

THE RECTOR

- In view of** Law no. 241 of 7.8.1990 "New Rules on Administrative Procedure" and subsequent amendments;
- In view of** Law no. 341 of 19.11.1990 "Reform of University Teaching Regulations";
- In view of** Law no. 264 of 2.8.1999, as amended by Law of 8 January 2002, "Regulations on Access to University Courses";
- In view of** Ministerial Decree no. 270 of 22.10.2004 "Amendments to the Regulations containing Standards for the Teaching Autonomy of Universities";
- In view of** the Decree of the Minister for University and Scientific and Technological Research of 16 March 2007, "Determination of Classes for Master's Degrees";
- In view of** Law no. 240 of 30.12.2010 "Regulations on the Organization of Universities, Academic Staff and Recruitment, and Additional Authority to Government for Enhancing University Systems Quality and Efficiency";
- In view of** (EU) Regulation 2016/679 from the European Parliament and Council, of 27 April 2016, on the Protection of Natural Persons with regard to the Processing of Personal Data, and the Free Movement of Such Data;
- In view of** the Regulation governing Declarations in lieu of Certification and Declarations in lieu of Affidavits under Presidential Decree 445/2000 and related checking, issued by R.D. no. 57863 on 25/10/2016;
- In view of** the University Teaching Regulations, issued by R.D. 0040884 on 04/07/2017 and the Student Regulations, issued by R.D. no. 0055734 on 15/07/2019;
- In view of** Ministerial Decree no. 6 of 7 January 2019 "Decree on Self-Declaration, Evaluation, Initial and Periodic Accreditation of Places and Courses of Study";
- In view of** the opinion expressed by the Council of the School of Economics and Statistics on 25/11/2020 and the resolution of 02/12/2020 of the Council of the Department of Economics, Quantitative Methods and Business Strategies regarding the determination of the local planning for the Master's degree course in Advanced Marketing Management for the academic year 2021/2022;
- In view of** the resolutions of 25/01/2021 of the Academic Senate and 29/01/2021 of the Board of Directors concerning the local planning of the Bachelor and Master courses of the School of Economics and Statistics for the academic year 2021/2022;
- Given that** the proposing Area Manager attests to the legality and legitimacy of the present measure;

DECREE

information for the academic year 2021/2022 on the competitive examination selection process for admission to the **Master's Degree Course in Advanced Marketing Management**, under Class LM-77 of Master's Degrees in General Business Economics, whose terms of operation shall be governed by the provisos set out in the attached announcement, which forms an integral part of this decree.

THE RECTOR

Prof. Giovanna Iannantuoni

Digitally signed in accordance with Art. 24 of Legislative Decree

82/05

ACADEMIC YEAR 2021/2022

**ANNOUNCEMENT OF THE COMPETITIVE EXAMINATION FOR THE MASTER'S DEGREE COURSE IN
ADVANCED MARKETING MANAGEMENT (CLASS LM-77)**

1. Places available in the 1st year

For the academic year 2021/2022, **150** places are available of which:

- **137** are reserved for candidates who are Italian citizens, European citizens or non-EU citizens legally residing in Italy (Art. 26 Law 189/2002);
- **10** are reserved for non-EU citizens (visa applicants);
- **3** are reserved for candidates who are citizens of the People's Republic of China (Marco Polo Programme).

Any unused places in list reserved for non-EU citizens residing abroad and Chinese citizens will be used for the list of Italian, European or non-EU citizens legally residing in Italy.

2. Admission requirements

The Master's Degree in Advanced Marketing Management is open to students who have acquired the following qualifications:

- a) a bachelor's degree (pursuant to Ministerial Decree 270/04 or Ministerial Decree 509/99) and 48 CFU distributed as follows:
- Business: 20 CFU (SECS-P/07, SECS-P/08, SECS-P/09, SECS-P/10, SECS-P/11)
 - Economics: 12 CFU (SECS-P/01, SECS-P/02, SECS-P/03, SECS-P/06)
 - Statistics: 10 CFU (SECS-S/01, SECS-S/03, SECS-S/05, SECS-S/06, MAT/05, M-PSI/03, INF/01, ING-INF/05)
 - Law: 6 CFU (IUS/01, IUS/02, IUS/04, IUS/05, IUS/07, IUS/08, IUS/09, IUS/10, IUS/12, IUS/13, IUS/14).

