

ADMISSION NOTICE

Academic Year 2018-2019

Department of Psychology

Master Degree in English in “Applied Experimental Psychological Sciences”

Class LM-51 (Psychology)

1. PLACES AVAILABILITY

For the academic year 2018-2019 the Master Degree in Applied Experimental Psychological Sciences has a restricted number of **60** places of which:

- **50** reserved to EU students (including Italian) and Extra-EU students with residency in Italy (art. 26 Law 189/2002);
- **10** reserved to Extra-EU students resident abroad (requiring student visa).

All remaining unused places among the 10 reserved to Extra-EU students resident abroad will be used for EU students and Extra-EU students with residency in Italy.

2. ADMISSION REQUIREMENTS

The applicant needs to possess the requirements indicated below and to finalize a pre-enrolment application. Should the applications exceed the restricted numbers, ranking lists according to criteria specified below (point 4) will be published.

To be eligible for admission to the first year of course, applicants are required to:

- 1) Have earned
 - a) a first-cycle Italian degree in Psychology (class L-24) or expected to earn by **31st October 2018** (conditional admission) **OR**
 - b) a suitable 3-year minimum foreign degree (e.g., BA/BSc comparable to the Italian degree in Psychology or sufficient credits in Psychology) or expected to earn by **31st October 2018** (conditional admission) **OR**
 - c) any other first-cycle 3-year minimum academic degree or expected to earn by **31st October 2018** (conditional admission), provided that the applicant has already earned at the time of the application 88 CFU (ECTS) distributed in at least 6 of the 8 Italian disciplinary scientific sector areas (SSD, see **Annex 1**)
- 2) Before the **Pre-enrolment application**
 - a) have earned a B2 English language certificate **OR**
 - b) have passed one (or more) exam of English Language of at least 4 CFU (ECTS) within the academic career **OR**
 - c) have earned a first-cycle academic degree taught primarily or entirely in English, or a secondary-school diploma taught primarily or entirely in English **OR**
 - d) have earned the Between Open Badge “Inglese B2” on Rosetta Stone (only Bicocca students)

Applicants who earned a first-cycle degree taught primarily or entirely in English or a secondary-school diploma taught primarily or entirely in English DO NOT need to submit the English language certificate.

2.1 Additional requirements:

These additional requirements will be considered as criteria to draw up the ranking lists:

- a. Curriculum vitae;
- b. Motivational letter;
- c. Up to two reference letters (optional);
- d. The Board may also invite candidates to take a Skype interview should it be deemed necessary to clarify doubts on the candidate's skills (see point 4).

3. PRE-ENROLMENT, REGISTRATION, AND APPLICATION FEE PAYMENT

3.1 Pre-enrolment

The pre-enrolment application form must be filled in **from 1st March 2018 and by 12.00 local time (GMT + 1) of 16th April 2018**, by **uploading all required documents (see Annex 2) and by paying the €10 application fee by 17th April (see point 3.3)**. Extra-UE students resident abroad (requiring student visa) and foreign (i.e., non-Italian) students who earned a foreign degree **DO NOT** need to pay the application fee.

3.2 Registration

The pre-enrolment application form must be filled in on line at the Online Registry (<http://www.unimib.it/segreterieonline> click top-right of the page for the English (EN) version).

Applicants must register if they access the Online Registry for the first time. Applicants can register only once.

The following information is needed:

- Fiscal code
- Personal data
- Residence and Domicile
- Telephone and email

Foreign applicants without a fiscal code do not need to enter a fiscal code.

Following completion of required information, the applicants will be given a username and a password using which they can login for the pre-enrolment.

Details on how to fill in the application form and upload documents are reported in **Annex 2**.

3.3 Application fee payment

After the applicant has filled in the application form and have uploaded the documents, she/he is requested to pay an application fee of €10. The applicant can print the MAV payment form in the Online Registry by pressing the appropriate button. If the button is not present, it means that not all documents have been uploaded or the CFU declaration (if required) has not been confirmed.

