



UNIVERSITY OF MILANO
BICOCCA

www.unimib.it

DISCIPLINARY AREA:

● Economics and Statistics

● Sociology

● Medicine

● Education

● Law

● Sciences

● Psychology



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WELCOME

Dear Student,

We are glad to welcome you! Thank you for deciding to study at the University of Milano-Bicocca. We hope this handbook will help you learn more about life at our University. We will provide you with practical information about life as a new international/exchange student and as a new member of the community of Milan. Please read this information carefully before you arrive and keep it ready at hand for future reference during your stay.

This booklet is for information purposes only. The content in it is the most accurate possible at press time. However, the university shall not be responsible for any errors or omissions.



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*GETTING
AROUND*



Air

Milan is served by three airports:

LINATE AIRPORT (LIN), the city airport, just 20 minutes from the city centre by bus, serves domestic and European flights.

MALPENSA AIRPORT (MXP), about 1 hour by train, is Italy's busiest airport for international and intercontinental traffic; it serves major cities in the five continents with direct flights from Milan and is one of Europe's biggest airfreight gateways.

ORIO AL SERIO International (BGY), about 1 hour by bus, serves low-cost airlines and charter traffic to destinations all over Europe and the Mediterranean area.

Milan Railway Stations

Milano Centrale is the main railway station, served both by local, international and high-speed trains. The station is located in Piazzale Duca d'Aosta, served by the Metro (Green line - number 2 and Yellow line - number 3).

Porta Garibaldi: mostly for regional and commuter services. The underground metropolitan cross-city line (Passante Ferroviario in Italian) connects this station with other stations located in the city and with most towns in the suburbs (working as a regional/commuter line). Porta Garibaldi station is located in Piazza Sigmund Freud and is served by Metro line 2 (Green line) and Metro line 5 (Purple line)

Milano Lambrate: this station located in piazzale Bottini is served by regional and national bound trains; it is also served by the Metro line 2 (Green line)

Milano Cadorna: located in Piazzale Luigi Cadorna, this station is mainly a commuter station. Here you can find "Malpensa Express" trains to Malpensa airport (departures every 30 minutes). It is served by Metro line 1 (Red line) and Metro line 2 (Green line).

These railway stations are operated by three train companies: Trenitalia (Italian State Railways), Trenord (for Lombardy) and Italo (high speed long distance trains). For destinations, fares, timetables and online booking consult their websites.

ATM

In Milan, the company that is in charge of the transport system is called "Azienda Trasporti Milanese". ATM comprise four types of transport: bus, tram, underground railway and trolley bus. Its networks are integrated with Trenord rail networks and you can travel within the whole system with one ticket (€1.50) for 90 minutes, though your ticket can be used for only one journey on the underground. You can find several options of tickets based on your needs. As a student, you can buy specially priced monthly travel passes, which are valid for the entire urban or extra-urban network. The pass is available from the ATM points found at the Duomo, Cadorna, Porta Garibaldi, Loreto, Centrale and Romolo underground stations. You will need to produce a colour, passport-sized photo. A travel pass can be requested online directly on the website.

Remember to buy your ticket before getting on the bus. You can find these tickets on underground railway stations and at news-stands. You may also buy these tickets on the bus but only from 8 pm to 8 am paying a surplus to the normal price. You can also buy the ticket with a SMS (send the word "ATM" to the number 48444). Consult the website for more information.

How to reach the city from Airports and Railways

Once you land in Milan, the easiest way to get to the city is getting to Milano Centrale Railway Station.

If you land at Linate Airport

- Bus line n. 73 from 05:35am to 01:30am every day.
- Air Bus to Centrale Railway Station every 30 minutes from 6:30 am to 11:30 pm. The cost of the ticket is €5.00

If you land at Malpensa Airport

- Malpensa Express Train to Centrale Railway Station every 30 minutes from Terminal 2 from 5:25 am to 11:25 pm. The cost of a single fare ticket to Centrale Railway station is €13. You can buy the ticket online.

Alternatively,

- Malpensa Shuttle to Centrale Railway Station every 20 minutes from Terminal 1, exit four. The cost of the ticket is €8.

