

ADMISSION NOTICE

Academic Year 2019-2020

Department of Psychology

Master Degree in “Developmental Psychology and Educational Processes”

Class LM-51 (Psychology)

1. AVAILABILITY OF PLACES

For the academic year 2019-2020 the Master Degree in Developmental Psychology and Educational Processes has a restricted number of **120** places, of which:

- **117** reserved to EU students (including Italian) and Extra-EU students with residency in Italy (art. 26 Law 189/2002);
- **2** reserved to Extra-EU students resident abroad (requiring student visa);
- **1** reserved to candidates from the Republic of China.

In the absence of applications reserved to the 2 Extra-EU students resident abroad and the 1 to candidates from the Republic of China, the places will be used for EU students and Extra-EU students with residency in Italy.

2. ADMISSION REQUIREMENTS

The applicants need to possess the requirements indicated below and to finalize a pre-enrollment application. Should the applications exceed the available places, a ranking list will be published, following the criteria specified below (point 4).

To be admitted to the first year of course, applicants are required to:

- 1) Have earned:
 - a) any first-cycle 3-year minimum academic degree or expect to earn it by **31st October 2019** (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 2**)

In each of the 6 Italian disciplinary scientific sector areas, are required at least 6 CFU (ECTS)

OR

- b) a suitable 3-year minimum foreign degree (e.g., BA/BSc comparable to the Italian degree in Psychology) or expect to earn it by **31st October 2019** (conditional admission)

- 2) Before the **Pre-enrollment application**:

- a) have earned a B1 English language certificate recognized by the Università degli Studi di Milano - Bicocca: https://www.unimib.it/sites/default/files/tabella_inglese.pdf

OR

- b) have passed one (or more) exam of B1 English Language of at least 2 CFU (ECTS) within the academic career

OR

- c) have earned the Bbetween Open Badge “Inglese B1” (only for Bicocca students)

OR

d) pass an English interview (see **Annex 3**).

3. PRE-ENROLLMENT, REGISTRATION, AND APPLICATION FEE

3.1 Pre-enrollment

The pre-enrollment application form must be filled in **between 10th June 2019 and 31st July 2019 (12.00 local time GMT + 1)**, by **uploading all required documents (see Annex 3) and by paying the €10 application fee by 1st August 2019** (see point 3.3).

Extra-UE students residing abroad (requiring student visa) **DO NOT** need to pay the application fee.

3.2 Registration

The pre-enrollment application form must be filled online 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 the required information, the applicants will be given a username and a password after which they can login for the pre-enrollment.

Details on how to fill in the application form and upload documents are reported in **Annex 3**.

3.3 Application fee payment

Once the applicant has filled in the application form and uploaded the documents, she/he is requested to pay an application fee of €10 using PagoPa. The applicant can pay the bulletin in the Online Registry by pressing the appropriate button. There are three ways to pay:

1. Print the payment slip and pay it to any payment service provider of the PagoPA circuit (banks, tabacconists, etc. ... Note: it is not possible to pay at the post office);
2. Pay online: using the appropriate link on the “segreteria on line“ webpage students can access the online payment function that will offer all payment service providers participating in the PagoPA circuit (there are different possible methods, as debiting a current account or payment by credit card);
3. For banks using the CBILL system, the interbank code or SIA code is: 1G192 CODE: 1G192.

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) **do not** need to pay the application fee.

The bulletin can be paid by the deadline (**1 August 2019**). Applicants will not be considered if they do not pay in time.

4. ADMISSION BOARD AND RANKING LISTS

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 Grades achieved in their academic career. Their best grades obtained in 88 CFU/ECTS, distributed in at least 6 out of 8 Italian disciplinary scientific areas, will be considered. The admission board will

calculate the score more favorable for the candidate relying on the application submitted by the candidate.

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

The ranking lists are published on **16th September 2019** in the online Albo Ufficiale dell'Università and will be available at <https://www.unimib.it/didattica/corsi-studio>.

