

2024-2025 ACADEMIC YEAR

CALL FOR APPLICATIONS FOR ADMISSION TO THE MASTER'S DEGREE COURSE IN APPLIED EXPERIMENTAL PSYCHOLOGICAL SCIENCES (LM-51 PSYCHOLOGY)

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1. Admission requirements and procedure

For the academic year 2024/25, a selection procedure is planned for admission to the Master's Degree Course in Applied Experimental Psychological Sciences (qualifying Master's Degree Course to practise psychology). The selection will take place on the basis of what is indicated in this Call for Applications.

In order to participate, it is mandatory to submit an pre-enrolment application and to observe all defined procedures and deadlines.

2. Qualifications

- Bachelor's Degree, Specialist Degree/Master's Degree or Degree awarded according to the system prior to Ministerial Decree no. 509/99, or a three-year university diploma;
- or
- An academic qualification obtained abroad acknowledged as suitable.

The following are eligible to apply for pre-enrolment:

- those who already hold the qualifications required for access;
- those enrolled in a Degree Course at the University of Milano-Bicocca or at another University who plan to graduate prior to and no later than **31 October 2024** (conditional admission).

3. Requirements

A. Curricular requirements

88 CFU (ECTS) appropriately distributed across the Academic Disciplines of Psychology: M-PSI/01, M-PSI/02, M-PSI/03, M-PSI/04, M-PSI/05, M-PSI/06, M-PSI/07, M-PSI/08 (see Annex 1).

The 88 CFU obtained must:

- be achieved by the deadline for submitting the application (6 May 2024 at 11.59 p.m. -italian time-);
- refer to educational activities that have grades (e.g., marked out of thirty) and not as a judgement (e.g., fail or pass).

To reach 88 CFU, the credits acquired with exams relating to single course units that are not compulsory activities in the Master's Degree Course in Applied Experimental Psychological Sciences can also be counted. However, if declared as access requirements, these courses cannot be applied for the purpose of shortening the Master's Degree Course. Single course units that constitute compulsory activities can, however, only be recognised for a course shortening after enrolment.

B. Knowledge of the English language at a level of at least B2

The requirement is considered in reference to the Common European Reference Framework for Languages (CEFR).

This knowledge is considered acquired if the candidate (the following options are alternatives):

- has passed, as part of the university course, one or more English language proficiency examinations for a total of at least 4 ECTS (even if level B1);
- has an English Language Certificate of at least level B2, [from those recognised by the University](#), even if obtained for more than three years;
- holds the Open Badge Between Languages – English level B2 or higher (only for candidates from the University of Milano-Bicocca);
- has passed the "Laboratorio di Inglese per la professione" at the Degree Course in Scienze Psicosociali della comunicazione at the University of Milano-Bicocca;
- holds a Bachelor's Degree delivered entirely or primarily in English;
- has obtained an educational qualification for admission to university where English is the official language for teaching.

The requirement must be obtained by the deadline for submitting the application (6 May 2024 at 11.59 p.m. -Italian time-).

Candidates who do not meet this requirement must take an English language proficiency test at the University of Milano-Bicocca, which will take place on 3 May 2024 in presence (remotely is permitted only in case of proven need). For this they must send, by the deadline of 30 April 2024, a special request to the e-mail segr.studenti.psicologia@unimib.it indicating in the subject line "English Exam for admission to Applied Experimental Psychological Sciences" specifying the username.

The outcome of the test is communicated at the end of the test. Only after the test candidates can complete the application, declaring the requirement, and in any case by the deadline of 6 May 2024 - at 11.59 p.m. - Italian time).

For candidates in possession of:

- a level of knowledge of the English language higher than B2;
- or
- a Degree in English;
- or
- educational qualification for university admission in English,
- 1 additional point may be awarded when qualifications are assessed.

4. Assessable qualifications

In defining the ranking list, the following specific assessable qualifications will also be taken into account:

1. Curriculum Vitae
2. Cover letter in English (max 1500 characters)

Both must be inserted in Declaration of Qualifications and Requirement (see art. 7).

5. Available spaces

65 spaces are open for the 2024/25 academic year, as follows:

Available spaces	45 are reserved for candidates who are Italian citizens, European citizens or non-EU citizens legally residing in Italy (Art. 26 of Law no. 189/2002)
	20 are reserved for non-EU citizens (visa applicants)

Any unused spaces in the ranking of non-EU citizen (visa applicants) candidates will be used for the ranking of Italian, European or non-EU citizens legally residing in Italy.

