

# ADMISSION TO THE MASTER'S DEGREE PROGRAMME IN MARINE SCIENCES – SCIENZE MARINE- F7502Q A.A. 2024-2025

## 1. Introduction

**Degree programme language:** English  
**Open access with entry requirements examination**

Please read this document carefully, incomplete applications (lacking the requested documentation) **will be rejected**.

Candidates **MUST** produce self-certifications where required.

All self-certifications **must be signed** before uploading. Incomplete applications will NOT be accepted, nor applications to which certificates issued by Italian public administrations have been uploaded (instead of self-certifications - art. 15 L. 183/2011).

Once the application has been confirmed, it will no longer be possible to upload further documentation.

Students wishing to enrol in the master's degree programme **by transfer from another master's degree programme at this University or transfer from another University** must still apply for career evaluation and may only enrol if admitted.

## 2. Entry requirements and assessment of background knowledge (Art. 4 and 5 of the Didactic Regulation)

*Admission to the Master's degree programme in Marine Sciences – Scienze Marine (LM-75) is subject to the possession of specific curricular requirements and to the adequacy of personal preparation verified by an Evaluation Committee in accordance with the procedures defined in the degree programme's Didactic Regulation (A.Y. 2024/2025).*

To be eligible for admission to the Master's degree programme in Marine Sciences - Marine Sciences, applicants must hold a bachelor's degree (or three-year university diploma), or a foreign academic title recognised as suitable. In particular, candidates must possess at least **18 CFUs** (i.e. ECTS) in the following scientific areas (also referred to Settori Scientifico-Disciplinari or SSD)

- Chemical disciplines (CHIM/01, CHIM/02, CHIM/03, CHIM/06);
- Earth science disciplines (GEO/04, GEO/07);
- Biological disciplines (BIO/01, BIO/05);
- Ecological disciplines (BIO/03, BIO/07).

In order to be admitted a level of knowledge of the English language equal to or higher than level B2 is also required to enable understanding and participation in the teaching activities (see paragraphs 5.4 and 5.5).

**An admission interview is planned** to verify curricular requirements, covering basic knowledge of Chemistry, Biology, Ecology, Geology and Geography. **The interview will take place in English.**

If the candidate does not demonstrate the possession of CFUs in the specified subject areas, the Evaluation Committee will indicate to the candidate the examinations he/she will be required to take to be able to reapply for admission.

**Candidates holding a degree with a graduation mark of 99/110 or higher are exempt from the admission interview.**

**For those who live more than 100 km away from the University or who are away for documented study or work activities or for documented health reasons, the Evaluation Committee may, upon request, provide the possibility of conducting the interview by teleconference.**

For further information on the place and the development of the interview, please consult the following e-learning page: <https://elearning.unimib.it/course/index.php?categoryid=3629>

### **3. Application period reserved exclusively for non-EU citizens requiring student visas**

#### **3.1 Application deadlines**

Non-EU students applying for a visa, who have graduated or will graduate by 23 December 2024, may only apply for career evaluation on the dates indicated below:

| <b>Application deadlines</b>   | <b>Interview dates</b>          |
|--------------------------------|---------------------------------|
| From 19 March to 30 April 2024 | 21, 22, 23 May 2024 - 9:00 a.m. |

### **4. First application period reserved exclusively for Italian, European, non-EU students legally residing in Italy**

#### **4.1 Application deadlines**

Italian, European and non-EU students legally residing in Italy, who have graduated or will graduate by 23 December 2024, may apply for a career evaluation on the dates indicated below:

| <b>Application deadlines</b>    | <b>Interview dates</b>                |
|---------------------------------|---------------------------------------|
| From 13 May to 28 June 2024     | 16, 17, 18 July 2024, 9:00 a.m.       |
| From 8 July to 5 September 2024 | 23, 24, 25 September 2024 - 9:00 a.m. |

### **5. How to apply**

The application for a career evaluation must be completed online via [Segreteria Online](http://www.unimib.it/segreteriaonline), <http://www.unimib.it/segreteriaonline>, as indicated below.

#### **5.1 Registration on Segreteria Online (first access only)**

If the candidate is accessing the system for the first time, he/she must register his/her personal data by selecting "Registration" in the Reserved Area and following the indicated procedure. The data required for registration are tax code, personal details, address of residence and domicile, telephone number and e-mail address (which the University requires to send any communications to the candidate). Registration may only be carried out once. Foreign candidates without a tax code may also register, they must select: "*Foreign student without tax code*".

At the end of registration the username assigned by the system and the personal password chosen will allow the log in for candidates' application to the Master's degree programme (to retrieve your password please consult the Password Management page).

