



International Master's Degree in Materials Science & Sustainable Materials

Take the first steps in Unimib

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Tutors for Master's Degree in Materials Science

Welcome Day
Milan, October 3th 2022





Tutoring

- What is it and how to use it



The Campus area and useful information

- University services: Canteen, Library, Software
- Mobility



Student Life

- Exams, Study Plan, Covid-19 restrictions



Bureaucracy on arrival

- Tax Code, Residence Permit, Health Insurance



SuMa Program

- Preconditions, Erasmus+, Scholarship
- Outgoing bureaucracy

Tutoring

A powerful tool...



What Tutors could be for you

- A **guide** through the procedures and documents to be presented during the academic year
- A **counselor** about academic life and how to organize your work as a student

What Tutors are NOT

- An info point 24/7
- Personal secretary



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Campus

University's services for you, and some tricks...



Canteen Service - Lunch

- Buildings: U6 (basement) – U7 (first floor) – U12 (closed)
 - Full meal €6.60
 - First dish (pasta, rice, soup) + water €2.50
 - Pizza menu starting from €4.05
- When:
 - Mon-Fri 11:45AM - 2:45 PM
- 50% discount: canteen card grant ("*Tessera Mensa*") deadline December 15th. Online portal for registration [here](#)



Free shuttle from/to Residence

- Few runs: reach campus for lessons in the morning and than come back early in the afternoon
- Timeline [here](#)



Library (Science)

- Building U2 – first floor
 - Science site
 - Mon-Thu 9AM – 7:30PM
 - Fri 9AM – 6:30PM
- Services:
 - 117 seats
 - Consultation, loan, bibliographic counselling, photocopy



Sport with CUS

- Sports: football, basket, volley, tennis (Male & Female)
- Events: Avalanche Bicocca (ski), tournaments...
- Gym U12: annual subscription €125, or less for 8, 6, 3 months (currently closed due to safety precautions)

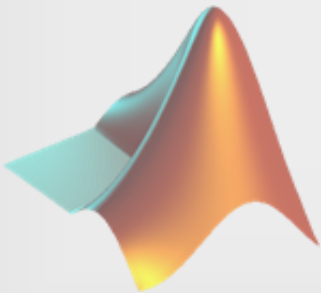
Computer Laboratory

- Buildings U1,U2,U3,U4,U5,U9 [...]
 - Workstations
 - Account needed: ask to lab tutors
- Services:
 - Internet access
 - Scientific programs
 - 50 free prints/month
- Check [here](#) for available labs with tutor service
- For Wifi issues check [here](#)



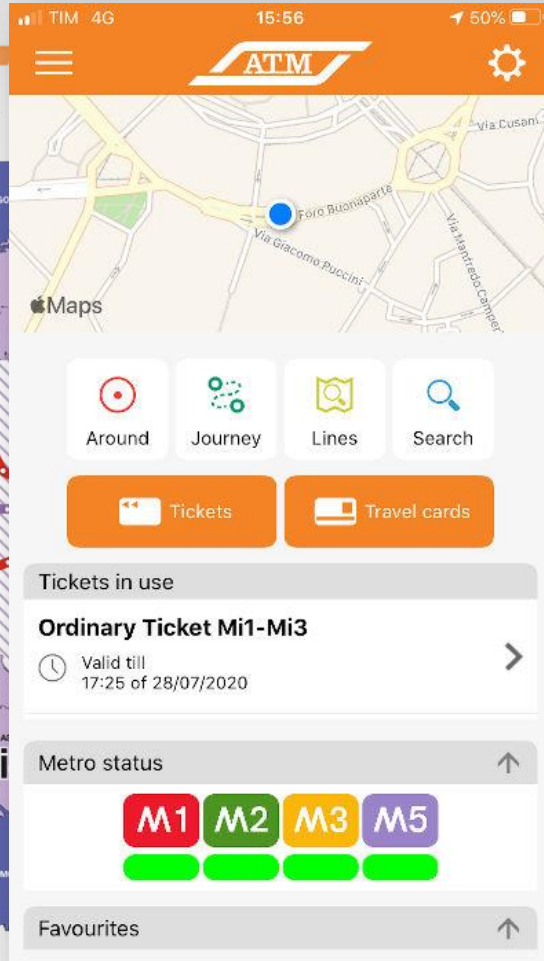
Software Campus

- Microsoft Office 365
- Scientific: MatLab, Mathematica, Origin, ChemDraw...
- Find instructions [here](#)