If you land at Orio al Serio Airport

- Terravision Bus, Orioshuttle or Autostradale to Centrale Railway Station, every 15 minutes from 4:05 am to 1:00 am. The cost of the ticket is €5.

If you need to get to the campus, you can follow one of these options from Milano Centrale:

Subway: Green Line from Milano Centrale to Milano Porta Garibaldi, change to the Purple Line to Bicocca stop. You will then have to take an 8-minute walk towards the campus.

Bus: you have to exit the Railway Station and get to Piazza IV Novembre; you will find there the line 87. The stop to get off is Arcimboldi Ateneo Nuovo. You will find the campus right when you get off the bus.

Alternatively, you can take the train from Milano Porta Garibaldi to Milano Greco Pirelli and walk for 8 minutes until arriving to the campus.

TAXI

Radio-taxis can be booked by calling: 02 6969 - 02 8585 - 02 4000 - 02 4040 – 02 2181. Be careful to use only authorized taxicabs, which are white and have a Taxi sign on the roof. Taxicabs are quite expensive, usually fares from these airports to Milano Centrale are:

From Malpensa €90.00

From Linate €25.00

From Orio al Serio €120.00

Supplementary costs, where applicable, for holidays, luggage and night trips must be added to the initial minimum fare and to the cost of the trip.

Cars, bicycles and trains

Those who cannot live without a car should look for Car Sharing. The car sharing is a short-term rental of cars: you can find them parked (everywhere) all over the city, and you can access them through an app on your mobile phone; you will pay a fare per minute of use and when you finish your rental you can park it anywhere in the covered area. You will discover that hiring a car, even for a small period, is not as expensive as you may think.

Cycling enthusiasts who wish to explore the city on two wheels can take advantage of the bicycle hire service BikeMi, which is provided by the Municipality of Milan.

For travelling in Italy, useful websites include those of Trenitalia, Trenord, the website of the Autostrada motorway service, which contains timetables and ticket prices for the buses that link Milan to several of Italy's most important tourist destinations. If, on the other hand, you wish to travel around Europe, you will find all the information you need on the European Youth Portal. If you are travelling by car or on foot and require directions, you can consult the TuttoCittà or ViaMichelin websites.

*USEFUL
INFORMATION
FOR LIVING
IN ITALY*



Italian tax code

The tax code or "codice fiscale" is an identification code issued by the Ministry of Finance. It's a combination of 16 characters (numbers and letters), which is not a valid form of identity, but without which you won't be able to rent an apartment, open a bank account or even buy a sim card. In order to know more about how to get it please visit the website

Health Insurance

It is extremely important to have valid health insurance, as it is also required in order to apply for a residence permit within 8 days of your arrival in the country.

Perhaps you already have health insurance, which was taken out in your home country and validated by the diplomatic representation prior to your departure. If not, you can subscribe a private Health Insurance or make a voluntary registration at the Italian national health service (Servizio Sanitario Nazionale or SSN), which gives you the opportunity to choose a doctor (general practitioner), who will deal with health problems free of charge, and prescribe medicines, tests and specialist examinations when necessary. Registration is valid for one calendar year.

To register with the SSN you have to

Non-EU citizen:

- Go to a post office and use a payment slip to make a payment of €149.77 (cost of the service for one calendar year) to post office current account n.379222, registered to: Amministrazione P.T. Regione Lombardia, specifying the following reason for payment "Iscrizione volontaria al SSN" (which means voluntary registration to SSN).

- Register within the local health authority (ASL or Azienda Sanitaria Locale) office nearest to your residence address (you will find all the addresses on the website www.salute.gov.it) bringing with you:
 - Payment receipt
 - Italian tax code
 - Passport
 - Residence permit application receipt
 - Self-certification (autocertificazione¹) of residence or home
 - Self-certification (autocertificazione) of enrolment to our University.

EU citizen:

- Register within the local health authority (ASL or Azienda Sanitaria Locale) office nearest to your residence address (you will find all the addresses on the website www.salute.gov.it) bringing with you:
 - Passport
 - TEAM² / EHIC³ card and the S1 form. You should prepare this form in your home country only and bring it with you.
- N.B The TEAM/EHIC (European Health Insurance Card) and S1 form should be requested from the local health authority of your home country prior to departure.

