Course announcement for Vocational Master in Peripheral nervous system disorders

Academic Year 2022/2023

Art. 1 Summary of procedures and deadlines ......................................................... 2
Art. 2 Admission requirements ................................................................................. 3
Art. 3 Application for Admission ............................................................................. 3
Art. 4 Candidates with SLD ..................................................................................... 4
Art. 5 Candidates with disabilities .......................................................................... 4
Art. 6 Applicants with foreign qualifications ........................................................... 5
Art. 7 Applicant selection methods and admission criteria ...................................... 5
Art. 8 - Publication of successful applicants and enrolment ................................... 6
Special cases ........................................................................................................... 6
Art. 9 Paying the second instalment ...................................................................... 7
Art. 10 Student responsibilities .............................................................................. 7
Art. 11 Other information, privacy and contact details ......................................... 8

Appendix: Course factsheet for second-level Master's degree in Peripheral nervous system disorders .......................................................................................................... 9

Employment prospects .......................................................................................... 9
Capacity: ................................................................................................................ 9
Course organisation ............................................................................................... 9
Course fee .............................................................................................................. 10
Course Registrar’s Office ..................................................................................... 10
THE RECTOR

- Considering article 6 of Act no. 341 of 19 November 1990;
- Considering article 1, clause 15 of Act no. 4 of 14 January 1999;
- Considering Ministerial Decree no. 270 of 22 October 2004, approving the new regulations on the academic autonomy of universities, replacing Ministerial Decree no. 509 of 3 November 1999;
- Considering the Teaching Activities Regulations at the University of Milan, issued by Rector’s Decree no. 1208 of 4 March 2020;
- Considering the Vocational Masters, Post-Graduate Courses, and Lifetime Learning Regulations issued by Rector’s Decree no. 1737 of 23 April 2020;
- Considering the decision on 26 July 2022 whereby the Board of Directors, following agreement with the Academic Senate on 12 July 2022, approved the launch of the Master’s degree course specified below;
- Considering the regulations on fees, payments, exemptions and grants issued by Rector’s Decree of 13 May 2022

HEREBY DECREES

that the admission procedure for the Second Level Master’s Degree in Peripheral nervous system disorders for the 2022/2023 academic year is now open.

Information relating to aims, employment prospects, course organisation, contact details and anything else concerning the course is contained in the factsheet attached to this decree, of which it forms and integral part.

**Art.1 Summary of procedures and deadlines**

<table>
<thead>
<tr>
<th>Steps</th>
<th>Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application submitted on the Unimi portal</td>
<td>By 19 December 2022</td>
</tr>
<tr>
<td>Oral entrance exam</td>
<td>From 9 to 13 January 2023</td>
</tr>
<tr>
<td>List of successful applicants published on</td>
<td>23 January 2023</td>
</tr>
<tr>
<td>the Unimi portal</td>
<td></td>
</tr>
</tbody>
</table>
Art. 2 Admission requirements

Applications may be submitted by anyone with a single-cycle Master's Degree, as per Ministerial Decree 270/2004, in the following classes:

- LM-6 Biology;
- LM-9 Pharmaceutical, veterinary and medical biotechnologies;
- LM-41 Medicine;

or equivalent qualifications obtained at foreign universities.

Students earning a degree in the same field, provided they have earned their degree by the programme start, or no later than three months from the date the programme is set to begin. In those cases, students will be admitted on a “provisional basis”; thereafter the student must, within thirty days of earning their degree, provide a self-certification to that effect, less their admission be rescinded.

Knowledge of English is required.

The suitability of the foreign academic qualifications in terms of content is evaluated by the Examining Committee set up for admission to the Vocational Master, in compliance with the regulations in force in Italy and in the country in which the academic qualification was issued, and with the international treaties or agreements on the recognition of qualifications for the purpose of continuing studies.

Art. 3 Application for Admission

Applications must be submitted no later than 23:59 hours on 19 December 2022 as follows:

1) Register on the University portal and access the service at https://registrazione.unimi.it/.
This step is not necessary for those already registered and in possession of University login details, such as students or graduates of Milan University (who can proceed to the next step);
2) Authenticate personal login details and submit the application using the online service available at: [http://studente.unimi.it/ammissioni/a/master/checkLogin.asp](http://studente.unimi.it/ammissioni/a/master/checkLogin.asp)

3) Make a non-refundable payment of €50.00 (regulations on fees, payments, exemptions and grants);

4) Upload the following documents in .pdf, .jpg or .rtf format:
   - CV (specifying the title of the degree held) for the selection process and allocation of grants as applicable;

Applicants with a foreign qualification must refer to article 6.