Public Transport in Milan: ATM

- What it includes:
 - Undergrounds (Metro)
 - Surface transports: Bus, Tram
- Tickets:
 - Single ticket: €2 for 90' (Mi1-Mi3)
 - Carnet: 10 runs €18 (Mi1-Mi3)
- Monthly submissions:
 - Urban Mi1-Mi2 U30: €22/month
 - Extra-urban Mi1-Mi3: €50 (-25% U26)
- More informations [here](#)



Railways: Trenitalia.it / Trenord (regional)

- Regional and National railways
- Hi-speed trains connections with main cities (Venice, Rome, Florence, Turin...)



Badge

- When you'll receive it
 - Within 1-2 months from enrolment
 - e-mail from the Bank (*Popolare di Sondrio - PopSo*) to schedule the activation the prepaid card for non European students
- Bank Services:
 - Free cash withdrawal (BPS ATM)
 - Bank transfers in Europe (SEPA)
 - Scholarship / Electronic payments
- University Services:
 - Library / Parking access
 - Water dispenser
 - Canteen card



Branches nearby

- U6 Building – Ground Floor
- Piazza della Trivulziana, 6 Milano

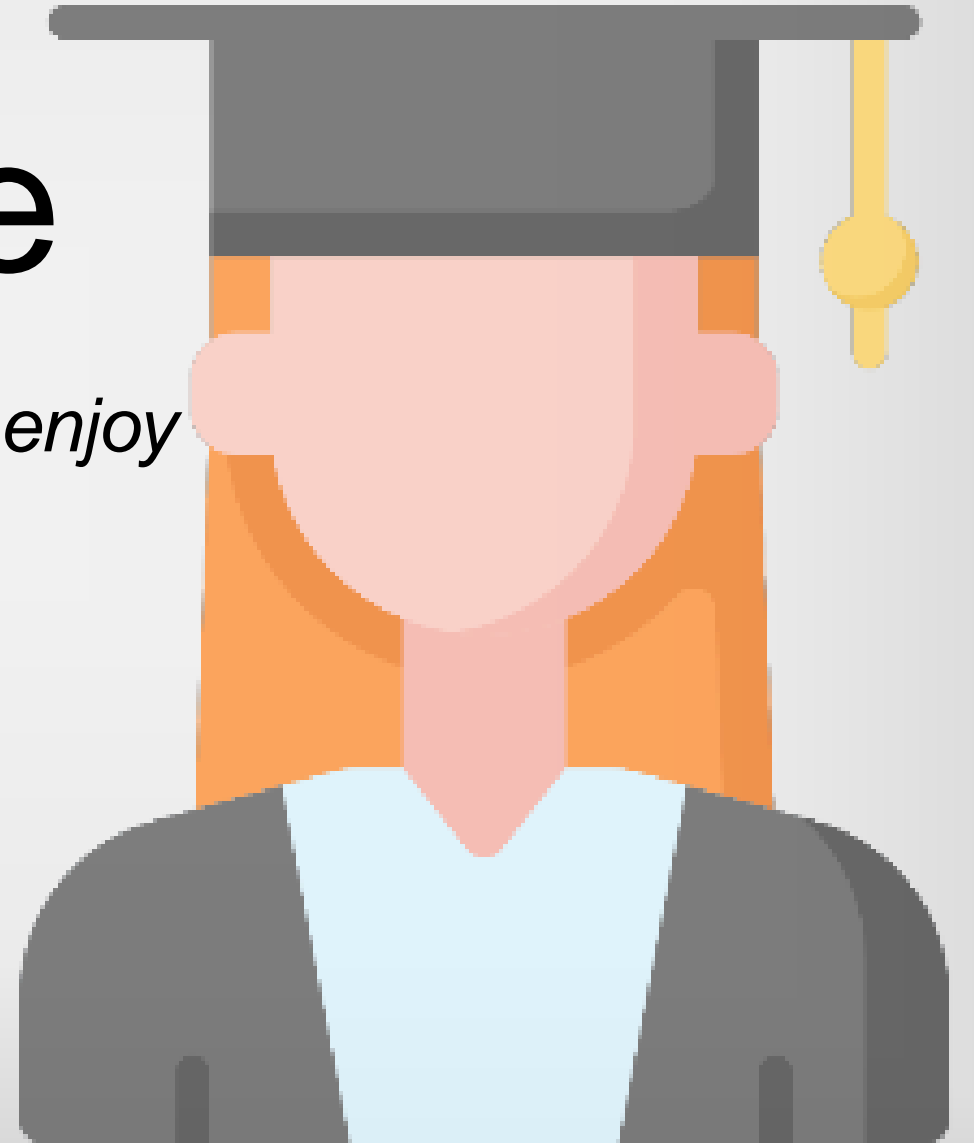
Maximum deposit limit

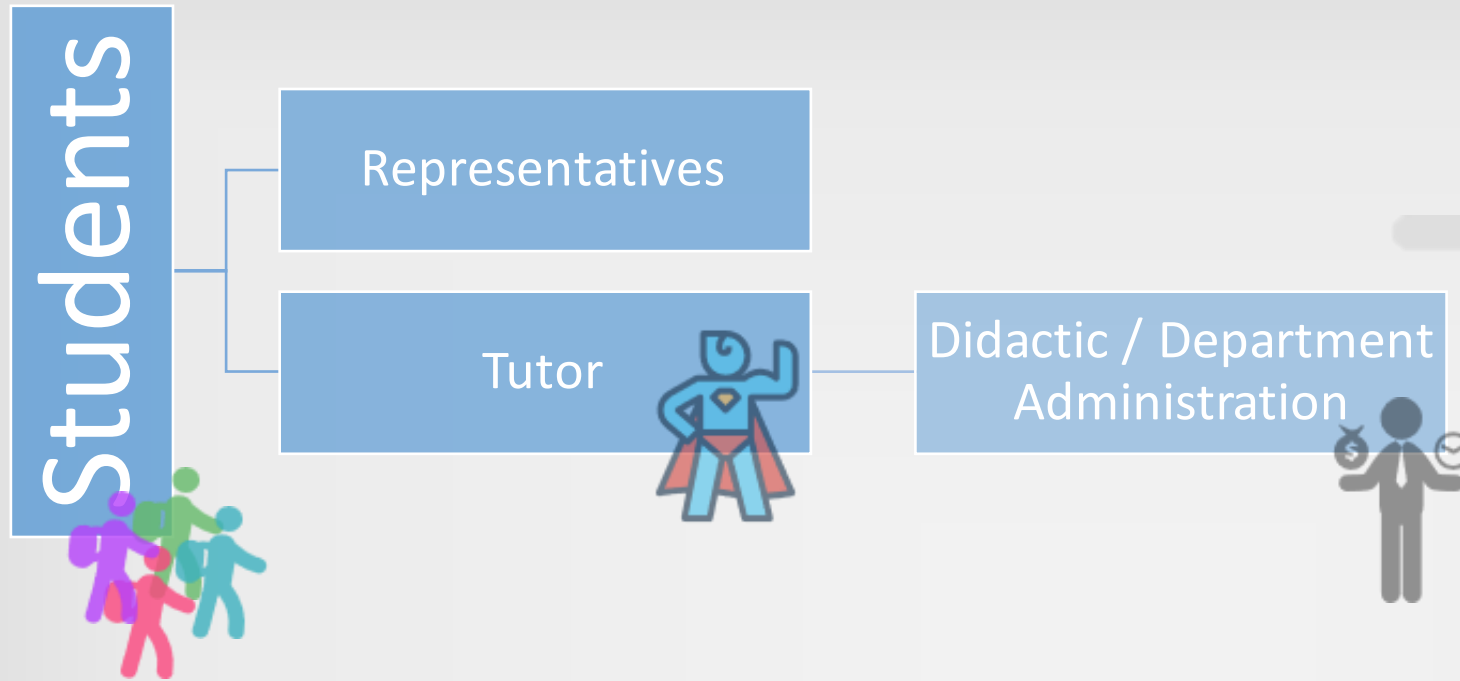
- Prepaid card: €10'000
(alternatively, open a regular checking account after receiving the permit of stay)

*NB: - for Indian students TIN (Tax Identification Number) is necessary for account activation
- for SUMA students a specific document is needed. Ask for it to tutors BEFORE going to the bank*

Student life

Academic life in Italy, how to survive and enjoy yourself...





Process Flow

- Students may report didactical issues to **Students Representatives**
- **Tutors** provide guidance and assistance for incoming and outgoing procedures
- The Teaching Office and Central University Administration are pivotal for your career, but must be consulted sparingly **not to clog them**: that is why Tutor and Representatives are here.

