

**ADMISSION TO THE INTERNATIONAL MASTER'S DEGREE PROGRAMME IN
MARINE SCIENCES – F7502Q
2023-2024 A.Y.**

Please read this document carefully. **Incomplete applications (lacking the requested documentation and signatures) will not be accepted.**

Course Language: English

*The international MSc in Marine Sciences is an **open access** 2-year joint degree programme offered by the University of Milano-Bicocca in partnership with the Maldives National University. The Master's degree programme aims at providing a solid cultural and methodological background in the biological, chemical, ecological, earth science, socio-economic and legal disciplines for the marine environment. Particular emphasis will be placed on the study and evaluation of the natural and anthropic processes that characterise the oceans, for a sustainable management of their resources.*

The access to the Master's Degree programme requires passing an admission interview aimed at verifying specific curricular requirements and the adequacy of personal preparation.

Curricular Requirements

Applicants must have achieved:

- a Bachelor's Degree (or three-year university diploma), or a foreign qualification recognised as appropriate by the University in compliance with ministerial regulations and the bilateral agreements in force;
- at least 18 CFUs in the following academic disciplines:
 - Chemistry and allied areas (CHIM/01, CHIM/02, CHIM/03, CHIM/06),
 - Biology and allied areas (BIO/01, BIO/05),
 - Earth Sciences (GEO/04, GEO/07),
 - Ecology and allied areas (BIO/03, BIO/07)
- English language proficiency at a level not lower than B2 (according to the [Common European Framework](#)).

PLEASE NOTE: Foreign qualifications will be assessed on the basis of the documentation provided in the online application.

Assessment of background knowledge (DM. 270/04)

Candidates selection will be made on the basis of an interview to evaluate their basic knowledge of geology, biology, chemistry and geography, necessary to successfully complete the degree programme.

The interview will be held in English.

Further information will be published on the [Master's degree programme e-learning website](#).

Applicants living at least 100 km away from the University of Milano-Bicocca, those who are away from home for documented study or work activities, those who are prevented from attending the interview for documented health reasons or foreign candidates may ask the examination committee to arrange their interview by teleconference.

FIRST APPLICATION PERIOD

1. Deadlines and interview dates

The first application period is planned only for students who have already graduated or will graduate by December 22nd 2023 - **the first set of deadlines (April/June) is exclusively reserved for extra-EU students applying for a VISA.**

Application deadlines	Interview dates
From April 3 rd 2022 to June 1 st 2023 <u>extra-UE students applying for Visa only</u>	June 12 th - 13 th 2023 <u>extra-UE students applying for Visa only</u>
From July 14 th 2023 to September 4 th 2023	September 14 th - 15 th 2023

2. How to apply

All candidates are required to apply via the Online Registry (Segreterie OnLine), the digital platform of the University of Milano - Bicocca: https://s3w.si.unimib.it/Home.do?jsessionid=37226A3BEE95999EBEA995E481FC1AF9.esse3-unimib-prod-03?cod_lingua=eng

2.1 Registration on the Online Student Registry platform (**first access only**)

Please follow the instructions in this link https://s3w.si.unimib.it/AddressBook/ABStartProcessoRegAction.do?jsessionid=05410A8A1D5FFF7B2BF1B20829BDB7BD.esse3-unimib-prod-02?cod_lingua=eng

Candidates must enter their personal information by selecting “Registration” in the Online Student Registry and then follow the procedure.

Registration may only be performed once. Foreign candidates without a tax code may register and must select “Foreign student without tax code”.

Once registration is completed, the user name assigned by the system and the chosen personal password will enable the candidate to login (to recover lost passwords go to: <https://self.unimib.it/landing/#/reset/request>).

Please note: after authentication, candidates will receive an email confirming registration at the email address they provided during registration. Definitive account activation may require up to 24 hours, after reception of the email confirming registration. *Please avoid a last-minute registration for the procedure here described.*

2.2 Application

Candidates must login at the following website using their personal credentials: <https://s3w.si.unimib.it/Home.do>.

Select in the menu “Home”, “Evaluation Test”; then choose the Master's Degree in “Marine Sciences” from the list, and complete the application with the required data and documents.