Providing information which is false or which does not meet the requisites will lead to exclusion from the course.

**Art. 4 Candidates with SLD**

Applicants with specific learning difficulties (SLD) who require support arrangements to take the test must include their certification when submitting their application online.

Such applicants must submit certification confirming the specific learning difficulty (SLD) as per Act 170/2010, issued by the National Health Service, authorised private health team or private specialist accompanied by a compliance document issued by the relevant health authority.

The documentation must have been issued in the prior three years if the applicant was a minor when the certificate was issued.

For information contact the service department for students with SLD via the following e-mail address: ausili.ammissioni@unimi.it.

**Art. 5 Candidates with disabilities**

Applicants with disabilities who require additional time and/or specific aids to take the test must include their certification when submitting their application online.

They must submit a certificate confirming that they are registered as disabled and/or the details of their condition as per legislation 104/1992.

For information contact the service department for students with disabilities via the following e-mail address: ausili.ammissioni@unimi.it.
Art. 6 Applicants with foreign qualifications

Applicants who hold university qualifications obtained abroad must submit their applications in line with the same procedure and deadlines as other applicants, and as instructed in article 4. They must also upload the following documents:

a) University qualification;

b) Translation of their qualification into Italian, carried out by an official translator and notarised in accordance with legislation;

c) Statement of Validity issued by the Italian embassy in the country in which the qualification was obtained;

d) Degree certificate in Italian or English, showing the exams taken and the marks awarded;

e) Passport (page with personal details only).

The documents specified in points b) c) and d) can be replaced by a Diploma Supplement, issued by the University in line with the standards established by the European Commission, the Council of Europe and UNESCO/CEPES, or another valid document issued by ENIC_NARIC centres or embassies in Italy.

Verification of the validity of foreign qualifications is made on submission of the official documents. Until then, candidates are admitted to the programme conditionally, and may drop off the course at any time if they are found not to meet the requirements.

Art. 7 Applicant selection methods and admission criteria

The selection process for admission to the course is based on an evaluation of the CV submitted, and involves a personal interview to ascertain the applicant’s level of English.

Evaluation criteria:

• Interview: up to 20 points

• CV evaluation: up to 10 points

The minimum score required for admission to the course is 18/30.

Entrance exams will be held from 9 January 2023 to 13 January 2023.
Art. 8 - Publication of successful applicants and enrolment

The list of successful applicants will be published on 23 January 2023.

The list of successful applicants will be published on the University's website at:

http://studente.unimi.it/ammissioni/g/graduatoriamaster/checkLogin.asp

This will be the sole location where the list of successful applicants is published, therefore personal communication will not be sent to applicants.

Successful applicants can enrol via the enrolment service on the website at

http://studente.unimi.it/immatricolazioni/master/checkLogin.asp

Successful applicants must enrol and pay the first enrolment instalment for the sum of €1,516.00 within 7 days of the list of successful applicants being published.

The online enrolment service automatically directs users to the PagoPA platform where the payment method can be selected (e.g. credit card, debit card or in cash at an authorised establishment).

Late payment will incur a penalty of €30.00 (regulations on fees, payments, exemptions and grants).

Applicants who decide not to enrol must promptly inform the Student Office for PhD, Master's & Post-Graduate Programmes via the online InformaStudenti platform.

Special cases

If the enrolment fee is paid by an organisation or company, applicants must contact the Student Office for PhD, Master's & Post-Graduate Programmes via the online InformaStudenti platform before the deadline for specific instructions.

The Master's degree course is part of the University's educational offering, therefore the enrolment fee is not subject to VAT and a VAT receipt will not be issued.

Successful applicants who are maintaining another career cannot enrol online, and must contact the Student Office for PhD, Master's & Post-Graduate Programmes via the online InformaStudenti platform.

Foreign applicants must provide a copy of their tax code and permit to stay (if non-EU) via the online enrolment service.
Further information on the enrolment procedure is available on the University website at [www.unimi.it](http://www.unimi.it) on the following page: [https://www.unimi.it/it/studiare/frequentare-un-corso-post-laurea/master](https://www.unimi.it/it/studiare/frequentare-un-corso-post-laurea/master).

**Art. 9 Paying the second instalment**

The second fee instalment must be paid by the deadline specified in article 1 via the online Gestione Pagamenti service by accessing UNIMIA, the personal student portal (including post-graduates).

The online enrolment service automatically directs users to the PagoPA platform where the payment method can be selected (e.g. credit card, debit card or in cash at an authorised establishment).

In the case of high amounts, it is advisable to choose the option whereby a payment advice is issued and payment is made through online banking, or in person at the bank if the relevant bank offers that option.