CFU acquired through single courses or on other university courses of study may also be counted in order to total 48 CFU. These CFU will not be recognised for the purposes of reaching the 120 CFU required during the Master's degree course;

Students due to obtain their degree by the **30th of November 2021** are also eligible, provided they have acquired the 48 credits stipulated as curricular requirements by the **31st of July 2021** and that all exams have been taken and registered by that date leaving students with only the final exam outstanding;

or:

a qualification obtained abroad and recognised as equivalent to the degree classes in 'Economics and Business Management' and 'Economics';

- b) a certification of a B2 level English Language knowledge either issued by or recognised by the University. Language knowledge will be deemed sufficient if the candidate has:
- passed at least 4 CFU in the English Language within their university career;
 - an English Language certificate of at least B2 level recognised by the University, a list of which can be found at the following link: https://www.unimib.it/sites/default/files/TABELLA_SENATO_9_novembre_2020.pdf.
 - has obtained the Bbetween 'English B2' Open Badge after completing the Rosetta Stone online course <https://www.unimib.it/bbetween/languages>
 - has a diploma in English Language Studies.

The language requirements must be met by the competitive examination registration closing date (16 July 2021). External candidates (those not enrolled at Bicocca) who do not yet hold the required language level may request to take the University's B2 level language test (<https://www.unimib.it/didattica/lingue-unimib>) within the deadline, by emailing ammissioni@unimib.it (subject heading: University test level B2 Advanced Marketing Management).

3. Terms of registration for competitive examination on the University of Milano-Bicocca Portal

To access the Master's Degree in Advanced Marketing Management, candidates must register for the competitive examination called "Advanced Marketing Management - pre-enrolment for inclusion in the ranking" through the University of Milano-Bicocca's [Segreteria OnLine](#) (Online Student Registry) portal between **28 May 2021 and 12:00 noon on 16 July 2021**.

Students with a degree awarded/to be awarded in Italy will also be required to complete and confirm the '**self-declaration of curricular requirements' questionnaire** referred to in Art. 4 of this announcement **by 12:00 noon on 2 August 2021**.

4. Competitive examination registration procedure

To register for the competitive examination for admission onto the Advanced Marketing Management degree course, a non-refundable **€10.00** contribution to expenses **payment** is required, **due by 16 July 2021**.

Registration applications for the competitive selection examination must be made online through the University of Milano-Bicocca [Segreteria OnLine](#) (Online Student Registry) platform.

If a candidate is accessing the system for the first time, they must register by entering their personal information through the Registration option in the Private Login Area. The information required includes: tax code, personal details, residential and home addresses, telephone number and email address (required for password recovery and receiving communications).

Registration may only be performed once. Once registration is complete, the username assigned by the system and your chosen personal password enable you to login to register for the study evaluation procedure.

To retrieve your password if lost, consult the [Password management](#) page.

Once logged in, select '**Admission**' in the 'Registered' area and continue by selecting the "ADVANCED MARKETING MANAGEMENT - pre-enrolment for inclusion in the ranking" competitive examination option.

The registration procedure involves:

1. entering a valid copy of the candidate's scanned identification document;
2. entering a passport photo in digital format, which will be printed on the registration receipt and, in the event of enrolment, on your university ID card. You must include one photo for the documents, in bitmap or jpeg format with a resolution of at least 300x400 pixels. For the photo to be valid, it must show your face only, against a light background;
3. where foreign qualifications are concerned, you must enter the documentation referred to in art. 5.

Candidates are therefore recommended to prepare all necessary documentation before proceeding with registration.

Candidates must select their administrative category from the following options:

Italian, EU or non-EU citizens legally residing in Italy: this category is for Italian citizens, EU citizens, citizens of Norway, Iceland, Liechtenstein, Switzerland, the Republic of San Marino and the Vatican, in addition to all non-EU citizens legally residing in Italy (under Art. 26 of Law no. 189 of 30/7/2002)

Non-EU citizens (visa applicants): this category is for non-EU citizens who must apply for a visa to enter Italy to study.

Marco Polo: this category is for Chinese citizens participating in the Marco Polo Project entering Italy with a student visa, provided that they are enrolled in an Italian language and culture preparatory course that will be undertaken entirely in Italy, as well as pre-enrolled at an Italian University to study on a university course.

"Self-declaration of curricular requirements" questionnaire (only for students with a qualification awarded/to be awarded in Italy)

After clicking "complete competitive examination admission", candidates who obtained, or will obtain, their qualification in Italy **must** complete and confirm this questionnaire **by 12:00 noon on 2 August 2021**.