¹ Autocertificazione is a statement you can draw up and subscribe to your interest in personal status, facts and qualities and use it in relations with Public Administrations and with public service providers.

² If you are staying for a period up to three months

³ If you are staying for a period over three months

Residence Permit

Non-EU citizens who decide to stay in Italy for more than 3 months must request a "permesso di soggiorno" within 8 working days of their arrival in Italy. Permesso di Soggiorno (permit of stay) is a legal requirement for anyone coming to live in Italy. As a student, you will have to submit a request for a study permit of stay. Other than allowing you to study, it will also allow you to work for up to 20 hours a week. You can ask for the application kit at any post office displaying the "Sportello Amico", a post office that supplies first issue and renewal permit-of-stay kits, presenting your passport. After filling in the application kit, you will have to submit it by mail at a "Sportello Amico" post office. The post office will give you an official document (lettera di convocazione) with the date of your appointment with the specific Commissariato or Ufficio Immigrazione address where you have to show up. It will also give a delivery receipt which substitutes the permit of stay until it is delivered. This document is important please keep it safe!

You can contact Poste Italiane by calling 803160 or 199.100.160 from your mobile phone.

If you are an EU citizen, you do not require a residence permit as such, but you have to register with the local "Ufficio Anagrafe" (civil records office). You can book an appointment on the website >Servizi online > Servizi Anagrafici >Residenza stranieri.

Bank Current Account

Before opening a bank account, it is useful to check the fees charged by different banks. In general, online bank accounts and those reserved for students offer more options. When you open a bank account, you have to fill in some forms and present your passport (or national iden-

tity card), tax code and a certificate of enrolment at the University. Contact the bank of your preference for having more detailed information.

The University of Milano-Bicocca has an agreement with Banca Popolare di Sondrio, which offers our students the possibility to open a bank account on very good conditions.

For further information, please check the website

You can find two offices of Banca Popolare di Sondrio at the campus: one at Piazza della Trivulziana, 6 that is located between buildings U12 and U3; the second one at the U6 building in Piazza dell'Ateneo Nuovo, 1. Office Hours: Mon-Fri 8.30-13.30/ 14.45-15.45; Closed on Saturday and Sunday.

Badge di Ateneo

Within a few weeks following enrolment, your University Badge will be available. It can be used:

- As a "university card" to access university's common areas such as laboratories and libraries and access to special prices for students.
- As a prepaid card to make payments and cash withdrawals in Italy and abroad, make and receive bank transfers, pay bills and receive refunds or benefits. To activate the card you must go to any branch of Banca Popolare di Sondrio with your ID card or passport and tax number.

Mail and Phone Services

Poste Italiane is the leading postal service operator in Italy, supplying mail collection and delivery, printed matter and parcels, telegrams, express mail and online services. Offices are usually open from 8:00 am to 2:00 pm but some branches in Milan have extended Opening Hours. Stamps can be bought also at tobacconist shops and bars displaying

a “T” sign. Apart from traditional mail services, Poste Italiane also offers banking services such as checking accounts and pre-paid Visa credit cards. You can visit the website for more details.

Phone services are provided by different companies, which offer various services and rates depending on the time of the day, the type of call, etc. All companies offer prepaid cards (the cheapest option) or contracts. While some houses have a landline, a mobile phone is a must-have. To sign up with one of the companies you need:

- A valid ID card or passport
- A tax code (codice fiscale)

It usually takes a few hours to activate your card, but in the meantime, you can take advantage of the free internet facilities available around the city and on Campus.

Openwifimilano

The city of Milan offers a free Wi-Fi service in several areas. Thanks to it, you can have an unlimited access, unlimited traffic and speed. To use it, you just need to register (first access): once you connect your device to the network, you will be redirected to the registration page where you will be asked your mobile phone number in order to receive an SMS with the password to Login.

You can find further details about the service, as well as the covered areas in the website.