Extra-UE students resident abroad (requiring student visa) and foreign students who earned a foreign degree **do not** need to pay the application fee.

The MAV payment form can be paid at any bank institute by the deadline (**17th April 2018**). Applicants will not be considered if they do not pay in time.

4. ADMISSION BOARD AND RANKING LISTS

4.1 Admission Board

The Admission Board is nominated by the Department of Psychology. Provided that the requirements have been met, the applicants will be ranked by the Board according to the following criteria.

- Grades (up to 60 points): Grades achieved (88 CFU or equivalent) in the academic career.
- Additional Requirements (up to 40 points): Curriculum Vitae, Motivational letter, Reference letters.

The Board may also invite candidates to take a Skype interview should it be deemed necessary to clarify the candidate's skills. The interview will be considered as part of the 40 points of the Additional Requirements.

4.2. Ranking lists

There are two ranking lists:

- EU students (including Italian) and Extra-EU students with residency in Italy: 50 places
- Extra-EU students resident abroad (requiring student visa): 10 places

In case of equal score, the younger candidate is preferred (art. 3 comma 7 of Law n. 127/1997).

The ranking lists are published not earlier than **4th May 2018** in the online Albo Ufficiale dell'Università and will be available at <https://www.unimib.it/didattica/corsi-studio>.

Admission is conditional on the verification of the qualifications claimed and on their actual awarding in case the candidates have not obtained them yet.

5. ENROLMENT

Admitted candidates must enrol at the Online Registry (<http://www.unimib.it/segreteriaonline>) from **4th June** until **6th August 2018**, following instructions published together with the ranking lists.

Should any place become vacant due to withdrawal or no enrolment, the remaining available places will be assigned based on the ranking lists. The potential vacant places will be communicated on 27th August 2018 at <https://www.unimib.it/didattica/corsi-studio> and the enrolment, following the ranking lists, will be from 30th August 2018 until 3rd September 2018.

If, after this new round of enrolments, places are still available, applicants will be contacted via email starting from the first in the remaining ranking lists. The communication will be sent to the email address entered by the applicant in the pre-enrolment application.

6. TRANSFERS

Students of other Master Degrees of the Class LM-51 (D.M. 270/04) can transfer to AEPS only if they are in a valid position in the ranking lists. They must therefore pre-enrol and, should they be admitted, enrol to the AEPS Master Degree while also handing in a transfer request at the other Master Degree to which they are currently enrolled.

7. GENERAL WARNINGS

When applying, candidates are accepting the rules of this Admission notice and will be excluded should they fail to follow them.

The pre-enrolment application cannot be modified after completion.
Current regulations in place apply in relation to any issue not expressly addressed in this admission notice.

8. CONTACTS

Information concerning this Master Degree is available at <https://www.unimib.it/didattica/corsi-studio>.

The responsible of the procedure concerning this notice is Dott.ssa Laura Iannaccone (Head of Psychology Sector - Learning and Students Services Area)

Students Office (Building U17 - Piazzetta Difesa per le Donne, 20126 Milano):

- Monday, 13.45 - 15.45
- Wednesday, 09.00 - 12.00

E-mail: segr.studenti.psicologia@unimib.it
aeps@unimib.it

Foreign Office - Welcome Desk, Building U17, Piazzetta Difesa per le Donne, 20126 Milano)

- Wednesday, 13.45 - 15.45
- Friday, 09.00 - 12.00

E-mail: welcome.desk@unimib.it

ANNEX 1

Italian disciplinary scientific sector areas

MAIN CONTENT	SECTOR
Cognitive Psychology, Experimental Psychology	M-PSI/01
Neuroscience, Psychobiology	M-PSI/02
Psychometrics and Quantitative Methods	M-PSI/03
Developmental Psychology	M-PSI/04
Social Psychology	M-PSI/05
Organizational Psychology, Work Psychology	M-PSI/06
Dynamic Psychology	M-PSI/07
Clinical Psychology	M-PSI/08

ANNEX 2

Details of the pre-enrolment application and documentation upload

a) How to fill in the pre-enrolment application

After login, after Registered, select Admission, then select “Pre-enrolment at Master Degree in Applied Experimental Psychological Sciences” and enter the information required.

