

Courtesy translation of the admission announcement in DR 4910/2022, prot. 73219 on 02/08/2022

THE RECTOR

On a proposal from the Training and Student Services Area Manager

HAVING REGARD TO the Decree of 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 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 of 3rd March 2015;

HAVING REGARD TO the Statutes of the University of Milano-Bicocca issued by Rectoral Decree n° 0040884/17 of 4th July 2017;

HAVING REGARD TO the "Regulations for University Postgraduate Programmes and Graduate Training", issued by Rectoral Decree n° 3487/2021 of 3rd May 2021;

HAVING REGARD to the resolution of the Biotechnology and Biosciences Department Council of 13th June 2022;

HAVING REGARD TO the favourable opinion expressed by the Academic Senate on 6th July 2022;

HAVING REGARD TO the resolution of approval by the Board of Directors dated 19th July 2022;

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

Holding the Postgraduate Programme

A Postgraduate Programme "Bio-economy in the Circular Economy (BIOCIRCE)" is being held at the University of Milano-Bicocca, for the Academic Year 2022/2023.

The Interuniversity Master is activated in collaboration with University of Naples Federico II, Alma Mater Studiorum - University of Bologna, University of Turin, Fondazione Parco Tecnologico Padano (PTP-Science Park), Intesa Sanpaolo Innovation Center S.c.p.A., Novamont S.p.A., GFBiochemicals Italy S.p.A., CLUSTER SPRING - Sustainable Processes and Resources for Innovation and National Growth, CL.USTER A. GRIFOOD N.AZIONALE CL.A.N .

Information is available on the University website at the link <https://www.unimib.it/didattica/offerta-formativa/master-e-corsi-perfezionamento>

Item 2

Postgraduate Programme Bodies

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

GIOVANNI SANNIA	University of Naples Federico II	President
DARIA MARIA MONTI	University of Naples Federico II	Co-President
PAOLA BRANDUARDI	University of Milano-Bicocca	Member
MASSIMO LABRA	University of Milano-Bicocca	Member
DANILO PORRO	University of Milano-Bicocca	Member
LUCIA VISCONTI PARISIO	University of Milano-Bicocca	Member
PATRIZIA BRIGIDI	University of Bologna	Member
GIOVANNA CRISTINA VARESE	University of Turin	Member
MASSIMILIANO TELLINI	Intesa San Paolo Innovation Center	Member
STEFANO MARINI	Intesa San Paolo Innovation Center	Member
GIULIA GREGORI	Novamont	Member
FEDERICA MASTROIANNO	Novamont	Member
ANDREA DI LEMMA	Parco Tecnologico Padano	Member
PASQUALE GRANATA	GFBiochemicals	Member
LUCIA GARDOSSI	Cluster Spring	Member
EMANUELE MACRONI	Cluster Clan	Member

Directors: Giovanni Sannia-Daria Maria Monti

Organisational Secretariat:

E-MAIL: biocirce@unimib.it

Website: <http://masterbiocirce.com/>

Item 3

Period Run

The Postgraduate Programme will begin on **16th January 2023** and will run for one year.

Item 4

Available Places

The maximum number of places available is determined as 15 and the minimum number as 7.

The lessons of the postgraduate programme will be delivered in English.

In case the course is not held, any contributions already paid will be refunded, except for bank charges, according to regulations in force at the University.

Item 5

Admission Requirements

Applicants for the Postgraduate Programme must have one of the following qualifications:

Specialist/Masters Degree or Degree obtained according to the regulations in force prior to Min. Decree 509/99.

It is preferable to have a degree and/or skills in the following areas: bio-technology, economics, chemistry, industrial chemistry, biology, pharmacy, agriculture, or engineering.

Undergraduates who, in Italy, obtain the qualification required for admission by the first graduation session following the start of teaching activities and who, on the date of the selection procedures for admission, are only missing the activities required for the final exam, may also apply for admission.

In case of admission, these students will be able to register on condition of meeting the deadlines stated, undertaking to convey the award of the qualification that grants access in a timely manner through self-certification (personal sworn declaration) to be sent to this address carriere.master@unimib.it. If they do not obtain the qualification required for access to the postgraduate programme by that deadline, they will lose their student status and, therefore, will not be able to continue attending or obtain certifications. There will also be no refund of enrolment fees paid.

Simultaneous enrolment in a Postgraduate Programme and in another course of study held at this or other Universities is not permitted. In addition, holders of research grants awarded by this University are not allowed to enrol in a Postgraduate Programme.

Item 6

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 7

Enrolment Fees and Subsidies

The enrolment fee is € 6,000.00 and must be paid in the following ways:

- € 100.00 upon presentation of the application for admission to the selection;
- € 2,900.00 upon registration;
- € 3,000.00 by **30th June 2023**.

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

Students will be reimbursed for accommodation expenses for each of the four weeks of teaching activities in the four universities involved.

If any funding is available from external bodies, scholarships may be provided according to the procedures and criteria that will be decided by the Scientific Committee of the Postgraduate Programme.

Undergraduates admitted on a conditional basis will be able to compete for scholarships, if any, but will be able to use them only after they have obtained their degree. So they will not be exempted from the payment of the fees, in case of scholarship covering them, but they will be reimbursed after they obtained their degree.