External candidates, who have not previously studied at the University, must declare they meet the requirements set out in Art. 2 of this announcement and specify which courses they took to reach the required number of credits.

This questionnaire consists of an initial section on the candidate's B2 level of English Language knowledge and four sections for each area the curricular credits are divided into:

- business — 20 CFU
- economics — 12 CFU
- statistics — 10 CFU
- law — 6 CFU

For each area, candidates must indicate the relevant "research field", the course name, regardless of any modules it may consist of, the number of credits acquired in the indicated field and the grade obtained.

If the course consists of several modules, credits linked to one individual module may be considered provided that the complete exam grade is declared in the questionnaire (**not** the module, even where there are modules relevant to different subject areas).

Indicating a module rather than a course (or the module grade rather than the course grade) will be grounds for exclusion from the ranking.

WARNING: attributing an incorrect research field to declared subjects will result in exclusion from the ranking, even where the candidate still meets the admission requirements.

We therefore recommend paying close attention when filling out the questionnaire, which is to all intents and purposes a self-declaration.

Internal candidates who meet the requirements set out in Art. 2 need only declare their B2 level of English language knowledge. All credits relevant to verifying curricular requirements acquired within the University will be extrapolated from the database itself.

However, these candidates may wish to declare any relevant credits acquired in the four subject areas through external courses of study or individual courses, with the exception of credits awarded by Bicocca. In this event, when completing the questionnaire they must respond YES to the question: "Do you intend to declare additional training taken at other Universities and not accredited by Bicocca?". For each area, candidates must indicate the University and its degree course, relevant "research field", course name, regardless of any modules it may consist of, the number of credits acquired in the indicated field and the grade obtained.

If the course consists of several modules, credits linked to one individual module may be considered provided that the complete exam grade is declared in the questionnaire (**not** the module, even where there are modules relevant to different subject areas).

Indicating a module rather than a course (or the module grade rather than the course grade) will be grounds for exclusion from the ranking.

Students with a **qualification obtained abroad** must follow the provisions set out in Art. 5 of this announcement rather than filling out the questionnaire.

All parts of the questionnaire must be **completed** correctly and then **confirmed**. Once confirmed, changes may be made no later than **12:00 noon on 2 August 2021**.

After confirming the questionnaire, click EXIT. At this point you can proceed with the payment of the €10.00 contribution fee.

Once the payment has been made, the application form can be printed.

Payment of the €10.00 contribution fee must be made by 16 July 2021.

The paying-in slip can be paid for in the following ways:

1. By printing the payment notice, payable at any payment service provider in the PagoPA system (e.g. banks, tabacconists, etc. NB: not at post offices);
2. Paying online: using the appropriate link on your Segreteria Online profile you can access the online 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. Using the CBILL system: the interbank code or SIA code is: 1G192.

In the event of non-payment or payment after the deadline, the Committee will not consider the application (pursuant to Art. 6 of this announcement) and this will result in exclusion from the ranking.

Payments of the €10.00 contribution fee using means different to those stipulated in this announcement and without simultaneously registering for the competitive examination will not be considered valid registrations and will not allow for inclusion in the ranking. **Payments will not be refunded under any circumstances.**

A list of candidates excluded from assessment due to non-payment or late payment of the €10.00 contribution fee will be published by 21 July.

For non-EU citizens (visa applicants) participating in the competitive examination, the €10.00 fee is waived. Chinese citizens participating in the Marco Polo Programme and European or non-EU citizens legally residing in Italy must pay €10.00 fee to participate in the competitive examination.

5. Candidates with foreign qualifications

Candidates with foreign qualifications must submit their application through [Segreteria OnLine](#) (Online Student Registry) following the deadlines and procedures set out in this announcement, by **16 July 2021 (12:00 noon)**, and rather than completing the "curricular requirements declaration" questionnaire, candidates must upload the following documentation:

1. academic qualification;
2. transcript of records;
3. detailed description of the syllabus for each discipline, where possible;
4. translation of documents set out in points 1-3 in Italian or English, if issued in a language other than Italian, English, French or Spanish;
5. Certificate of equivalence of qualification issued by the Italian Diplomatic Authority in the country where the studies were pursued, or a Diploma Supplement, if issued by the university that issued the final qualification, or a certification of comparability issued by CIMEA in the context of an agreement made with the University of Milano-Bicocca (using the link <https://cimea.diplo-me.eu/unimib/#/portal/home> to register and access the Diplo-me service for reduced a time frame and fees)¹;
6. Proof of B2 equivalent level of English Language knowledge (as indicated in Art. 2 of this announcement).

