THE RECTOR

CONSIDERING   Decree of the Ministry of Education on rules governing University and Research October 22, 2004 no. 270 on "Amendments to the regulations concerning the teaching autonomy of universities and approved by the Minister for Universities and Scientific and Technological Research 3 November 1999, n. 509 ";

CONSIDERING   the Statute of the University of Milano-Bicocca, issued by Rectoral Decree no. 0010332 of 3 March 2015;

CONSIDERING   the University of Milano-Bicocca Academic Regulation, issued by Rectoral Decree no. 0025752 of 17 September 2013;

CONSIDERING   the "Regulation for the activation of master degrees, advanced training courses, supplement educational services', issued by Rectoral Decree no. 0027789 of 13 January 2010 and any subsequent modifications;

CONSIDERING   the CRISP Scientific Committee decision on 22 September 2016;

CONSIDERING   the Academic Senate's decision taken on 8 May 2017;

CONSIDERING   the Administrative Advisory Committee decision taken on 23 May 2017

DECREE

Art. 1
Activation of the Master Program

The University of Milano-Bicocca hereby announces the activation of the 1st level Master Program in "SMARTUP – International Master in Entrepreneurship" for the Academic Year 2017/2018. The Master Course is financed by the Erasmus Plus SMARTUP project.

Detailed information is available on University of Milano-Bicocca website at the following link: http://www.unimib.it/go/49151362.

Art. 2
Master Course Coordinating Committee

The **Master Course Coordinating Committee** is composed by:

Elisabetta Marafioti	Dep. of Sociology and Social Research	President
Dario Cavenago	Dep. of Sociology and Social Research	Member
Fabio Corno	Dep. of Sociology and Social Research	Member
Benedetta Trivellato	Dep. of Sociology and Social Research	Member
Ageliki Anagnostou	University of Thessaly, Greece	Member
Suvi Starck	Haaga Helia University of Applied Science, Helsinki, Finland	Member
Sandra Meyer	FH Joanneum University of Applied Sciences, Graz, Austria	Member

Director: Elisabetta Marafioti

Administrative office: Lucia Valsecchi - Interuniversity Research Center on Public Services to People – CRISP, Via Bicocca degli Arcimboldi, 8 - Building U7 – room 2040 Tel. 02 64482179 - E-mail: lucia.valsecchi@unimib.it

Art. 3
Course Duration and Location

Master program will commence on **11 January 2018** and will last one year.

All course activities will be in English.

The international master's teaching activities will take place at the University of Milan - Bicocca in collaboration with three others European higher education institutions, where some teaching modules will be held:
- University of Thessaly, Greece
- Haaga Helia University of Applied Science, Helsinki, Finland
- FH Joanneum University of Applied Sciences, Graz, Austria

Part of the teaching activities will be delivered in e-learning, through a platform whose construction (with the collaboration of partner companies) is an integral part of the project.

Art. 4
Available seats

The number of enrolments is restricted to a maximum of **40** participants and minimum 20.

20 seats (on the maximum number of 40) will be reserved **for graduates from the University of Milano-Bicocca** (which have attained the access title to the Master: three years Bachelor Degree or Degree obtained under the laws in-force before the D.M. 509/99 or five/six-years Master's Degree ("laurea magistrale a ciclo unico") or three-year University Diploma).

Art. 5
Admission Requirements

The Master Course is open to candidates having obtained one of the following degree:

three years Bachelor Degree or Degree obtained under the laws in-force before the D.M. 509/99 or five/six-years Master's Degree ("laurea magistrale a ciclo unico") or three-year University Diploma.

The enrollment to the Master Course forbids simultaneous enrollment to any other course offered by Milano-Bicocca or any other university. The same holds valid for research grant holders conferred by University of Milano-Bicocca.

Art. 6
Tuition Fee

The attendance to the Master is free by virtue of the European funding program Erasmus Plus SMARTUP.

Art. 7
Admission application

The **application** must be submitted from the day following the date of this Decree and strictly **within 23 October 2017**.

The candidates must **apply on-line** on the website www.unimib.it accessing the section "*Segreterie Online*".