Cost of Living

Living costs and spending habits will differ considerably depending on your individual expectations and needs and, of course, on where you live, so it is not easy to give advice that is suitable to everyone. The

cost of living in Milan is estimated at around €700-900 per month: this should cover average expenditure for food, accommodation, transportation and leisure activities. Carefully plan how and when to exchange your currency to get the best exchange rate. Take precautions with money, documents and luggage, when travelling or using public transport. To avoid thefts and being pickpocketed, keep valuables and important belongings close to your body.

Accommodation

Various sites and offices offer students rental accommodation depending on their need. If you are looking for short-term accommodation, you can contact the guesthouse managed by our partner Sodexo (booking.bicocca.fms.it@sodexo.com). As a student, you may benefit from special prices.

For more information, visit UNIMIB’s website about “Foresteria”.

If you are part of a mobility program such as ERASMUS+ or Double Degree you should contact us. There are special conditions for you based on our mobility agreements.

Otherwise, if you are enrolling in our university you have to participate in a selection process. This means that you have to send your application in a specific period of time, normally July-August. Read carefully all information and deadlines in UNIMIB’S website about “Alloggi” If you miss the deadline you cannot take part in the selection process, therefore you will not have access to the university accommodation facilities, which are:

- COLLEGIO E RESIDENCE DELLE FONTANE - BICOCCA U12
Via Vizzola, 5 - 20126 Milano

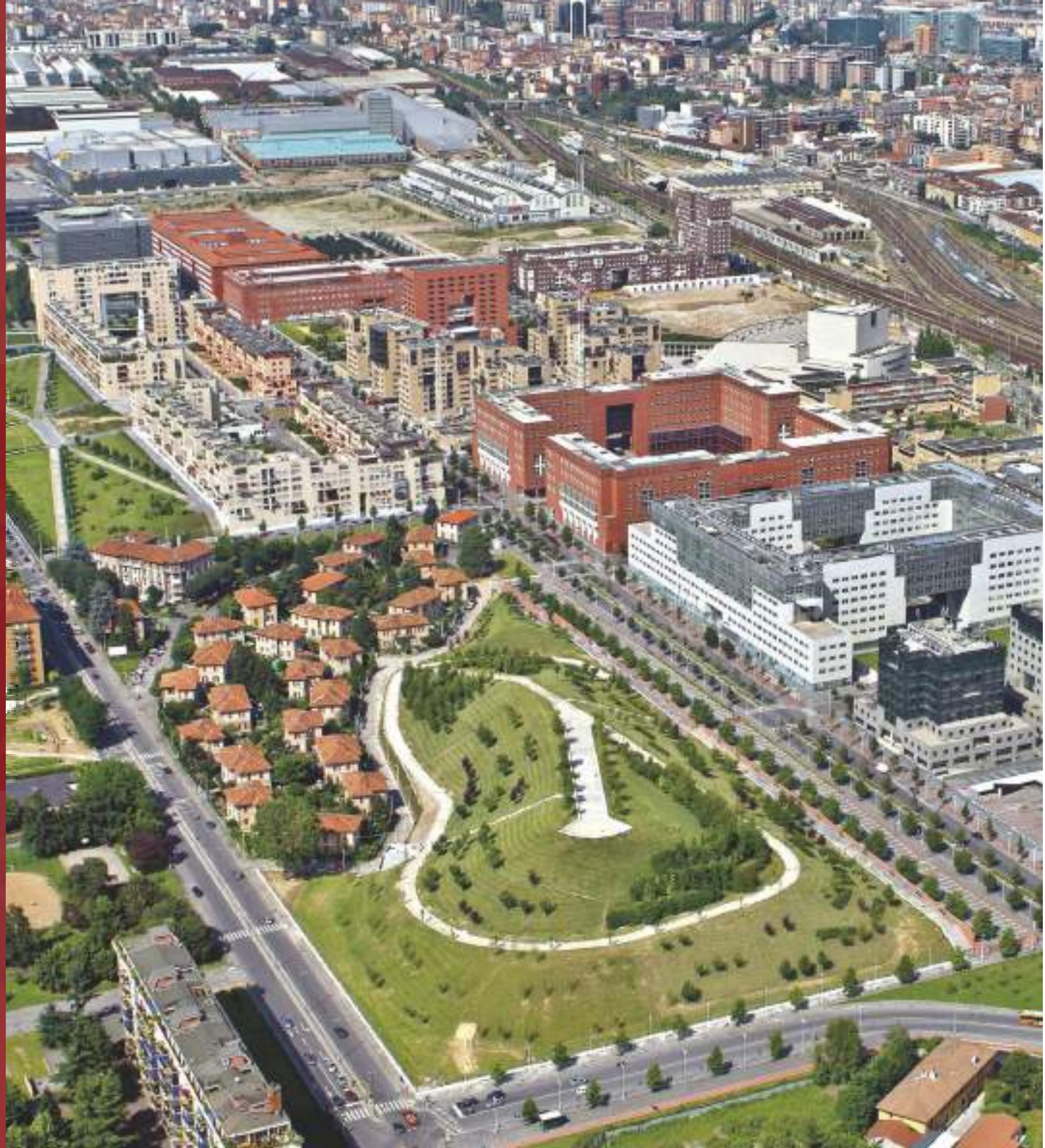
- COLLEGIO E RESIDENCE DEL PARCO - BICOCCA U22
Via Mantova, 75 - 20099 Sesto San Giovanni (MI)
- RESIDENZA MODENA
Via Gustavo Modena 36 – Milano
- APPARTAMENTI ALER BICOCCA
Via Ponale, 66 - Milano