Item 8

Application for Admission

Application for admission must be submitted from the day following the date of this Decree and strictly **by 23th November 2022**.

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 you must enter only the qualification required by the postgraduate programme, even if you have a higher qualification.

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;**
- **A motivational letter;**

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.**

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.

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 (Scrigno) will be exempt from payment fees.

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;**
- **A copy of the qualification (with relevant translation in Italian or English if the qualification is issued in a different language)¹;**
- **Any other qualifications (DDV, DS, Cimea certificate, ToR, etc.);**
- **Motivational letter.**

At the end of the procedure candidates must print and pay, according to the procedures explained in the previous paragraph, **a pre-filled PagoPA payment slip in the amount of € 100.00, by the deadline for applications for admission stated for each Postgraduate Programme in the attached forms, on pain of exclusion from the selection process.**

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: SECOND LEVEL POSTGRADUATE PROGRAMME

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, with:

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

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

In all cases of payment other than PagoPA, a receipt must be sent to the following email address carriere.master@unimib.it.

PLEASE NOTE: Non-European candidates, resident abroad, who must take part in admission tests for which physical presence in Italy is required, will 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, having returned to their own country after taking the aforementioned tests, with a new entry visa for study/university purposes of a validity correlated to that of the course.

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.

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 may request the issue of a debit note by sending an e-mail to carriere.master@unimib.it specifying their **company name and VAT number**, in order to allow the issuing of the PagoPA payment slip with the correct header; only in case of payment from foreign accounts, they can **directly provide for a bank transfer to a bank account in the name of:**

Università degli Studi di Milano-Bicocca – Piazza dell’Ateneo Nuovo, 1- 20126, Milan, with:
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**; Participant’s Name and Surname; Postgraduate Programme Title

In all cases of payment other than PagoPA, a receipt must be sent to the following email address carriere.master@unimib.it.

Failure to participate in the selection tests does not entitle anyone to a refund of the fee 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.

Item 9

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 the documentation on-line by the deadline specified in this call will not entitle the applicant to use the requested support.

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 servizi.disabili.dsa@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 10

Selection for Admission

Selection for admission to the Postgraduate Programme will be made on the basis of:

- Evaluation of curriculum vitae and studies;
- Evaluation of qualifications;
- Motivational Letter.

Interviews may also be conducted remotely as indicated by the committee (however, they are not compulsory).

The committee making the selection, appointed by the Scientific Committee for the Postgraduate Programme, will meet on **2nd December 2022** for the evaluation of qualifications.

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 11

Admission Ranking

Candidates shall be admitted to the Postgraduate Programme according to the rankings published on **14th December 2022**, up to the number of places available.

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

The admission rankings will be available on the University website at <https://www.unimib.it/didattica/master-universitari>

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 12

Registration Procedures and Payment of Fees

Admitted candidates must register starting from the day of publication of the ranking list and strictly **by 21 December 2022** 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) **Make payment** of the first instalment of the enrolment fee (or any reimbursement of expenses), using the **pre-filled PagoPA slip** which must be downloaded from the [Online Student Registry](#) attached to the enrolment receipt.

For methods of payment in Italy (PagoPA payment slip) or from abroad, and for cases of payment by third parties, see Item 8.

- c) Only in case of payment by bank transfer or credit card, please send a copy or scan of the payment receipt to the following e-mail address carriere.master@unimib.it;
- d) For non-EU applicants only, please send a copy or scan of your valid visa/residence permit for registration to carriere.master@unimib.it.

N.B.: foreign candidates are invited to read the information available on the dedicated pages of the University website (<https://www.unimib.it/internazionalizzazione/informazioni-studenti-stranieri>).

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 application form.

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 case the course is not held, any contributions already paid will be refunded, except for bank charges, according to 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.**

Item 13

Listeners

There is no provision for the enrolment of listeners.

Item 14

Individual Modules

It is possible to enrol in **individual modules**. It is possible to enrol only in the entire package of 4 teaching modules (20 CFU in total).

The maximum number of students who can enrol in individual modules is 5;

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).

Simultaneous enrolment in single courses and courses of study at this or another University is not permitted.

Registration fee: € 200.00 for each CFU (University Educational Credit) for a total of € 4,000.00.

The **application form for enrolment** in individual modules (downloadable from the site <https://www.unimib.it/didattica/master-universitari/modulistica-studenti>) must be **sent** to the email address carriere.master@unimib.it starting from the day after the date of this Decree and no later than **14th December 2022**.

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 are 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.

Item 15

Compulsory Attendance, Internship and Award of the Diploma

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 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.

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 16

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 Multiservice 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 On-line 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 17

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 18

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 19

Person in Charge of Proceedings

In accordance with law no. 241 of 7th August 1990 as amended, the person responsible for the procedure is Mara Bonaldo - Head of the Postgraduate Programme and Graduate Training Sector, Training and Student Services Area. For information, interested parties can contact the Postgraduate Programme Office (e-mail carriere.master@unimib.it).

THE RECTOR

Prof. Giovanna Iannantuoni

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



UNIVERSITY
OF MILANO-BICOCCA