Candidates not yet registered in the system will have to first *register* entering their personal details and then login to the system with their personal credentials.

Candidates who have been registered as users will get direct access to the system (*login*) using their existing personal credentials.

Applicants, after the login, will have to select *"admission"* and then select the Master they are interested in.

Please Note: The candidates are strictly required to attach a copy of the **ID document** and a **passport size photo** in a digital format bitmap or jpeg format with a resolution of at least 300x400 pixels. The photo should only portray the face and must be behind a light background and/or uniform, the face should be in a front view and not covered by hair or clothing such as sunglasses or scarves; we don't accept panoramic pictures taken from a distance, or group shots or where other people are present, clippings, drawings, caricatures or ID photos that are too dark.

In the online procedure only the access title required by the selected Master must be entered, even if holding a higher level title.

1. **CANDIDATES HOLDING AN ITALIAN DEGREE**

To complete the process, candidates with an Italian degree must upload:

- their **Curriculum Vitae electronically signed;**
- **any other documents**.

2. **CANDIDATES WITH THE DEGREE OBTAINED ABROAD**

To complete the process, candidates with an academic qualification obtained abroad must upload:

- their **Curriculum Vitae electronically signed;**
- **a copy of the degree certificate** required for the access **(if the title is issued in a different language, it must be accompanied by an official translation in Italian or English)[1];**
- **any other documents** deemed useful for assessing the eligibility to the chosen course (eg. **Diploma Supplement, Local Value Statement, Cimea certificate, Transcripts of Records**, etc.).

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[1] European students can submit self-declaration of their title of study (degree) either in Italian or English.

Art. 8

Candidates with Disability or Specific Learning Disorders (SLD)

Candidates with disabilities or specific learning disorders (SLD) are eligible to access special support available for giving the selection tests, if any, as defined under the applicable laws.

For this purpose, in the admission procedure for the selection test, the interested parties are required to fill in a questionnaire and attach the documentation certifying the disability or the specific learning disorder in order to allow the University an evaluation of the request and the appropriate organization of the service.

The disability certificate must be:

- issued by the competent public health authority in the territory, according to the Italian law no. 104/92 and subsequent amendments.

The diagnosis of SLD must:

- meet the criteria of the Consensus Conference (2011);

- report the ICD diagnosis code, the formal statement of the SLD, including the information necessary for the understanding of the individual characteristics with indications of strong and weak areas;

- have been issued by the NHS structures or by institutions or professionals accredited by the regions and not more than 3 years ago if issued before the age of the candidate (art. 3 of Law no. 170/2010 and subsequent State-Regions Agreement of 24/07/2012).

The failure to upload online the said documentation within the admission deadline set out in this Call (see the attached sheets) will not entitle the candidate to the support requested.

Within the day before the date of the test, candidate will receive an email from the office of Service for Students with Disabilities of the University to the email address provided during the registration. The e-mail will provide the confirmation of the activated service and all the logistical and organizational information.

In case the candidate needs to be accompanied and/or supported by a qualified personnel, the details of the same will also be part of the email communication sent out.

In case of a possible cancellation of the accompanying and/or support service, the candidates are required to communicate the same by sending an email to: servizi.disabili.dsa@unimib.it.

If admitted to the course, in order to benefit from the services provided according to the specific University regulations, the student must (during the enrolling process) make an appointment with the office of Service for Students with Disabilities in order to evaluate the possible special arrangements needed, based on the logistics available and time (the service is active from Monday to Friday, from 8.00 to 19.00).

Art. 9
Selection Procedure

The selection for admission to the Master will be based on the evaluation of the curriculum and the qualifications.

The Commission, appointed by the Master Coordination Committee, will meet on **06 November 2017** for the evaluation of the applications.

Art. 10
Admission list

Candidates will be admitted to the Master Course according to the order of ranking published on **20 November 2017**, and will be limited to the number of available seats.

In case of equal ranked candidates, the younger candidate has the prevalence.

Admission list will be published on the University of Milano-Bicocca website at the following link: http://www.unimib.it/go/37616058.

