

Courtesy translation of the admission announcement in DR 2467/2024 del 20/06/2024

THE RECTOR

On a proposal from the Head of Education and Student Affairs Division

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 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 of the Postgraduate Programmes by the Bicocca Academy Council on 29th April 2024;

HAVING REGARD TO the approval of the Postgraduate Programmes by the relevant structures for the first semester of the academic year 2024/2025;

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 Programmes

The following **Postgraduate Programmes** shall be run at the University of Milano-Bicocca for **the first semester** of the Academic year 2024-2025:

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)
- Second level Postgraduate Programme in “Biostatistical and Epidemiological Methodology for the Clinical Research”(ITALIAN or ENGLISH, according to single classes)

HEALTHCARE AREA

- First level Postgraduate Programme in “Positioning and Management of Vascular Access Devices” (ITALIAN)
- First level Postgraduate Programme in “Community And Family Midwifery Practice” (ITALIAN)
- First level Postgraduate Programme in “Intensive and critical care nursing”(ITALIAN)
- First level Postgraduate Programme in “Treatment of Pelvic Floor Dysfunctions” (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)

SOCIAL- HUMANITIES AREA

- First level Postgraduate Programme in “Deviance, the Justice System and Social Services” (ITALIAN)
- First level Postgraduate Programme in “Media, Languages and Communication in a Global World (China, Japan, Arab World)(ITALIAN)
- First level Postgraduate Programme in “Theories and techniques of professional and organizational supervision in social work” (ITALIAN)

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://academy.unimib.it/en-gb>

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

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.academy@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).**

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 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;
- Any other documents and qualifications useful for the evaluation;
- translation in Italian or English if the qualification documents are issued in a different language.

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.

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.**

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

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 (Scigno) will be exempt from payment fees.

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

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.academy@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:

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

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

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.academy@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.

Any changes to the selection deadlines will be communicated via notice on the University website.

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://academy.unimib.it/en-gb>

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) for candidates requesting the benefits provided for in art.3 only, upload the disability certification art.3 c.1 L.104/92/disability equal to or greater than 66%;
- c) **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](#) (The enrolment fee includes the cost of issuing the original postgraduate programme diploma, stamp duty and insurance coverage). For methods of payment in Italy, see Item 4.
- d) For non-EU candidates only, send a copy or scan of the valid visa/residence permit for enrollment to carriere.academy@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.

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 28th February 2025

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

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.

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/sites/default/files/2022-06/a1mafopmd.iscr_corsisingolimaster01.pdf) must be **sent** to the email address carriere.academy@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.

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 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 Ms Mara Bonaldo - Head of the Postgraduate Education Office, Education and Student Affairs Division.



UNIVERSITY
OF MILANO-BICOCCA

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

NB: only the information sheets for programmes delivered, or partially delivered, in English are translated into English. For masters programmes delivered in Italian, please refer to the public announcement in Italian.

AREA of
ECONOMICS
AND LAW

Course Type	First Level Postgraduate Programme
Course Title	BUSINESS ADMINISTRATION
Proposing Body	School of Economics and Statistics Department of Business and Law
Director / Chair of the Scientific Committee	Paola Saracino
The Scientific Committee	Alessandro Capocchi - Department of Business and Law Silvio Modina - Department of Business and Law Roberta Provasi - Department of Business and Law Claudio Mariani - KPMG Maurizio Lonati - PWC
Organising Secretariat:	Department of Business and Law -- Building U7 3rd floor room 3037 Tel: +39 0264483162 Email for information mba@unimib.it
Teaching methods	Blend/mixed mode Teaching activities, whilst taking place in the classroom, thanks to available technologies can also be accessed remotely in a synchronous and interactive way. Some lessons can only be delivered via WebConference in synchronous mode
Language of delivery	English
Start date and Duration	29th November 2024 - duration 16 months
Available places	maximum number: 33 - minimum number: 10
Admission Requirements	Bachelor's Degree or Degree under regulations in force prior to Ministerial Decree 509/99 or University Diploma or single-cycle Masters Degree or equivalent.
Candidate Fee	€ 100.00 (one hundred euros)
Enrolment Fees (including Candidate Fee)	€ 6,500.00 (five thousand five hundred euros) This amount shall be paid in accordance with the following procedures and deadlines: 1. € 100.00 on submission of an application for admission; 2. € 3,150.00 upon registration; 3. € 3,250.00 by 28th February 2025 : Payment Reason Code (foreigners only): FIRST LEVEL POSTGRADUATE PROGRAMME
Free place for Bicocca TA Employees	There are 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 at the webpage

	<p>- MyPTA, 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. (see item 4 of this announcement)</p>
Application Deadline	18th October 2024
Selection	<p>Date: 28th October 2024, h. 2.30 pm Location: School of Economics and Statistics - Building U7 - Via Bicocca degli Arcimboldi 8 (it can also be held remotely) Terms: assessment of curriculum vitae and studies and motivational interview</p>
Publication of Ranking List	From 8th November 2024
Closing Date for Enrollment	15th November 2024
Listeners	<p>Available places: 2 Admission Requirements: Non-graduate workers with High School Diploma Selection: curriculum vitae and interview Registration fee: € 5,500.00</p>
Individual Modules	<p>Available places: 5 Admission Requirements: the same as for the postgraduate programmes Registration fee: € 120.00 for each CFU envisaged for the course Application Deadline: 8th November 2024 (applications will be accepted on a first-come first-served basis)</p>
Diploma Awarded (CFU)	First Level Postgraduate Programme (60 CFU)