



University of Milano – Bicocca

Department of Materials Science

Master's Degree in Materials Science & Double Degree in Sustainable Materials (SuMa)

Guide for Incoming Foreign Students: cohort 2023/24

Dear Student,

We are pleased that you are considering our International Master in Materials Science or our Double Degree Programme in Sustainable Materials (SuMa) as the next step in your academic and professional career. This guide has been prepared by the Materials Science tutors to give you a general idea of the steps to be taken and to provide you with some useful tips on small everyday things once you have arrived in Milan, which are too often left to the students themselves. Knowing what to do next is the best strategy you can adopt.

A team of experienced tutors is ready to help you throughout the process and we invite you to contact us if you have any further questions. Let us be in touch.

Index

1	Before arrival.....	3
1.1	Italian VISA	3
1.2	Accommodation.....	3
1.3	University Registration Number.....	3
1.4	Flights / Travel expenses.....	4
1.5	Be aware of your expenses.....	4
1.6	Tutors.....	4
1.7	E-Learning web platform.....	5
2	After your arrival.....	5
2.1	COVID-19 Safety Regulation: Self-Isolation period.....	5
2.2	COVID-19 Safety Regulation: Vaccination and Green-pass.....	5
2.3	First steps and how to reach the Milan area and your accommodation	6
2.3.1	Meet your tutors at the University	6
2.3.2	Incoming bureaucracy and paperwork.....	6
2.3.3	Tax Code (“Codice Fiscale”).....	6
2.3.4	Health insurance.....	7
2.3.5	University enrolment.....	7
2.3.6	Residence Permit / Permit of Stay (“Permesso di Soggiorno”)	8

2.3.7	Unimib – Welcome Desk.....	9
2.4	Live in Milan and enjoy Milano-Bicocca University.....	9
2.4.1	SIM card and mobile number.....	9
2.4.2	Food and grocery.....	9
2.4.3	Car / Private transportation.....	9
2.4.4	Public transportation	10
2.4.5	Bank account	10
3	Double degree in Sustainable Material (SuMa).....	11
3.1	VISA for Belgium.....	11
3.2	Double Degree: how to get the Unimib Degree Title	12
4	Contacts.....	13

1 Before arrival

1.1 Italian VISA

Extra European Union (Extra-EU) students requiring a VISA must apply on the University web portal before schedule an appointment at the Italian Embassy (or Consulate) in their Country. The application on www.universitaly.it is contextual to the application on Unimib “Segreteria online”, attaching all the required documentation and paying the €156.00 regional taxes (further information here in the “Admission Procedure” section: <https://elearning.unimib.it/course/view.php?id=17945>). Without this step, it is not possible to obtain a VISA.

The acceptance letter, fundamental to apply for the Italian VISA, will be uploaded on your “University” profile so that the Embassy of Italy in your Country can retrieve your documentation. To obtain the eligibility letter, you must:

- Receive a positive evaluation from the remote interview.
- Complete the enrolment process at Unimib, also paying the first tuition fee of €156.00. **Enrolment will be possible starting from the day after the list of admitted candidates is published.** Please notice that the time window between the publication of rankings and the deadline for matriculation might be narrow, so take a close look at the detailed timetable and guide about the “Admission Procedures” available on the eLearning platform.
- Upload your **Bachelor's degree certificate** and any other required documents directly on the University portal. This step **is necessary to validate your application of pre-enrollment.**

Please note that the eligibility letter does not imply the right to obtain the VISA, which is instead prerogative of each Embassy. Updated information about the University admission procedures can be found here: <https://elearning.unimib.it/course/view.php?id=17945>.

Further details about Unimib enrolment can be found in the section “University enrolment” along with the guide.

1.2 Accommodation

The University of Milano - Bicocca offer accommodations for international students based on the ranking of the DSU call for housing. For detailed information about the housing and canteen services you can write to: servizi.dsu@unimib.it.

