

## 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 Statutes 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 n. 0040884/17 of 4 July 2017;
- CONSIDERING the "Regulation for the activation of University master degrees and high-level training courses", issued by Rectoral Decree n. 584/2018 of 2 February 2018;
- CONSIDERING the department of Biotechnology and Biology decision on 29 June 2018;
- CONSIDERING the Academic Senate's decision taken on 9 June 2018;
- CONSIDERING the Administrative Advisory Committee decision taken on 24 July 2018

## DECREE

### Art. 1

#### Activation of the Master Program

The University of Milano-Bicocca hereby announces the activation of the 2<sup>nd</sup> level interuniversity Master Program in "Bioeconomy in the Circular Economy (BIOCIRCE)" for the Academic Year 2018/2019.

The Master Program will be activated jointly with the University of Napoli Federico II, University of Torino and the University of Bologna, in accordance with DM 270/04, Art.3, c.10. Besides Universities, Master Program also collaborates with some prestigious institutions and companies, including Fondazione Parco Tecnologico Padano (PTP-Science Park), Intesa Sanpaolo S.p.A., Novamont S.p.A. e GFBiochemicals Italy S.p.A.

Detailed information is available on University of Milano-Bicocca website at the following link: <https://www.unimib.it/didattica/master-universitari/master-aa-201819/bioeconomy-circular-economy-biocirce-0>.

### Art. 2

#### Master Course Scientific Committee

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

Giovanni Sannia	University of Napoli Federico II	President
Marina Lotti	University of Milano-Bicocca	Member
Danilo Porro	University of Milano-Bicocca	Member
Patrizia Brigidi	University of Bologna	Member
Giovanna Cristina Varese	University of Torino	Member
Paola Mariani	Parco Tecnologico Padano	Member
Anna Monticelli	Intesa Sanpaolo	Member

Giulia Gregori  
Pasquale Granata

Novamont Spa  
GFBiochemicals Italy Spa

Member  
Member

**Director:** Prof. Giovanni Sanna (University of Napoli Federico II)

**Administrative office:** [biocirce@unimib.it](mailto:biocirce@unimib.it)

### **Art. 3 Course Duration and Location**

Master program will commence from **21 January 2019** and will last one year.

**All course activities will be in English.**

The teaching activity will last one full time week in each of the four universities involved (Milan, Naples, Turin and Bologna), in periods to be defined (non continuative). This shall be followed by internship (or project work within the scope of students' own work) as defined by the Scientific Committee.

### **Art. 4 Available seats**

The number of enrolments is restricted to a maximum of **15** participants and minimum **7**.

In case of non-commencement of the Master Program for any inevitable reason, the enrolment fee already paid by the participants shall be reimbursed with the exception of bank transfer expenses, in accordance with the administrative rules of the University of Milano-Bicocca.

### **Art. 5 Admission Requirements**

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

University degree "Laurea Magistrale/Specialistica" or Degree obtained under the laws in-force before the DM 509/99.

Those holding a degree and/or expertise in the areas of biotechnology, economics, chemistry, industrial chemistry, biology, pharmacy, agriculture, engineering, will be considered favorably.

Final year students studying in Italy can apply provided that they are going to graduate within the first graduate session after the commencement of the Master teaching activities and – at the time of the selection process – they only miss the activities related to the final test.

If selected, these students will be enrolled conditionally according to the specified deadlines, promising to promptly notify the completion of graduate degree through self-declaration (affidavit) to [ufficio.master@unimib.it](mailto:ufficio.master@unimib.it) at the University of Milano-Bicocca. In case of failing to acquire the required degree mandatory for admission to the Master Course within the specified period of deadline, they will lose their seat and therefore will not be allowed to attend the course or get any certification. In this case, the enrollment fee shall not be refunded.

**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**  
**Scholarships for candidates with disability from 66%**

Deserving candidates who pass the selection procedures and are ranked in the admission list, who have a certified disability from 66%, shall be exempted from the tuition fee (excepting the application fee of € 100,00 and a reimburse of the stamp duty).

**Art. 7**  
**Tuition Fee and Scholarships**

Tuition fee is € 6.000,00. The payment needs to be made as below:

- € 100.00 at the time of submission of the application;
- € 2.900,00 at the time of enrollment;
- € 3.000,00 no later than 30 April 2019.

The above contributions are inclusive of the issue of original Master Degree and cover the costs of stamp duties and insurance coverage.

In case of withdrawal by a selected candidate before completing 25% of the teaching program, the candidate ranking next in the enrollment list will be admitted. In this case, no refund of fees shall be provided.