## 5.2 Application

After logging in select “Evaluation Test” in the registered area, then proceed by selecting:

- Non-EU candidates applying for student visas must select “*Marine Sciences – Scienze Marine - Periodo di ammissione RISERVATO a studenti extra UE richiedenti visto*” (*Marine Sciences – Scienze Marine - Application period RESERVED for extra EU citizens applying for a visa*)
- Italian, European, non-EU candidates legally residing in Italy must select “*Marine Sciences – Scienze Marine - Periodo di ammissione RISERVATO a studenti europei, residenti in Italia*” (*Marine Sciences – Scienze Marine - Application period RESERVED for European, Italian and Extra-UE students residing in Italy*)

To complete the application, candidates are required to upload:

1. Valid ID document (identity card or passport).
2. Digital ID photo in bitmap or jpeg format with a resolution of at least 300x400 pixels, it must depict only the candidate’s face on a light background. It will be printed on the university badge in the case of enrolment.
3. The requested academic documentation, following the instructions below.

Once the application procedure has been completed, it will no longer be possible to add and/or replace attachments. Applicants should prepare all documentation in advance.

After uploading the required documents, only candidates who have not yet graduated by the application date will be asked to fill an "Admission Questionnaire"; The questionnaire once filled in must be confirmed, otherwise the information entered will not be acquired. Once the questionnaire has been confirmed, click EXIT to continue and conclude the admission procedure.

## 5.3 Uploading academic titles

Candidates must upload the following mandatory documentation on the “*Management of qualifications and documents for evaluation*” page (*Please note that "MIN 0" means that it is not compulsory to upload the document, "MIN 1" that it is compulsory to upload the document otherwise it is not possible to continue the application, "MAX" indicates the maximum number of documents that can be uploaded*):

- **Graduates/graduands from this university**
  - Proof of knowledge of the English language (see paragraph 5.4 and 5.5)
  - Other titles and/or statements of relevant activities (not mandatory)

Students from this university are not required to upload the self-certification with the academic qualification data.

- **Graduates from other universities**
  - **MANDATORY** self-certification (i.e. *Dichiarazione Sostitutiva di Certificazione*) attesting the academic qualification, the **graduation mark**, passed exams, examinations CFUs (i.e. ECTS) and scientific areas, i.e. Settori Scientifico-Disciplinari or SSD (if a pre-filled self-certification form from your University is not available, please use the form "Substitutive declaration of certification Enrolment Graduation Exams", downloadable here: [Modulistica | Università degli Studi di Milano-Bicocca](#)). The self-certification **must** be signed by the candidate, under penalty of exclusion from admission procedures.
  - Proof of knowledge of the English language (see paragraph 5.4 and 5.5)
  - Other titles and/or statements of relevant activities (not mandatory)

- **Graduands from other universities**

- **MANDATORY** self-certification (i.e. *Dichiarazione Sostitutiva di Certificazione*) of enrolment in a Bachelor's degree programme, indicating passed exams, examinations CFUs (i.e. ECTS) and scientific areas, i.e. Settori Scientifico-Disciplinari or SSD (if a pre-filled self-certification form from your University is not available, please use the form "Substitutive declaration of certification Enrolment Graduation Exams", downloadable here: [Modulistica | Università degli Studi di Milano-Bicocca](#)). The self-certification **must be signed by the candidate**, under penalty of exclusion from admission procedures.
- Proof of knowledge of the English language (see paragraph 5.4 and 5.5)
- Other titles and/or statements of relevant activities (not mandatory)

- **Candidates holding a foreign academic title**

Candidates holding a foreign qualification must upload in the section "*Management of qualifications and documents for evaluation*":

- First cycle final degree diploma**, accompanied by an official translation into Italian or English if issued in a language other than Italian or English;
- Transcript of records**, accompanied by an official translation into Italian or English if issued in a language other than Italian or English;
- Any additional documentation relating to the requirements for admission, according to the national legislation of the foreign country in which the qualification is issued;**
- Receipt of the pre-enrolment on the UNIVERSITALY Portal** (if available) for the current academic year **for candidates with non-EU citizenship;**
- Certificate of proficiency in English language of B2 level. **For non-EU citizens applying for a visa**, verification of adequate proficiency in the language of the course of study is mandatory and must be documented.
- Any document containing a detailed description of the syllabus of each discipline (**Syllabus**), accompanied by a translation, even an unofficial one, into Italian or English if issued in a language other than Italian or English.

All 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](mailto:credential.evaluations@unimib.it) **not later than 30 September 2024**.

The same e-mail [credential.evaluations@unimib.it](mailto:credential.evaluations@unimib.it) is available for any clarifications.

The University may require each candidate to produce **further documentation** to evaluate the international qualification. 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 the procedure for the adoption of appropriate measures.

Non-EU citizens applying for a visa must pre-enrol on the **UNIVERSITALY Portal** under "International Students" to apply for an entry visa (type D - study) **by 15 July 2024** and send the receipt to [visa.applicationforstudy@unimib.it](mailto:visa.applicationforstudy@unimib.it). 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 the enrolment cancellation for all courses that are not formally offered exclusively online.**

The teaching activities take place in person. Professors may make available recordings of their lectures at their discretion.

