

Courtesy translation of the admission announcement in DR 2610/2024 del 04/07/2024

THE RECTOR

On a proposal from the Training and Student Services Area Manager

HAVING REGARD TO the Decree from the Ministry of Education, University and Research of 22nd October 2004 n° 270 containing "Amendments to the regulations containing standards concerning the didactic autonomy of universities, approved by Decree of 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 Didactic Regulations of Milano-Bicocca issued by Rectoral Decree n° 3260/2023 on 29th September 2023, modified by Rectoral Decree n°4135/2023 on 28th November 2023;

HAVING REGARD TO the "Regulations for University Postgraduate Programmes and Graduate Training of the Bicocca Academy", issued by Rectoral Decree n° 2951/2023 on 8th September 2023;

HAVING REGARD TO the approval given by the Bicocca Academy Council on 29th April 2024;

HAVING REGARD TO the approval given by the School of Medicine and Surgery on 6th May 2024;

HAVING REGARD TO the favourable opinion expressed by the Academic Senate on 5th June 2024;

HAVING REGARD TO the resolution of approval by the Board of Directors dated 18th June 2024;

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 Programme

For the Academic Year 2024-2025, a Second Level Postgraduate Programme "Executive Postgraduate Programme in Management of Research Infrastructures" is being run at the University of Milano-Bicocca.

The information is available on the University website at the following link <https://academy.unimib.it/> and on the Postgraduate Programme's website <https://emmri.unimib.it/>

Item 2

Postgraduate Programme Bodies

The **Scientific Committee** for the Postgraduate Programme is constituted as follows:

Marialuisa Lavitrano	School of Medicine and Surgery	President
Enrico Guarini	Department of Business and Law	Member
Paola Bongini	Department of Business and Law	Member
Francesca Magli	Department of Business and Law	Member

Director: Marialuisa Lavitrano

Organizational secretariat ritrain@unimib.it

Website: <https://emmri.unimib.it/>

Item 3

Period Run

Postgraduate Programme's classes will begin on **11th November 2024** and will last for 18 months.

The Postgraduate Programme will be held in Blended learning mode, with interviews, seminars, lectures, case studies, for a total of 12 modules (7 in presence and 5 fully on-line).

Teaching is held entirely in English.

Item 4

Places Available

The maximum number of places available is set at 35 and the minimum number is set at 15 (taking into account modes of participation 1 and 2 as specified below).

There are three alternative ways to participate in the Postgraduate Programme:

- 1) Full Postgraduate Programme
- 2) Team participation
- 3) Individual modules

1. Full Postgraduate Programme

This method involves individual participation in the entire programme and awarding the qualification on completion of the 12 modules and the final project after passing the relevant tests.

2. Team Participation

Research infrastructures can propose a team of people to be trained whose participation is distributed across the 12 courses of the Postgraduate Programme in relation to specific training needs. The registration fee entitles one enrolled student per course to participate. This method allows credits to be earned upon completion of the activities envisaged in the course and after passing the relevant tests.

3. Individual Modules

This method requires attendance at a certain number of courses selected by the participant and the achievement of the relative credits upon completion of the activities foreseen and after passing the relevant tests.

Credits earned on individual courses are valid for the purposes of subsequent participation in the “Full Postgraduate Programme”.

Item 5

Admission Requirements

Candidates for the Postgraduate Programme’s course must hold a Master’s Degree or an equivalent degree obtained abroad.

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 in universities who hold an “assegno di ricerca” (research grants).

1. CANDIDATES WITH QUALIFICATIONS OBTAINED IN ITALY

Candidates with a qualification obtained in Italy must enclose the following documents to the application:

- A signed curriculum vitae and details of studies;
- A letter of intent from the structure to which the candidate belongs;

2. CANDIDATES WITH FOREIGN QUALIFICATIONS

Candidates with foreign qualifications will have to enclose the following documents to the application:

- A signed curriculum vitae and details of studies;
- A letter of intent from the structure to which the candidate belongs;
- A copy of the academic qualification¹ and, if available at the time of application, 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](#));
- Diploma Supplement if the academic qualification is issued by an EU Higher Education Institution;
- Transcript of records;
- Any other documents and qualifications useful for the evaluation;
- translation in Italian or English if the qualification documents are issued in a non vehicular language.

Item 6

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

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

A total exemption from payment of enrolment fees is provided (except for 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 7

Enrolment Fees

1. Full Postgraduate Programme

The enrolment fee for the “Full Postgraduate Programme” is **€ 15,000.00 (fifteen thousand)** and must be paid in three instalments as follows:

- **€ 5,000.00 (five thousand)** at the time of registration;
- **€ 5,000.00 (five thousand)** by **28th February 2025**;
- **€ 5,000.00 (five thousand)** by **31st July 2025**.

The contribution is inclusive of the cost of issuing the original postgraduate programme degree and the cost of stamp duty and insurance cover.

2. Team Participation

The registration fee for “Team participation” is **€ 15,000.00 (fifteen thousand)** and must be paid by the entity in three instalments with the following deadlines:

- **€ 5,000.00 (five thousand)** at the time of first registration;
- **€ 5,000.00 (five thousand)** by **28th February 2025**;
- **€ 5,000.00 (five thousand)** by **31st July 2025**.

The contribution is inclusive of stamp duty and insurance cover.

3. Individual Modules

For enrolment in “Individual modules” please refer to item 14.

Economic Subsidies

1. PA 110 e lode - in favor of Public Employees

According to the **Memorandum of Understanding between the Minister for Public Administration and the University of Milan-Bicocca, no. 5** places 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, equal to € 2.250,00.