The documents specified in points **1-2-3-4-6** must be uploaded to the [Segreteria OnLine](#) (Online Student Registry) portal during the application process; the document specified in point **5** must be emailed to the welcome desk (welcome.desk@unimib.it) by the 31 December 2021, if not submitted during the application process.

NB: EU students can present a self-certification document in Italian or English instead of documents set out in points 1-2. Citizens of non-EU countries legally residing in Italy may only self-declare conditions, facts and personal qualities that can be certified or attested to by Italian public entities, and only in English or Italian.

Citizens of non-EU countries applying for a visa to enter Italy are obliged to submit a visa application through the ministerial portal [Universitaly](#) as "International Students". Registration on the [Universitaly](#) portal must take place at the same time as the online application for the competitive examination in this announcement as well as before the closing date for the competitive examination itself.

Independent of the assessment of candidates' academic suitability for University courses, completing a university course at the University of Milano-Bicocca is linked to the issuing of a visa by consular diplomatic representatives and, in all cases, shall be in accordance with the provisos of the ministerial note that regulates the entry of non-EU citizens into Italy for study purposes each year.

Based on the documentation submitted by each non-EU candidate, the committee shall verify the admission requirements set out in Art. 2 are met. In addition, 66/110 is automatically awarded to any degree exam where information on the grade is missing. Where it is not possible to ascertain the number of credits relating to examinations, the Committee shall assess the corresponding hours of activity, if certified in the documents presented by candidates; similarly, if it is not possible to ascertain that examinations taken come under a certain field of research, the Committee shall assess the detailed examination programmes, wherever possible.

For further information please refer to the webpage for [International Students](#).

6. Non-EU citizens (visa applicants) and Chinese citizens on the Marco Polo Programme

Non-EU citizens applying for visas must:

- Proceed to pre-enrolment on the [Universitaly](#) Portal to obtain an entry visa;
- Register for the competitive examination on [Segreteria OnLine](#) (Online Student Registry) by **16 July 2021 (12:00 noon)**, uploading the documentation required for holders of foreign qualifications in .pdf format (listed in Art. 5 of this announcement)

¹ For the purpose of awarding Right to Education grants, the Right to Education Sector only requires the Certificate of equivalence of qualification.

Citizens of the People's Republic of China participating in the Marco Polo Programme must:

- Register for the competitive examination on [Segreteria OnLine](#) (Online Student Registry) by **16 July 2021 (12:00 noon)** by uploading, in .pdf format, the following:
 - the documentation required for foreign qualification holders (listed in Art. 5 of this announcement);
 - the application form for pre-enrolment at an Italian University, stamped by the Embassy;
 - a certificate of Italian language knowledge of at least a B1 level

Non-EU citizens applying for visas and Chinese citizens on the Marco Polo Programme will only compete for the places reserved for them. If the number of candidates admitted exceeds the number of places available, separate ranking lists will be drawn up for each of the above categories of non-EU citizens based on the criteria stipulated in Art. 8 of this announcement.

7. Competitive Examination Committee

The Competitive Examination Committee is appointed by the Department of Economics, Quantitative Methods and Business Strategies.

8. Preparing the ranking list and registration procedures

The ranking list for admission to the Master's Degree in Advanced Marketing Management will take into account the weighted average of the highest grades, rounded to two decimal places, of the 48 credits required for selection and the "self-declaration of curricular requirements" questionnaire completed at the end of the application form, or, in the case of internal candidates, extrapolated from the University database (the 30/30 grade with honours corresponds to a score of 33).

For students with qualifications obtained abroad, the Committee shall verify compliance with the selection requirements pursuant to Art. 2 and calculate the corresponding weighted average.

Where candidates score equal marks, they shall be ranked according to their date of birth, with priority given to the youngest candidate (Art. 2 para. 9 of Law 117/1998).

The ranking list will be published by **6 August 2021** on the University's online notice board (<https://webproto.si.unimib.it/ADP/studenti.aspx>) and on the University of Milano-Bicocca's website (www.unimib.it) on the page of the course of study. **This publication is the only official means of releasing the selection results. No written or telephone communications shall be made.**

Candidates are expected to consult the ranking list and note any changes to it and be aware of the enrolment dates set out in the notices published online www.unimib.it on the relevant page of the course of study.