Students who are non-EU citizens awaiting a student visa may follow the lessons online, where available, **but will only be allowed to take exams once they arrive in Italy.**

For all candidates:

**Candidates MUST produce self-certifications where required. All self-certifications MUST be signed before uploading. Incomplete applications or applications to which certificates issued by public administrations have been attached (instead of self-certifications - ART. 15 L. 183/2011) will NOT be accepted. It will no longer be possible to attach further documents once the application has been confirmed.**

#### **5.4 B2 level English language certification (Common European Framework of Reference for Languages - CEFR)**

A B2 level knowledge of the English language is required for admission, all candidates must upload one of the following alternatives:

- a) A certificate, recognised by our university and issued by an accredited body, corresponding to level B2 or higher. **Please note:** certificates must not have been obtained more than 3 calendar years before the date of application; see the list of accepted certificates here: [https://www.unimib.it/sites/default/files/2023-11/Certificazioni\\_INGLESE\\_ott2023\\_UNIMIB\\_def.pdf](https://www.unimib.it/sites/default/files/2023-11/Certificazioni_INGLESE_ott2023_UNIMIB_def.pdf)
- b) A declaration of the University of origin certifying that the attended degree programme is entirely offered in English.

Therefore candidates must upload on the “*Management of qualifications and documents for evaluation*” page:

- a certification among those recognised by the University, if they obtained it;
- a declaration from their University of origin attesting that the degree programme they attended is offered in English, if this is their case.

#### **5.5 Università degli Studi di Milano-Bicocca English Language Test**

As an alternative to the options described in the previous paragraph, candidates may ask to take the test offered by our university, by filling in and uploading the request form available on the same webpage as this notice.

In any case the required language level must be certified by the deadline for submitting the application.

#### **5.6 Publication of the admitted candidates list and enrolment deadline**

The Evaluation Committee will proceed to verify the possession of the curricular requirements based on the documentation uploaded by the candidates.

Candidates admitted to the degree programme with an exemption from the interview and candidates admitted to the interview will be notified by e-mail (to the e-mail address indicated during registration). The candidates admitted to the interview will be sent the link to which they can connect to attend the admission interview.

The list of all candidates admitted to the master's degree programme will be published [here](#) some days after the interviews.

Admitted candidates will be able to enrol via Segreteria OnLine and to pay the first down payment of University fees from the day after the publication of the admitted candidates list and by **25 October 2024**.

**The enrolment of graduating students will take place under the condition that they obtain their bachelor's degree by 23 December 2024, their academic careers will only be fully activated after graduation according to the following procedures:**

- Graduating students coming from another University must self-certify the achievement of their degree by sending to [segr.studenti.scienze@unimib.it](mailto:segr.studenti.scienze@unimib.it) the self-certification of degree achievement, which can be downloaded from the website of their university of origin or they may send the form "Substitutive declaration of certification Enrolment Graduation Exams", downloadable here: [Modulistica | Università degli Studi di Milano-Bicocca](#) (only the part relating to the data of the degree achievement), together with a scan of an ID document by **15 January 2025**;
- graduating students at Università degli Studi di Milano-Bicocca must in any case enrol by **25 October 2024**, their Master's degree career will be automatically activated after graduation in their three-year career;
- graduating students obtaining a degree abroad must enrol by **25 October 2024** and, once they have graduated, send a copy of their degree diploma and an ID document to [segr.studenti.scienze@unimib.it](mailto:segr.studenti.scienze@unimib.it).

## **6. Students of this or another university who will obtain an academic degree between 3 and 31 March 2025**

These students will not be admitted to the Master's degree programme for the 2024/25 academic year but may enrol in single courses in the second semester of the 2024/25 academic year up to a maximum of 24 CFU, paying 30 euros per CFU, as determined by the Board of Directors.

In the case of enrolment in the Master's degree programme for the 2025/26 academic year, these students will only be able to apply for recognition of examinations passed as single courses if they have not been assessed for admission purposes.

**The application must be submitted by 28 February 2025.**

**The deadline for passing the single course examinations is 30 September 2025.**

## **7. Information on the processing of personal data**

The data will be processed pursuant to 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). You can view the information notice at the following link: [Informativa per studenti e utenti formazione e servizi - REV7 18-03-21.docx](#).

## **8. Contacts**

**For information on submitting an application:**

[segr.studenti.scienze@unimib.it](mailto:segr.studenti.scienze@unimib.it)

**For information on the master's degree programme:**

[didattica.ms@unimib.it](mailto:didattica.ms@unimib.it)

**If you hold a foreign academic title, please write to:**

E-mail: [credential.evaluations@unimib.it](mailto:credential.evaluations@unimib.it)

Please refer to the website for the reception schedule: <https://www.unimib.it/servizi/segreterie-studenti>.

Milan, 19 March 2024