

*Courtesy translation of the admission announcement in DR 3160/2024 prot. n. 0353067 del 05/08/2024*

**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 29<sup>th</sup> September 2023, modified by Rectoral Decree n°4135/2023 on 28<sup>th</sup> 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 8<sup>th</sup> September 2023;

HAVING REGARD TO the educational proposal presented by Prof. Marialuisa Lavitrano regarding the second edition of 7 Training Courses as part of the European project RltrainPlus "MANAGEMENT TRAINING FOR SCIENTIFIC EXCELLENCE," coordinated by the University of Milano-Bicocca, involves the implementation of advanced training modules aimed at middle and senior managers of European research infrastructures. Participation in the training modules is free of charge, as it is funded by the H2020 RltrainPlus Grant;

HAVING REGARD TO the urgent provision Prot. No 0341516 on 26/07/2024 by the Director of the Department of Medicine and Surgery, Prof. Pietro Invernizzi, requires the urgent approval of the activation proposal by Prof. Marialuisa Lavitrano;

CONSIDERING the need to proceed quickly with the initiation and delivery of the aforementioned course, scheduled to begin in September to comply with the schedule outlined by the H2020 RltrainPlus Grant;

CONSIDERING the need to promptly publicize the course proposal on the University of Milano-Bicocca's website, given that the courses are set to start in September;

CONSIDERING the summer break in August, during which there are no sessions of the competent bodies for the approval of the proposal;

HAVING REGARD TO Article 8, paragraph 1, letter l) of this University's Statute, authorizes the Rector to adopt measures within the competence of the Academic Senate or the Board of Directors in situations of proven urgency, submitting them for ratification to the competent bodies at the next available session;

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

In the Academic Year 2024-2025, seven Training Courses are organized by the University of Milano-Bicocca, as part of the European project RitrainPlus "MANAGEMENT TRAINING FOR SCIENTIFIC EXCELLENCE", coordinated by the University of Milano-Bicocca, which involves the development of advanced continuous professional development (CPD) courses aimed at middle and senior managers of European research infrastructures and it is funded by the H2020 RitrainPlus Grant.

The CPD Training courses are:

1. **Managing the Lifecycle of a RI**
2. **Ethical, Legal and Social Implications in Research Infrastructures and Core Facilities**
3. **Data management**
4. **Innovation, Entrepreneurship and Engagement with Industry in RI and CF**
5. **Socio-economic impact of RIs**
6. **Team Building and Development**
7. **Coaching development programme**

The information is available on the University website at the following link <https://academy.unimib.it/> and on the project website <https://ritrainplus.eu/>

### Item 2

#### Training Course Scientific Committee

Members of the **Scientific Committee** are:

Prof. Marialuisa Lavitrano	School of Medicine and Surgery	President
Prof. Enrico Guarini	Department of Business and Law	Member
Prof. Francesco Giovanni Paoletti	Department of Business and Law	Member

**Director:** Prof. Marialuisa Lavitrano

**Organizational secretariat:** [ritrainplus@unimib.it](mailto:ritrainplus@unimib.it)

**Website for application:** <https://ritrainplus.eu/>

### Item 3

#### Course calendar

Training courses' classes will begin on **7<sup>th</sup> October 2024** and will take place over a period of 4 months.

They will be delivered as on line course.

The courses will be taught in English.

### Item 4

#### Places Available

Each Training Course will enroll a maximum of 35 participants, and the minimum number is set at 15.

Candidates can register for one or more of the 7 courses included in the programme "MANAGEMENT TRAINING FOR SCIENTIFIC EXCELLENCE"

### Item 5

#### Admission Requirements

Candidates for the Training Courses must hold a Master's Degree or an equivalent degree obtained abroad.

Candidates must demonstrate professional experience as managers, operators or researchers in research performing organizations or service providing organizations.

### Item 6

#### Enrolment Fees

Participation in the Training Courses is free of charge.

### Item 7

#### Application for Admission

**The application deadline** for the Training Courses is **9<sup>th</sup> September, h.12.00 (UTC+2) 2024**.

To apply, candidates must access the website <https://ritrainplus.eu/> and follow the relevant instructions.

### Item 8

#### Selection for Admission

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

- **A curriculum vitae and details of studies;**
- **motivation letter**
- **a self-certification document of the academic degree (non-EU citizens must enclose copy of the academic degree to the application form)**

The selection will be made **from 10<sup>th</sup> to 16<sup>th</sup> September 2024**. The Selection Committee, appointed by the Scientific Committee of the CPD Programme, is responsible for evaluating qualifications obtained abroad, and declaring their equivalence for the purpose of admission to the CPD Programme.

### Item 9

#### Admission Ranking

Candidates will be admitted to each course in accordance with the order of their ranking to be published on **17<sup>th</sup> September 2024** up to the limit of the number of places available.

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

The admission ranking will be available on the University website at the following link <https://academy.unimib.it/> and on the project website <https://ritrainplus.eu/>.

TO BE NOTED: the publication of the ranking on the site is the only communication tool used.

No communication is sent to individual candidates.

### Item 10

#### Enrolment Procedures

Selected candidates will have to submit their enrolment **application (immatricolazione) no later than 3<sup>rd</sup> October 2024** by accessing the website [www.unimib.it](http://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**".

The enrolment application must be repeated for each training course the candidate is admitted to.

**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.

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**Candidates who have not completed the enrolment by the deadline will lose the right to enrol.**

In this case next candidate according to the selection list, will be invited to enroll by e-mail, at the e-mail address communicated at the time of application.

Incomplete applications will not be accepted.

In case of withdrawal of a participant before the completion of 25% of the training activity, the next excluded participant can take over.

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#### **Item 11**

##### **Listeners**

There is no provision for the enrolment of listeners.

#### **Item 12**

##### **Compulsory Attendance and Certificate of Attendance**

Attendance at the training courses' classes is mandatory.

3 University Educational Credits (ECTS) , corresponding to 75 hours of total commitment (training activities provided by the curriculum, integrated with the commitment reserved for study and personal preparation) will be awarded to participants compliant with attendance of at least 75% of the course activities and passing the final evaluation. A certificate of attendance for each course will also be awarded.

The certificate of attendance will be sent via e-mail (see Item 13).

#### **Item 13**

##### **University Web-mail and Multiservice Card**

At the end of the enrolment procedure (immatricolazione), each student/participant will be assigned, together with his/her enrolment number, an e-mail address (University webmail) [nomeutente@campus.unimib.it](mailto: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/participants and the University.

For students/participants who do not already have one, a Multi-Service Card (badge) will be issued by Banca Popolare di Sondrio: 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/participant 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>.

#### Item 14

##### Causes for Exclusion

Under Art. 75 of Legislative Decree 445/2000, if the Administration finds, on the basis of appropriate investigation, that declarations made by the candidate do not correspond to the truth, he/she shall will lose any benefits.

The University Administration have no responsibility in case of loss of communications resulting from inaccurate indication of residence address by the candidate, from failure or late communication of the changes of address, nor for any postal or telegraphic errors not attributable to fault of the Administration itself.

#### Item 15

##### Processing of Personal Data

The University will keep confidential all the information provided by candidates: 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 16

##### 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](mailto:carriere.academy@unimib.it)).

THE RECTOR

Prof. Giovanna Iannantuoni

*Digitally signed in accordance with Art. 24 of Legislative Decree  
82/05*