Admitted candidates must proceed to enrolment, through the [Segreteria OnLine](#) (Online Student Registry) portal, and pay of the first instalment of fees, carefully following the procedures indicated in the notice published along with the ranking list, **between 6 August and 12:00 noon on 24 August 2021.**

Enrolment without paying the first instalment or without paying within the prescribed deadline is considered a withdrawal (Art. 5, paragraph 5 of the Student Regulations of the University of Milano-Bicocca).

At the end of the enrolment process, the electronic paying-in slip for the amount due for the first instalment must be paid.

The paying-in slip can be paid for in the following ways:

1. By printing the payment notice, payable at any payment service provider in the PagoPA system (e.g. banks, tobacconists, etc. NB: not at post offices);
2. Paying online: using the appropriate link on your Segreteria Online profile you can access the online 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. Using the CBILL system: the interbank code or SIA code is: 1G192.

Payment must be made by the deadline stated on the paying-in slip itself (24/08/2021). Payment of the first instalment alone using means different to those set out in this announcement and without prior registration on the Segreteria OnLine Portal will not be deemed valid.

Choosing your study PATH

During enrolment, you will be asked to choose between two **paths**:

1. **Global Marketing**, taught in Italian, is aimed at developing knowledge and professional skills in business economics for managing marketing processes (consumer/retail marketing and trade/business to business marketing, marketing and financial communication), looking at advanced marketing concepts and, in particular, managing businesses in global markets. The course also covers advanced statistical methodology (methods and tools for marketing surveys, quantitative business analysis for global markets);
2. **Global Management**, taught in English, is aimed at training professionals to tackle business management challenges at an international level from a broad and multidisciplinary business economics perspective, developing skills in marketing, strategic management, business analytics, international business and change management. This path also covers advanced statistical methodology (econometrics, quantitative methods for decision making).

An agreement has been made with the Universidad de Belgrano, Argentina, in order to award a joint Master's Degree in Advanced Marketing Management and Licenciatura en Comercialización for those enrolled on the Global Marketing path. Further information can be found in the Call for Mobility for participation in Joint Master's Degree programmes.

An agreement has been made with the Antwerp Management School (AMS) of the University of Antwerp, in order to award a Joint Master's Degree with the AMS MSc in Global Management for those enrolled on the Global Management path. Further information, including the cost of enrolling at a foreign University, can be found in the Call for Mobility for participation in Joint Master's Degree programmes.

9. Ranking and allocation of available places

The places that become available as a result of entitled candidates withdrawing or not enrolling within the set time frame shall be allocated taking into account the progressive order of the ranking.

Any available places will be announced on **25 August 2021** through a specific notice published on the website www.unimib.it on the relevant course of study page, along with the means of ranking.

Students admitted following the ranking will have to enrol and pay the first instalment of fees **between 26 August and 12:00 noon on 30 August 2021**.

9.1 Declaration of repechage willingness in the event of further ranking and allocating of available places

If further places become available following the re-opening of the ranking list, these will be allocated taking the candidates' **repechage** willingness declaration into account.

Candidates on the ranking list that were not admitted on **25 August 2021** must declare their repechage willingness if still interested in enrolment in the period **between 26 August to 12:00 noon on 30 August 2021** for any remaining places to be reallocated.

This willingness must be expressed solely and exclusively by logging on to [Segreteria OnLine](#) (Online Student Registry) and clicking "Admission". This will bring up the degree courses that you have not been admitted to with the option of selecting "Submit Application" under "Repechage".

Any available places and the ranking positions that may enrol will be indicated on a specific notice on the website www.unimib.it on the **31st of August 2021**, exclusively with candidates who have declared their repechage willingness.

If there are still places available following the above ranking, progressive ranking will continue until all places are filled or the merit list is exhausted. The relevant notices will be released on the University of Milano-Bicocca website on the Course of Studies' page.

IMPORTANT: Candidates who fail to comply with the deadlines and procedures set out above will be considered to have tacitly withdrawn from the selection process, regardless of their reasons or justifications. They will therefore be definitively excluded from any subsequent enrolment procedure provided for in this announcement.

10. Transfers and course changes with admission to the second year

For the 2021/2022 academic year, **6 places** are available in the second year of the course.

Students may apply for the second year if they meet the admission requirements set out in Art. 2 of this announcement, which the Teaching Coordination Council recognise as **at least 30 CFU**, consistent with the Master's Degree in Advanced Marketing Management.

Students must request an assessment of their university career **between July 15 and August 31, 2021** along with the following documentation:

- Statement Application
- self-declaration of their bachelor's degree and master's degree or other with a list of exams passed, including grades, pass dates, CFU acquired and research field of each exam
- programmes of exams passed in the Master's degree programme or as individuals courses (for external candidates only).

