

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 no. 0025752 of 17 September 2013;
- CONSIDERING the "Regulation for the activation of master degrees, advanced training courses, supplement educational services", issued by Rectoral Decree no. 0027789 of 13 January 2010 and any subsequent modifications;
- CONSIDERING the department's decision of approval taken during the first semester of academic year 2017-2018;
- CONSIDERING the Academic Senate's decision taken on 8 May 2017;
- CONSIDERING the Administrative Advisory Committee decision taken on 23 May 2017;

DECREE

Art. 1

Activation of the Master Program

The University of Milano-Bicocca hereby announces the activation for the first semester of the academic year 2017-2018 of the following Master programs:

ECONOMIC-STATISTIC AND LEGAL AREA

- 1st level Master in **Business Administration** - *Course in English (see the attached sheet)*
- 1st level Master in **Local Transport Management (MTPL)** - *sheet available only in Italian*
- 1st level Master in **Local Authorities Management (MPA)** - *sheet available only in Italian*
- 1st level Master in **Marketing Management-M3** - *sheet available only in Italian*
- 1st level Master in **Data Management for Clinical Research** - *sheet available only in Italian*
- 1st level Master in **Management and Digital Transformation – Soft and digital skills for new business models** - *sheet available only in Italian*
- 1st level Master in **Management for human capital development** - *sheet available only in Italian*
- 1st level **Interdisciplinary Master in Children's Rights** - *sheet available only in Italian*

MEDICAL AREA

- 1st level Master in **Nursing in Public Health: family and community nurse** - *sheet available only in Italian*

- 1st level Master in **Youth Mental Health** - *Course in Italian and English (see the attached sheet)*
- 1st level Master in **Anesthesia and intensive critical care nursing** - *sheet available only in Italian*
- 1st level Master in **Osteopathic Sciences** - *sheet available only in Italian*
- 2nd level Master in **Nutrition and applied dietetic – ADA** - *sheet available only in Italian*
- 2nd level Master in **Organ transplant and advanced hepatology** - *Course in Italian and English (see the attached sheet)*
- 2nd level Master in **Endovascular Techniques (MET)** - *Course in English (see the attached sheet)*
- 2nd level Master in **Healthcare technology assessment and management** - *sheet available only in Italian*

SCIENTIFIC AREA

- 1st level Master in **Water resources management in international development aid** - *Course in English and Italian (see the attached sheet)*

HUMANIST-SOCIAL AREA

- 1st level Master in **Communication of Science and Sustainable Innovation (MACSIS)** - *sheet available only in Italian*
- 1st level Master in **Health Systems, Traditional and Unconventional Medicine** - *sheet available only in Italian*
- 1st level Master in **Sport management, marketing and society** - *sheet available only in Italian*
- 2nd level Master in **Network management and services co-design** - *sheet available only in Italian*

Detailed information about number of available places, admission requirements, dates, admission procedures, application fee and eventual scholarships, period of activity or any other specific information for each master program is available on the specific **Master Information sheets attached with the current document** (from now on: “attached sheets” or “single sheet”), which constitutes an interal part of this.

Detailed information about the training objectives, teaching organization, courses locations and learning programs, are available in the individual regulations, on the University website at the following link: <http://www.unimib.it/go/49151362>.

Art. 2 Admission Requirements

Master Course admission requirements are available for each master program on the specific **attached sheets**.

The enrolment to a Master Course forbids simultaneous enrolment 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.

Final year students studying in Italy (with the exclusion of students applying for Master programs in Medicine and Surgery, Orthodontics and Gnatology) 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.

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 enrolment fee shall not be refunded.

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 eventually offered, but the scholarship amounts will be reimbursed to them only after they will obtain the Master's degree. Therefore any concessions to partial or total coverage of the first or second installment shall not constitute exemption from the payment of the same, but will be paid at the end of the master course, after graduation.

For University Master specifically aimed at graduates in Medicine or Dentistry or Trained Healthcare professionals, the deadline for the achievement of the required title is the deadline for closing of application, indicated for each Master in the attached sheets.

Limited to the medical or healthcare master degrees, which include in the training program clinical, diagnostic activities and/or invasive procedures on patients, only those who are in possession of the professional qualification may be admitted.

Art. 3

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 and a rembursement of the stamp duty).

Art. 4

Admission application

The application must be submitted from the day following the date of this Decree and strictly within the closing date indicated in each of the attached sheets.

The candidates must **apply on-line** on the website 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. Only if provided in the single sheets, they will have to indicate if intend to enroll as "*allievi*" (generic students) or as "*uditori*" (those who wish to only sit for the courses as listeners without giving exams and getting any certification).