The University of Milano-Bicocca also offers scholarships (“*Diritto allo Studio – DS*”) to cover accommodation and part of the living costs. The accommodations will be assigned only based of the DS call rankings. Please refer to the call regulation ad apply within the deadline (typically mid-August). More information at this [link](#) (the link to the 2023/24 call will be updated once published). Missing these steps or not complying with DS call requirements results in the definitive loss of the University’s residence benefits for the whole Academic Year and you will have to search for a different accommodation autonomously.

For further details and communication feel free to contact the University residence service at servizi.dsu@unimib.it.

1.3 University Registration Number

To apply to the DSU call, you will be asked to enter your Registration Number (“Numero Matricola”). This number is generated upon completion of University enrolment and can be retrieved from your personal “SegreteriaOnLine” page after logging in. Follow this path from the menu on the right: Career / Booklet. At the top of the page, next to your name, the number [Stud.ID: XXXXXX] appears. This is your registration number which will never change.

1.4 Flights / Travel expenses

Neither booking services nor travel expenses refund is provided by the University.

1.5 Be aware of your expenses

Students are responsible for covering living costs during their stay, including accommodation, health and travel insurance, and third-party liability insurance. Plan your expenses before leaving not to incur unpleasant situations and jeopardize your stay. In this section we will summarize some of the most common living costs to give you a general picture only for the first year:

- **Accommodation:** a bedroom in a shared house (typically with other students) could easily range from €400/month up to €800/month in the Milan area. For private apartments costs significantly increase. The University has some residences with low fares if you apply for them in advance (see Accommodation section).
- **Health Insurance:** if you're not a European citizen you're going to need medical insurance. This is also part of the Residence Permit requisites. Depending on coverages, health insurance starts from €120/per year. More details will follow.
- **Residence Permit:** it cost ~ €120 and it might be necessary to renew it after a few months depending on your VISA expiry date.
- **UNIMIB University fees:** €156.00 (first year) and a minimum of €756.00 (€156.00 + €600.00) for the second year. Depending on your financial status indicator (ISEE), the second-year tuition fee might be less or completely waived. The detailed regulation can be found [here](#) on the official Unimib website.
- **Public Transportation:** depending on the service required, monthly submission starts from €22 within Milan municipality.
- **Food:** excluding takeaways and restaurants, a fair estimate is around €200/month.
- **Travels:** if you are enrolled in Sustainable Materials (SuMa) track, then you're going to spend the second year in Belgium. Travel costs are at your expense also in the event you must return to Italy to take an exam.
- **Belgium economic liability proof:** SuMa students must deposit €9600 (valid for Academic Year 2023/24, it could be different for 2024/25) to KU Leuven University (BE) before leaving as proof of economic liability. This sum will be repaid in installments during the second academic year.

If you rely on SuMa Scholarship, notice that the first instalment may be between March and May, so be ready for the first 6-8 months. The instalments will be modulated so that you can make the deposit to KU Leuven University in good time for the Belgian VISA application.

1.6 Tutors

We know there are several aspects to care for before and after your arrival. To help you throughout this new situation there are two tutors dedicated to Materials Science Master's students. You can refer to them for more details about procedures or just ask for advice. As you go through this short guide you will notice that tutors' assistance is frequently recalled, especially during the first few bureaucratic steps after your arrival and while preparing for Belgium departure (if you are enrolled in the Sustainable Materials track).

If you wish to make contact with tutors before you arrive at the University, their email addresses are reported at the end of this guide. As tutors are committed to other institutional activities, they usually receive on appointments.

1.7 E-Learning web platform

After successful completion of the enrolment procedure (more details will follow), you will be able to access the e-Learning web platform: <https://elearning.unimib.it/?lang=en>. This is a useful tool for students, tutors, and Professors to share information. Specifically, the Teaching Office will publish important communications about bureaucratic procedures and deadlines, Tutors will upload guides, Professors will share teaching material (slides, textbooks, digests...), and eventually communications about lessons (time/room change) and exams. For these reasons we warmly encourage you to register yourself on the e-learning platform as soon as you can. Each course has its own page, so be sure to enroll in each one to get the latest updates and communications.

