

*Courtesy translation of the admission announcement in DR 2229/2026 del 07/07/2026*

**THE RECTOR**

**On a proposal from the Head of Education, Student Services and International Development Division**

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, amended by Rectoral Decree 1083/2026 of 25 March 2026;

HAVING REGARD TO the approval given by the Bicocca Academy Council on 21<sup>st</sup> April 2026;

HAVING REGARD TO the approval given by the School of Medicine and Surgery on 25<sup>th</sup> May 2026;

HAVING REGARD TO the favourable opinion expressed by the Academic Senate on 11<sup>th</sup> June 2026;

HAVING REGARD TO the resolution of approval by the Board of Directors dated 23<sup>rd</sup> June 2026;

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 2026-2027, 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

**Director:** Marialuisa Lavitrano

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

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

### Item 3

#### Period Run

Postgraduate Programme's classes will begin on **27<sup>th</sup> January 2027** 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 (6 in presence and 6 fully on-line).

Teaching is held entirely in English.

### Item 4

#### Places Available

The maximum number of places available is set at 30 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;
- A motivational letter.

#### 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 motivational letter;
- A copy of the academic qualification<sup>1</sup> 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

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

### **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%**

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 **30<sup>th</sup> April 2027**;
- **€ 5,000.00 (five thousand)** by **30<sup>th</sup> September 2027**.

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 **30<sup>th</sup> April 2027**;
- **€ 5,000.00 (five thousand)** by **30<sup>th</sup> September 2027**.

The contribution is inclusive of stamp duty and insurance cover.

##### **3. Individual Modules**

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

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#### **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.

## 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](mailto:carriere.academy@unimib.it), and in cc to [formazione.pta@unimib.it](mailto:formazione.pta@unimib.it), attaching the authorization of their manager.

### Item 8

#### Application for Admission

**The application deadline** for enrolment to Full Postgraduate Programme and Team Participation mode is **15<sup>th</sup> September 2026**.

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;
- motivational letter.

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 **16<sup>th</sup> November 2026** 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/>.

### 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 11<sup>th</sup> January 2027** 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**”.

**N.B.** It is compulsory to include a **copy of an identity document** and a **passport photo** in bitmap or jpeg digital format.

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;
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**.

The PagoPA payment slip is made out to the candidate's name and address. If payments are made by third parties (e.g., companies, organizations, etc.), they may request a debit note by sending an email to [carriere.academy@unimib.it](mailto:carriere.academy@unimib.it), specifying the payer's company name, registered office address, and VAT number. This will allow the PagoPA payment

#### **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://bperbanca.smartpaypa.it/?lang=en>

Select the option “Various payments” and enter the data reported on the PagoPA payment slip available in the [Online Student Registry](#)

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

Università degli Studi di Milano-Bicocca – Piazza dell’Ateneo Nuovo, 1 – 20126 Milano, presso: BPER

- IBAN IT87P0538701655000049537311

-SWIFT CODE (for transfers from abroad) BPMOIT22XXX

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](mailto: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](mailto:ritrain@unimib.it).

Failure to enroll for each master's program by the deadline indicated in the attached forms will result in the candidate's withdrawal; in this case, another candidate will be placed in the ranking order. The University will publish the updated ranking and contact the successful candidates via email at the address indicated in the application form.

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](mailto:ritrain@unimib.it) specifying their **company name and VAT number**.

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.**

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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.

#### **Item 12**

##### **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

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 11.

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](mailto: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.

#### 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 enrolment procedures, each student shall be assigned, together with his/her registration number, an e-mail address (University web-mail) [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 and the University.

Students who are not already in possession of one will be issued a 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 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 telematic 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, Student Services and International Development 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*