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;
- any other documents (see single sheet of each Master). 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 on the attached sheets for each Master at any bank branch; **non-payment would result in exclusion from the selection process.**

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)¹;
- 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 on the attached sheets for each Master at any bank branch; **non-payment would result in exclusion from the selection process.**

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: see indication in the single sheetComplete the following fields:
 - Reason: Name, Surname, admission to the selection to "MASTER TITLE"
 - Amount: € 100,00
- 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

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

In the payment description, the following information must be clearly stated:
Payment Code: 65; Name and Surname; Title of the Master Course

Payment receipt must be sent at the following email address: ufficio.master@unimib.it.

ATTENTION: Non-European candidates, living abroad, who need to participate in the admission tests for which it is required to be physically present in Italy, will require the diplomatic-consular short-stay visa for study purposes. In case of positive results of the admission test, the University Representative will issue the document with which the candidates will need to re-apply for entry study visa to the diplomatic authority with the validity co-related to that of the University course. The same will need to be processed from the home country.

Once they have sent the payment notification to the University of Milan-Bicocca, candidates will be able to see and stamp the admission request.

“Uditori” are not required to pay the € 100,00 application fee.

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.

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.

The non-participation to the admission tests does not result in the refund of the amount paid.

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

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. 5

Candidates with Disability or Specific Learning Disorders (SLD)

Candidates with disabilities 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 fill in a questionnaire and attach the documentation certifying the disability 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 the competent public health authority in the territory, according to the Italian law no. 104/92 and subsequent amendments.

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 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.

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. 6 Selection Procedure

Selection procedure dates are indicated in each of the attached sheets, which constitutes official notification.

Candidates who come to the University in order to participate in the selection process must show a valid ID document (preferably the one used at the time of admission).

The Commission is appointed by the Master Coordination Committee.

Art. 7 Admission list

Candidates will be admitted to the Master Course according to the order of ranking published. The admission list will be published according to the information present in each of the attached sheets. Admission are limited to the number of seats available for each Master course.

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 <http://www.unimib.it/go/37616058>.

Art. 8
Enrolment Procedure & payment of Tuition fee

All candidates will be required to complete the enrolment procedure from the day after the announcement of the final selection list and no later than the enrolment date mentioned on each of the attached sheets, as specified below:

1 ENROLMENT FOR CANDIDATES HOLDING AN ITALIAN DEGREE

- a) **Access the area "Segreterie Online"** and submit the online enrolment form electronically by selecting "*immatricolazione ai corsi ad accesso programmato*";
- b) **pay the first installment** of the total tuition fee (or any reimbursement of expenses), whose amount is indicated in the single sheet, using the MAV payment form that can be printed from the "Segreterie Online" together with the enrolment receipt;
- 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;
- d) non-EU students also need to send by e-mail to ufficio.master@unimib.it the copy of valid Visa/Permit of Stay for enrolment.

2. CANDIDATES WITH THE DEGREE OBTAINED ABROAD

- a) **Fill in the enrolment form** - to be downloaded from the University website <http://www.unimib.it/go/11557953>;
- b) **Pay the first installment of the enrolment fee**, whose amount is indicated in the single sheet, through selecting one of the following modalities of payment:

A) 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

B) 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) **Send a scanned copy of the enrolment form** to ufficio.master@unimib.it before the due date indicated in the attached sheets, along with the following documents:
 - **payment receipt** of the first installment of the tuition fee;

- copy of the **passport/identity document**
- **copy of VISA or Permit of Stay** if not sent before (*only for non - EU citizens*)

Applicants who do not complete the enrolment by the deadline indicated above loose 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 enrolment forms will not be considered.

The enrolment fee is inclusive of cost for the issue of the original diploma of the master and other costs towards stamp duty and insurance.

The MAV fee is nominal; if third parties other than the holder of the student enrolment number (such as companies, organization, 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 enrolment list will be admitted. **In this case, no refund of fees shall be provided.**

The deadline for the payment of the second installment for generic students ("Allievi") is 28 February 2018.

Art. 9 Uditori

Attached sheets show the opportunity of places eventually reserved for "uditori" category. The deadline for submitting the application is the same as the start date to the course (see art. 4).

"Uditori" are not required to pay any application fee.

In case the enrolment as "uditore" does not ask for the payment of any specific fee, an amount for expenses towards stamp duty and insurance will have to be paid with special MAV.

"Uditori" are not awarded with ECTS (University Credits). A participation certificate will be given to those attending 75% of classes, with the exception of the internship activity.

Art. 10 Individual Courses

The attached sheets indicate the availability of places for enrollment into individual courses, the requirements are the same as needed to access the master.

It is possible to enroll for individual courses for a maximum upto 30 ECTS.

Admission to individual courses is done without a selection procedure, except for the verification of the minimum eligibility requirement.

