

THE RECTOR

- CONSIDERING Decree of the Ministry of Education on rules governing University and Research of 22 October 2004 n. 270 on “Amendments to the regulations concerning the teaching autonomy of universities, 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 Medicine and Surgery Department’s decision of ratification taken on 17 July 2019;
- CONSIDERING the Academic Senate’s decision taken on 13 March 2019;
- CONSIDERING the Administrative Advisory Committee decision taken on 21 March 2019

DECREE

Art. 1

Activation of the Master Program

The University of Milano-Bicocca hereby announces the activation of the 2nd Level University Master Program “Executive Master in Management of Research Infrastructures” for the Academic Year 2019/2020.

Detailed information is available on University of Milano-Bicocca website at the following link: <https://www.unimib.it/didattica/master-universitari/master-aa-201920/executive-master-management-research-infrastructures-emmri>, and on the Master website at the following link: www.emmri.unimib.it.

Art. 2

Master Program Scientific Committee

The **Master Program Scientific Committee** is composed of:

Marialuisa Lavitrano	Department of Medicine and Surgery	Director
Enrico Guarini	Department of Business and Law	Member
Alberto Nobolo	Department of Business and Law	Member
Francesca Magli	Department of Business and Law	Member

Director: Marialuisa Lavitrano

Organizational secretariat: ritrain@unimib.it – **Website:** www.emmri.unimib.it.

Art. 3 Course Duration

Master Program will commence from **4 March 2020** and will last eighteen months.

The Master Program is structured in 12 modules (7 in classroom and 5 full online) and will be taught in blended-learning with interviews, seminars, classroom training, case studies.

All course activities will be in English.

Art. 4 Available seats and methods of participation

The number of enrollments is restricted to a maximum of **35** participants and a minimum of 26 (considering the enrollment options 1 and 2 specified below).

The Master Program offers three alternative enrollment options:

- 1) Full Master
- 2) Team participation
- 3) Individual modules

1. Full Master

To achieve the Master Program certificate participants are required to attend the entire 12-module programme, complete a field project and pass all exams.

2. Team participation

Research Infrastructure can enter the programme as an organization and combine the 12 modules among staff members according to their organizational needs. The fee includes one seat per module. Participants will get corresponding credits and recognition after successful completion of each module.

3. Individual modules

Participants may attend only a certain number of modules of their choice, obtaining the related credits upon completion of the planned activities and passing the relative exams.

The credits can be taken into account for the entire Master in a later edition.

Art. 5 Admission Requirements

The Master Program is open to candidates holding a Master degree or an equivalent title obtained abroad.

The enrollment to the Master Program 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 Economic benefits for applicants with disabilities, in accordance with L. 104/92, Art.3, c.1, or with disability from 66%

Deserving candidates who pass the selection procedures and are ranked in the admission list, who have certified disabilities in accordance with L. 104/92, Art.3, c.1, or a certified disability from 66%, shall be exempted from the tuition fee (excepting a reimburse of the stamp duty).

Art. 7 Tuition Fee

1. Full Master

Tuition fee for “Full Master” is **€ 15.000,00 (fifteen thousand)**. The payment needs to be made as below:

- **€ 5,000.00** at the time of enrollment;
- **€ 5,000.00** no later than **30 April 2020**;
- **€ 5,000.00** no later than **30 September 2020**.

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

2. Team participation

Tuition fee for “Team participation” is **€ 15.000,00 (fifteen thousand)**. The payment needs to be made as below:

- **€ 5,000.00** at the time of enrollment;
- **€ 5,000.00** no later than **30 April 2020**;
- **€ 5,000.00** no later than **30 September 2020**.

The above contributions cover the costs towards stamp duties and insurance coverage.

3. Individual modules

For application to the “Individual modules” please refer to art. 14.

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.

Art. 8 Admission application

The **application** must be submitted strictly **within 30 September 2019**.

The candidates must **apply on-line** accessing the website www.emmri.unimib.it and following the instructions.

Art. 9 Candidates with Disability or Specific Learning Disorders (SLD)

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 Program will be based on the evaluation of:

- curriculum vitae et studiorum and qualifications;
- letter of intent by the structure the candidate belongs to;
- motivational letter by the candidate.

Eventual interviews may be scheduled and the relative procedures will be communicated directly to the candidates by e-mail.

The Commission, appointed by the Master Program Scientific Committee, will meet on **25 October 2019** for the evaluation of the applications.

For the evaluation of the foreign degrees, the Commission declares their equivalence for the sole purpose of admission to the Master.