Late payment of the second instalment will incur a penalty of €30.00 on delays of up to 15 days, and €60.00 for longer delays.

**Art. 10 Student responsibilities**

Attendance at the various course activities is compulsory and is checked in line with established methods for each course.

Only students who have attended at least two thirds of the scheduled educational activities can sit the final exam.

Course timescales cannot be suspended for any reason.

The specifications set out in the tax regulations for the current academic year apply to students on the Master’s degree course where relevant, in terms of payment terms, withdrawals, possible reimbursements and exemptions for students with disabilities classed as over 66%.

Enrolled students who intend to withdraw from the course must submit an official request by completing the form on the website and sending it to the Office for PhD, Master’s & Post-Graduate Programmes via the online platform under InformaStudenti>Post-Laurea>Master.

If withdrawing from the course, any amounts paid will be reimbursed if the student withdraws...
before the course commencement date, however in all cases 10% of the enrolment fee will be retained by the University to cover general administration costs.

Art. 11 Other information, privacy and contact details

Further information on the Master's degree course is available in the attached document and on the University course website at: https://www.unimi.it/index.php/it/corsi/corsi-post-laurea/master-e-perfezionamento/catalogo-master.

In accordance with Legislative Decree no.196 of 2003 (data protection legislation) and subsequent amendments, in addition to EU Regulation 679/2016 (General Data Protection Regulation i.e. GDPR), the University will keep all information on applicants confidential. All data provided will be processed for purposes relating to the course and managing the relationship with the University, in accordance with legislation.

Information on processing personal data is available at https://www.unimi.it/it/ateneo/normative/privacy

For information on enrolment or to request certificates and forms consult the website at https://www.unimi.it/it/studiare/frequentare-un-corso-post-laurea/master

or contact the Student Office for PhD, Master's & Post-Graduate Programmes via the online InformaStudenti platform, selecting the category POST-LAUREA>Master.

Milan, 5 December 2022

The RECTOR

Professor Elio Franzini

(Signed by Elio Franzini)

Filed as record no. 5574/2022 of 05/12/2022
Appendix: Course factsheet for second-level Master's degree in Peripheral nervous system disorders

Coordinator: Prof. Giuseppe Lauria Pinter

Learning objectives

The Master’s degree course aims to provide students with the latest findings on functional neuroanatomy and neurobiology of the autonomic and somatic peripheral nervous system, and the theoretical and practical elements of clinical, neurophysiological, neuroradiological and neuropathological diagnostics.

Students who complete the course will acquire:

- knowledge of neuroanatomy and neurobiology relating to the structure, development and function of the peripheral nervous system;
- theoretical and practical expertise relating to the clinical diagnostic pathway, laboratory analysis and instrumentation in pathologies of the peripheral nervous system and neuropathic pain;
- theoretical and practical expertise in pharmacological/non-pharmacological treatment, and rehabilitation in pathologies of the peripheral nervous system and neuropathic pain;
- expertise in the prognosis of pathologies of the peripheral nervous system and neuropathic pain.

All lectures on theory and practical lessons will be delivered in English.

Employment prospects

The knowledge acquired will be applicable to career development in academia, the national health service and the pharmaceutical and biotech industries.

Capacity:

The maximum number of places available is 25. The University reserves the right not to proceed with the course if the number of enrolled students is less than 15.

Course organisation

The course will run from 20 March 2023 until 18 October 2024.
The course is split into 250 hours (25 CFU) of face-to-face teaching, 230 hours (18 CFU) of other teaching formats, and 30 hours (2 CFU) of e-learning.

Programme outline:

- Neurobiology of PNS disorders;
- Diagnostic of PNS disorders;
- Acquired neuropathies;
- Genetic neuropathies;
- Neuropathic pain;

The course will be followed by an internship amounting to 184 hours (7 CFU).

Oral and/or practical exams will be set during the course.

The final exam to obtain the Master's degree will assess the overall knowledge acquired through a multiple-choice test.

Assessments and the final exam will not be awarded a mark, instead a pass will be approved or a resit required.

Obtaining the Master's degree will result in 60 CFU being awarded.

Course fee

Course participants must pay an enrolment fee of €5,016.00 (including insurance and official stamp charges).

The enrolment fee must be paid in two instalments:

- First instalment of €1,516.00 by the enrolment date;
- Second instalment of €3,500.00, to be paid by 28 July 2023.

The first instalment includes official stamp charges.

Course Registrar's Office

Department of Medical Biotechnology and Translational Medicine
For administration information

For information on enrolment, payments and certificates contact the Student Office for PhD, Master's & Post-Graduate Programmes via the online InformaStudenti platform, choosing the category POST-LAUREA>Master.