6. Pre-enrolment application for inclusion in the ranking list

The pre-enrolment application must be completed online via the [SegreteriaOnline](#) by enrol under "Pre-enrolment application Applied Experimental Psychological Sciences" during the period from **28 March 2024** to **6 May 2024** at 11.59 p.m. – Italian time.

A fee of **30 euro** is required, expiring on **6 May 2024** (see Art. 8).

Candidates who are non-EU citizens (visa applicants) and non-Italian citizens with foreign qualifications are not subject to payment of the fee.

N.B.: before filling out the application, candidates are advised to carefully read the guide "Instructions for pre-enrolment AEPS 2024/25" published on the University website, on the page dedicated to the [Course of study](#).

7. Filling in the application and Declaration of Qualifications and Requirement

7.1. Graduate/graduands candidates from the University of Milano-Bicocca

For candidates who are graduands/graduates at this University, all educational activities with a grade, taken within the pre-enrolment deadline, and coming under the M-PSI Academic Disciplines, will be taken up automatically, even if they are in different courses or as Single course units.

Candidates must verify that all educational activities are in their booklet by the deadline (otherwise write to segr.studenti.psicologia@unimib.it).

Furthermore they must:

- fill in the Questionnaire "**Declaration of Qualifications and Requirement**" on the "Summary of the call to pre-enrolment inscription" page to:
 - declare the requirement of knowledge of the English language B2
 - declare any other activities belonging to SSD M-PSI (e.g. carried out in the course of other university courses, or Single course units) for which you have not requested recognition in this University, entering all the information necessary to allow them to be assessed
 - exclude from the assessment one or more Single course units taken at this University and relating to non-compulsory activities in the Master's Degree Course, for which recognition will subsequently be requested in the event of enrolment.
 - insert Cover letter in English
 - insert information about the CV;
- check the Declaration;
- confirm the Declaration;
- pay the fee.

N.B. If the Declaration is modified after payment, make sure you have confirmed it again.

7.2. Graduate/graduands candidates from other Italian Universities

Candidates have to:

- fill in the Questionnaire **"Declaration of Qualifications and Requirement"** on the "Summary of the call to pre-enrolment inscription" page to:
 - declare the requirement of knowledge of the English language B2
 - declare ALL the educational activities belonging to SSD M-PSI taken in university courses within the expiry date of pre-enrolment with an evaluation expressed in marks (not judgements)
 - exclude from the assessment one or more Single course units taken at this University and relating to non-compulsory activities in the Master's Degree Course, for which recognition will subsequently be requested in the event of enrolment;
 - insert Cover letter in English
 - insert information about the CV;
- check the Declaration;
- confirm the Declaration;
- pay the fee.

N.B. If the Declaration is modified after payment, make sure you have confirmed it again.

7.3. Graduate/graduands candidates from foreign Universities

Candidates have to:

- fill in the page Details of required qualifications information about Upper secondary school final diploma and First Cycle Degree diploma and attach a copy of Degree diploma, accompanied by an official translation into Italian or English if issued in a language other than Italian or English. If the degree has not yet been obtained attach Transcript of records accompanied by an official translation into Italian or English if issued in language other than Italian or English;
- attach the following documents in the page Management of qualifications and documents for evaluation:
 - a) Transcript of records accompanied by an official translation into Italian or English if issued in language other than Italian or English (even if already attached before);
 - b) [Certification of knowledge of the English language](#) level B2 (if you have one - optional documentation) they may also attach (optional but strongly recommended documentation):
 - c) detailed description of the Syllabus of each discipline accompanied by a translation, which can be unofficial, into Italian or English;
- fill in the Questionnaire **"Declaration of Qualifications and Requirement"** on the "Summary of the call to pre-enrolment inscription" page to:
 - insert Cover letter in English
 - insert information about the CV;
 - declare the requirement of knowledge of the English language B2
 - declare information about degree vote or GPA
- check the Declaration;
- confirm the Declaration.

European candidates can present a Declaration signed, in Italian, English, French or Spanish in place of the Degree and Transcript of Records. Citizens of non-EU countries legally residing in Italy can self-certify, in Italian, English, French or Spanish, facts and personal qualities certifiable or attestable by Italian public entities.