Follow this link to the Materials Science and SuMa: <https://elearning.unimib.it/course/index.php?categoryid=4375>

Note that the e-Learning page is a platform designed to allow professors, administration, and tutors to share important information and course details with students. Enrolling in an e-learning course gives you the ability to access the course content. To include a course in your study plan (your official academic career) there is a specific procedure through the Segreteria Online portal: e-Learning enrollment in a specific course will not entitle you to take the related exam and have it recorded in your booklet.

2 After your arrival

In the following main section, there is some fundamental information about formal bureaucratic steps, deadlines, and formalities, but also useful practical tips for everyday life in Italy and Milan.

2.1 COVID-19 Safety Regulation: Self-Isolation period

Due to the safety and health precautions enforced by the Italian Government in response to the pandemic COVID-19, you may be subject to self-isolation after your arrival. Check the official webpage of the Italian Ministry of Health for the latest update, [here](#).

Generally, countries outside the European Union are more easily subject to quarantine. The paperwork following your arrival (e.g. residence permit request) requiring the physical submission of documents will be carried out after the period of isolation if any. If you have booked accommodation in campus residences, please refer to the building administrator to learn about residence policies and support actions currently in place.

After arrival go directly to your accommodation! This guide was written on the assumption that quarantine is not required. Consequently, always keep in mind the principle of self-isolation. Contact your tutor first if you have any questions.

Take a look at the University's official web page about general organizational guidelines and operating instructions for accessing and resuming all activities at the University <https://www.unimib.it/ateneo/covid-19>

2.2 COVID-19 Safety Regulation: Vaccination and Green-pass

At the time this guide is written, no specific requirements about vaccination or Green-pass are in place. Depending on the evolution of the pandemic, some limitations or regulations might be restored by the Italian Government.

2.3 First steps and how to reach the Milan area and your accommodation

After you complete the VISA/Passport check at the custom, the first thing to do is to reach Milan and – more precisely – your accommodation. Depending on the airport of your choice, there are several options among which you can choose.

Taxi service is straightforward, simple, fast, and drives you directly to your accommodation, but be prepared to spend even more than €100/per person if you landed at Malpensa or Bergamo (Orio al Serio) airport. Just remember to check with the taxi driver if credit/debit cards are accepted. Public transportation is a valid alternative that will let you save money, but it might be more difficult to reach your room/apartment/hotel especially if it is outside Milan municipality. Typically, bus service (~€10/one way) is the most common and used solution that connects airports to the central railway station (“*Stazione Centrale*”). From the Station, there are plenty of different solutions you can adopt depending on where your accommodation is. Bus tickets are sold directly on board, but you can also buy a ticket in advance online.

More details could be found on the airport website in the “from/to” sections:

- Milano Malpensa (MXP): <https://www.milanomalpensa-airport.com/en/>
- Milano Linate (LIN): <https://www.milanolate-airport.com/en/>
- Bergamo – Orio al Serio (BGY): <https://www.milanbergamoairport.it/en/>

For details about public transportation in Milan look at the ATM website (Transportation Company in Milan and nearby) <https://www.atm.it/en/Pages/default.aspx> and plan your trip using this simple online tool: <https://giromilano.atm.it/#/home/en>. The standard ticket costs €2.20 and it’s valid for 90 minutes in Milan and in the first ring of towns just outside (M3 area): this includes Cinisello Balsamo and Sesto San Giovanni. The easiest way to get a ticket is at a vending machine inside a subway (Metro) station or a bar/shop exposing the ATM logo on the front door: ask for an urban ticket. If you use a smartphone with a working internet connection the best option might be the ATM App (“*ATM Milano Official APP*”) to plan your trip, check bus/metro status, and buy tickets.

If you need more assistance while planning your trip from the airport, feel free to ask your tutors.

