postgraduate programme, the diploma is normally sent to the address of residence indicated by the student by the Training and Student Services Area within approximately 6 months of obtaining the degree.

Item 12

University Web-mail, Multi-service Card, Diploma Request and Customer Satisfaction

At the end of enrolment procedures, each student shall be assigned, together with his/her registration number, an e-mail address (University web-mail) nomeutente@campus.unimib.it which can be accessed with the same user name and password used to access the on-line student registry. The University web-mail is the official communication tool between students and the University.

Students who are not already in possession of one will be issued with a Banca Popolare di Sondrio Multi-service Card (badge): information can be found at the following link <https://www.unimib.it/servizi/service-desk/account-e-servizi-accesso/badge-ateneo>

The University provides each student with a number of IT services (e.g. access to the WiFi network, eLearning platforms, Online Student Registry, etc.): the relevant information can be found at the following link <https://www.unimib.it/servizi/service-desk>.

Enrolled students, in order to access the final examination, will have to perform the application procedure for “Award of Diploma” through the Online Student Registry. This procedure will require the mandatory completion of a satisfaction questionnaire on the postgraduate programme attended. The AlmaLaurea Questionnaire is designed to collect an evaluation of postgraduate programmes and allows you to take advantage of the services of the Job Placement-AlmaLaurea Portal (insertion of CV with visibility for institutions / companies, consulting job offers and extracurricular internships, and participation in events, etc..).

Item 13

Forfeiture of Benefits and Grounds for Exclusion

Under Art. 75 of Legislative Decree 445/2000, if the Administration discovers, based on appropriate checks, that statements made by the candidate are untrue, he/she shall forfeit any benefits deriving from any measure issued based on them.

The University Administration accepts no responsibility for the case of loss of communications, due to inaccurate statements of residence and address on the part of the candidate, to lack of or late communication of the changes of the same, nor for any postal or telegraphic misunderstandings not attributable to the fault of the Administration itself.

Item 14

Processing of Personal Data

The University undertakes to keep information provided by candidates confidential: all data will be processed in accordance with Legislative Decree no. 196 of 2003 (Personal Data Protection Code) as amended and extended, in addition to EU Regulation 2016/679 (General Data Protection Regulation or, more briefly, GDPR).

Detailed information can be found on the relevant page of the University website <https://www.unimib.it/privacy>

Item 15
Person in Charge of Proceedings

In accordance with law no. 241 of 7th August 1990 as amended, the person responsible for the procedure is Mara Bonaldo - Head of the Vocational Master and Higher Education Sector, Training and Student Services Area.
For information, interested parties can contact the Postgraduate Programme Office (e-mail carriere.master@unimib.it).

THE RECTOR
Prof. Giovanna Iannantuoni
*Digitally signed in accordance with Art. 24 of Legislative
Decree 82/05*

U.O.R.: Training and Student Services Area
Person in Charge of proceedings: Mara Bonaldo
File dealt with by the Higher Education Sector

Course Type	First Level Postgraduate Programme	
Course Title	CLINICAL ECHOCARDIOGRAPHY	
Proposing Body	School of Medicine and Surgery	
Director / Chair of the Scientific Committee	Luigi Badano	
The Scientific Committee	Denisa Muraru - School of Medicine and Surgery Gianfranco Parati– School of Medicine and Surgery Sergio Caravita – University of Bergamo	
Organising Secretariat:	Email for information: luigi.badano@unimib.it	
Teaching methods	Blend/mixed mode	
Language of delivery	Available in all languages: lessons will be translated into any language with the support of <i>ad hoc</i> artificial intelligence algorithms	
Start date and Duration	20th October 2023 – duration one year	
Available places	maximum number: 20 - minimum number: 15	
Admission Requirements	Bachelor degree in: <ul style="list-style-type: none"> - L/SNT1 Nursing health professions and midwifery health profession; - L/SNT3 Technical health professions (radiology technician and cardiovascular physiopathology technician) Degree in Medicine and Surgery (LM-41) or equivalent Foreign degrees equivalent to the above	
Candidate Fee	€ 100,00 (one hundred euros)	
Enrolment Fees (including Candidate Fee)	€ 6.500,00 (six thousand and five hundred euros) This amount shall be paid in accordance with the following procedures and deadlines: <ol style="list-style-type: none"> 1. € 100,00 on submission of an application for admission; 2. € 3.150,00 upon registration; 3. € 3.250,00 by 28th February 2024 Code Payment Reason (solo esteri): FIRST LEVEL MASTER DEGREE	
Economic Subsidies (not combinable with other economic subsidies)	PA 110 e lode-training for Public Employees	According to the Memorandum of Understanding between the Minister for Public Administration and the University of Milan-Bicocca , no. 2 places are available with a subsidized registration fee in favor of Public Employees. Candidates admitted to the Master, following the positive outcome of the selection procedures, will have the recognition of a 15% discount on the registration fee (see. art. 4 bis of this announcement).
	Free places for Bicocca TA-Employees	There is also n. 1 free place reserved for permanent or fixed-term PTA employees of the University of Milan-Bicocca , usefully placed in the admission ranking; candidates in possession of the requirements indicated by the Administration are invited to report the submission of the application to carriere.master@unimib.it , and in cc to training.pta@unimib.it , attaching the authorization of their manager (cfr. see. art. 4 of this announcement).
Application Deadline	8th September 2023	
Selection	Date: 19th September 2023 (variable timetable according to the foreign country of candidate) Location: remote interview Terms: Evaluation of curriculum vitae and course of studies and interview	
Publication of Ranking List	From 29th September 2023	

Closing Date for Registration	6th October 2023
Listeners – Free places for Bicocca TA-Employees	<p>There is also n. 1 free place reserved for permanent or fixed-term PTA employees of the University of Milan-Bicocca, usefully placed in the admission ranking; candidates in possession of the requirements indicated by the Administration are invited to report the submission of the application to carriere.master@unimib.it, and in cc to training.pta@unimib.it, attaching the authorization of their manager (cfr. see. art. 4 of this announcement)</p> <p>Admission Requirements: same requirements as for students</p>
Individual Modules	<p>Available places: 20% of the students</p> <p>Admission Requirements: same requirements as for students</p> <p>Registration fee: € 100.00 for each CFU envisaged for the course</p> <p>Application Deadline: 29th September 2023 (applications will be accepted on a first-come first-served basis).</p>
Diploma Awarded (CFU)	First Level Postgraduate Programme (60 CFU)