2. Subsides for PTA Bicocca Employees

There are also n. **2 free places 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.academy@unimib.it, and in cc to formazione.pta@unimib.it, attaching the authorization of their manager.

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

Item 8

Application for Admission

The application deadline for enrolment to Full Postgraduate Programme and Team Participation mode is **30th September 2024**.

To apply for admission to the Postgraduate Programme, candidates must access the website <https://emmri.unimib.it/> and follow the relevant instructions.

Item 9

Selection for Admission

The selection for admission to the Postgraduate Programme will be made on the basis of the evaluation of:

- CV
- qualifications;
- letter of intent from the structure to which the candidate belongs

The Selection Committee, appointed by the Scientific Committee of the Postgraduate Programme, is responsible for evaluating qualifications obtained abroad, and declaring their equivalence for the sole purpose of admission to the Postgraduate Programme.

Item 10

Admission Ranking

Candidates for **“Full Postgraduate Programme”** mode shall be admitted in accordance with the order of their ranking to be published on **4th October 2024** up to the limit of the number of places offered.

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

The admission ranking will be available on the University website at the following link <https://academy.unimib.it/> and on the Postgraduate Programme website <https://emmri.unimib.it/>.

ATTENTION: the publication of the ranking on the site is the only communication tool used.

No communication is sent to individual candidates.

Item 11

Registration Procedures and Payment of Fees

Candidates admitted for “**Full Postgraduate Programme**” mode will have to submit their **application for matriculation no later than 4th November 2024** by accessing the website www.unimib.it and selecting “**access to... [Online Student Registry](#)**”.

Candidates will be able to choose the language (Italian or English) in which to register at [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, after *logging in*, must select the items “**Enrolment**” > “**Web Enrolment**” > “**Enrolment in Open Access Courses**”.

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.

At the end of the procedure, a **pre-filled PagoPA slip** to make the payment of the first instalment of the enrolment fee will be generated.

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**.

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

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.

Only and exclusively payments from foreign current accounts can be made in one of the following ways:

A) by Credit Card by accessing the site <https://pagofacile.popsi.it/en/web/guest/spontaneo>

Select the following fields:

- Organisation UNIV. STUDI MILANO - BICOCCA
- Code Payment Reason: SECOND LEVEL MASTER DEGREE

Please complete the following fields:

- Reason: Name, Surname, “Postgraduate Programme Title”
- Amount: € 5,000.00

B) by bank transfer to a bank account made out to:

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

Banca Popolare di Sondrio - Agency no. 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 copy or scan of the receipt certifying payment must be sent to the e-mail address ritrain@unimib.it.

Non-EU applicants must send a copy or scanned copy of a valid visa/residence permit for registration to the following address ritrain@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.

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 must request the issue of a debit note by sending an e-mail to ritrain@unimib.it specifying their company name and VAT number.

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.**

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

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.

For "Team Participation" applications, registration procedures will be communicated directly to the bodies concerned.

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 enrollment form.

Listeners

There is no provision for the enrolment of listeners.

Item 13 Individual Modules

It is possible to enrol in “**Individual modules**” for a maximum of 30 CFU in total.

The number of places for each individual course is set at a maximum of 35, including places already filled with “full postgraduate programme” and “team participation” enrolments.

Admission to individual courses does not require a selection procedure, except for the verification of the entry requirements (the same necessary for access to the Postgraduate Programme).

Registration fee: **€ 400.00 (four hundred) for each CFU** (University Educational Credit) allotted to the course in which you intend to enrol.

The **application form for enrolment** in individual courses must be filled in on-line on the website <https://emmri.unimib.it/> **at least 15 days before the start date of the courses for which enrolment is requested** (according to the teaching calendar that will be published on the Postgraduate Programme’s website).

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 in **order of arrival**, subject to availability of places until all available places are filled.

Subsequently, the **PagoPA payment slip** to be used to pay the registration fee, including stamp duty and insurance, will be sent to the e-mail address of each candidate. How to pay the fee is described in Item 12.

An application for enrolment will be considered regularised only after the payment and the transmission of the receipt certifying the payment has been made through the **PagoPA payment slip** to the following e-mail address ritrain@unimib.it which must be made no later than the day before the start of the course for which enrolment is requested.

Incomplete applications will not be accepted.

Once the verification tests scheduled at the end of the individual modules have been passed, students will be notified by email on how to collect the certificate (by appointment or by registered mail) and will be required to collect the certificate within ninety days of receipt of the email.

Item 14

Compulsory Attendance, Internship and Award of the Degree

Attendance at the Postgraduate Programme classes is compulsory.

The Executive Postgraduate Programme includes an action-learning-field project, mainly within the working context of the student, with the preparation and discussion of a paper on the results of the project.

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

The issue of the Postgraduate Programme degree may take place at a presentation ceremony or be sent from the University to the address of residence indicated by the relevant party within about six months from the award of the degree.

Item 15

University Web-mail and Multiservice Card

At the end of matriculation procedures, each student will be assigned, together with his/her matriculation number, an e-mail address (University webmail) 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.

For students who do not already have one, a Banca Popolare di Sondrio Multi-Service Card (badge) will be issued: 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 16

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 17

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 18

Person in Charge of Proceedings

In accordance with law no. 241 of 7th August 1990 as amended, the person responsible for the procedure is Ms Mara Bonaldo - Head of the Postgraduate Education Office, Education and Student Affairs Division.

For information, interested parties can contact the Postgraduate Education Office (e-mail carriere.academy@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 Postgraduate Education Office