

All those holding the academic qualifications indicated for the advanced course, or equivalent qualifications from foreign universities, may apply for admission.

Attendance on the various advanced course activities is mandatory.

### Application for admission

Applications may be submitted from 11<sup>th</sup> of January 2018 to 8<sup>th</sup> of February 2018, as follows:

- 1) register as an external graduate through the University portal at <https://www.unimi.it/registrazione/registra.keb>. You can skip this step if you are already registered on the portal or hold University credentials (e.g. students or graduates from the University of Milan);
- 2) use your credentials to access the portal at SIFA online services (<http://www.unimi.it/apps/hpsifaprivata.xsl>);
- 3) submit your application for the course by accessing *SIFA online services > Admission > Advanced Courses* ([link](#)).

Candidates must also present the following documentation to the course secretariat (indicated in the attached course profile) **by the 8<sup>th</sup> of February 2018 deadline**, under penalty of exclusion from the selection procedure:

- a) copy of the receipt obtained at the end of the online application procedure;
- b) a detailed cv (specifying the academic qualification held) for use in the selection process.

Besides submitting the above, those holding a foreign academic qualification must present the following documents (original or authenticated copies) to the Postgraduate and Continuing Training Office (*Ufficio Formazione Permanente e Continua*) so that the office may assess whether the qualification grants admission to the advanced course: the **academic qualification** and **its official translation authenticated** pursuant to current legislation in the country in which it was awarded, and a **Statement of Validity** (*Dichiarazione di Valore in Loco*) issued by the Italian diplomatic office (Embassy or Consulate) in the country in which the qualification was awarded. Candidates who completed the qualification in an EU State may submit, in place of the translation and Statement of Validity, a Diploma Supplement, authenticated pursuant to current legislation. In place of the Statement of Validity and the Diploma Supplement, candidates who were awarded the qualification abroad can submit a statement of validity issued by ENIC-NARIC Centres or by the Diplomatic Office in Italy.

The *Ufficio Formazione Permanente e Continua* (Postgraduate and Continuing Training Office) in Via Festa del Perdono no. 7, 20122 Milan (tel. 02.50312469 or 02.50312318 fax 02.50312300 e-mail: [perfezionamento@unimi.it](mailto:perfezionamento@unimi.it)) is open to the public from Monday to Friday 9am-12 noon.

## Rankings

The ranking of successful candidates will be published on the University website through SIFA Online Services ([http://www.unimi.it/hpsifa/nonProfiledPage\\_100.html](http://www.unimi.it/hpsifa/nonProfiledPage_100.html)). To view the ranking select *Graduatorie Ammissioni Corsi post laurea (Postgraduate Course Ranking)* > *Graduatorie Corsi di Perfezionamento (Advanced Course Ranking)*. Publication of the ranking list serves as official notification, and no personal communication will therefore be sent out to candidates.

## Enrolment

Those admitted to the course must enrol, under penalty of forfeiture, **within 5 working days** of the publication of the ranking, using the SIFA Online Services (Servizi di immatricolazioni ed iscrizione (Matriculation and enrolment services) > Immatricolazioni (Matriculation) > Immatricolazione ai Corsi di perfezionamento (Matriculation on Advanced Courses). Students must at this point also pay the enrolment fee indicated in the course profile; payment must be made by credit card. Those with an address in Italy may make the payment using the MAV (notice of payment) form generated at the end of the on-line enrolment procedure.

Enrolment is completed automatically once the candidate has completed all steps required.

Late payment of the enrolment fee will be subject to a € 30.00 late payment charge.

If the enrolment fee is paid by persons other than the student or by an Institution, Agency or Company, these must make the payment in the same way and in respect of the deadlines indicated above, under penalty of forfeiture. As the advanced course is part of the University's institutional activities, no VAT is applied to the enrolment fee and candidates will not receive an invoice.

At the time of enrolment foreign candidates must deliver a copy of their Italian tax code number (*codice fiscale*) to the Postgraduate and Continuing Training Office (*Ufficio Formazione permanente e continua*). Candidates from outside the EU must also show their permit of stay (original copy). The Postgraduate and Continuing Training Office - via Festa del Perdono no. 7, 20122 Milan - is open to the public from Monday to Friday 9am-12 noon. Tel. 02.50312469 or 02.50312318, fax 02.50312300, e-mail: [perfezionamento@unimi.it](mailto:perfezionamento@unimi.it).

## Withdrawal

Requests to withdraw from the advanced course must be made in writing. Students are entitled to reimbursement of any payments made if the request is made prior to the actual start of the course; 10% of the enrolment fee, and in any case no less than € 51.65, will be withheld by the University to cover general and administrative costs.

Students cannot interrupt their advanced course studies at any time or for any reason.

**Certificate of Attendance**

A certificate of attendance will be awarded to those who fulfil all the course requirements.

**Further information and privacy**

Further details on the structure of the advanced course and on enrolment procedures may be found on the University webpages ([www.unimi.it](http://www.unimi.it)).