

THE RECTOR

DECREES

The call for a.y. 2018/19 for the Mobility Program for Double Master Degree, to be carried out in the a.y. 2019/2020 to EXTRA-EU destinations that have agreements with the University of Milano-Bicocca.

Art.1-General Rules

The selection call for a.y. 2018/19, for mobilities to be carried out in the a.y. 2019/2020, is addressed to students regularly enrolled in the first year of the master degree programmes of the University of Milano-Bicocca, as specified in the following list, for the participation in the double degree mobility programmes, available for the following extra EU destinations:

Universidad de Belgrano (Argentina):

MAXIMUM QUOTA OF ELIGIBLE STUDENTS	UNIMIB MASTER DEGREE PROGRAMME AND DEGREE AWARDED	DEGREE AWARDED BY THE PARTNER INSTITUTION	COORDINATOR FOR THE AGREEMENT	UNIMIB REFERENT DEPARTMENT
10	LM International Economics	Licenciatura en Economía	Prof.ssa Pier Giovanna Natale	Department of Economics Management and Statistics
	LM Marketing e Mercati globali	Licenciatura in Comercialización	Prof. Flavio Gnechi	
	LM Economía del Turismo	Licenciatura en Hotelería	Prof. Giovanni Tonini	

Russian International Academy for Tourism, RIAT (Russia):

MAXIMUM QUOTA OF ELIGIBLE STUDENTS	UNIMIB MASTER DEGREE PROGRAMME AND DEGREE AWARDED	DEGREE AWARDED BY THE PARTNER INSTITUTION	COORDINATOR FOR THE AGREEMENT	UNIMIB REFERENT DEPARTMENT
5	LM Economía del Turismo	Master's Degree in Management	Prof. Giovanni Tonini	Department of Economics Management and Statistics

Università della Svizzera italiana (Switzerland):

MAXIMUM QUOTA OF ELIGIBLE STUDENTS	UNIMIB MASTER DEGREE PROGRAMME AND DEGREE AWARDED	DEGREE AWARDED BY THE PARTNER INSTITUTION	COORDINATOR FOR THE AGREEMENT	UNIMIB REFERENT DEPARTMENT
8	LM in Informatica	Master of Science in	Prof. Giovanni Denaro	Department of Informatics,

		Informatics		Systems and Communication (DISCo)
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The completion of all activities provided in the study plan, which has been agreed upon by the two universities and has been filled in the Learning Agreement of the student, will lead to the **awarding of the two degree diplomas above mentioned**.

The selection of candidates is made upon the **online application** and an **interview** (see art.5 and 6)

Art. 2 – Study period abroad

For all the destinations of the EXTRA-EU Double master degrees, the mobility period will last a whole academic year. During the mobility period abroad, students must respect the academic calendar and the organization rules of the host University.

The enrollment fees for the mobility academic year must be regularly paid to the University of Milano-Bicocca.

Host Universities may ask students to pay an extra fee for the cost coverage related to the use of laboratories and/or the issue of the degree diploma (i.e. “International student surcharge” or “graduate fees”). Students intending to apply to this call are strongly advised to contact the coordinator of the EXTRA-EU double degree mobility programme to get more information.

All activities planned in the programme agreed upon by the University of Milano-Bicocca and the Host University must be successfully passed and recognized in the records of both the Universities.

The final thesis will be discussed at the University of Milano-Bicocca, unless otherwise decided.

The degree diploma of the host university will be issued subsequently or simultaneously, in the case of discussion by videoconference, of the successfully thesis discussion at the University of Milano-Bicocca.

Art. 3 – Admission criteria for double degree students

In order to participate in the call and get the scholarship provided for the mobility period, students must:

- be **regularly enrolled** in the a.y. 2018/19 to the first year of the master degree programmes listed in art.1;
- have, at the deadline of the application, **a knowledge of the foreign languages** for the destination as specified below:

PARTNER INSTITUTION	FOREIGN LANGUAGES AND MINIMUM LEVEL REQUIRED
Universidad de Belgrano	English: B1 e Spanish pre-B1
Russian International Academy for Tourism	English: B1
Università della Svizzera italiana	English: B1

Only for the l'Universidad de Belgrano, candidates must declare the level of their knowledge of **Spanish** on the form "Progetto di Doppia Laurea EXTRA-UE" (see Art.5)

Art.4- - Incompatibility with the Double Master Degree program and interruption of the mobility period

During the Double Master Degree mobility period, students are not permitted to:

- submit an application for a transfer or internal transfer;
- achieve the final degree.

