

## Master's degree programme in Marine Sciences – Scienze Marine

### INSTRUCTIONS FOR ENROLMENT

In order to enrol candidates must complete the following steps by the enrolment deadline (October 25<sup>th</sup> 2024):

- Log in to Segreteria OnLine website (<https://s3w.si.unimib.it/Root.do>)
- If you graduated or will graduate from the University of Milano-Bicocca, click “Home”, then “Enrolment”, “Enrolment to Free Access Courses”, “Post Italian university reform - 2-year Master Degree” and lastly “Marine Sciences – Scienze Marine”
- If you graduated or will graduate from other universities click “*Registrar's Office*” instead of “Home”, then follow the same procedure described above.

At the end of the process the candidate must pay the first installment of the tuition fee, it is possible to pay:

- Printing the payment slip and paying it to any payment service provider of the PagoPA circuit (banks, tobacco shops, etc. Please note: ***it is not possible to pay at post offices***)
- By Online Student Services, students can access the online payment function. This payment method is possible for maximum amounts of 1500,00 Euros
- By Personal home banking (***recommended method***), using the PagoPA or CBILL option. For banks based on the CBILL system, the interbank code or SIA code is: 1G192

The payment must be completed by the enrolment deadline (October 25<sup>th</sup> 2024).

### SWITCH OF MASTER'S DEGREE PROGRAMME

Students enrolled in previous years in a Master's Degree programme from the University of Milano-Bicocca who would like to switch to another programme must have applied and have been admitted to the new Master's Degree programme, then:

- Register for the 2024/2025 academic year for the course in which they are enrolled
- Pay the PagoPA payment slip downloadable from the Segreteria Online website (Payments section)
- Send the switch request: log in to Segreteria Online website; in the main menu click “*career*” then “*course change*” and fill in the form
- The switch request involves a **116 Euro fee**. The payment is mandatory to formalise the process and it must be paid at the same time as the request.

The decision to validate passed exams will be notified by email after evaluation by the competent didactic boards.

The academic career will become effective after the validation of such exams.

It is possible to apply for switching the Master's degree programme from July 15<sup>th</sup> until September 30<sup>th</sup> 2024.

## **TRANSFERRING TO THE UNIVERSITY OF MILANO-BICOCCA**

Students enrolled in a Master's Degree programme at other Italian universities and wishing to transfer to a Master's Degree programme from the University of Milano-Bicocca must have applied and have been admitted to the new Master's Degree programme, then:

- Submit the transfer request at their University of origin
- Enroll via the SegreteriaOnline website (choosing the "*Trasferimento da altro ateneo*" option) and pay the PagoPA payment.
- The transfer request involves a **100 Euro fee** which will be available on the student's personal page after our University receives the career certificate from the University of origin.

The decision to validate passed exams will be notified by email after evaluation by the competent didactic boards.

The academic career will become effective after the evaluation of such exams.

## **LOSS OF STUDENT STATUS**

Students who lost their student status must enroll by choosing the "*Rinuncia or Decadenza*" option and paying the PagoPA payment slip.

Students who want to request credits transfer for exams passed in previous academic careers must contact [segr.studenti.scienze@unimib.it](mailto:segr.studenti.scienze@unimib.it) after enrolment. Students from other Universities must attach to the email the content of passed exams (*Syllabus*), a self-certification attesting the academic year of enrolment and a complete transcript of records (including dates, marks, CFUs and scientific areas of passed exams).

The decision to validate passed exams will be notified by email after evaluation by the competent didactic boards.

## **GRADUATE STUDENTS**

Students who already hold a Master's Degree must choose the "*Abbreviazione di carriera*" option for enrolment, then pay the PagoPa payment slip.

Students who want to request credits transfer for exams passed in previous academic careers must contact [segr.studenti.scienze@unimib.it](mailto:segr.studenti.scienze@unimib.it), after enrolment. Students from other Italian Universities must attach to the email the content of passed exams (*Syllabus*), a self-certification attesting the obtained degree (including graduation date and mark), the academic year of enrolment and a complete transcript of records (including dates, marks, CFUs and scientific areas of passed exams).

The decision to validate passed exams will be notified by email after evaluation by the competent didactic boards.