During registration applicants are required to upload the following documents:

- 1) Valid ID document (identity card or passport);
- 2) Digital ID photo (bitmap or jpeg format) which must have at least a resolution of 300x400 pixels;
- 3) Obtained academic qualifications, following the instructions below.

PLEASE NOTE: Once the application is submitted, it will not be possible to attach any other documents.

Candidates are recommended to prepare their documentation in advance.

EXTREMELY IMPORTANT: INCOMPLETE APPLICATIONS (LACKING THE REQUESTED DOCUMENTATION AND SIGNATURES) WILL NOT BE ACCEPTED.

2.3 Entering qualifications

When filling out the application for evaluation, candidates must upload the mandatory documentation on the “*Management of qualifications and documents for evaluation*” page:

- a) if candidates obtained, or they are earning, a degree from the University of Milano-Bicocca:
1. Other titles and/or statements of relevant activities, if any;
 2. B2 level English certification (see section below about English certifications).
- Self-certification of an academic qualification obtained at the University of Milano-Bicocca is NOT REQUIRED to upload, its acquisition will be carried out by the University offices.
- b) if applicants earned an Italian Degree (from other Universities):
1. **Self-certification** of their academic qualification, including a transcript of records with marks and credits. If the self-certification from their university is not available the following form must be filled out: [SUBSTITUTIVE DECLARATION OF CERTIFICATION OF UNIVERSITY ENROLMENT – GRADUATION – PASSED EXAMS - \(article n. 46 of the Italian DPR 445, 28/12/2000\)](#);
(PLEASE NOTE: SELF-CERTIFICATIONS MUST BE SIGNED - CERTIFICATES ISSUED BY OTHER ITALIAN PUBLIC ADMINISTRATIONS WILL NOT BE ACCEPTED)
 2. Other titles and/or statements of relevant activities, if any;
 3. B2 level English certification (see section below about English certifications).
- c) if candidates are earning an Italian Degree from other Universities:
1. **Self-certification** of their transcript of records with marks and credits. If the self-certification from their university is not available the following form must be filled out: [SUBSTITUTIVE DECLARATION OF CERTIFICATION OF UNIVERSITY ENROLMENT – GRADUATION – PASSED EXAMS - \(article n. 46 of the Italian DPR 445, 28/12/2000\)](#);
(PLEASE NOTE: SELF-CERTIFICATIONS MUST BE SIGNED - CERTIFICATES ISSUED BY OTHER ITALIAN PUBLIC ADMINISTRATIONS WILL NOT BE ACCEPTED)
 2. Other titles and/or certifications of relevant activities, if any;
 3. B2 level English certification (see the section below about English certifications).
- d) if candidates obtained a foreign Degree:
1. High school Diploma (in the original language);
 2. First level degree certification (in the original language);
 3. Transcript of records with marks and credits (in the original language);
 4. Translation of documents listed at the previous points 1 -2 -3 into Italian or into English if issued in a language other than Italian, English, Spanish or French;
 5. Any document held by candidates deemed useful to assess the qualification eligibility for the selected Master’s degree programme (e.g. programs of the exams, i. e. Syllabus);
 6. Statement of Comparability issued by CIMEA (it can be requested here: [MyDiplome](#))
As an alternative, (not recommended due to the variability of the information included in the declarations of value issued by the Embassies) students may submit the Dichiarazione di Valore

in Loco (Declaration Of Value), issued by the Italian Embassy/Consulate in the country where the title was achieved.

Alternatively, students with academic titles awarded in member countries of the European Higher Education Area ([EHEA](#)) may attach the Diploma Supplement, if issued by the university.

7. B2 level English certification (see the section below about English language certifications).
8. **Only for Citizens of non-EU countries requiring VISA:** the receipt of the application on the University website (see below).

UE citizens may self-certify the documents indicated at points 1 -2 -3.

Citizens of non-EU countries legally residing in Italy may only self-certify (in Italian or English) conditions, facts and personal qualities that can be certified or attested to by Italian public entities.

EXTREMELY IMPORTANT: INCOMPLETE APPLICATIONS (LACKING THE REQUESTED DOCUMENTATION AND SIGNATURES) WILL NOT BE ACCEPTED.