Students who need to interrupt the mobility in order to take exams must be authorized by the receiving destination. The reservation of Bicocca exams is allowed for activities that are formally present in the plan, with the exception of the activities associated in Learning Agreement. The reservation for each appeal, even partial, involves the automatic reduction of three days of scholarship. The reduction applies to each booking, even for appeals set on consecutive days, regardless of the outcome of the appeal and the eventual recognition of the absence in the exam register. Only the cancellation of the reservation prevents the reduction of grant days. It's not possible to reserve for the appeal at University of Milano-Bicocca for exams already listed in the Learning Agreement to be attended and sit abroad.

Art.5-Submission of the application to the call

The application form must be completed at the *Segreterie Online* (Students on line Registry) from 28th February 2019 to 21st March 2019, at 12.00, as follows:

- Login and enter the personal page of the *Segreterie Online* (Students on line Registry);
- in the left menu select "Calls for Mobility";
- select the mobility field "Bilateral Agreement" and confirm;
- select your destination by choosing it from the list of University partners;
- click "ISCRIVI" (apply) ;
- attach a " EXTRA-UE Double Degree project" in pdf/A format using the form available at the link www.unimib.it/internazionalizzazione/doppie-lauree/bando-doppia-laurea-extra-ue "Presentazione della domanda di candidatura" (presentation of the application);

-click “**stampa ricevuta iscrizione al bando**” (print the receipt of application)

With the printout of the receipt the application is final and active. Without the upload of the “EXTRA-UE Double Degree project” it is not possible to print the receipt and the application is void.

Applications submitted with attachments that do not comply with the requirements of this announcement or illegible will be excluded ex officio.

Art.6-Selection of candidates

The selection of candidates will be made according to the criteria below reported:

1. *Segreteria Online* (Students on line Registry) will assign a score out of 50 for the academic curriculum to the candidacies presented as foreseen by this announcement. The algorithm will take into account the weighted average of the marks obtained in the exams passed and the number of credits acquired out of the total of those potentially acquired by applying the following algorithm: : $\text{weighted average} \times (\text{cfu acquired} / \text{due}) \times 5/3$. For the formulation of the score of the academic curriculum of the candidates, the *Segreteria Online* (Students on line Registry) system will take into consideration only the teaching activities recorded by 28th February 2019.
1. a Commission appointed by Rectoral Decree will assign a score out of 40 for the selection interview, according to the scale below:

DESCRIPTION	SCORE
OTTIMO/Excellent	40/40
MOLTO BUONO/Very good	30/40
BUONO/Good	20/40
SUFFICIENTE/Pas s	10/40
NON IDONEO/Not pass	0/40

The interview will focus on deepening the motivations that led the candidate to participate in the program, on verifying the linguistic skills required for each destination (as indicated in Article 3) and on the possible topics of the thesis.

The final score is given by the sum of the score obtained for the academic career and that for the interview. Candidates who have received a score of less than 10/40 in the interview by the Commission will not be admitted to the ranking list.

The dates of the selection interviews will be announced by publication on the University website at the following page: www.unimib.it/internazionalizzazione/doppie-lauree/bando-doppia-laurea-extra-ue “Selezione dei candidati e date dei colloqui” (selection of candidates and date for interviews)

Art. 7– Rankings by destination and confirmation of participation

The rankings, one for each EXTRA-EU Master's Degree Program, will be published on the Official Register (Albo Ufficiale) and on the University website, at this link:

www.unimib.it/internazionalizzazione/doppie-lauree/bando-doppia-laurea-extra-ue “Esiti” **within the 5th April 2019.**

The students in the ranking list - in a position to participate in the Double Degree programs related to this call - will be officially confirmed as EXTRA-UE Double Degree students and for the duration of the mobility they will be able to communicate with the International Affairs Sector through the e-mail cooperation@unimib.it .

