



International Master's Degree in Materials Science & Sustainable Materials

Take the first steps in Unimib

Matteo Zaffalon, PhD
Tutor for Master's Degree in Materials Science

Welcome Day
Milan, September 25th 2023





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



Bureaucracy on arrival

- Tax Code, Residence Permit, Health Insurance



SuMa Program

- Preconditions, Scholarship
- Outgoing bureaucracy

Tutoring

A powerful tool...



Tutoring

Matteo Zaffalon, Ph.D.
Postdoctoral Researcher
Building U5 Room 1097 1° floor
Office phone: 02 6448 5117
matteo.zaffalon@unimib.it

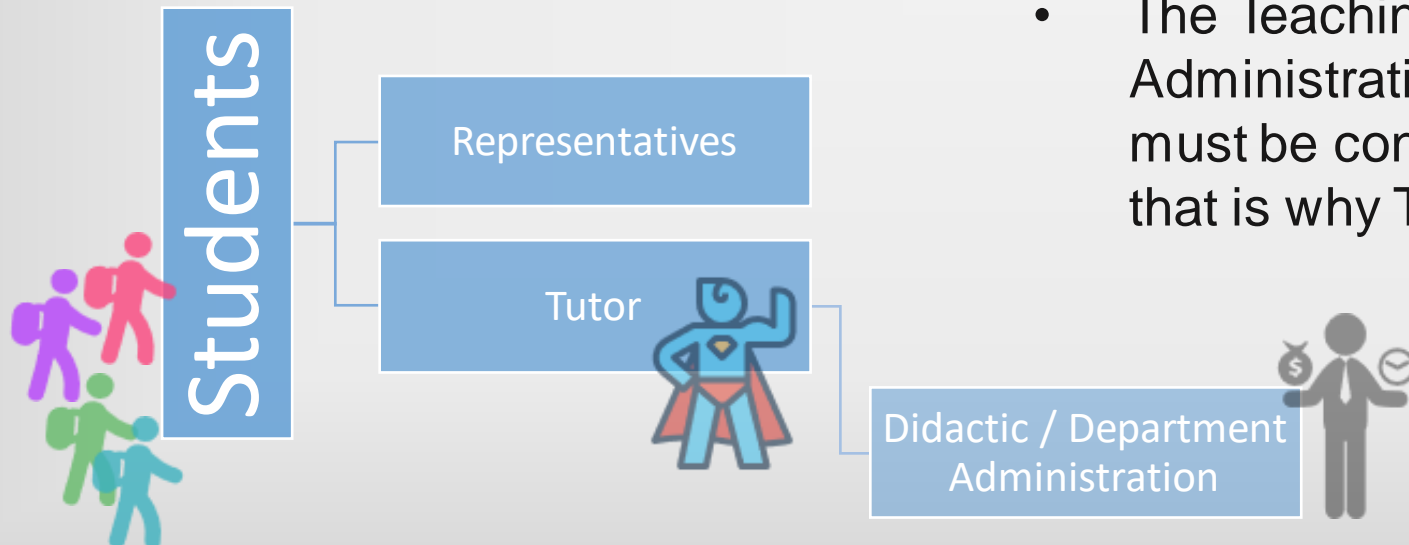


What Tutors could be for you

- 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

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.



Campus

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





Canteen Service - Lunch

- Buildings: U6 (basement) – U7 (first floor) – U12 (Second floor)
 - Full meal €2.50-8.00
 - First dish (pasta, rice, soup) + water €2.50
 - Pizza menu starting from €4.05
- When:
 - Mon-Fri 11:45AM - 2:45 PM
 - Mon-Fri 7:00PM – 9:00PM only U12
- 50% discount: canteen card grant (“*Tessera Mensa*”) deadline DSU call 30/04/23. Online portal for registration [here](#)

BAR U3, U6, U12

CANTEEN U6, U7, U12, U16



Free shuttle from/to Residence in Sesto San Giovanni

- 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)

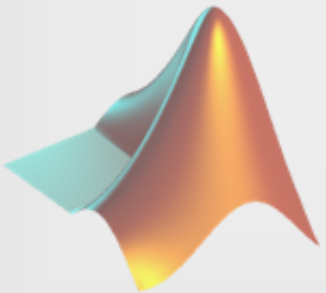
Computer Laboratory

- 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](#)