2.4 Citizens of non-EU countries requiring VISA - Application on University portal

Citizens of non-EU countries applying for a visa to enter Italy must submit a visa application through the ministerial website (www.universitaly.it) under the heading “*International students*”. Registration on the University portal must take place **BEFORE** the closing date of the online application on Bicocca University portal.

Regardless of the assessment of academic suitability of candidates for University courses, completing a university course at the University of Milano-Bicocca is linked to the issuing of a visa by consular diplomatic representatives and in all cases it shall be in accordance with the provisions of the ministerial note that regulates the entry of non-EU citizens into Italy for study purposes each year.

PLEASE NOTE: information regarding the submission of the admission letter for Embassies is available here: [Pre-enrolment, language proficiency and enrolment | Università degli Studi di Milano-Bicocca](#)

Students whose visa request is still pending may take online classes (if available) but they are not allowed to take exams.

Please note: Classes are held on-site. Each professor may decide to record or stream lectures but is not obliged to do so.

2.5 English language proficiency

As a B2 level knowledge of the English language is required for admission to the Master’s Degree, all candidates must upload on the “Management of qualifications and documents for evaluation” page one of the following alternatives:

- a certificate issued by a certifying Body recognised by our University (see the list available on the same webpage as this notice), equivalent to level B2 (or higher levels);
- the Bbetween English B2 Open Badge (or higher levels) awarded by the University of Milano-Bicocca;
- a declaration of the University of origin certifying that the attended degree programme is entirely or almost entirely offered in English.

2.6 Bicocca English test

Applicants who do not possess a B2 level English language certificate may ask to take the test offered by the University of Milano-Bicocca Language Office, by filling in and uploading the request form available on the same webpage as this notice instead of an English certificate.

In any case the required language level must be certified by the deadline for submitting the application.

2.7 Questionnaire

At the end of the application process, candidates who have not yet earned their degree have to fill in a Questionnaire for Admission. After that candidates may exit from the Questionnaire page and normally continue the application procedure.

The questionnaire must be confirmed.

Once the process is completed all candidates may print the receipt of their admission applications.

3. Publication of the list of admitted candidates and enrolment deadline

The examiners' board will verify the possession of curricular requirements, according to the article 6 of Ministerial Decree 270/04.

Eligible candidates will receive the details of the interview via email.

In the days following the interview, the admitted candidates list will be published on the [webpage of the Master's Degree programme](#) and the [e-learning webpage](#).

Enrolment will be possible starting from the day after the list of admitted candidates is published.

Students must enrol by October 27th 2023 following the required procedures, they will be able to take exams only after completing enrolment.

Please note: Graduand students expecting to achieve the academic qualification by December 22nd 2023 must enrol by October 27th 2023. Their new academic career will only be effective after graduation.

Graduand students from other Italian Universities are required to self-certify their degree after graduation by sending the "Personal Sworn Declaration of University enrolment, qualifications, exams" to segr.studenti.scienze@unimib.it with an identity document scan, **by January 15th 2024**. The form can be downloaded from the following page: [SUBSTITUTIVE DECLARATION OF CERTIFICATION OF UNIVERSITY ENROLMENT – GRADUATION – PASSED EXAMS - \(article n. 46 of the Italian DPR 445, 28/12/2000\)](#) (it is mandatory to fill in only the part regarding qualification details).

Graduand students from foreign universities (ONLY ITALIAN, EUROPEAN OR EXTRA UE CITIZENS LEGALLY RESIDING IN ITALY) must enrol no later than October 27th 2023. *After graduation*, they will have to send to segr.studenti.scienze@unimib.it a copy of their Bachelor's Degree and an identity document scan **by January 15th 2024**.

Graduand students from the University of Milano-Bicocca must in any case enrol by October 27th 2023, their Master's Degree career will be automatically activated at the end of their three-year degree programme.

SECOND APPLICATION PERIOD - RESERVED FOR EU-STUDENTS OR EXTRA-UE CITIZENS LEGALLY RESIDING IN ITALY

1. Deadlines and interview dates

The second application period is planned only for Italian, European or extra-UE citizens legally residing in Italy, who **have already graduated or will graduate by February 29th 2024**.