2.3.1 Meet your tutors at the University

There is no rush to go to the University as soon as you arrive. Take the day off, rest, and settle. The next working day join your tutors in the Materials Science Department (Building “U5” – Via R. Cozzi 55, Milan). Email tutors or the MS Teaching Office before coming to be sure someone can welcome you and explain further steps in more detail. Please notice there are several deadlines in a few days since your arrival. Extra-EU students must submit the residence permit request form within 8 working days (Saturdays and Sundays not included) since you crossed the European Union border (likely your arrival at the airport). This procedure is quite long, and the paperwork might be complicated, but tutors are here to help you to go through this commitment.

2.3.2 Incoming bureaucracy and paperwork

Here is a list of bureaucratic steps we need to follow as you arrive. Missing deadlines or failing to comply with procedures might make you incur penalties, lose benefits, or even be expelled from the University and Italy. Following these steps as they are listed is the smoothest and easiest way to go through incoming procedures.

2.3.3 Tax Code (“Codice Fiscale”)

An Italian Tax Code is needed in all these circumstances: open a bank account, work (if allowed by your VISA and/or Residence Permit), receive the scholarship instalments etc. The Italian Tax Code (“Codice Fiscale”) is a 16-character alphanumeric code that identifies you every time you have to deal with Public Administration.

We suggest having one before starting to apply for the Residence Permit but it can also be requested during the first appointment at the Police Station. Remember, this is not a valid ID, but just something that resembles a social security number.

Applying for a Tax Code is easy and free of charge. Follow this [link](#), read carefully the instructions, and fill in the module AA4/8 accordingly. The paperwork, completed in each part, can be submitted via email to dp.iim-ilano.utmilano2@agenziaentrate.it. You will get the official Italian Tax Code in a few working days. Please note that during the enrolment procedure on the UNIMIB website, our systems automatically generate a Tax Code for you (e.g. AAABBB01C23D456E) **but it is not the official one**. When opening a bank account, the bank will check the presence and validity of your Tax Code on the Italian Revenue Agency database, so do not rely on the code generated by the University. All University services and benefits (e.g. residence, DSU, canteen...) are accessible using the temporary Tax Code generated by UNIMIB before you get the official one.

Start your Tax Code application after being sure of your accommodation address in Italy.

Note: when filling the AA4/8 form remember that your Residence address (“Indirizzo di Residenza”) is still in your Country, while, on the other hand, your Domicile (“Indirizzo di Domicilio”) corresponds to the address where you’re going to stay here in Italy. This difference might seem subtle but is fundamental if you want to enroll in the National Health System. We will discuss this point in more detail in the following section.

2.3.4 Health insurance

If you’re not a European citizen, medical insurance could be a wise choice. For those applying for the Residence Permit, health liability is mandatory. As a minimum legal requirement, insurance must cover illness, accidents, and maternity. Alternatively, you can enroll in the Italian public health system (SSN), but it is typically more expensive and covers just medical services in public facilities.

Here are two economic examples, but **feel free to choose whatever insurance company you prefer as long as it fulfils minimum legal requirements**:

- WAI Insurance: it costs €130 per 12 months and offers also additional assistance services for the residence permit application: <https://www.waitaly.net/en/>
- Swiss Care Insurance: starting from €197 per 12 months offers a broader coverage: <https://swiss-care.com/>

Read carefully terms and coverages before submitting. The University is not responsible for your own choice.

The enrolment in SSN costs €149,77 for students but it’s valid just for the calendar year. This means that if you apply in September/October, then you must pay for it again in January. The SSN submission provides you the same assistance as any other Italian citizen, which means that you could be subjected to fees for outpatient services or diagnostic tests. Waiting lists do apply for not emergency treatments. Ask tutors for more details.

European citizens (students) benefit a full medical coverage provided by their European Health Insurance Card as long as the card is still valid, and the student does not move his / her residence to Italy but keeps it in the Country of origin. The coverage has no time limitations in accordance with the Ministry of the Interior circular No. 18 of 21 July 2009.