Art. 11 Admission list

Candidates for the "Full Master" will be admitted according to the order of ranking published on **31 October 2019**, 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-201920/executive-master-management-research-infrastructures-emmri> and on the Master Program website at the following link: www.emmri.unimib.it.

Art. 12 Enrollment Procedure and payment of Tuition fee

All selected candidates for the "Full Master" modality will be required to complete the enrollment procedure within 18 December 2019 accessing the website www.unimib.it and selecting "**accedi a...**>[Segreteria Online](#)".

Candidates will be able to choose the language (Italian or English) to register in "[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.

Applicants, after the login, will have to select "**Enrollment**" > "**Web Enrollment**" > "**Enrollment to free access courses**".

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.

At the conclusion of the enrollment process, a **PagoPA pre-filled bulletin** will be automatically generated to make the payment of the first installment of the registration fee.

There are three ways to pay using PagoPA:

1. Print the payment slip and pay it to any payment service provider of the PagoPA circuit (banks, tobacconists, etc. **Note: it is not possible to pay at the post office**);
2. Pay online: using the appropriate link on the [Segreteria Online](#) 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**.

NB: payments made by University Card and using the internet banking service combined with the student's badge (Scigno) will be exempt from payment commission.

If necessary, you can re-print the PagoPA pre-filled bulletin by reconnecting with the [Segreteria Online](#). The receipt of the payment must be carefully kept by the applicant. The University Administration reserves the right to request its performance as proof of the payment.

Only payments from foreign current accounts 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: see indication in the single sheet

Complete the following fields:

- Reason: Name, Surname, admission to the selection to "MASTER PROGRAM TITLE"
- Amount: € 5.000,00

- **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

The following information must be clearly entered in the payment description:

Payment Code: **65**; Name and Surname; Master Program Title

In case of payment made through credit card or bank transfer, the payment receipt must be sent at the following email address: ritrain@unimib.it.

ExtraUE applicants will have to **transmit copy or scan of the copy of valid Visa/Permit of Stay** for enrollment for the enrollment at ritrain@unimib.it.

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 PagoPA bulletin is nominal and registered to the applicant.

If the **payment is to be made by third parties (e.g. companies, entities, etc.) other than the candidate**, they will have to **request the issuance of a debit note** by sending an e-mail to ufficio.master@unimib.it specifying their **company name and Vat number**.

If a participant renounces before the 25% of the training activity is carried out, the first of the excluded may take over. The renunciation does not give the right to a refund of the contributions paid.

For applications at the “Team Participation” modality, the specific enrollment process will be communicated directly to the concerned institutions.

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 enrollment under this category.

Art. 14

Individual Modules

It is possible to enroll for “**Individual modules**” for a maximum upto 30 ECTS.

The number of seats for each individual module is set at a maximum of 35, including the seats already filled with the “Full Master” and “Team Participation” entries.

There is no selection procedure for admission to individual courses, except for the verification of the minimum eligibility requirement (the same provided to access the “Full Master”).

Tuition fee: € 400,00 (four hundred) for each ECTS of the selected module.

The **enrollment form** for individual modules should be filled online accessing the website www.emmri.unimib.it at least 15 days before the date of commencement of the selected modules (according to the didactic plan that will be available on the Master website).

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.

The PagoPA pre-filled bulletin to be used to issue the payment will be sent by email to each candidate. The PagoPA pre-filled bulletin will include application fee, tax and insurance expenses.

Enrollment to individual courses is complete only after payment and transmission of the receipt confirming the payment made with PagoPA through e-mail to: ritrain@unimib.it. The entire procedure needs to be completed within the day before the commencement of the individual module.

Incomplete applications will not be accepted.

Art. 15
Mandatory attendance, internship and attainment of the final degree

The attendance to Master Program is mandatory.

The Master Executive foresees the carrying out of a project of change on the field (action learning-field project), mainly within the workplace students belong to, with the preparation and discussion of a script concerning the results of the project itself.

It is mandatory to have an attendance equal to or greater than 75% of the hours of teaching activity and to have passed all the exams, in order to gain 60 ECTS, 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 be awarded of a University Master Program – 2nd level.

The Master Program diploma can be issued by a delivery ceremony or sent by the University to the residence address indicated by the student within about six months of graduation.

Art. 16
University email and Student Multi-service card (badge)

After the completion of the enrollment procedure, each student will be assigned a student enrollment number, a university email account - 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 <https://www.unimib.it/servizi/service-desk>.

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, not attributable to the administration itself.

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/informativa-studenti>.

Art. 19
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 Learning and Students Services Area.

THE RECTOR
Signed
MARIA CRISTINA MESSA

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Registered on 02/08/2019
Prot. n. 0061717/19