The enrolment form for individual courses (that can be downloaded at <http://www.unimib.it/go/11557953>) should be sent to the email address: ufficio.master@unimib.it starting from the day following the date of this Decree and strictly by the due date indicated in the **attached sheets**. 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 MAV form to be used to issue the payment will be sent by email to each candidate. The MAV payment will include application fee, tax and insurance expenses.

Enrolment to individual courses is complete only after payment and transmission of the receipt confirming the payment made with MAV through e-mail to: ufficio.master@unimib.it. The entire procedure needs to be completed within the day before the commencement of the Master course.

Incomplete applications will not be accepted.

Art. 11

Mandatory attendance, internship and attainment of the final degree

The attendance to Master Courses is mandatory.

The internship of the master's degree program is organized under the responsibility of the Coordination 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 Coordination 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 1st or 2nd level University Master Degree.

Art. 12

University email, Student Multi-service card (badge) and customer satisfaction

After the completion of the enrolment procedure, each student will be assigned a student enrolment 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, Segreterie 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 "Segreterie online". This procedure will require the mandatory compilation of a customer satisfaction on the attended Master.

Art. 13

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. 14

Treatment of personal data

As per the provisions of the Legislative Decree no. 196, June 30, 2003, the University undertakes to respect the confidential nature of the information provided by the applicants: personal data will be processed and treated exclusively for the execution of the procedures related to the current Master Program and within the University services, in conformity with the regulations in force.

Art. 15

Responsible for the procedure

According to Law no. 241, August 7, 1990, the person responsible for the present procedure is Dr. Simona Cionti – Head of Master and Lifelong Learning Sector.

THE RECTOR
Signed
MARIA CRISTINA MESSA

Decree no. 0036904/17
Registered on 20/06/2017
Rep. n. 821460

Type of Course	1 st Level University Master Degree
Title of the Course	WATER RESOURCES MANAGEMENT IN INTERNATIONAL DEVELOPMENT AID
Proposed by	School of Science Department of Earth and Environmental Sciences
Course Director and President of the Coordination Committee	Giovanni Battista Crosta
Members of the Coordinating Committee	Paolo Frattini– Dep. of Earth and Environmental Sciences Valeria Mezzanotte - Dep. of Earth and Environmental Sciences Giovanni Vezzoli- Dep. of Earth and Environmental Sciences Mauro Van Aken– Dep. of Human Sciences for Education Giorgio Cancelliere – Freelance Fabio Fussi – Freelance Rosanna Dellerà - ACRA ONG Claudia De Noia –CESVI ONG Rossella Rossi - Oikos Institute Onlus
Administrative office	Dep. of Earth and Environmental Sciences – Building U4 – Piazza della Scienza, 4 – Milano. Tel. 02.64482022 – e-mail: geo.didattica@unimib.it Website: http://www.geo.unimib.it/master
Date of commencement	27 November 2017
Duration	One year
Available seats	maximum number: 25; minimum number: 15
Language of Instruction	English/Italian
Admission Requirements	Three years bachelor's degree or Bachelor's degree obtained under the laws previously in-force in the DM 509/99 or Three years university diploma or Five/six-years Master's Degree obtained in Italy or its equivalent obtained in any other country
Application fee	€ 100,00
Tuition fee (including the application fee)	€ 4.200,00 The payment needs to be made as below: <ol style="list-style-type: none"> 1. € 100,00 at the time of submission of the application; 2. € 2.000,00 at the time of enrolment; 3. € 2.100,00 no later than 28 February 2018. Code payment Reason (only for foreigners): FIRST LEVEL MASTER DEGREE
Economic incentives	Depending on the financial availability of the master, a partial reimbursement of board and lodging for internship may be foreseen, depending on the decisions of the Master Coordination Committee.
Deadline for closing of Application	6 October 2017
Selection	Date: 20 October 2017 Modality: evaluation of the Curriculum and qualifications

	<p>Evaluable Title</p> <ul style="list-style-type: none"> - certified experience in volunteering with particular reference to Development Cooperation (0-8/30); - any kind of attestation to prove the knowledge of English, French or Spanish (0-6/30). <p>Evaluation criteria</p> <p>Verification of motivation and interest in international cooperation and in the field of the master through an English motivation letter to be attached to the aforementioned attestations; verification of the technical skills of candidates.</p> <p>English language certification at the minimum level B1 will be considered as preferential criterion. However, the Committee reserves the right to check the level of English language knowledge via Skype talks.</p>
Admission List	From 3 November 2017
Closing of Enrolment	10 November 2017
Individual Courses	<p>Available seats: n. 5</p> <p>Tuition fee: € 100,00 for each ECTS of the selected course.</p> <p>Admission requirements: Candidates with the necessary qualifications to access the Master; knowledge of English (certified or evaluated through pre-interview via skype)</p> <p>Registration deadline: 17 November 2017</p>
Academic Degree Title (ECTS)	University Master Degree – Ist Level (62 ECTS)