Article 8 - Renunciation of mobility

After publication of the rankings, students can submit their withdrawal by filling in the withdrawal questionnaire available on *Segreteria Online* (Students on line Registry); (<https://s3w.si.unimib.it/esse3/Start.do>).

Articolo 9 – Mobility grant and reimbursement of the first instalment fee.

In support of the study period abroad, students in useful position in the ranking will be given - on the basis of the places available for destination as per the prospect of Article 1 of this announcement - **a study grant for international mobility for a maximum of 270 days (9 months).**

The grant is paid as a contribution to costs abroad: it is therefore not intended to cover the full cost incurred by the student.

The grant is modulated on the basis of the ISEE-University with reference to the year in which the call is published, as per DPCM n.159 / 2013. The presentation of the ISEE-University takes place according to the procedures and deadlines indicated by the University for the calculation of university fees. Students who have not declared or have not produced the ISEE-University

declaration in the due time will be considered equivalent to students who have declared over € 30,000.00.

The grant will be awarded in two installment to selected candidates on condition that they are in compliance with the payment of university fees and contributions at the University of Milan-Bicocca, as follows:

ISEE	Grant (advance – 240 days)	Grant (balance – 30 days)
Up to 30.000€	4.320€	1.080€
Over 30.000€	2.520€	630€

The financial contribution is linked to the effective participation in the international mobility program provided for by the Double Master Degree Agreement. To be eligible for funding, the eligible student must stay at the University abroad for the duration of the aforementioned program.

Only for mobility to the Università della Svizzera italiana, the grant is subordinate **to the actual domicile in Switzerland** for the duration of the Double Degree program. Students will be responsible for providing supporting documents relating to accommodation (i.e. a copy of the lease).

Only for mobility to the Russian International Academy for Tourism, the first two beneficiaries in the ranking will receive exclusively the study grant within the Erasmus + funded project ICM 2018-1-IT02-KA107-047554 which provides, independently of the ISEE-University, the payment of 6,300.00 € (advance: 4,320 € and balance 1,980 €) in addition to the flat-rate reimbursement of travel expenses (equal to 360 €) which will be paid together with the advance. The first two students on the list will receive more detailed information from cooperation@unimib.it.

In case of failure to carry out the planned activity or a negative outcome of the mobility period or early termination of the agreed period, the Teaching Coordination Board of reference of the course of study will decide the request to the student to return all or part of the contribution. In this case, the return is a condition for admission to the Degree examination at the University of Milan-Bicocca.

Students who successfully complete the EXTRA-EU Double Master's Degree Program will also be reimbursed **the first installment fee for the academic year 2019/2020**.

It is possible to request an extension for academic reasons for a further 3 months up to a maximum of 12 months; in this case, the scholarship will be adjusted and disbursed, after verification of the financial availability.

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Article 10 - Methods of disbursement of the grant

The disbursement of the grant, which is credited to the University multi-function card, is bound to the signing of the Mobility Agreement. The disbursement takes place in two solutions: an advance, as per the table in art. 9, will be paid within 90 days of signing the Mobility Agreement; the balance will be disbursed at the end of the mobility on the basis of the dates certified in the LA - Section to be completed AFTER THE MOBILITY. **The adjustment is calculated on the days actually spent abroad and certified by the receiving organization in the LA, after deducting the days for registration for the exam sessions in Bicocca.**

The financial contribution does not provide social security benefits, nor assessments for legal and economic careers, nor automatic recognition for social security purposes. The sums paid for the scholarship, with the sole exception of scholarships granted under the Erasmus + ICM 2018-1-IT02-KA107-047554 project, are subject to taxation, therefore they contribute to the formation of the total income of the tax period in which they are perceived, on the basis of the provisions of the law "Testo Unico delle imposte sui redditi" (DPR 22 dicembre 1986, n. 916) and any other applicable provisions.