2.3.5 University enrolment

After the Enrolment, you will be officially a student from Milano – Bicocca University. We recommend you complete this passage after getting the Tax Code, but BEFORE applying for the Residence Permit (we will deepen this point later). *Note: if you had to apply for an Italian VISA, you should have already completed this step.*

This is an online procedure on the University “Segreteria online” web portal. Since you already applied for the admission process, you should be familiar with this tool. Just follow the detailed step-by-step instruction on the Materials Science e-Learning page (<https://elearning.unimib.it/course/view.php?id=17945> – How to Enroll). **The procedure is completed when you pay for University’s fee.** The amount is €156.00 (+ bank fees) for the first year and can be paid online using a credit card or showing the printed payment recipe (PagoPA) on any Italian bank counter. For the latter case, only cash is typically accepted. Follow this link for a detailed guide on how to pay University’s fee using “PagoPA”: https://www.unimib.it/sites/default/files/Tasse/guida_pagopa_eng.pdf.

This procedure also enables badge emission and @campus.unimib.it email account activation. Your official email account grant you access to “Unimib” and “Eduroam” Wi-Fi networks and other online services such as scientific literature, databases, and software.

Please refer to tutors or registrar’s office (segr.studenti.scienze@unimib.it) – NOT to the MS Teaching Office – for the Enrolment procedure.

2.3.6 Residence Permit / Permit of Stay (“Permesso di Soggiorno”)

If you’re not a European citizen, then you’re going to need a Residence Permit (“*Permesso di Soggiorno*”) no matter which VISA you do have. A residence permit is going to be your real ID as you’re in Italy and it is also the only document proving your regular immigration status. You have only 8 working days since your arrival to apply for it. Missing this fundamental step can jeopardize your permanence in Italy and your studies.

The paperwork isn’t straightforward, and you might need tutors’ help. Don’t you worry, specific and tailored assistance will be provided during your welcome in Materials Science Department. These are a few bullets point you should be aware of already now:

- Modules/Forms are in Italian, but English instructions have been made for our students;
- It costs ~ €120 for the first request (cash and cards accepted, except for the €16.00 duty stamp);
- These are the required attachments: a copy of your passport (page with personal data and photo), copy of your VISA, proof of medical insurance, enrolment receipt, and any documentation supporting your financial/economical liability (copy of the eligibility letter with details of your scholarship does the job) and copy of the certification attesting the course of study to be followed, endorsed by the Italian Diplomatic / Consular Representation upon issuing the entry VISA;
- The definitive Residence Permit ID card delivery might take several months depending on your domicile town and the waiting list length. In the meantime, the Residence Permit’s submission receipt constitutes proof of your regular immigration status;
- According to current regulations the first residence permit is issued “VISA compliant”. This means that the Police Officer will provide a Residence Permit expiring the same day as your VISA. Starting one month before the expiration date you can apply for a new Residence Permit (renewal procedure) valid for 12 months;
- Official communication about your request will be posted on your personal page on the immigration website (<https://www.portaleimmigrazione.it/ELI2ImmigrazioneWEB/Pagine/StartPage.aspx>). The username and password are printed on the submission recipe. Police officers might find it useful to have your mobile number for urgent communications (e.g. missing documents, need to reschedule your appointment): even if it’s not mandatory we recommend you to fill in this field in the Residence Permit form (we will discuss how to get an Italian mobile number later).

If your VISA expires in 365 days the latter point should not worry you, but a full-year VISA is not always the case. VISA extension is decided by the Italian Consulate/Embassy in your country and there’s nothing we can do about it. Please inform tutors and the MS Teaching Office – after your arrival – if your VISA expires in less than 365 days.

Note that Residence Permit paperwork is processed on a territorial base: moving to a different town between request submission and ID withdrawal may cause severe delays. We do not recommend changing residence town (address changes within the same municipality can be quite easily handled) in this time frame. Accordingly, choosing a mid/long-term accommodation could be wise and save you time.