How to relate with Professors / University Staff

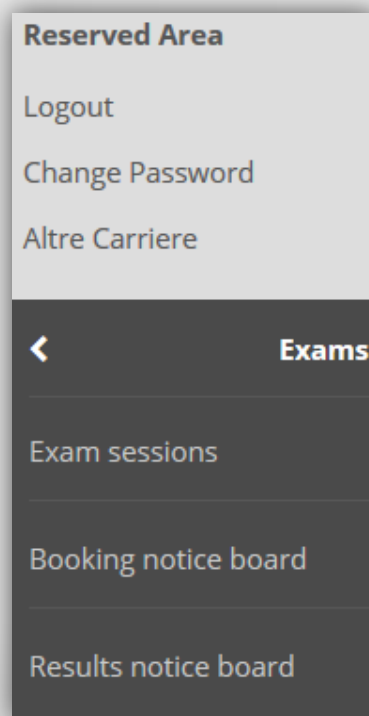
- You may call Professors: Professor + “*Surname*”
- Have a respectful and formal attitude. Someone might allow you more informal behavior, but always be respectful and polite.
- Student reception:
 - Professors are available for questions during and after lessons. Write an e-mail to schedule an appointment in person or remotely.
- Use official channels for communication (e-mail @campus.unimib possibly): social media are supposed to be exploited to share experiences with colleagues, not to chat with the Secretariats

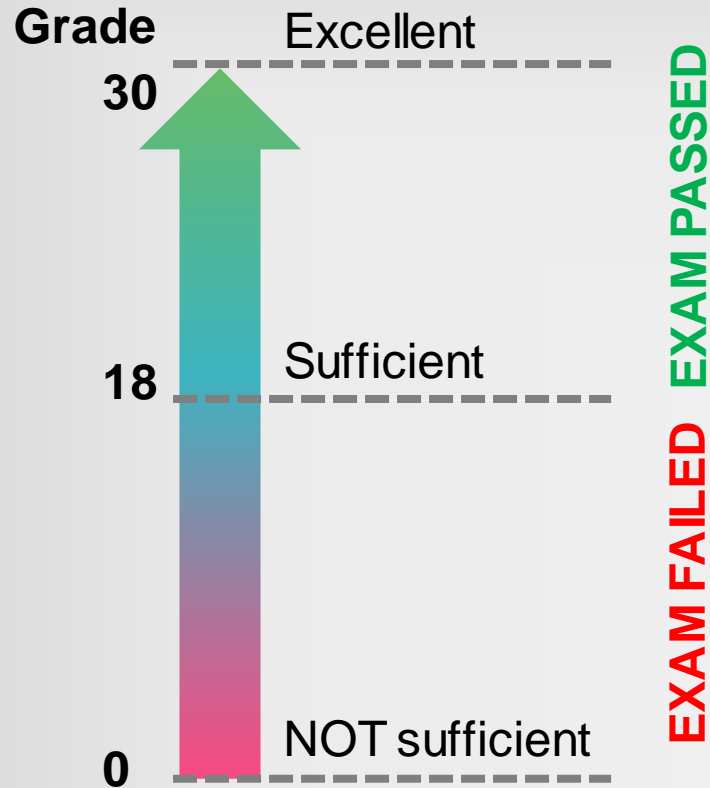
If you don't understand something just ask! You might find useful also read different textbooks; check the Library.



Exams in Unimib

- Calendar:
 - 15-19 November (during the didactic suspension)
 - February (1 month – winter session)
 - 20-26 April (during the didactic suspension)
 - June/July/September (summer session)
- **Signing up procedure** (on-line):
 - The exam must be present in your study plan
 - 2-3 weeks before exam on Online Secretariat
 - If you miss this step you can NOT sustain the exam
 - You'll be asked to fill out a survey: take it seriously!
- How it works:
 - Oral: 30-45 minutes interview with open questions
 - Demonstrations and calculation are required
 - Exam is public





Exams in Unimib

- Grading System:
 - Grades range from 0 to 30
 - To pass you need 18 or higher grade
- About grade refusing:
 - You can refuse a grade: take the exam in the next available session
 - If you refuse a grade it will be lost. You can't ask for it back.

