



# UNIVERSITÀ DEGLI STUDI DI MILANO

Academics and Training Division

*Post-Graduate and International Relations Sector*

Dir. DF/FTLI

## **Call for applications to the advanced courses starting in January 2024 - a. y. 2023/2024**

### **THE RECTOR**

- Having regard to Presidential Decree no. 162 dated 10 March 1982, and in particular article 1, paragraph 2, point (c), and articles 16 and 17, pertaining to advanced courses;
- Having regard to art. 6 of Law no. 341 dated 19 November 1990;
- Having regard to Ministerial Decree no. 270 dated 22 October 2004, containing new rules governing the educational autonomy of Universities and replacing Ministerial Decree no. 509 dated 3 November 1999;
- Having regard to the Statute of the University of Milan, issued by Rector's Decree on 15 March 2012, as subsequently amended and supplemented;
- Having regard to the Academic Regulations of the University of Milan, issued by Rector's Decree no. 1208 dated 4 March 2020;
- Having regard to the Regulations for Master Programmes, Advanced Courses and Lifelong Learning, issued by Rector's Decree no. 1737 dated 23 April 2020;
- Having regard to the resolutions passed by the Academic Senate, at its meeting of 13 June 2023, and by the Board of Directors, at its meeting of 27 June 2023;

### **HEREBY DECREES AS FOLLOWS:**

The advanced course "Skeletal anchorage in orthodontics" is instituted for the academic year 2023/2024 (beginning in January 2024).

The fact sheet annexed to this call, which is an integral part of this document, contains information on the number of places available, admission requirements, teaching organisation, enrolment fees and all other details regarding the course.

Candidates in possession of one of the degrees required for this advanced course, or equivalent qualifications also awarded by foreign Universities, may enrol in the course. Candidates holding



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a non-university qualification recognised by law as equivalent to a university degree may also enrol.

Attendance at the various activities of the programme is mandatory.

## Enrolment

Candidates will be admitted to the course in chronological order, based on their enrolment date and up to the number of places available, as specified in the fact sheet. Applications must be submitted by the deadline specified in the fact sheet, as follows:

1. Register on the University portal at <https://registrazione.unimi.it>. Candidates already registered on the portal or in possession of University login credentials, such as students or graduates of the University of Milan, can skip this step;
2. Log in with your credentials and enrol in the advanced course using the online procedure available at <http://studente.unimi.it/ammissioni/a/corsiPerfezionamento/checkLogin.asp>;
3. Pay the enrolment fee corresponding to the amount specified in the fact sheet via the PagoPA online platform, within the deadline indicated in the payment system. Candidates who are exempt from paying the enrolment fee must nonetheless pay the stamp duty.

Compliance with admission requirements is checked ex post, which means that candidates enrol in the course under their own responsibility. Those who provide false data or fail to meet the requirements will be excluded from the programme and will not be entitled to any refund.

## Required documents

When enrolling online, candidates must upload the documents specified in the fact sheet attached to this call. Documents must be in .pdf, .jpg or .rtf format.

**Candidates holding a foreign qualification must also submit the following documents:**

- A. Bachelor's or Master's diploma;
- B. Italian translation of such qualification, carried out by an official translator and legalised in accordance with existing regulations;
- C. Declaration of value (*Dichiarazione di Valore in Loco*) to be requested from the Italian diplomatic office in the country where the qualification was awarded;
- D. Degree certificate in Italian or English with transcript of records;
- E. Passport (only the page with personal data).



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The documents listed in points b), c) and d) above may be replaced by a Diploma Supplement issued by the university in accordance with the standards established by the European Commission, the Council of Europe and UNESCO/CEPES, or by any other declaration of validity issued by ENIC\_NARIC centres or by the relevant diplomatic mission in Italy. **Non-EU candidates residing abroad** must submit an application for pre-enrolment through **Universitaly**, at <https://universitaly-private.cineca.it/index.php/registration/firststep>. The pre-enrolment application will be validated once they are admitted to the advanced course. Subsequently, they will have to apply for a visa to the competent diplomatic or consular authorities.

Candidates holding a non-university qualification recognised by law as equivalent to a university degree must attach a copy of such qualification and their high school diploma to their CV.

## **Enrolment fee**

Participants **whose enrolment fee is to be paid by an institution, organisation or company** will be asked to provide additional data so that the University can issue a payment notice in the name of the sponsoring institution/organisation/company. These data must be provided during the application process, **by the deadline specified in the fact sheet**, and include:

COMPANY NAME / REGISTERED OFFICE

TAX ID / VAT NUMBER

COMPANY CONTACT PERSON (NAME AND E-MAIL/CERTIFIED E-MAIL)

For information on payments, please use the [InformaStudenti online platform](#) and select the category POSTGRADUATE>Advanced programmes.