The Residence Permit request modules are provided by any Post Office, or directly asking to Unimib Welcome Desk office.

2.3.7 Unimib – Welcome Desk

Within 45 days after your Enrolment, you have to provide the “Diploma Supplement” or “CIMEA statement of comparability” or equivalent to the University Welcome Desk. Please make contact with the Welcome Desk by emailing to welcome.desk@unimb.it (use your @campus.unimib.it account) or giving the documentation directly to the counter during the opening time (Building “U17” Piazzetta Difesa per le Donne, Milan).

2.4 Live in Milan and enjoy Milano-Bicocca University

Finding yourself in a foreign country for a long period might be a little bit confusing at the beginning, but it also might be one of the most exciting and meaningful experiences in your life. We hope this section could prepare you in advance to deal with most of the minor things that someone else would take for granted.

2.4.1 SIM card and mobile number

Since you’re presumably going to stay one year in Italy, getting an Italian SIM card is the best choice. Other European SIM cards should work without charging extra cost but refer to your network provider for details. If you come from outside the European Union, a brand-new SIM card it’s what you need. Wireless networks plan with (almost) unlimited voice + texts + internet start from €5-7/month. There are several wireless network providers in Italy, and we know this might be puzzling. If you have any questions, please refer to tutors.

Please notice that, depending on your phone manufacturer and model, some or all frequencies exploited in Italy may not fit with your device. Check in advance this detail: there are several websites to look at, and this is just one of them <https://willmyphonework.net/>. In the worst case, you might need to buy a European phone or smartphone.

At the airport (MXP, LIN, BGY) there’s an open and free Wi-Fi network to get in touch with your family, friends, or with us, so there’s no rush to get a SIM card before your departure; you can cope with this situation as you arrive in Milan.

2.4.2 Food and grocery

Let’s pretend for a while you’ve just arrived at your accommodation. Probably one of the first things you’ll have to cope with is trivially food. Milan area is highly populated, so, accordingly, there are grocery stores, markets, and malls almost everywhere. In such a situation, web services such as Google Maps could be helpful to locate the closest stores. In this regard, if you buy preferentially from the same store, maybe a retail discount card could help you save some money; these cards are usually for free and give you access to reserved discounts. Please notice that overall, you might need to spend €200-300/month on food, so plan your finances.

Several retail chains offer delivery and pick-up services, while others have 24h opened stores.

2.4.3 Car / Private transportation

If you live in Milan or close to the city you won’t need a car for commuting. Public transportation is efficient, economic for students, and environmentally friendly. Moreover, if you live in one of the University’s residences, there’s a free shuttle service from/to the University during workdays.

Deal with car purchase/rental and with the driving license is far beyond the scope of this guide and we invite you to refer to the department of civil transportation (www.ilportaledellautomobilista.it) for details. Unfortunately, there isn't an English version, but "Google Translate" or similar services could be useful in such situations.

2.4.4 Public transportation

Here's an overview of public transportation in Italy and more specifically in the Milan area. Let's see some specific cases:

- **Milan Area:** the best way to commute or simply to move around Milan is by ATM (Milan Transportation Company). ATM manages surface and underground transportation in the Milan area. The service is active Mon-Sun from early morning till midnight. The tickets fare system is based on zones: Milan municipality is within M1 and M2 zones, while zone number increases as far as you move radially away from downtown up to M9. It is worth noting, that Sesto San Giovanni and Cinisello Balsamo (there are two University residences in these cities) are in the M3 zone. We spoke about the standard ticket in section 2.1. These are some submission fares you might be interested in:
 - Monthly / Annual submission (M1-M2): €39.00 / €330.00 (-25% under 26)
 - Monthly / Annual submission (M1-M3): €50.00 / €460.00 (-25% under 26)
 - For people under 30 with an annual income of less than €28.000 (this is the case if you only perceive the SuMa scholarship) there are special tariffs:
 - Monthly / Annual submission (M1-M2): €22.00 / €200.00

Fares are subjected to changes (likely raises). This guide will be updated accordingly.