If the program receives additional funding by external bodies, the University of Milano-Bicocca may generate new scholarships according to criteria to be approved by the Master Scientific Committee.

**A reimburse will be given to the students, covering the travel and lodging expenses for each of the four weeks of teaching activity in the four universities involved, based on the reference standards and regulations in force at the University of Milano-Bicocca.**

The undergraduates (studying in Italy and yet to achieve the qualification required for access) admitted conditionally to the program will be able to compete for the scholarships, but the scholarship amounts will be reimbursed to them only after they will obtain the Degree. Instead, they can take advantage of the travel and lodging expense reimbursement like any other enrolled student.

**Art. 8**  
**Admission application**

The **application** must be submitted from the day following the date of this Decree and strictly **23 November 2018**.

The candidates must **apply on-line** on the website [www.unimib.it](http://www.unimib.it) accessing the section "**Segreteria 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**;
- a **motivational letter**;
- **any other documents**. The eventual **disability certificate from 66%** must be uploaded in this section.

At the end of the procedure, candidates must print out the receipt of the **MAV form of € 100,00** to be paid **within the deadline indicated for the admission application at any bank branch; non-payment would result in exclusion from the selection process.**

The MAV bulletin is nominal. If third parties other than the holder of the student enrolment number (such as companies, entities, etc.) make payment on his behalf, the same must be made by bank transfer.

## 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**)<sup>1</sup>;
- a **motivational letter**
- **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.). The eventual **disability certificate from 66%** must be uploaded in this section.

At the end of the procedure, candidates must print out the receipt of the **MAV form of € 100,00** to be paid **within the deadline indicated for the admission application at any bank branch; non-payment would result in exclusion from the selection process.**

The MAV bulletin is nominal. If third parties other than the holder of the student enrolment number (such as companies, entities, etc.) make payment on his behalf, the same must be made by bank transfer (see the following ways of payment).

Alternatively, payment can be made through one of the following ways:

- **through Credit Card by accessing the website: <https://pagofacile.popso.it/en/web/guest/spontaneo>**  
Select one of the following fields:
  - Organisation: UNIV. STUDI MILANO - BICOCCA
  - Code Payment Reason: SECOND LEVEL MASTER DEGREEComplete the following fields:
  - Reason: Name, Surname, admission to the selection to "MASTER TITLE"
  - Amount: € 100,00

<sup>1</sup> European students can submit self-declaration of their title of study (degree) either in Italian or English.

- **through bank transfer – proof of payment needs to be addressed to:**  
Università degli Studi di Milano-Bicocca – Piazza dell’Ateneo Nuovo, 1 – 20126 Milano, presso:  
Banca Popolare di Sondrio - Agenzia n. 29 Bicocca - Piazza della Trivulziana, 6 - 20126 Milano  
IBAN: IT87 K056 9601 6280 0000 0200 X71  
SWIFT CODE: POSOIT22XXX  
**In the payment description**, the following information must be clearly stated:
  - Payment Code: **65**; Name and Surname; Title of the Master Course

**In case of payment made through credit card or bank transfer, the payment receipt must be sent at the following email address: [ufficio.master@unimib.it](mailto:ufficio.master@unimib.it).**

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In case needed, it is possible to print again the electronic MAV by connecting to the Segreteria online. Payment receipt must be carefully kept by the candidate. The University Administration reserves the right to ask for written proof of payment.

In case of admission to the Master Program, the application fee will be considered as part of the first installment (requiring the candidate to pay 1<sup>st</sup> installment minus € 100,00).

**In case of exclusion (candidates who did not submit to the selections, candidates who are non-admitted or candidates who are eligible but not recovered from the waiting list) or failure to complete the enrolment, the fee paid shall not be refunded.**

#### **Art. 9 Support services to candidates with Disability (DIS) or Specific Learning Disorders (SLD)**

Candidates with disabilities (DIS) 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 make the request during the admission procedure and attach the documentation certifying the disability (*civil disability or handicap certificate*) 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 “INPS”, according to the Italian law no.118 of 30/03/1971 (*civil disability*) or
- issued by the competent public health authority in the territory, according to the Italian law no. 104/92 and subsequent amendments (*handicap certificate*).

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 maximum 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](mailto: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. 10 Selection Procedure**

The selection for admission to the Master will be based on the evaluation of the curriculum and the qualifications, after submission of a motivation letter.

Interviews, including in the form of telematics, may be planned on the advice of the evaluation Commission (although the same are not mandatory).

The Commission, appointed by the Master Scientific Committee, will meet on **5 December 2018** for the evaluation of the applications.