In particular, it is required to upload:

1. a scanned valid ID of the applicant;
2. a picture of the applicant (bitmap or jpeg) of at least 300x400 pixel. The picture should contain the visage on a clear background (i.e., as pictures for ID);
3. required documents as listed at the following point **d**.

The applicant must choose between two options:

- EU (including Italy, Norway, Iceland, Lichtenstein, Switzerland, Great Britain, and San Marino Republic) or Extra-UE applicants with residency in Italy;
- Extra-UE resident abroad (requiring student visa).

b) Declaration related to study degrees and English language knowledge

The applicant must fill in the section concerning English language knowledge. The applicant must declare if she/he:

- has passed one (or more) exam of English Language of at least 4 CFU within the academic career
- has earned a B2 English language certificate
- has earned a first-cycle academic degree taught primarily or entirely in English, or a secondary-school diploma taught primarily or entirely in English

The applicant who has earned the Open Badge Bbetween “Inglese B2” on Rosetta Stone (only Bicocca students) will find the section already completed.

Applicants who earned a first-cycle degree course taught primarily or entirely in English or a secondary-school diploma taught primarily or entirely in English DO NOT need to submit a language certification.

Applicants must fill in the section concerning the required admission degree.

c) Declaration of curricular pre-requisites (only for applicants graduated/on the point of graduating in an Italian University)

After filling in the pre-enrolment application, the applicant must fill in the “Autocertificazione requisiti curriculari” concerning the required CFU (ECTS) by the application deadline (**16th April 2018**).

The data can be modified until the declaration is confirmed. Please, verify accurately that there are no mistakes.

Confirm the declaration only after close verification. Note that once confirmed it cannot be modified anymore.

d) Upload required documents

Applicants who have a degree or are on the point of graduating at Milano-Bicocca or another Italian University

After the pre-enrolment form has been completed the applicants must upload:

1. Evidence of proficiency in English: B2 English language certificate (not needed if the applicant is from Milano-Bicocca and has earned the Open Badge Bbetween “Inglese B2” or has passed one (or more) exam of English Language of at least 4 CFU within the academic career) **OR** signed self-declaration (**Annex 4**) for those students from another Italian University who earned a first-cycle degree course taught primarily or entirely in English or a secondary-school diploma taught primarily or entirely in English or who passed one or more exams of English Language of at least 4 CFU within their academic career;
2. Curriculum vitae (in English or Italian);
3. (Optional) Reference letters (up to 2) in English or Italian;
4. Motivational letter (in English or Italian).

Applicants who have a degree or are on the point of graduating at a Foreign University

The admission requirements are checked by the Admission Board. The applicants must upload:

1. Degree certificate in English or Italian (if the original is in another language, they must upload the translation in English or Italian), if already obtained. If not yet obtained but expected to be obtained by 31st October, a signed self-declaration (**Annex 3**) of being on the point of graduating in which the relevant information concerning the degree is reported;
2. Transcript of records in English or Italian (if the original is in another language, they must upload the translation in English or Italian);
3. Evidence of proficiency in English: B2 English language certificate **OR** signed self-declaration (**Annex 4**) for those who earned a first-cycle degree course taught primarily or entirely in English or a secondary-school diploma taught primarily or entirely in English or who passed one or more exams of English Language of at least 4 CFU within their academic career;
4. (Optional but desirable) Detailed description of their course syllabus (exam programs) in English or Italian (if the original is in another language, they must upload the translation in English or Italian);
5. (Optional) Documentation on foreign degree: “Dichiarazione di Valore in loco” **OR** “Diploma Supplement” **OR** Cimea Certificate (www.cimea.it);
6. Curriculum vitae (in English or Italian);
7. (Optional) Reference letters (up to 2) in English or Italian;
8. Motivational letter (in English or Italian).

If the documentation on foreign degree (point 5) is not uploaded, it must be handed in to the Foreign Office - Welcome Desk within 45 days from enrolment.