Other accommodation solutions may be found at UNIMIB'S website about "Alloggi".

You can also find private solutions through real estate agencies, websites or Facebook groups. Please pay close attention to the offers you select. Do not pay anything without contacting in person the other party. We encourage you to see and inspect the apartment before making any payments. Any renting of an apartment or room must be registered by an official contract. Keep in mind that it is common practice for house owners to ask the tenants to pay an initial deposit equal to one or two monthly payments that will be given back to you when you leave the apartment.



*LIVING
AT
UNIMIB*



Usually, the Italian language interview takes place in the first week of September. For detailed information, contact welcome.desk@unimib.it

Once enrolled, intensive and preparatory Italian language courses are offered by the University of Milano-Bicocca to our international students for free. In order to attend the Italian course, you must sit a preliminary test, which is aimed at assessing your level of competence. The University offers courses for levels A1, A2 and B1. Courses for higher levels are organised by the "Scuole Civiche" of Comune di Milano and are available to Bicocca students. Further information can be found by contacting the Bicocca Language Centre segreteria.lingue@unimib.it or at UNIMIB's website about "Lingue".

Pre-enrolment

You should create then a password that must include from 10 to 20 characters of which at least two are numbers and one a punctuation

The system will then release your username, which will be the key to every university process. Please keep it safe together with your password. You can watch our tutorials by clicking here.

Evaluation test

Remember that if your study qualification comes from a different nation, you will be asked to bring specific documents related to it. For more detailed information, you can visit our website (UNIMIB>How to enrol) or contact welcome.desk@unimib.it

Once you have passed all admission procedures you can enrol within the study program you were selected for. You will have to proceed paying the enrolment fee and bringing all required documents to the Welcome Desk until 45 days after the enrolment date.

⁴ Valid certificates for proficiency in the Italian language (for a level not lower than B2) are awarded by the Council of Europe at the III University of Rome, the University for Foreigners of Perugia and Siena, the University for Foreigners "Dante Alighieri" of Reggio Calabria and by the "Dante Alighieri" schools, in agreement with the Italian Institutes of Culture abroad. CLIQ certificates (Certificazioni in lingua italiana di qualità) are also accepted.

Mobility Students

Application Form

If you are part of a mobility program, your University of origin should nominate you. After receiving your nomination, you will be contacted at a later date, which usually is available in June.

In order to apply you should have ready your ID, learning agreement⁵, Transcript of Records⁶ and a photograph. If you are interested in signing up for the Italian language course, contact the Bicocca Language Centre at UNIMIB's website about "lingue" or segreteria.lingue@unimib.it. If you have trouble following the procedures, please do not hesitate to contact us welcome.desk@unimib.it

Enrolment

After receiving your application form, we will enrol you give you your UNIMIB credentials on your arrival.