Application deadlines	Interview dates
From January 9 th to January 26 th 2024	February 16 th 2024

2. How to apply

The applications must be presented online on the University of Milano-Bicocca website: https://s3w.si.unimib.it/Home.do;jsessionid=37226A3BEE95999EBEA995E481FC1AF9.esse3-unimib-prod-03?cod_lingua=eng

Please see the previous part of this document to register and submit the application.

EXTREMELY IMPORTANT: INCOMPLETE APPLICATIONS (LACKING THE REQUESTED DOCUMENTATION AND SIGNATURES) WILL NOT BE ACCEPTED.

Please note: Candidates enrolling during the second application period (January-March 2024) have to pay the fees of the whole academic year.

3. Publication of the list of admitted candidates and enrolment deadline

The examiners' board will check the possession of curricular requirements and the adequacy of personal preparation, based on article 6 of Ministerial Decree 270/04.

Eligible candidates will receive the details of the interview via email.

In the days following the interview, the admitted candidates list will be published on the [webpage of the Master's Degree programme](#) and the [e-learning webpage](#).

Enrolment will be possible starting from the day after the admitted candidates list is published.

Students must enrol by March 8th 2024 following the required procedures and will be able to take exams only after completing enrolment.

Graduand students' career will be activated after graduation.

Graduand students from other Italian Universities are required to self-certify their degree after graduation by sending the "Personal Sworn Declaration of University enrolment, qualifications, exams" to segr.studenti.scienze@unimib.it, together with a scanned identity document, **by March 15th 2024**. The form can be downloaded from the following page: [SUBSTITUTIVE DECLARATION OF CERTIFICATION OF UNIVERSITY ENROLMENT – GRADUATION – PASSED EXAMS - \(article n. 46 of the Italian DPR 445 del 28/12/2000\)](#) (it is mandatory to fill in only the part regarding qualification).

Graduand students from foreign universities (ONLY ITALIAN, EUROPEAN OR EXTRA UE CITIZENS LEGALLY RESIDING IN ITALY) must enrol no later than March 8th 2024. *After graduation*, they will have to send to segr.studenti.scienze@unimib.it a copy of their Bachelor's Degree and a scanned identity document **by March 15th 2024**.

Graduand students from the University of Milano-Bicocca must in any case enrol by March 8th 2024, their Master's Degree career will be automatically activated at the end of their three-year degree program. Students will be allowed to take the first term's exams if they fulfil the compulsory attendance rules for the Master's Degree programme, where required.

Students from the University of Milano-Bicocca or other Universities who will graduate between March 1st and March 29th 2024.

These students cannot be admitted to the Master's Degree programme for the 2023/24 academic year, but they will be allowed to enrol in the second term's single courses of 2023/24 academic year for up to a maximum of 30 CFUs, paying 30.00 Euros per CFU, as established by the Board of Directors. If they enrol in the Master's Degree programme for 2024/25 academic year these students will have the opportunity to ask for the transfer of credits obtained by passing single courses.

The application must be presented by February 29th 2024.

The final deadline for passing the single course exams is September 30th 2024.

Information about the processing of personal data

Data will be processed in accordance with Legislative Decree no. 196 of 2003 (Personal Data Protection Code) and its subsequent amendments and additions, as well as EU Regulation 2016/679 (General Data Protection Regulation - GDPR). The policy is available at the following link: <https://www.unimib.it/informativa-studenti>.

Contacts

- **Careers Office**

The Careers Office provides administrative services to students relevant to admission and enrolment procedures, graduation, certificates issue and transfer credits from other universities (foreign ones included).

Email: segr.studenti.scienze@unimib.it

- **Teaching Office**

The Teaching office provides didactic support and information for students (class schedules, lecturers' office hours, exam schedules, study plan, internships).

Email: didattica.ms@unimib.it

- **Welcome Desk**

E-mail: welcome.desk@unimib.it

Information regarding how to book appointments and the telephone help desk is available in the following webpage: <https://en.unimib.it/services/offices-and-facilities/student-services>