#### **Art. 11 Admission list**

Candidates will be admitted to the Master Course according to the order of ranking published on **14 December 2018**, 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: <https://www.unimib.it/didattica/master-universitari/master-aa-201819/bioeconomy-circular-economy-biocirce-0>.

#### **Art. 12 Enrollment Procedure and payment of Tuition fee**

All candidates will be required to complete the enrollment procedure from the day after the announcement of the final selection list and within **7 January 2019** as specified below:

- a) **access the area “Segreterie Online”** and submit the online **enrollment form electronically** by selecting *“Enrollment to restricted access courses”*;
- b) **pay the first installment** of the total tuition fee (or any reimbursement of expenses), using the MAV payment form that can be printed from the “Segreterie Online” together with the enrolment receipt.

**Only if it is not possible to make the payment via MAV (payments from abroad or from different third parties), the following payment methods can be used:**

**i. Through Credit Card by accessing the website: <https://pagofacile.popso.it/en/web/guest/spontaneo>**

Select one of the following fields:

- Organisation: UNIV. STUDI MILANO - BICOCCA
- Code Payment Reason: see the info in the single sheet

Complete the following fields:

- Reason: Name, Surname, enrolling for "Master title"
- Amount: see the amount of the installment in the single sheet

**ii. Through bank transfer – Proof of payment needs to be addressed to:**

Università degli Studi di Milano-Bicocca – Piazza dell'Ateneo Nuovo, 1 – 20126 Milano, at:  
Banca Popolare di Sondrio - Agenzia n. 29 Bicocca - Piazza della Trivulziana, 6 - 20126 Milano  
IBAN: IT87 K056 9601 6280 0000 0200 X71  
SWIFT CODE: POSOIT22XXX

**In the payment description**, the following information must be clearly stated:

Payment Code: **65**; Name and Surname; Title of the Master Course

**c) *only for payment made through credit card or bank transfer*, candidates are required to submit a copy or a scanned copy of the payment receipt by e-mail to [ufficio.master@unimib.it](mailto:ufficio.master@unimib.it);**

**d) *non-EU students* also need to send by e-mail to [ufficio.master@unimib.it](mailto:ufficio.master@unimib.it) the copy of valid Visa/Permit of Stay for enrolment.**

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**Applicants who do not complete the enrollment by the deadline indicated above lose 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.

The MAV bulletin is nominal. If third parties other than the holder of the student enrolment number (such as companies, entities, etc.) make payment on his behalf, the same must be made by bank transfer.

In the event of non-commencement, any contributions already paid will be refunded, with the exception of bank charges, in accordance with rules and regulations in-force at the University.

In case of withdrawal by a selected candidate before completing 25% of the teaching program, the candidate ranking next in the enrollment list will be admitted. **In this case, no refund of fees shall be provided.**

**Art. 13**  
**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. 14**  
**Individual Courses**

There is no provision of enrolment under this category.

**Art. 15**  
**Mandatory attendance and attainment of the final degree**

The attendance to Master Course is mandatory.

The internship of the master's degree program is organized under the responsibility of the Scientific Committee, both in agreement with the host institutions and taking into account the interests of the students.

Students who already has a job have the possibility to carry out a Project Work within the workplace they belong to, in order to actively experimenting the contents learned during the master's courses.

This kind of activity is defined in agreement between the Scientific Committee, the employer and the student.

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 2<sup>nd</sup> level University Master Degree.

**Art. 16**  
**University email, Student Multi-service card (badge) & 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](mailto:username@campus.unimib.it) which is accessed with the same username and password used to access the *Segreteria 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, Segreteria 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 "Conseguimento Titolo" through "*Segreteria online*". This procedure will require the mandatory compilation of a customer satisfaction on the attended Master.



**Art. 17**

**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. 18**

**Treatment of personal data**

University undertakes to respect the confidential nature of the information provided by the applicants: data will be processed in accordance with Legislative Decree No. 196 of 2003 (Code for the protection of personal data) and its subsequent amendments and additions, as well as the EU Regulation 2016/679 (General Regulation on Data Protection or, briefly, GDPR).

It is possible to read the information at the following link: <https://www.unimib.it/servizi/segreteria/informativa-privacy>.

**Art. 19**

**Responsible for the procedure**

According to Law no. 241, August 7, 1990, the person responsible for the present procedure is Dr. Simona Cioni – Head (f.f.) of Master and Lifelong Learning Sector (Responsible Operational Unit: Learning and Students Services Area)

THE RECTOR  
*Signed*  
MARIA CRISTINA MESSA

**Decree no. 4050/2018**  
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