- **Regional and National railway service:** the main railway company in Italy is called "Trenitalia" (<https://www.trenitalia.com/en.html>). It manages regional, national, and high-speed trains. Limited to high-speed trains among selected cities (e.g. Rome, Venice, Florence, Turin, Milan, etc.) there is another company called "Italo" (<https://www.italotreno.it/en>).
- **Sharing Mobility:** sharing vehicles is very popular in Milan. Several companies are offering this service with a broad panorama of cars, motorcycles, and bikes starting from an electric minicar for two people up to more luxury and sporty cars. Our students can benefit from special discounts with some of these companies; more details here <https://www.unimib.it/servizi/opportunita-e-facility/convenzioni-studenti/convenzioni-commerciali-attive/trasporti/sharing-mobility>.

2.4.5 Bank account

An easy and safe way to manage your money while in Italy/Europe is to open a bank account in the local currency (Euro, €). The University badge comes with a prepaid card function linked to an IBAN code bank account (you can make and receive bank transfers), so you don't need to open another account. Please note that the card issuance process can take 3-5 weeks from the date of enrolment, and the bank requires you to be in possession of the Residence Permit Card (a copy of the application submission is not valid for this purpose). If you need a bank account sooner, there are some alternatives.

If you need to transfer money from your country to your new bank account, be aware of the exchange rate and any charges your bank may make. Alternatively, online services such as "Wise.com" could be a cheap and fast option. Non-European citizens are generally required to appear in person to activate the prepaid card functions associated with the card. The "Banca Popolare di Sondrio" currently manages the banking functions of the Unimib card.

For scholarship holders: an active Italian bank account is required to receive the scholarship installments. The bank account must have an IBAN code. Also check the maximum deposit allowed by your bank: if your

account is full, any payment from the University or others will be returned, causing delays in payment. For the "Ateneo+" prepaid card (linked to the Unimib card), the deposit limit is 10,000.00 euros.

3 Double degree in Sustainable Material (SuMa)

Students enrolled in the double degree SuMa track will spend the first year at the University of Milano – Bicocca whereas the second year at the Katholieke Universiteit Leuven (KU Leuven) in Belgium. Accordingly, a prefixed plan of study has been previously agreed among Universities and SuMa Program that cannot be modified by applicants. Anyway, the pre-approved plan of study must be confirmed and submitted in November by the student himself/herself. Starting from Academic Year 20/21, 6 ECTS (CFU) for “elective course” have been introduced: this allows the incoming student to choose one between two alternative courses (“Fundamentals of quantum physics for materials scientists” or “Basic Chemistry for Materials Science”). Further details will be provided during the welcome meeting.

As part of the bureaucratic commitment, outgoing UNIMIB students enrolled in the SuMa track must apply to the “Erasmus+” call. The latter will be published in December. This step makes it possible for UNIMIB to keep track of your records while abroad. Even though SuMa students spend the whole second year at KU Leuven they are still officially UNIMIB students. No further economic benefits come from “Erasmus+” in addition to the EIT Raw Materials scholarship for SuMa students.

The Erasmus Mobility was suspended during the latter academic year. We are currently in contact with the International Mobility Office discussing the best strategy for the 2023/24 year. Updated information will be provided by the Tutors.

During the first year, there are specific mandatory steps SuMa students must achieve, each one with a precise deadline (starting from December). Don’t be worried, tutors will assist you throughout the procedures. Here is a short extract to keep in mind:

- Submit the request for the scholarship;
- Enrol in KU Leuven and get Belgium VISA;
- Enrol in the “Erasmus+” call and complete related procedures;
- English assessment: TOEFL ≥ 86 or IELTS ≥ 6.5 or Unimib’s Rosetta Stone $\geq C1$. To be achieved within the first year;
- Minimum of 12 CFUs (ECTS) credits to be achieved by March 2024 to be eligible for the EIT scholarship and the SuMa programme accordingly;
- Minimum of 36 CFUs (ECTS) credits to be achieved by the end of September 2024 to access the second year.