7.4. Graduate/graduands candidates from foreign Universities applying for Visas.

Candidates have to:

- fill in the page Details of required qualifications information about Upper secondary school final diploma and First Cycle Degree diploma;
- attach a copy of Degree diploma, accompanied by an official translation into Italian or English if issued in a language other than Italian or English. If the degree has not yet been obtained attach Transcript of records accompanied by an official translation into Italian or English if issued in language other than Italian or English;
- attach the following documents in the page Management of qualifications and documents for evaluation :
 - a) Transcript of records accompanied by an official translation into Italian or English if issued in language other than Italian or English (even if already attached before);

- b) receipt of pre-registration on the [University portal](#) for the current academic year (mandatory attachment if already pre-registered). If the pre-registration has not been carried out, candidates must pre-register by 15 July 2024 and send the receipt to visa.applicationforstudy@unimib.it;
 - c) [Certification of knowledge of the English language](#) level B2 (if you have one - optional documentation) they may also attach (optional but strongly recommended documentation):
 - d) detailed description of the Syllabus of each discipline accompanied by a translation, which can be unofficial, into Italian or English;
- fill in the Questionnaire **"Declaration of Qualifications and Requirement"** on the "Summary of the call to pre-enrolment inscription" page to:
- insert information about pre-registration on the University portal
 - insert Cover letter in English
 - insert information about the CV;
 - declare the requirement of knowledge of the English language B2
 - declare information about degree vote or GPA
- check the Declaration;
- confirm the Declaration.

8. Fee payment and cases of exemption

Candidates who are Italian citizens, European citizens and non-EU citizens legally residing in Italy with a Degree obtained in Italy must pay the 30 euro fee by **6 May 2024**, using the "Payments" button on the Summary of the call to pre-enrolment inscription page.

Candidates who are non-EU citizen (visa applicants) and non-Italian citizen with a qualification obtained abroad do not have to pay the fee.

It is recommended to check to have confirmed the Declaration before proceeding with payment.

If the "Payments" button is not shown, it means that Declaration of curricular pre-requisites has not been confirmed. Graduands/graduate candidates from the University of Milano-Bicocca have to pay the fee by logging in only from the "Summary of the call to pre-enrolment inscription" page and not from the List of Fees section of the Registrar's Office menu.

Payment not made or made after the deadline determines exclusion from the evaluation; under no circumstances will fees be refunded

After payment has been registered – if required and made within the stated deadline – it will be possible to print an pre-enrolment receipt. The receipt does not have to be filed.

9. Selection Committee

The Selection Committee is appointed by the Psychology Department Council. The Committee is responsible for defining the evaluation criteria for curricular requirements and qualifications, for verifying possession of the minimum curricular requirements, for evaluating admission qualifications, and for preparing the ranking list.

10. Criteria for preparing the rankings

Candidates are admitted to the Master's Degree Course in Applied Experimental Psychological Sciences on the basis of two separate rankings, one relating to candidates who are Italian citizens, European citizens or non-EU citizens legally residing in Italy and the other relating to non-EU citizens (visa applicants).

The Committee first ascertains the possession of the qualifications and the requirements required for admission under Artt. 2 and 3.

For candidates with a foreign qualification, where it is not possible to ascertain the number of credits relating to exams coming under academic disciplines, the Committee shall assess the corresponding hours of activities, if certified in the documents presented by candidates; similarly, if it is not possible to ascertain that exams taken come under a certain academic discipline, the Committee shall assess the detailed exam programmes, wherever possible.

The rankings are drawn up according to the following criteria:

- Curriculum of studies (up to 60 points): the Committee evaluates the previous courses of study (e.g. assessment of the 88 ECTS in the M-PSI disciplines; evaluation of equivalent qualifications for candidates coming from abroad);
- Assessable qualifications (up to 40 points).

For candidates in possession of:

- a level of knowledge of the English language higher than B2;

or

- a Degree in English;

or

- educational qualification for university admission in English;

1 additional point may be awarded when qualifications are assessed.

In case of equal scores, the candidate with the youngest age shall take precedence in the ranking list (Art. 2, paragraph 9 of Law no. 191/1998).

11. Publication of rankings

Rankings are published by **31 May 2024** [on the study course page](#) and on the [Official Register](#) of the University of Milano-Bicocca.

This publication is the only official means of making known the results of the competition. No written or telephone communications shall be made.

12. Enrolment

Successful candidates must enrol via the [SegreteriaOnLine](#) platform and pay the first advance instalment of university fees from **15 July to 31 July 2024 (at 11.59 p.m. – Italian time)** by following the methods indicated in the notices published on the margins of the ranking.

Candidates who are non-EU citizens (visa applicants) can only enrol if they are already pre-enrolled on the [University Portal](#) by 15 July 2024 (send the receipt to visa.applicationforstudy@unimib.it).

Enrolment without payment of the first instalment or with payment beyond the prescribed deadline is considered to be rejection.