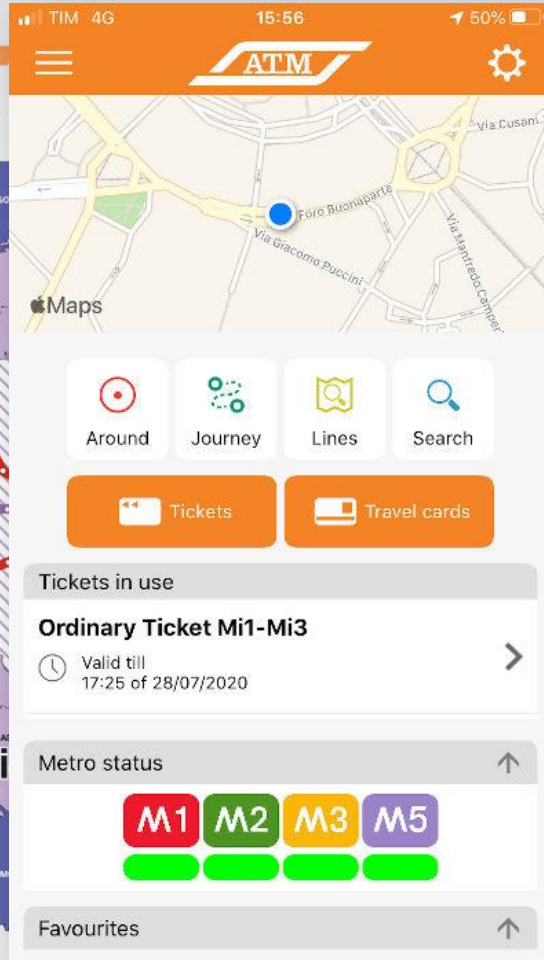


Software Campus

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



ATM



Public Transport in Milan: ATM

- What it includes:
 - Undergrounds (Metro)
 - Surface transports: Bus, Tram
- Tickets:
 - Single ticket: €2.2 for 90' (Mi1-Mi3)
 - Carnet: 10 runs €19.5 (Mi1-Mi3)
- Monthly submissions:
 - Urban Mi1-Mi2 U37: €22/month
 - Extra-urban Mi1-Mi3: €50 (-25% U27)
- 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