How to study

- It's warmly suggested to attend lessons *
- Take notes during lessons and fill the blanks with textbooks, slides and with professors if necessary
- To study means to understand WHY

*For lab activities: >75% attendance required

English & Italian Exams - Language Requirements

- B2 English certification is a precondition
 - Non-Italian students that completed an English bachelor's are exempt
 - Otherwise provide documentation to Teaching Office ASAP
- For SuMa students English TOEFL ≥ 86 , IELTS ≥ 6.5 or Rosetta Stone $\geq C1$ certification must be provided **by the end of first year**: the entry-university (UniMIB) checks your English level
 - [Agreement](#) with British Council: €210 for IELTS exam
 - UniMIB "[Rosetta Stone](#)" free practice and exam
- Non-Italian students enrolled in the Materials Science track have to take a 3ECTS Italian exam (beginner level A2).
- Further details at segreteria.lingue@unimib.it

Study Plan

36 ECTS – Core Exams

6 ECTS – Technology Area

6 ECTS – Physics Area

6 ECTS – Applications Area

6 ECTS – Chemistry Area

6 ECTS – Nanotechnology Area

3 ECTS – Linguistic Knowledge

12 ECTS – Elective Courses

33 ECTS – Thesis + Internship

What it is

- Contains the list of exams that you will take / intend to take during the master's degree course

Plan Submission

- Must be chosen within specific time windows (8-29Nov) adding the complete list of exams according to [2022/23 regulations](#)
- SuMa track has a pre-approved list (almost) uneditable
- Material Science pre-approved plan contains a group of exams to choose from (...go with this).

eLearning Platform

- It's a sharing platform where Professors upload teaching material and recordings of lessons
- Must have an active @campus.unimib account and must register for each course for which you intend to access the teaching material