Payment of the first instalment alone made with different methods from those set out in this Call for Applications and without prior enrolment in the [SegreteriaOnLine](#) will not be deemed valid.

For candidates with a foreign degree the University may require to produce further documentation. In this case documents issued by CIMEA within the framework of the agreement stipulated with the University of Milano-Bicocca (Verification certificate; Certificate of Correspondence downloadable free of charge on the CIMEA portal from the ARDI - Automatic Recognition Database Italia platform or Certificate of Comparability), if required, must be sent to the following e-mail address credential.evaluations@unimib.it no later than 30 September 2024.

Failure to submit documentation, submission of qualifications unsuitable for the level of the chosen course and/or submission of false documentation will result in a report to the Head of procedure for the adoption of appropriate measures.

For on-EU citizens asking for a visa enrolment will only be finalized once the student has obtained a student visa for Italy, which is issued at the sole discretion of the Italian Consulate or Embassy abroad, irrespective of the student's academic eligibility. Refusal or failure to obtain an entry visa by 30 January 2025 will result in career termination.

After enrolment, specific instructions are provided on how to recognise activities carried out and certified during the Bachelor's Degree Course – Class L-24 (or equivalent foreign qualification) as professional educational activities. For the other Bachelor's Degree graduates, 10 internship ECTS are expected in addition to the 120 ECTS of the Master's Degree (D.I. no. 654 of 5 July 2022).

13. Declaration of interest

Candidates who on the date of publication of the ranking are listed as not admitted can submit a Declaration of interest from 15 to 31 July 2024 by connecting to SegreteriaOnLine and selecting "Admission test".

The procedure presents the degree course in which you are not admitted and for which it is possible to select "Declaration of interest" item in the "Admission through the scrolling down of the ranking list" column.

14. Sliding rankings

The spaces that become available after the renunciation or failure to enrol by those admitted within the prescribed deadlines are assigned taking into account the progressive order of the ranking and declaration of interest.

The re-opening of the ranking list is announced by notice on **1 agosto 2024** on the [study course page](#) and is scheduled from **9 September to 23 September 2024 (at 11.59 p.m. – Italian time)**.

In the event of further availability of spaces, candidates in the ranking list starting from the position following the one indicated in the notice of re-opening will be contacted in writing at the e-mail address indicated in the pre-enrolment application.

15. Transfers

15.1. Transfers to the first year of the course

Students enrolled in other Master's Degree Courses belonging to the LM-51 Class (Ministerial Decree no. 270/04) may transfer to the first year of the Master's Degree Course in Applied Experimental Psychological Sciences only if they meet the requirements for admission and are admitted onto the ranking list. They must therefore apply to the call and, in case of admission, enrol in the Master's Degree Course and submit the transfer application to the University of origin.

15.2. Transfers to the second year of the course

Students enrolled in other Master's Degree Courses belonging to the LM/51 Class (Ministerial Decree no. 270/04) can transfer to the second year of the Master's Degree Course in Applied Experimental Psychological Sciences, with exemption from pre-enrolment, only if it is possible to recognise at least 60 of the ECTS foreseen in the [University Teaching Regulations for the academic year 2023/24](#).

For this, students should send via e-mail to segr.studenti.psicologia@unimib.it, indicating in the subject line "Application for transfer to the second year of AEPS", from **28 March 2024 to 17 April 2024**:

- a Declaration of curricular pre-requisites relating to the Degree obtained, with the indication of all exams, grades, academic disciplines and ECTS; it is recommended to use the [Self-certification of enrolment, qualification achievement, exams](#) form;
- copy of certification, attesting knowledge of the English language of at least B2 level [from those recognised by the University](#), even if obtained for more than three years or a self-certification (art. 3.B);
- a self-certification concerning the Master's Degree Course in which they are enrolled, indicating all the exams, grades, academic disciplines and ECTS. It is recommended to use the [Self-certification of enrolment, qualification achievement, exams](#) form.

If admission to the second year is not possible, the candidate must pre-enroll to the 1 year as indicated in the Call for Applications. Afterwards, you can request the recognition of the ECTS already acquired in the Master's Degree Course for course shortening.