Art. 11
Enrollment Procedure

All selected candidates will be required to complete the enrollment procedure from the day after the announcement of the final selection list and within **30 November 2017** as specified below:

a) **access the area "Segreterie Online"** and submit the online **enrollment form electronically** by selecting *"enrollment to limited access courses";*

b) *non-EU students* also need to send by e-mail to ufficio.master@unimib.it the **copy of valid Visa/Permit of Stay** for enrollment.

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Applicants who do not complete the enrollment by the deadline indicated above loose the right to admission.

In this case the next candidate, according to the ranking list, will be contacted by e-mail on the e-mail address given at the time of submission of the application for admission.

Incomplete enrollment forms will not be considered.

Art. 12
Special Students Category – Uditori
(those who wish to only sit for the courses as listeners without giving exams and getting any certification)

There is no provision of enrolment under this category.

Art. 13
Individual Courses

It is possible to enroll for **individual courses** for a maximum upto 30 ECTS.

The maximum number of students who can enroll in individual courses is 8.

Admission to individual courses is done without a selection procedure, except for the verification of the minimum eligibility requirement.

Access to individual courses is free by virtue of the European funding program Erasmus Plus SMARTUP.

The **enrolment form** for individual courses (that can be downloaded at http://www.unimib.it/go/11557953) **should be sent** to the email address: ufficio.master@unimib.it starting from the day following the date of this Decree and strictly **within 30 November 2017**.

The form has to be sent with a copy of the ID document and a passport size photo in a digital format bitmap or jpeg format with a resolution of at least 300x400 pixels. The photo should only portray the face and must be behind a light background and/or uniform, the face should be in a front view and not covered by hair or clothing such as sunglasses or scarves; we don't accept panoramic pictures taken from a distance, or group shots or where other people are present, clippings, drawings, caricatures or ID photos that are too dark.

Application request to individual courses will be accepted on the first-come, first-serve basis, until reaching the available seats.

Incomplete applications will not be accepted.

Art. 14
Mandatory attendance and attainment of the final degree

The attendance to Master Courses is mandatory.

It is mandatory to have an attendance equal to or greater than 75% of the hours of teaching activity and to having passed all the exams in order to get the Master Degree. Master Program grants a minimum of 60 ECTS on completion of the course, corresponding to 1500 hours of study (academic activities provided for in the curriculum, integrated with the commitment reserved for self-study and personal preparation) and will award a 1st level University Master Degree.

Art. 15
University email, Student Multi-service card (badge) and customer satisfaction

After the completion of the enrollment procedure, each student will be assigned a student enrolment number, a university email account - username@campus.unimib.it which is accessed with the same username and password used to access the *Segreterie Online*. The University's email account is the official communication tool between students and the university.

The students who are not in possession of the Student Multiservice Card (badge), will receive it from Banca Popolare di Sondrio.

The University provides students access to some IT services (e.g. WiFi network, eLearning platforms, Segreterie Online, etc.): the details for the same can be found at the link http://www.unimib.it/go/45208.

The enrolled students, in order to access the final exam, will have to complete the procedure "Diploma attainment" through "*Segreterie online*". This procedure will require the mandatory compilation of a customer satisfaction on the attended Master.

Art. 16
Withdrawal of benefits and reasons for exclusion

Pursuant to art. 75 of Presidential Decree 445/2000, if the Administration finds, on the basis of appropriate checks, the false statements/declaration made by any candidate, the candidate shall be withdrawn from any benefits received because of false declarations.

The university administration has no responsibility in the event of loss of postal communication, due to wrong residence address of the candidate, failure or delay in notification of change of address, or for any postal or telegraphic disservice.

Art. 17
Treatment of personal data

As per the provisions of the Legislative Decree no. 196, June 30, 2003, the University undertakes to respect the confidential nature of the information provided by the applicants: personal data will be processed and treated exclusively for the execution of the procedures related to the current Master Program and within the University services, in conformity with the regulations in force.

Art. 18
Responsible for the procedure

According to Law no. 241, August 7, 1990, the person responsible for the present procedure is Dr. Franca Tempesta – Head of Learnings and Student Services Area.

THE RECTOR
Signed
MARIA CRISTINA MESSA

Decree no. 3503/2017
Registered on 31/07/2017