Bureaucracy on arrival

Mandatory documentation for extra-EU students



Bureaucracy on Arrival

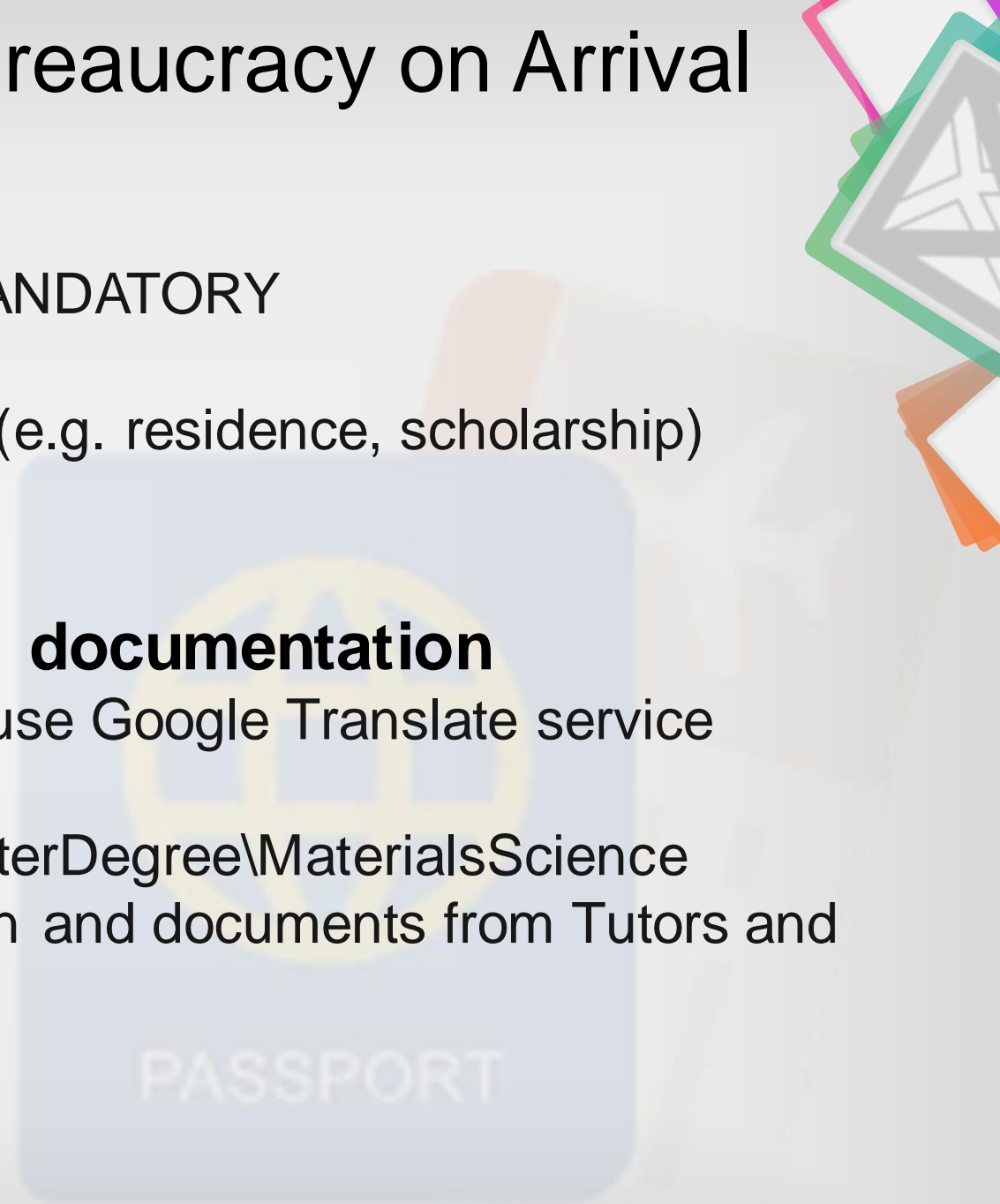
Deadlines

- In Europe and in Italy, deadlines are MANDATORY
- You may incur administrative penalties
- You may be expelled and lose benefits (e.g. residence, scholarship)



Where to find useful documentation

- University [web page](#): use Google Translate service
- E-learning [web page](#)
 - Path: Science\MasterDegree\MaterialsScience
 - General Information and documents from Tutors and Didactic Secretary
- Tutors



Bureaucracy on Arrival



Enrolment +
Universitaly.it



Italian Tax Code
(scholarship holders)

- 16 characters alphanumeric code
- Online procedure following this [link](#). Read carefully the instructions!!!



Welcome Desk
(Diploma supplement)

- Provide “Diploma Supplement” or “Statement of local validity or equivalent, within 45 day since enrolment: welcome.desk@unimib.it



Health
Insurance

- Any insurance that covers you for illness, accident and maternity is fine
- National Health System (SSN): €149,77 for students but it's valid just for the calendar year (Jan-Dec).



Residence
Permit

- Must be subscribed within 8 days
- Kits available from the Welcome Desk or at any Post Office
- Costs: €116.46 + commissions
- Check [here](#) your RP status and if there's missing documentation

SuMa Program

Specific regulations and bureaucratic steps



What is it?

- Students that participate at this project, spend the first year in the University of Milano-Bicocca (entry-university) and the second year in a partner university (University of KU Leuven - Belgium).

Preconditions to access second year

- English certification:
 - IELTS \geq 6.5, TOEFL \geq 86 or Rosetta Stone \geq C1
 - To be obtained within first academic year (warmly recommended within January)
 - Unimib checks your level: don't ask Leuven information about English certification
- Minimum 36 ECTS by September
- Minimum of 48 ECTS by November (by August to access the first call) for assigning the topic of your Master Thesis in Leuven

Double Degree

- To obtain the Italian Degree you must
 - Have discussed your thesis in Leuven
 - Have closed the Erasmus mobility also sending copy of the Transcrip Of Records (TOR)
 - Follow the timetable of Unimib thesis sessions (no further discussion is required)



Scholarship

- 12 ECST must be acquired before the end of March to get the first instalment of the scholarship.
- Instalments starting after March 2023
- We will ask you to fill in a personal data form: Bank Account, Tax Code ready!
- Your grant: €13'500
- Students are responsible for covering living costs during their stay, including accommodation, health and travel insurance, third-party liability insurance and student union fee (where applicable)

University Fees and Taxes

- While in Belgium, you remain a UNIMIB (entry university) student. Consequently, you are only subject to UNIMIB university fees. Keep this in mind and don't miss the tax deadline to avoid delays and extra-costs.
- By presenting the ISEE certification you will pay the minimum fee (€ ~600)



Erasmus+

- Enrol is mandatory
- It is just a formality to track your exams while aboard! No extra scholarship comes with the Erasmus mobility.
- Further details [here](#)



KU Leuven Enrolment

- May 2023
- You will receive an email from KU Leuven University
- This process is entirely managed from KU University