Art. 11 - University multifunction card

The international mobility grant is accredited exclusively on the University multifunction card. It is the responsibility of the students to activate the "prepaid card" function at the University bank office (Banca Popolare di Sondrio, Building U6, ground floor) and to check the validity period of the card. If the card is lost or stolen, students must file a complaint with the competent authorities and request a new card to the Career Management Offices via University e-mail n.cognome@campus.unimib.it and refer directly to Banca Popolare di Sondrio, (popso@unimib.it) for shipping and activation of the new card. The issue of the new card and the shipping costs abroad are at the expense of the student. Upon activation of the new card, students will be paid the amounts due. It will not be possible to request the disbursement of such monthly payments in other ways.

Article 12 - Appointment and requirements for departure

After the ranking is published, the International Affairs Sector will contact the partner Universities to communicate the provisional list of candidates. The definitive classification and the subsequent authorization at the start will be confirmed only after the verification of the possession of the specific requirements for the Double Degree destination, as per the following art. 15.

Double Degree students must, before departure:

- obtain information on how to obtain:
 - entry visa for study purposes in the destination country (whose acquisition is at the expense of the student);
 - possible residence permit;
 - any additional insurance coverage required by the host university.
- ask the host university for a list of the necessary documentation for registration and send it by the deadline and according to the procedures established by the partner universities (contacts available at www.unimib.it/internazionalizzazione/doppie-lauree)
- sign the Mobility Agreement, awaiting instructions from the International Affairs Sector;
- prepare the Learning Agreement with your reference coordinator;
- renew the registration for the academic year 2019/2020 for the same master's degree course.

Article 13 - Learning Agreement-LA

The LA is a document that attests the study program that students will perform on the mobility, as such is always to be agreed before the mobility with the Coordinator and must be approved at the University of destination.

Students can present the LA by accessing the Segreteria online (Students on line Registry) on the page of the EXTRA-UE Double Degree call. The LA will include all the educational activities that must be passed abroad with the relative associations to those of the University, in accordance with the provisions agreed by the professors responsible and contained in the conventions signed by the University with the universities of destination.

The students, after obtaining the approval of the LA by the Erasmus + Coordinator of the University, will have to forward it to the University of destination for the approval of the Foreign Coordinator. After obtaining a copy of the LA signed by the Foreign Coordinator, the students will have to upload the document, in pdf / a format, by accessing the Segreteria online (Students on line Registry) on the call page, **by July 19, 2019**.

The LA can be modified by students during mobility.

The online LA Presentation Guide is available on the University website.

Article 14 - Declaration of the expected start and end dates of the mobility

Once the approval of the LA has been obtained, the students must also declare the start date and end date of the mobility on the Online Secretariat on the announcement page **by 19 July 2019**.

After these deadlines, the dates declared can no longer be changed. Students who do not declare mobility dates are not allowed to leave and will be deemed to have renounced them. The expected start date of the mobility must coincide with the first day in which the students will present

themselves at the University of destination. The end date is the last useful date based on the mobility months settled for each location (9 months).

Students who have not obtained the approval of the online LA cannot declare the start date and the expected end date of the mobility.

Article 15 - Specificity of the individual destinations at the time of departure

In addition to the linguistic skills required by Article 3, students selected for mobility will be required to satisfy any additional language requirements required by the EXTRA-UE Double Master's degree destinations, in terms of levels of knowledge and / or specifications linguistic certifications. These requirements must be fulfilled within the deadline set by the host university and in any case before the departure. Students are required to directly contact the host university through the references indicated on the site www.unimib.it/internazionalizzazione/doppie-lauree.

By the deadline of 19 July 2019, the selected students must also be in possession of the specific requirements for departure as per the following tables:

<i>PARTNER INSTITUTION</i>	CFU RELATED TO 1ST YEAR OF LM PROGRAMME TO BE ACQUIRED BEFORE THE DEPARTURE
Universidad de Belgrano	<ul style="list-style-type: none"> - For International Economics: at least 48 CFU - For Marketing e Mercati Globali: at least 40 CFU, unless otherwise indicated by the coordinator of the DD - For Economia del Turismo: at least 40 CFU, unless otherwise indicated by the coordinator of the DD
Russian International Academy for Tourism	at least 40 CFU, unless otherwise indicated by the coordinator of the DD
Università della Svizzera italiana	All CFU related to 1st year of LM programme

For Universidad de Belgrano only, in the case of departure by July 19, 2019, the specific requirements above must be held by the candidates within the 15th day before the departure itself.