16. Summary of timing and deadlines

Pre-enrolment on the SegreteriaOnline	From 28 March to 6 May 2024 (at 11.59 p.m. – Italian time)
Registration on the University Portal (non-EU candidates – Italy entry visa applicants)	By 15 July 2024
Publication of rankings and list of excluded students on the study course page	by 31 May 2024
Enrolment and payment of the first tuition instalment:	From 15 to 31 July 2024 (at 11.59 p.m. – Italian time)
Notice of re-opening of the ranking list	1 August 2024
Enrolment following re-opening	From 9 to 23 September 2024 (at 11.59 p.m. – Italian time)
Submission of transfer application to second year	From 28 March 2024 to 17 April 2024

17. Warnings

The pre-enrolment application is to be considered for all legal purposes as a self-certification (art. 46 of Presidential Decree no. 445/2000).

Candidates alone shall be responsible for the correct entry of the data required for the admission and enrolment procedures and are required to check their accuracy. The University of Milano-Bicocca carries out appropriate checks, even on a random basis, on the declarations made.

If, as a result of checking them, emerges that untrue declarations have been made, the enrolment will be automatically cancelled (Art. 21-*nonies* of Law no. 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 no. 445/2000).

Candidates who:

- fail to pay the fee by 6 May 2024 or pay it at a later date (if payment is required);
 - do not fill the Declaration;
 - in case of foreign degree, do not attach the required documentation or attach incomplete or partial documentation (Art. 15 of Law no. 183/2011);
- are excluded from the assessment.

Documents sent by other means than those provided for in the Call for Applications are not considered.

The list of candidates excluded from the selection will be published on the University website on the [study course page](#), before 31 May 2024. This list is the only official means of notification of exclusion.

An extraordinary appeal to the President of the Republic within 120 days, or a judicial appeal to the T.A.R. is permitted against this provision, solely for defects of legitimacy, within 60 days from the date of publication on the online noticeboard of the University of Milan-Bicocca.

18. Advertising

This Call for Applications is published in the online University Notice Board and on the University of Milano-Bicocca website (www.unimib.it). The aforementioned publication shall have the value of official notice to relevant parties for all effects and consequences under the Law.

19. Information on processing of personal data

Data will be processed in accordance with Legislative Decree no. 196 of 2003 (Personal Data Protection Code) and subsequent amendments and additions, as well as EU Regulation 2016/679 (General Data Protection Regulation, the GDPR). The privacy policy is available for consultation through the University's website, at <https://www.unimib.it/privacy>

20. Person in Charge of Proceedings

The Person in Charge of Proceedings is Dr Laura Iannaccone, Education and Student Affairs Division, e-mail: laura.iannaccone@unimib.it (Art. 5 of Law no. 241 of 7 August 1990 and subsequent amendments and additions). For anything on which this Call for Applications is silent, rules applicable to public competitive procedures shall apply. Candidates are entitled to exercise their right of access to the proceeding documents, following the procedures described in the specific [Regulations](#).

21. Contacts

Page of the course of study: <https://www.unimib.it/graduate/applied-experimental-psychological-sciences>

For information relating to the Call for Applications and problems relating to the submission of the application for admission go to the SegreteriaOnline:

Ufficio Segreteria studenti di Psicologia (Edificio U17 - Piazzetta Difesa delle donne, 20126 Milano):

segr.studenti.psicologia@unimib.it

Help-desk hours and telephone reception

<https://www.unimib.it/servizi/studenti-e-laureati/segreteria>

For information regarding the Course of Study:

Ufficio Servizi didattici di Psicologia

psicologia.didattica@unimib.it

Help-desk hours and telephone reception:

<https://www.unimib.it/servizi/studenti-e-laureati/segreteria>

Services for students with learning and other disabilities

E-mail: info.binclusion@unimib.it

Student Orientation Service

E-mail: orientamento@unimib.it

Help-desk hours and telephone reception:

<https://www.unimib.it/servizi/studenti-e-laureati/bicocca-orienta/servizi-orientamento/servizio-orientamento-studenti-sos>

International admissions and credential evaluations

E-mail: credential.evaluations@unimib.it

Help-desk hours and telephone reception:

<https://en.unimib.it/services/offices-and-facilities/international-affairs-division>

The University will be closed between 10 and 18 August 2024, inclusive.

ANNEX 1

List of Academic Disciplines

M-PSI/01	PSYCHOLOGY
M-PSI/02	PSYCHOBIOLOGY AND PHYSIOLOGICAL PSYCHOLOGY
M-PSI/03	PSYCHOMETRY
M-PSI/04	DEVELOPMENTAL AND EDUCATIONAL PSYCHOLOGY
M-PSI/05	SOCIAL PSYCHOLOGY
M-PSI/06	PSYCHOLOGY OF WORK AND ORGANIZATIONS
M-PSI/07	DYNAMIC PSYCHOLOGY
M-PSI/08	CLINICAL PSYCHOLOGY