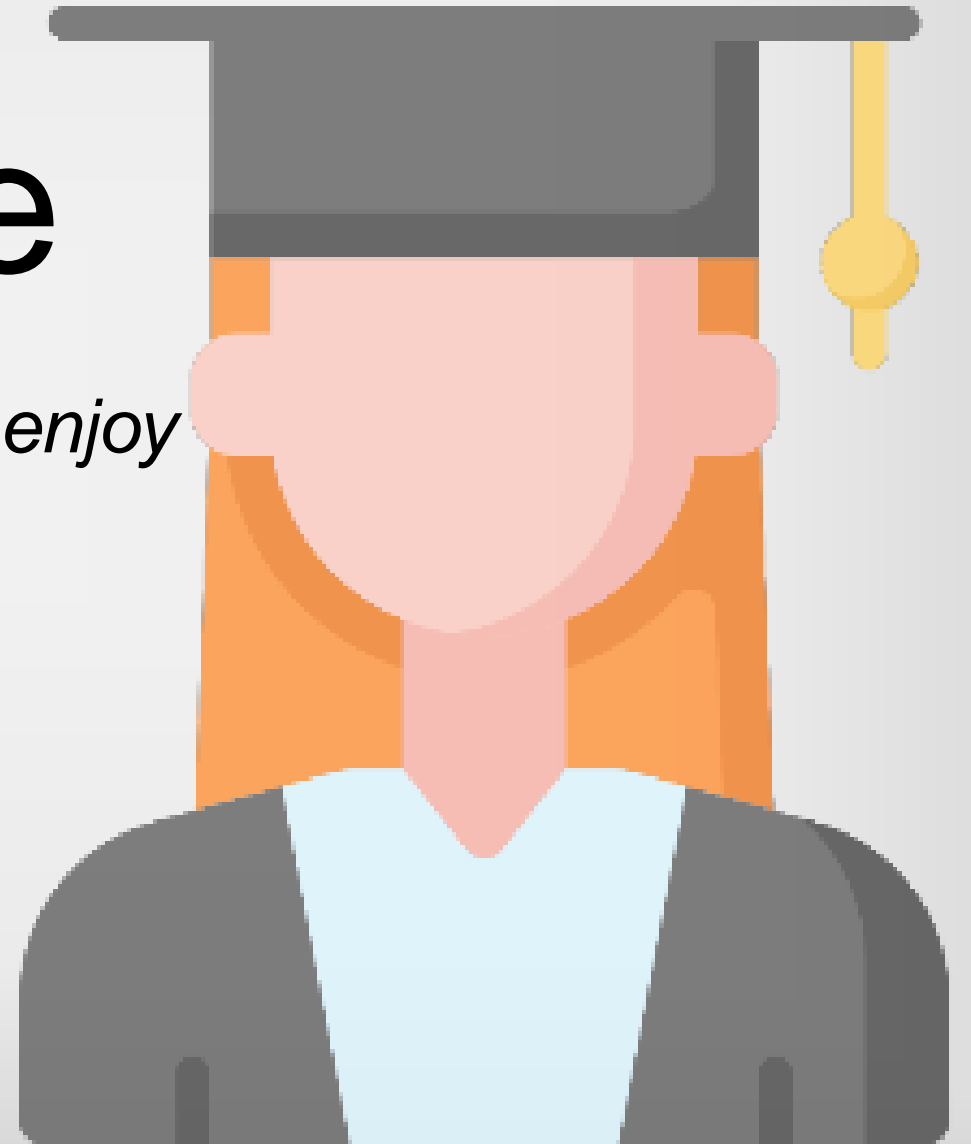
Maximum deposit limit

- 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
- non-EU citizens: the residence permit is necessary to open any bank account

Student life

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



How to relate with Professors / University Staff

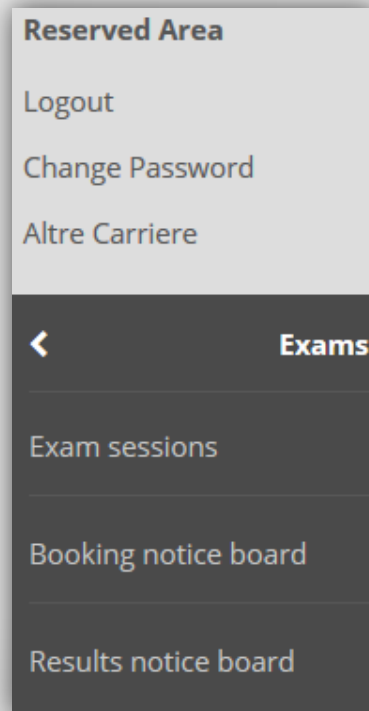
- You may call Professors: Professor + “*Surname*”
- Have a respectful and formal attitude. Someone might allow you more informal behavior, but always be respectful and polite.
- Student reception:
 - Professors are available for questions during and after lessons. Write an e-mail to schedule an appointment 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

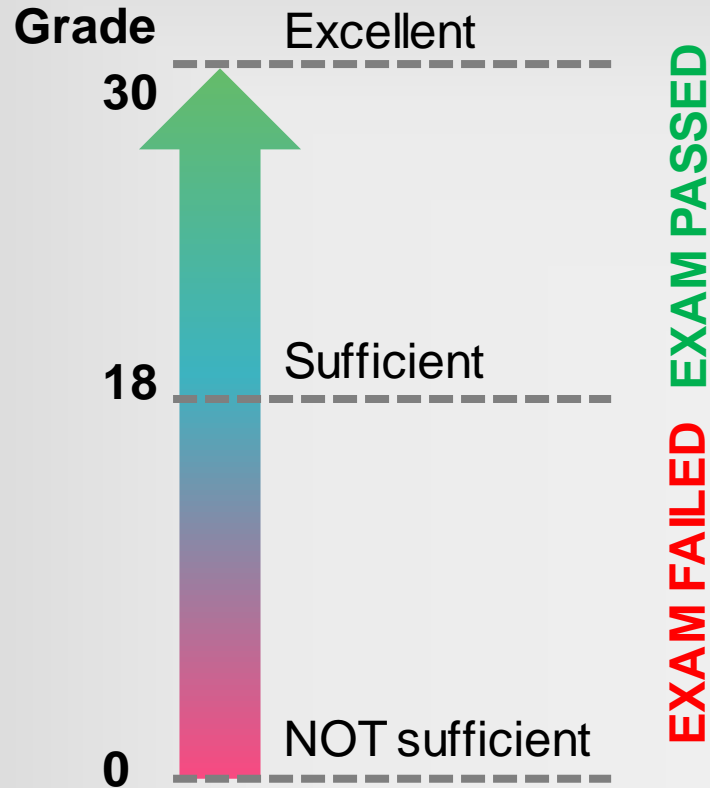
If you don't understand something just ask! You might find useful also read different textbooks; check the Library.