Admission will be conditionally granted following verification of the qualifications declared by the student in case the candidate has not obtained them yet.

Extra-UE students must also pass a test of knowledge of spoken and written Italian language, with particular reference to scientific psychological language.

This test will take place:

- in remote mode on 2th July 2019 at 2.30 pm, for candidates who have sent a request for enrollment to the test to segr.studenti.psicologia@unimib.it, by 1st July 2019, with the subject "Request for remote test mode for Italian language" specifying an address Skype;
- in person on 2 September 2019 at 2.00 pm at the "Sala Lauree" of the Department of Psychology, Ed. U6, III floor, for candidates who have not requested to take the remote test through Skype.

5. ENROLLMENT

Admitted candidates must enroll at the Online Registry (<http://www.unimib.it/segreterieonline>) between **17th and 23th September 2019**, following instructions published together with the ranking lists.

Should any place become vacant due to withdrawal or no enrollment, the remaining available places will be assigned based on the ranking lists. The potential vacant places will be communicated on 26th September 2019 at <https://www.unimib.it/didattica/corsi-studio> and the enrollment, following the ranking lists, will be between 27th September 2019 and 1st October 2019.

If, after this second round of enrollments, places will still be available, on 8 October 2019, a nominal call will be made, which consists in calling the candidates in the ranking list starting from the position subsequent to the last one indicated in the previously mentioned re-opening notice.

Candidates must show up in person (delegates are not allowed) at the time and place indicated in the notice that will be published on the website www.unimib.it on 4 October 2019. Admitted students, based on the available places, must enroll by 9 October 2019.

6. TRANSFERS

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

Students can also transfer to the second year to PSPE, without applying for the pre-enrollment, if they have passed exams (at least 60 CFU) that can be recognized as valid. To transfer, students must hand to 3155/56 rooms – 3rd floor – U6 building, on Monday and Wednesday (10:30-12:00) and Tuesday (14:00-15:30) until 17th July 2019, the following documents:

- Self-declaration of first-cycle degree, containing all exams, grades, CFU, Italian disciplinary scientific sector areas (SSD);
- Self-declaration of master degree which they are currently enrolled, containing all exams that they have passed, grades, CFU, Italian disciplinary scientific sector areas (SSD).

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-enrollment 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 the 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

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 2

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 3

Details of the pre-enrollment application and documentation upload

a) How to fill in the pre-enrollment application

After registration and log-in, select “Admission”, then select “Preiscrizione al Corso di Laurea magistrale in Psicologia dello Sviluppo e dei processi Educativi” and enter the information required.

In particular, it is required to upload:

1. a scan of a valid ID;
2. a picture of the applicant (bitmap or jpeg) of at least 300x400 pixel. The picture should contain the applicant’s face 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)
- Candidates from the Republic of China.

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 B1 English Language of at least 2 CFU within the academic career
- has earned a B1 English language certificate (among those recognized by Università degli Studi di Milano – Bicocca)

The applicant who has earned the Open Badge Bbetween “Inglese B1” (only Bicocca students) will find the section already completed.

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

English interview: applicants that have not the English requirement will sustain an English interview. The interview will consist in a translation in Italian of an English passage.

The interview will be held on 4th of September, at 11 a.m., to 3168/B room, 3rd floor, U6 Building.

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

After filling in the pre-enrollment application, the applicant must fill in the “Dichiarazione requisiti curriculari” concerning the required 88 CFU by the application deadline (**31st July 2019**).

d) Upload of the required documents

Applicants who have a degree or are close to graduating from 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 1**) 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. (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);
4. (Optional) Documentation on foreign degree: “Dichiarazione di Valore in loco” **OR** “Diploma Supplement” **OR** Cimea Certificate (www.cimea.it);
European applicants can self-declare documents related to points 1 and 2.

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