Erasmus+ Call

- December 2022. We will schedule a briefing after 2023 call is published
- It contains all the instructions and timing of the various modules necessary to start and end the mobility
 - Mobility Project submission (Jan 2023)
 - Acceptance of Destination (Feb 2023)
 - Learning Agreement (Mar – Jun 2023)
 - Start/End dates declaration
 - Mobility Agreement (Sep 2023)

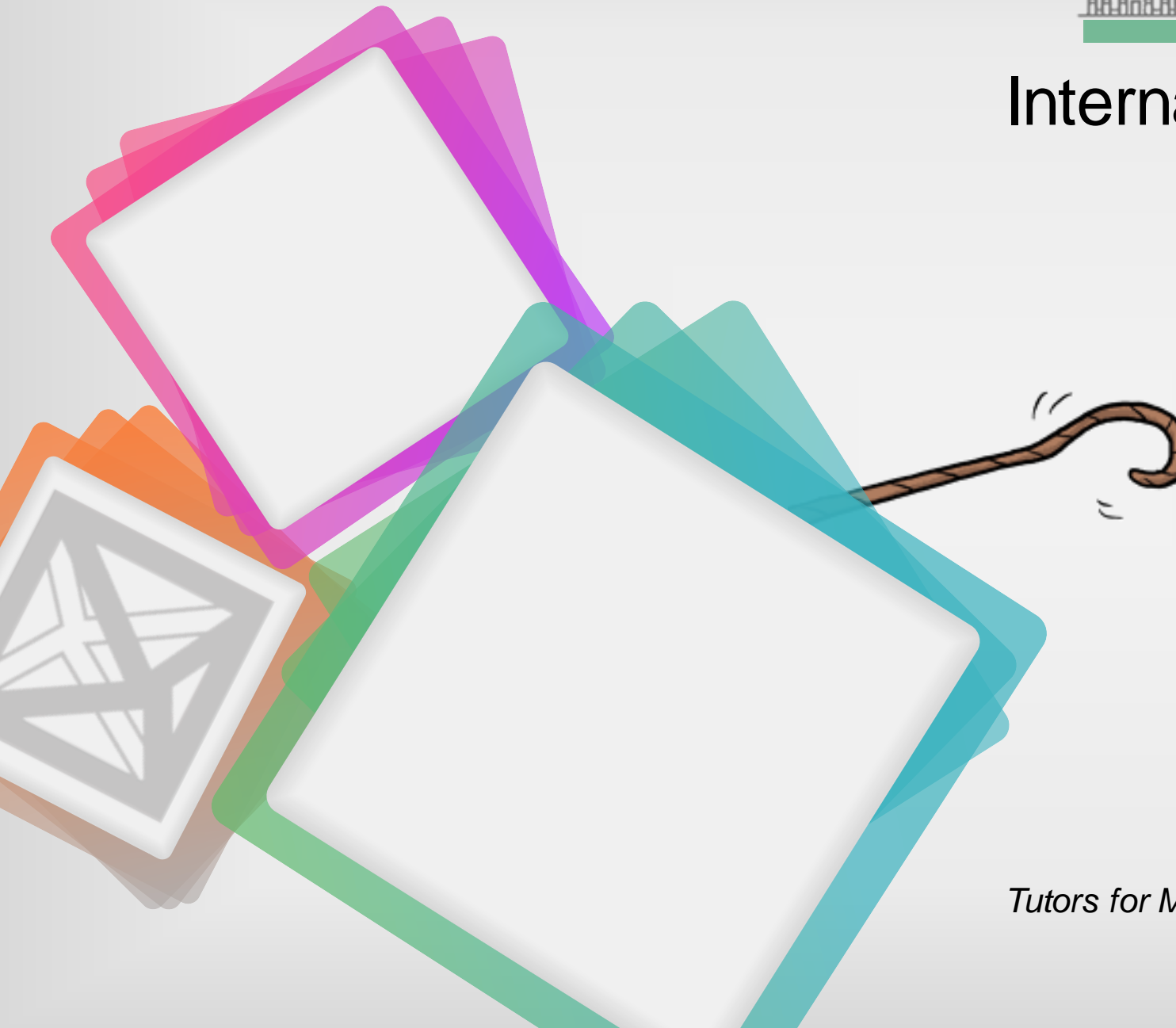


Belgian VISA

- Necessary for non-European students
- Can apply as Erasmus students + holders of scholarship funded by EIT meaning all taxes and fees are waived
- The Belgian Embassy is in Rome



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