



UNIVERSITÀ DEGLI STUDI DI MILANO

Area Affari Istituzionali, Internazionali e Formazione

Divisione Formazione Universitaria e Formazione Permanente

FUFP/3 - FV

Call for Applications

Advanced Course in Clinical Oncology: Sarcomas a.y. 2017-18

THE RECTOR

- having regard to Italian Presidential Decree no. 162, dated 10 March 1982, and in particular articles 1 (comma 2, letter c), 16 and 17 regarding advanced courses;
- having regard to article 6 of Law no. 341 dated 19 November 1990;
- having regard to Italian Ministerial Decree no. 270 dated 22 October 2004 approving new Regulations on the educational autonomy of universities and supplanting Ministerial Decree no. 509 dated 3 November 1999;
- having regard to the Charter of the University of Milan, issued by Rectoral Decree on 15 March 2012;
- having regard to Milan University Regulations, issued by Rectoral Decree on 12 June 2008, and in particular the article regarding rules governing advanced courses;
- having regard to the decisions of the Academic Senate, in the session of 11 July 2017, and of the Board of Directors, in the session of 18 July 2017, concerning the activation of advanced courses for academic year 2017/2018

HEREBY DECREES

that the advanced course in Clinical Oncology: Sarcomas is activated for academic year 2017/2018 (beginning in January).

The course profile attached to this announcement, of which it is an integral part, contains information regarding the aims of the course, the number of places, admission criteria and the selection process, the course structure, enrolment costs and all other course details.



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

Attendance on the various advanced course activities is mandatory.

Application for admission

Applications may be submitted from **10 November 2017 to 12 December 2017**, 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 *Servizi online SIFA* (SIFA online services) > *Servizi di ammissione* (Admission services) > *Corsi di perfezionamento* (Advanced Courses) ([link](#)).

Candidates must also present the following documentation to the course secretariat (indicated in the attached course profile) **by the 12 December 2017 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 Continuous 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



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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 Continuous 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) 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 *Servizi online SIFA* (SIFA Online Services) (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 *Servizi online SIFA* (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 payments 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



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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 Continuous Training Office (*Ufficio Formazione permanente e continua*). Candidates from outside the EU must also show their permit of stay (original copy). The Postgraduate and Continuous 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.

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 issued to those who fulfil all the course requirements.

Further information and privacy

Further details on the advanced course structure and on enrolment procedures may be found on the University webpages (www.unimi.it).

Pursuant to Legislative Decree 196/2003, the University will process personal data in observance of your privacy: all data collected will be processed solely in connection to the activities and organization of the course and for managing relations with the University in respect of current legislation.

Milan, 6 November 2017

THE RECTOR
(Prof. Gianluca Vago)



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Advanced Course in Clinical Oncology: Sarcomas

Coordinator: Prof. Paolo Casali

Learning objectives

The course, held in English, aims to provide in-depth training in the field of adult sarcomas.

The European School of Oncology (ESO), a non-profit organization, is involved in organizing the course.

Number of Places available

A maximum of 30 places are available. The University reserves the right to not activate the course should less than 15 students enrol on the course.

Admission requirements

The course is tailored for those holding a Degree in Medicine and Surgery, under both the old and the new University system.

Selection procedure

Participants will be selected on the basis of their cv.

The Selection Committee will meet on **at 10am, 20 December 2017** at Fondazione IRCCS Istituto Nazionale Tumori in via Venezian no.1, 20133 Milan.

Course organization

The course will be held at Milan University, InfoGiure Hall, Milan, from **22 January 2018 to 26 January 2018**.

The course comprises 30 hours of lectures. There is a final multiple choice exam.

Continuing Education in Medicine Accreditation

The course is ECM accredited through the dedicated University service.



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Enrolment fees

Successful candidates must pay an enrolment fee of **€ 316.00** (comprising insurance coverage and € 16.00 stamp duty, as required by law) by the enrolment deadline.

Course secretariat

ESO Rare Tumours c/o Fondazione IRCCS Istituto Nazionale Tumori

Via Venezian no. 1, 20133 Milan

Mrs. Marina Fregonese

Tel. 02.23902106 Fax 02.50314476

E-mail: raretumours@eso.net

Documentation to be submitted to the course secretariat

Candidates must submit the following documentation to the course secretariat by **12 December 2017**:

- *curriculum vitae*;
- copy of the enrolment receipt.