As advanced courses are part of the University's institutional activities, no VAT is applied to the enrolment fee, and no invoice will be issued.

Candidates are advised to keep the payment receipt issued by the system, as it is valid for tax purposes.

Foreign candidates are required to provide a copy of their tax ID (*codice fiscale*) and their residence permit (for non-EU citizens) via the online enrolment procedure.

## **Tuition waiver for candidates with disabilities**



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Students with a disability at or above 66% and/or a handicap recognised pursuant to art. 3, paragraphs 1 and 3 of Law no. 104 of 5 February 1992 are only required to pay the stamp duty in the amount of €16.00. To apply for the tuition waiver, please contact the Student Office for PhD, Vocational Masters, State Exams and Post-Graduate Programmes via the [InformaStudenti online platform](#), selecting the category POSTGRADUATE>Advanced programmes.

## **Withdrawal**

Enrolled students who intend to withdraw from the course must fill the corresponding form available on the website and send it to the Student Office for PhD, Vocational Masters, State Exams and Post-Graduate Programmes via [the InformaStudenti online platform](#), selecting the category POSTGRADUATE>Advanced programmes.

If withdrawal occurs prior to the actual start of the course, any fees paid will be reimbursed, minus an amount equal to 10% of the enrolment fee and in any case not lower than €100.00, which will be withheld to cover general and administrative costs. Studies cannot be interrupted for any reason whatsoever.

## **Certificate of attendance**

After the end of the course, students who fulfilled their obligations will receive a digital certificate of attendance at their University email address.

## **Further information and data protection**

Further information on the organisation of advanced courses is available on the University website (<https://www.unimi.it/it/node/1040>). Pursuant to Legislative Decree no. 196 of 2003 (Italian Personal Data Protection Act), as subsequently amended and supplemented, and to Regulation (EU) 679/2016 (General Data Protection Regulation, GDPR), the University undertakes to respect the confidential nature of the information provided by candidates. All data will be processed solely for purposes related and instrumental to the course, and to manage the candidates' relationship with the University, in compliance with current laws and regulations. The personal data protection policy is available at <https://www.unimi.it/en/university/legislation/privacy>.

Milan, 18 October 2023

Index no. 4985/23 of 18 October 2023



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**THE RECTOR  
(Prof. Elio Franzini)**

**signed Elio Franzini**



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## **Advanced course “Skeletal anchorage in orthodontics”**

**Coordinator: Prof. Luca Angelo Francetti**

### **Learning objectives**

The programme aims to train participants on the applications of skeletal anchorage in orthodontics, with regard to inter-radicular and extra-alveolar miniscrews, as well as the miniscrew-assisted rapid palatal expansion technique (MARPE). As far as the maxillary expansion technique is concerned, participants will learn how to diagnose and treat maxillary transverse deficiency, with a focus on the application of maxillary skeletal expanders (MSE) in combination with palatal miniscrews.

### **Places available**

A maximum of **40** students can enrol in the course. The course will not run if the number of enrolled students is less than **10**.

### **Application requirements**

To be eligible for the course, applicants must hold a Master’s degree in one of the following degree classes pursuant to Ministerial Decree 270/2004:

- LM-41 Medicine;
- LM-46 Dentistry and Orthodontics

### **Teaching organisation**

The course will be held **from 12 January 2024 to 28 June 2024** at IRCCS Ospedale Galeazzi - Sant’Ambrogio, via Cristina Belgioioso 173, 20157 Milan.

The programme includes **32 hours of lectures and exercises**. There will be a **final exam** at the end of the course.

Upon completion of the programme, students will be awarded **4 university credits (CFU)**.

### **Continuing Medical Education accreditation**

The course is accredited as Continuing Medical Education (CME) by the specific service of the University.



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## **Enrolment fee and deadline**

Candidates admitted to the course are required to pay an enrolment fee of **€2,216.00** (including the insurance premium and a €16.00 stamp duty), by the enrolment date. Candidates will be admitted based on the date of their enrolment, until all places available have been assigned. The enrolment window will close **on 4 January 2024 at 11.59 pm.**

## **Course administrative office**

Department of Biomedical, Surgical and Dental Sciences

Agostina Gentile

Via Cristina Belgioioso 173 - 20157 Milan

Tel. 02. 83506783

E-mail: [agostina.gentile@unimi.it](mailto:agostina.gentile@unimi.it)

## **Documents to be submitted to the course administrative office**

Candidates are required to submit the following documents **by 11.59 pm on 4 January 2024:**

- CV

## **Administrative enquiries**

For information on enrolment please contact the Student Office for PhD, Vocational Masters, State Exams and Post-Graduate Programmes via the [InformaStudenti online platform](#), selecting the category POSTGRADUATE>Advanced programmes. All instructions are available at <https://www.unimi.it/en/study/student-services/welcome-desk-informastudenti>