Both the statement and exam self-declaration forms can be downloaded from the following page of the University's website <https://www.unimib.it/servizi/segreteria-studenti/modulistica>.

The relevant parties must email the required documentation to ecovalutazioni@unimib.it using the subject line "Application for admission to the second year of the Master's Degree in Advanced Marketing Management".

The Committee responsible for assessing the academic careers of these students will assess the request by **20 September 2021** and, if the number of requests exceeds the number of available places, a ranking list will be drawn up based on the CFU each student has been awarded. Where students have the same number of credits, the student with the highest weighted average will be admitted. Where the number of credits and weighted average are the same, the youngest will be admitted.

Admitted students must proceed to enrolment through [Segreteria OnLine](#) (Online Student Registry) and carefully follow the procedures indicated in the notices released alongside the ranking list, by the deadline of **30 September 2021**.

11. Summary of timing and deadlines

Application for the selection process	Between 28 May and 12:00 noon on 16 July 2021
Payment of the €10 fee	By 12.00 noon on 16 July 2021
Completion of "self-declaration of curricular requirements" questionnaire	By 12.00 noon on 2 August 2021
Publication date of applicants excluded due to non-payment	By 21 July 2021
Publication date of rankings	By 6 August 2021
Registration and payment of first instalment	Between 6 August and 12:00 noon on 24 August 2021
Publication of notice of rankings	25 August 2021
Registration and payment of the first fee instalment rankings	Between 26 August and 12:00 noon on 30 August 2021
Submission of repechage application	Between 26 August and 12:00 noon on 30 August 2021
Notice of further ranking	31 August 2021

12. Warnings

No documents must be submitted as paper copies for the purpose of pre-enrolment.

Submitting a pre-enrolment application implies the candidate's acceptance of the rules contained in this announcement; failure to comply with them will result in exclusion from the competitive examination.

The pre-enrolment application is to be considered for all legal purposes as a self-declaration, as defined in Art. 46 of Presidential Decree 445/2000.

Candidates alone shall be responsible for the correct entry of the information required for the admission and registration procedures and are therefore required to check their accuracy. The University of Milano – Bicocca reserves the right to perform appropriate checks, including sampling checks, on statements made.

If as a result of these checks it emerges that untrue declarations have been made, the registration will be automatically cancelled (Art. 21-nonies of Law 241/90), without prejudice to the penalties provided for under the criminal code and statute law on the subject (Arts. 75 and 76 of Presidential Decree 445/2000).

13. Advertising

This announcement is published on the University's Official Bulletin Board and may be consulted online on the University of Milano-Bicocca's website, www.unimib.it, on the relevant course of study page. Said publication shall have the validity of an official notice to the relevant parties for all legal effects and consequences.

14. Information on processing of personal data

Data will be processed in accordance with Legislative Decree no. 196 of 2003 (Personal Data Protection Code) and its subsequent amendments and additions, as well as EU Regulation 2016/679 (General Data Protection Regulation, or GDPR). The privacy policy is available at the following link <https://www.unimib.it/informativa-studenti>

15. Person responsible for the proceedings

Pursuant to Art. 5 of Law no. 241 of 7.8.1990 and subsequent amendments and additions, the person responsible for the selection procedure referred to in this announcement is: Kerman Licchiello - Education and Student Services, Head of Admission and Registration Procedures.

Candidates are entitled to exercise their right of access to the acts of procedure in accordance with Art. 25 of Law no. 241 of 7.8.1990 and subsequent amendments and additions. The request for access to documents is governed by the University's "Regulations governing administrative procedures, the right to access administrative documents and the right of civic access" which can be found online at <https://www.unimib.it/amministrazione-trasparente/altri-contenuti/accesso-civico>.

The university involves Cisia in processing requests as set out in the [TOLC Regulations for participants — 2021](#) (Art. 8), in compliance with current regulations.

16. Contact

For information regarding admission to and enrolment on the Master's Degree Course:

ammissioni@unimib.it

For information on the Course of Study and admission to the second year:

Careers Office for Economics segr.studenti.ecostat@unimib.it

Teaching Administration for Advanced Marketing Management: segr.didattica.marketing@unimib.it

Student Orientation Service

orientamento@unimib.it

International Students Department - Welcome Desk

welcomedesk@unimib.it

The University will be closed between and including 16 and 20 August 2021.