Article 16 - Compliance with the return

Double degree students, upon their return to Italy, must:

- upload on Segreteria online (Students online Registry) in pdf /a the Learning Agreement in its final version complete in all its parts and all the signatures, necessary for the recognition of educational activities supported abroad and for the calculation of the due balance.
- fill in the mobility closure questionnaire on the online secretariat as follows:
 1. Login and enter your personal page;
 2. in the left menu select "Questionnaires";
 3. fill in the "International mobility closure declaration" questionnaire;
 4. at the end confirm the questionnaire.

Article 17 - Recognition of mobility

Following the correct closure of the mobility and following the receipt of the TOR, the training credits will be recognized, the votes assigned and the career upload will be converted. All teaching activities are recognized respecting LA associations; partial acknowledgments are not allowed: all the activities present in the definitive LA must have been passed in order to obtain the foreign diploma.

Students are required to communicate to the International Affairs Sector the degree session in which they intend to graduate, by writing to the email cooperation@unimib.it.

Article 18

- Insurance coverage of the University and National Health Assistance

The University has the following insurance policies in place for its regularly enrolled students:

- Policy no. 75622994 "Civil Liability towards Third Parties - R.C.T." with Allianz S.p.A. (valid for December 31, 2015 - December 31, 2020);
- Policy No. 100.029 "Student injuries" with Harmonie Mutuelle (valid from October 1st 2015 to September 30th 2020).

These coverings extend to students and have world-wide territorial validity.

In any case, students must comply with the regulations concerning the prevention and safety of the University destination and immediately inform the University in the event of an accident that occurred during the activities related to the program by contacting the Welfare Sector and relations with the SSN by writing to -mail assicurazioni@unimib.it or on the University website at the link: www.unimib.it/servizi/opportunità-e-facility/assicurazioni.

The University of Milan-Bicocca does not provide students with health insurance coverage. The student is directly responsible for the procedure for his health coverage abroad according to current legislation. The acquisition of the necessary health coverage remains the responsibility of the student. Students can get information before departure on how to extend National Health Assistance in the country of destination as follows:

- By consulting the Interactive Guide: "If I leave for ..." published on the website of the Ministry of Health http://www.salute.gov.it/portale/temi/p2_4.jsp?area=Assistenza%20sanitaria
- By going to your local Territorial Social Health Authority (A.S.S.T.).

Art. 19 - Open Badge "Bicocca International Students"

All mobility will be registered in the "Bicocca International Students" Open Badge. The Open Badges are digital certifications, internationally recognized and usable in electronic life curricula. Upon reactivating the university career, students will receive a communication via e-mail from BESTR from which it will be possible to download the "Bicocca International Students" Open Badge. The Open Badge will subsequently be integrated with the number of credits acquired during the mobility.

Article 20 - Communications

According to the art. 26 paragraph 1 of the Student Regulations the only official communication channel between students and the University is the University e-mail box (username@campus.unimib.it).

For general information on this call for applications, students must exclusively contact the e-mail cooperation@unimib.it. Students are required to update their personal page of the Online Secretariats. The Administration assumes no responsibility for the dispersal of communications due to inaccurate delivery information by the candidate or failure or late communication of the change of address.

Article 21 - Responsible for the proceeding

Pursuant to the Law of 7 August 1990, n. 241, the Head of the Procedure is Dr. Agnese Cofler, Head of International Affairs, University of Milan-Bicocca.

Art. 22 - Final provisions

Applications for participation in this call for applications will be managed in compliance with the requirements of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016.

We inform you that, based on the art. 71 of Presidential Decree 445 of 28 December 2000, the Administration will proceed to carry out appropriate checks, including by sample, and in all cases in which doubts arise, on the veracity of the substitutive declarations.

For all matters not covered by this competition notice, the laws and regulations in force regarding public competitions and university study awards apply.

THE RECTOR

Prof. Maria Cristina Messa

Responsible for the procedure: Dr Agnese Cofler

Practice covered by: Federica Oliveri

(N.B This translation is not an official version of the Regulations. In the event of any dispute, the Italian version of this call is deemed the authoritative version)