# Theory and Technology of Communication - Master's Degree

**INSTRUCTIONS FOR ENROLMENT**

In order to enrol candidates must complete the following steps:
- Log in to Segreterie OnLine website (https://s3w.si.unimib.it/Root.do)
- If you graduated or will graduate from the University of Milano-Bicocca, click "*Home*", then "*Enrollment*", "*Enrollment to Free Access Courses*", "*Post Italian university reform - 2-year Master Degree*" and lastly "*Theory and Technology of Communication*"
- If you graduated or will graduate from other universities click "*Registrar's Office*" instead of "*Home*", then follow the same procedure described above.

At the end of the process the candidate must pay the first instalment of the tuition fee, it is possible to pay:
- Printing the payment slip and paying it to any payment service provider of the PagoPA circuit (banks, tobacco shops, etc. Please note: **it is not possible to pay at post offices**).
- By Online Student Services, students can access the online payment function. This payment method is possible for maximum amounts of 1500,00 Euro.
- By Personal home banking (**recommended method**), using the PagoPA or CBILL option. For banks based on the CBILL system, the interbank code or SIA code is: 1G192.

Payment must be completed by the enrolment deadline (October 28th 2022).

**MASTER'S DEGREE CHANGE PROGRAMME**

Students enrolled in previous years in Master's Degree programmes from the University of Milano-Bicocca who would like to switch to another programme must:

- Register for the 2022/2023 academic year for the course in which they are enrolled

- Pay the PagoPA payment slip which is downloadable from the Segreterie Online website (Payments section).

- Send the transfer request: log in to Segreterie Online website; in the main menu click "*career*" then "*course change*" and fill in the form. The students must send the request and a scanned identification document to segr.studenti.scienze@unimib.it.
- The transferring request involves a **116 Euro fee**. The payment is mandatory to formalise the process and it must be paid at the same time as the request.

After evaluation by the competent didactic structures, the decision to evaluate passed exams will be notified by email.

The academic career will become effective after the validation of these exams.

It is possible to apply for changing the Master's Degree programme from July 15th until September 30th.

**TRANSFERRING TO THE UNIVERSITY OF MILANO-BICOCCA**

Students enrolled in Master's Degree courses at other Italian universities must:

- Send the transfer request to their University of origin

- Enrol via the SegreterieOnline website (choosing the *Trasferimento da altro ateneo* option*)* and pay the PagoPA payment.

- The transfer request involves a ***100 Euro fee*** which will be available on the student's personal page after our University receives the career certificate from the University of origin.

After evaluation by the competent didactic structures, the decision to validate passed exams will be notified by email.

The academic career will become effective after the evaluation of these exams.

It is possible to apply for transfer from July 15$^{th}$ until September 30$^{th}$ 2022.


**LOSS OF STUDENT STATUS**

Students who lost their student status must enrol choosing the "*Rinuncia or Decadenza*" option and paying the PagoPA payment slip.

Students who want to request credits transfer for exams passed in previous academic careers must contact segr.studenti.scienze@unimib.it after enrolment. In order to process the request, students from other Universities must attach to the email the content of passed exams (*Syllabus*), a self-certification attesting the academic year of enrolment and a complete transcript of records (including dates, marks, CFUs and scientific disciplinary sectors of passed exams).

After evaluation by the competent didactic structures, the decision to validate the exams will be notified by email.


**GRADUATE STUDENTS**

Students who already have a Master's Degree must choose the "*Abbreviazione di carriera*" option for enrolment, then pay the PagoPa payment slip.

Students who want to request credits transfer for exams passed in previous academic careers must contact segr.studenti.scienze@unimib.it, after enrolment. In order to process the request, students from other Universities must attach to the email the content of passed exams (*Syllabus*), a self-certification attesting the obtained degree (including graduation date and mark), academic year of enrolment and a complete transcript of records (including dates, marks, CFUs and scientific disciplinary sectors of passed exams).