Exams in Unimib

- Calendar:
 - mid November (during the didactic suspension)
 - February (1 month – winter session)
 - mid 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 rejecting:
 - You can reject a grade: take the exam in the next available session
 - If you reject 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

SUMA+ITA
students

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-ITA
students

- 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 (mid-Nov) adding the complete list of exams according to [2023/22 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 +
Univarsity.it



Italian Tax Code
(scholarship holders)

- 16 characters alphanumeric code
- The TAX Code is attributed along with the residence permit directly at the Police Station



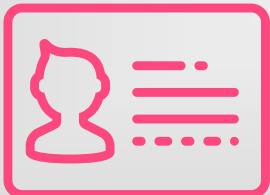
Welcome Desk
(Diploma supplement)

- 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 UNIMIB 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 ≥ 6.5 , TOEFL ≥ 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 defended your thesis in Leuven
- Have sent a copy of the Transcrip Of Records (TOR) to the Teaching Office
- Follow the Unimib thesis session schedule (no further defence 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 abroad! 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)

SUSPENDED

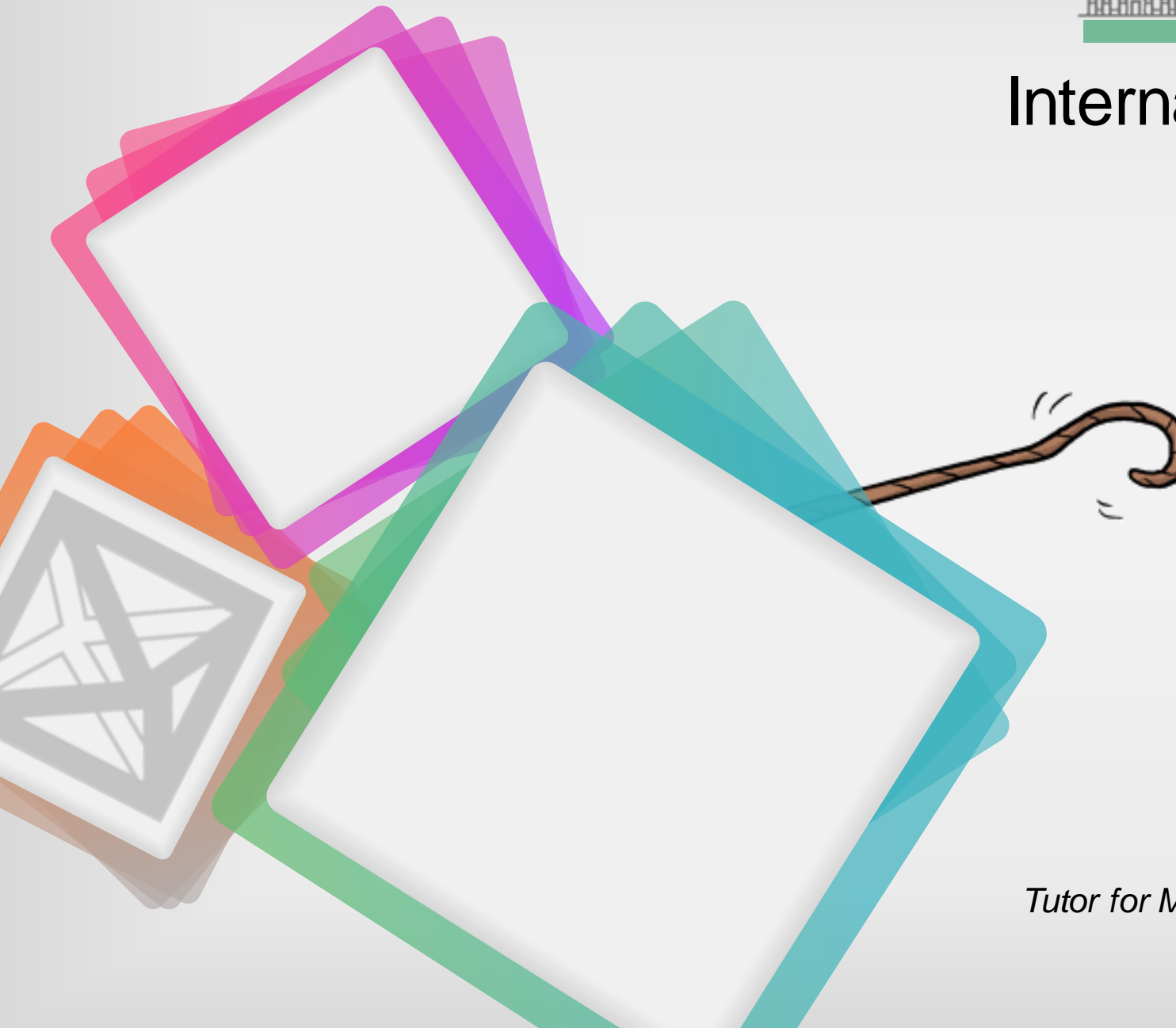


Belgian VISA

- 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



International Master's Degree in Materials Science



Matteo Zaffalon, PhD
Tutor for Master's Degree in Materials Science

Welcome Day
Milan, September 25th 2022

