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 Statutes of the University of Milano-Bicocca issued by Rectoral Decree n° 0040884/17 on 04th July 2017;

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

HAVING REGARD TO the resolution of the School of Medicine and Surgery Council of 11th March 2021;

HAVING REGARD TO the favourable opinion expressed by the Academic Senate on 3rd May 2021;

HAVING REGARD TO the resolution of approval by the Board of Directors dated 18th May 2021;

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 2021-2022, 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 link https://www.unimib.it/didattica/master-universitari 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

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Tel. +39 02 6448 1
Certified email address:
ateneo.bicocca@pec.unimib.it

www.unimib.it

| Paola Bongini | Department of Business and Law | Member |
| Francesca Magli | Department of Business and Law | Member |

Director: Marialuisa Lavitrano

Organizational secretariat ritrain@unimib.it

Website: https://emmri.unimib.it/

Item 3

Period Run

Postgraduate Programme's classes will begin on **29 September 2021** 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 (7 in presence and 5 fully on-line).

Teaching is held entirely in English.

Item 4

Places Available

The maximum number of places available is set at 35 and the minimum number is set at 20 (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 course and in another course of study run 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 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 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

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 **28th February 2022**;
- **€ 5,000.00 (five thousand)** by **30th June 2022**.

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 **28th February 2022**;

- **€ 5,000.00 (five thousand)** by **30th June 2022**.

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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In the case where the course is not run, any contributions already paid will be refunded, except for bank charges, in accordance with the regulations in force at the University.

Item 8

Application for Admission

The **application** deadline is **23rd July 2021**.

To apply for admission to the Postgraduate Programme, candidates must access the website https://emmri.unimib.it/ and follow the relevant instructions.

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.

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.

Item 10

Selection for Admission

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

- curriculum vitae and study courses and qualifications;
- letter of intent from the body to which the candidate belongs;

Interviews may be scheduled and candidates shall be notified directly by e-mail.

Selection will take place on **26th July 2021**.

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 11

Admission Ranking

Candidates for **"Full Postgraduate Programme"** mode shall be admitted in accordance with the order of their ranking to be published on **28th July 2021**, 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://www.unimib.it/didattica/master-universitari and on the Postgraduate Programme website https://emmri.unimib.it/.

Item 12

Registration Procedures and Payment of Fees

Candidates admitted for **"Full Postgraduate Programme"** mode will have to submit their **application for matriculation** starting from **30th August 2021** and no later than **20th September 2021** by accessing the website 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 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.

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 (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.

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.

Only and exclusively payments from foreign current accounts can be made in one of the following ways:

A) by Credit Card by accessing the site https://pagofacile.popso.it/en/web/guest/spontaneo
Select the following fields:
- Organisation UNIV. STUDI MILANO - BICOCCA
- Code Payment Reason: SECOND LEVEL MASTER DEGREE

Please complete the following fields:
- Reason: Name, Surname, "Postgraduate Programme Title"
- Amount: € 5,000.00

B) by bank transfer to a bank account made out to:
Università degli Studi di Milano-Bicocca Piazza dell'Ateneo Nuovo, 1- 20126, Milan
Banca Popolare di Sondrio - Agency no. 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 copy or scan of the receipt certifying payment **must be sent** to the e-mail address **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.

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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.

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 carriere.master@unimib.it specifying their **company name and VAT number**.

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.

Item 13

Listeners

There is no provision for the enrolment of listeners.

Item 14
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 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 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.

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 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.

Item 15

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 16

University Web-mail and Multiservice Card

At the end of matriculation procedures, each student will be assigned, together with his/her matriculation number, an e-mail address (University webmail) 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.

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

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 7 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.

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 Programme and Graduate Training Sector
Instructional Contact: Davide Invernizzi

Decree reg. no. 4816/2021
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