E-Mail

The inbox can be accessed with the log-in credentials received upon completion of enrolment. Your e-mail address, is structured using the first letter of your name followed by a dot and your surname like this: n.surname@campus.unimib.it. The e-mail box may be consulted and used directly via the portal www.unimib.it, by selecting "Webmail studenti" in the upper corner on the right. Remember that UNIMIB e-mail address is the sole channel for official communications. Therefore, it is essential that you regularly check and empty your email box.

Academic Programmes

Our University offers a wide range of Bachelor and Master Programmes in different fields. We are organised in departments and Schools.

- School of Economics and Statistics
 - Department of Economics Management and Statistics (DEMS)
 - Department of Business and Law (DISEADE)
 - Department of Statistics and Quantitative Methods (DISMEQ)
- School of Sciences
 - Department of Biotechnology and Biosciences
 - Department of Physics
 - Department of Informatics, Systems and Communications
 - Department of Mathematics
 - Department of Material Sciences
 - Department of Environmental and Earth Sciences
- School of Law
- School of Medicine and Surgery
- Department of Psychology
- Department of Human Sciences "Riccardo Massa"
- Department of Sociology and Social Research

For further details, please visit our website about "Offerta Formativa".

E-Learning

Once you are enrolled in the university, you can consult our e-learning platform, where you will find all information about the courses, syllabus and the professor's office hours. In order to gain access you should enter your campus credentials.

⁵ If you do not have your learning agreement ready at the time of application, get it signed by your coordinator here and bring it to the Welcome Desk. Remember, the sooner the better!

⁶ Only for Double Degree Programmes

Wi-Fi Service

Our university participates in the Education Roaming Federation. You can login using your campus e-mail and password. If you are a mobility program student, you can also access with the credentials of your home university.

Services For Disabled Students Dsa

The University of Milano-Bicocca provides assistance for disabled students and those affected by Learning Disability (DSA) guaranteeing transport services, learning and computer support, tutoring and assessing the possibility of taking specific educational interventions for dyslexia, and other language-based learning disabilities.

For more information, visit UNIMIB's website about "Disabilità e DSA". Alternatively, visit the offices in building U6, ground floor.

E-mail: info.disabili.dsa@unimib.it

Fees

All students registered at the University of Milano-Bicocca should pay a fee in order to complete the enrolment process. For some student categories, a fee waiver may be applied. For detailed information, please visit UNIMIB's website about "Tasse" or contact segr.studenti.tasse@unimib.it.

If you are part of a mobility program, you do not have to pay any fee.

Other Financial Help Options such as exemptions, instalment's plans and scholarships are available if you possess certain requirements. Check your eligibility at UNIMIB's website about exemptions, scholarships and instalment's plans.

Useful Number

112 Emergency Number: A unique number for all emergencies (police, fire brigade, ambulance service)

02-34567 On-call Doctor (Only from 8pm to 8am and all day long on holidays, Saturday and Sunday)

Welcome Desk

Office Hours: Check timetables on our website.

E-mail: welcome.desk@unimib.it

Orientation Office

Office Hours: Check timetables on our website

E-mail: orientamento@unimib.it

Quick Italian Guide

English	Italian
Hi	Ciao
See you later	A dopo!
Good Morning	Buongiorno
Good evening	Buonasera
Good night	Buonanotte
How are you?	Come stai?
I'm fine thanks!	Bene, grazie!
Please/Thank you	Prego/Grazie
I don't feel well	Non mi sento bene
Doctor	Dottore/Medico
Hospital	Ospedale
Can you help me?	Puoi aiutarmi?
How much is this?	Quanto costa?
A room	Una stanza
An apartment	Un appartamento
A shared flat	Un appartamento condiviso
A kitchen	Una cucina
A bathroom	Un bagno
A living room	Un soggiorno
A washing machine	Una lavatrice
A dish washer	Una lavastoviglie
Electricity	L'elettricità
Water	L'acqua
Rent	L'affitto
Deposit	La caparra
Student Cafeteria	Mensa
Certificate	Certificato
Classroom/Lecture	Aula/Lezione
Professor/Lecturer	Professore
Caretaker	Bidello
Office	Ufficio



We are looking forward
to welcoming you
to the University of Milano-Bicocca



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