3.1 VISA for Belgium

As part of the SuMa track, the second year takes place in Leuven (Belgium) at the KU University. European students (European citizens) can travel, reside, study and work wherever across European Union, accordingly a VISA is not requested. On the other hand, non-European (non-EU) citizens shall apply for a long-stay Belgian VISA (type-D for Erasmus Students), similarly to what you did before arriving in Italy.

Please make sure that you make the necessary preparations regarding money matters and health insurance. We want to help you to keep on track, so let us know if you have any doubts.

In the list of requested documents (<https://italy.diplomatie.belgium.be/nl/naar-belgie-komen/visa-belgium>) also appear:

- Certificate of the Italian criminal record: it must be obtained before submitting the visa application by following a dedicated guide prepared by the tutors and available on the eLearning platform;

- Proof of Solvency: it is a security deposit required by Belgian law that must be made directly to the University of KU Leuven. During the second academic year, you will receive the deposit back in form of installments. The official amount (updated to the 22/23 academic year) is €11500, but there is a high chance of obtaining a reduction by proving to be the holder of an EIT scholarship. We will take care of forwarding the request for the reduction and keeping you updated;
- Participation in Erasmus mobility: in addition to being necessary to keep track of your exams in Belgium, it allows you to be exempt from the handling fee of €180 for the Belgian VISA. A dedicated and detailed guide about the Erasmus call, regulation, and deadlines is available on eLearning and it will be updated as soon as the 22/23 mobility call will be published;
- By proving that you are an EIT scholarship holder you should be exempt from paying the administrative fee of €209 for the Belgian visa application. It will be our task to produce the certificate required by the Belgian embassy and we will keep you updated.

3.2 Double Degree: how to get the Unimib Degree Title

Following the SuMa mobility plan, the master's thesis will be discussed in Belgium according to the regulations and procedures established by the University of KU Leuven. To obtain the Italian degree from Unimib, it will be necessary to complete all the formal steps and respect the deadlines described in the specific eLearning section "Internship and Thesis": <https://elearning.unimib.it/course/view.php?id=21953>

For your convenience, the main steps are listed below. Specifically, it will be necessary to:

- Present the APPLICATION FOR DEGREE ACHIEVEMENT in Segreteria Online;
- Download the STATEMENT ABOUT THE DEFINITIVE THESIS TITLE from Segreteria Online, section " Diploma ", print and send a copy to segr.studenti.scienze@unimib.it by your institutional email account (@campus.unimib.it).
- Close the Erasmus mobility and retrieve the Transcript of Records (TOR) from KU Leuven;
- Upload the thesis in PDF format to Segreteria Online;
- Send the THESIS to didattica.materiali@unimib.it in pdf format at least 7 days before the formal thesis defense;
- Send the THESIS SUMMARY to didattica.materiali@unimib.it in pdf format.

Please note that each session has its own deadlines, which can be found in the calendar on the Internship & Thesis eLearning page. Failure to meet the requirements will result in exclusion from the session and it will be necessary to wait until the next available session. On the day of the defence, it will not be necessary to defend the thesis in front of a committee, as you already did in Leuven, but it is still necessary to be present in person or remotely.

4 Contacts

Materials Science Department website: <https://www.mater.unimib.it/en>

Double Degree Chief: Prof. Alberto Paleari alberto.paleari@unimib.it

Materials Science Teaching Office: Cristina Valentino didattica.materiali@unimib.it

Science Registrar's Office: segr.studenti.scienze@unimib.it

University Residence Service: residenze.ristorazione@unimib.it

Welcome Desk: welcome.desk@unimib.it

Materials Science Tutors:

- Matteo Zaffalon Ph.D. matteo.zaffalon@unimib.it

Updated: September 25, 2023

Procedures and fees are subject to change without notice. Consult the institutional pages of the University, the Italian Government, or the service providers mentioned here for the latest updates.

Always check the latest version of this guide.