Call for applications for admission to the first cycle degree programmes in:

- Political Sciences (Class L-36)
- Social Sciences for Globalisation (Class L-37)
- International Studies and European Institutions (Class L-36)
- Labour and Management (Class L-16)

Spring Session
Academic Year 2018/2019

The Rector

Having regard to

Law no. 264 of 02 August 1999 regulating access to university programmes;

Having regard to

Ministerial Decree no. 270 of 22 October 2004, “Amendments to the regulations on the educational autonomy of universities (Modifiche al regolamento recante norme concernenti l’autonomia didattica degli atenei) approved with Decree of the Minister for Universities and Scientific and Technological Research no. 509 of 3 November 1999”;

Having regard to

The decisions of the responsible academic boards concerning access to university programmes;

Decrees

The announcement of a spring session competition for admission to the first cycle degree programmes in Political Sciences (Class L-36), Social Sciences for Globalisation (Class L-37), International Studies and European Institutions (Class L-36) and Labour and Management (Class L-16) for the 2018/2019 academic year.
Art. 1 - Admission requirements

Italian, European or equivalent candidates\(^1\) enrolled in the final year of a secondary school, who are obtaining their qualification in the 2017/2018 scholastic year can take part on equal terms in the spring session of the admission test.

In addition, non-European candidates resident abroad (applying for a study visa) can take part in the selection, both if enrolled in the final year of a non-Italian secondary school and if already holding a secondary school qualification.

In any case, admission in the 2018/2019 academic year is subordinated to the achievement of secondary school qualification.

Art. 2 - Number of places available

The number of places available for the spring session is as follows:

- Social Sciences for Globalisation: 50 places, plus 10 places reserved for non-European candidates visa applicants
- Political Sciences: 225 places, plus 25 places reserved for non-European candidates visa applicants
- International Studies and European Institutions: 280 places, plus 20 places reserved for non-European candidates visa applicants
- Labour and Management: 125 places, plus 25 places reserved for non-European candidates visa applicants

Places left vacant in this session will be assigned during the autumn session, until reaching the maximum number of places established for each programme.

Art. 3 - Terms of selection

The selection for Italian, European or equivalent candidates will be on the basis of a competitive written entrance exam.

Non-European applicants applying for a study visa referred to in Art.1 are exempted from the entrance exam: the selection, aimed at determining linguistic-expressive skills, knowledge of current affairs and logical-mathematical skills, will be based on assessment of their personal and scholastic curriculum, taking linguistic skills in English or Italian into account, depending on the chosen programme. Candidates who choose a programme provided in Italian language must sit for and pass the Italian language test organised by the University, in accordance with ministerial provisions with regard to university admission that will be published at the website page http://www.unimi.it/studenti/foreign_students/23986.htm#c36777.
Art. 4 - Admission procedure and deadlines

Admission procedure will begin on 1 March 2018 and terminate at 12 noon on 6 April 2018. To register, applicants must apply online according to the procedure below:

1. Register on the University portal through the page https://www.unimi.it/registrazione/ENG/registra.keb (not required if the candidate is already registered on the portal or in possession of University login credentials)

2. Access the online application services using own credentials: http://www.unimi.it/hpsifa/ENG/nonProfiledPage_100.html

3. Choose a programme by selecting the correct description:
   a) BACHELOR’S PROGRAMMES IN POLITICAL, ECONOMIC AND SOCIAL SCIENCES, for Italian, European or equivalent candidates.
   b) One of the programmes mentioning the description “FOR VISA APPLICANTS”, for non-European applicants exempted from the exam.

Only one degree programme can be selected and the choice is definitive.

4. Pay the € 30.00 fee in one of the following ways:
   • using the “MAV” (notice of payment) form generated at the end of the online registration procedure;
   • by credit card (this is the only option for applicants resident abroad)

Without exception and on pain of exclusion, payment must be made by the deadline for registration.

During the online application, candidates enrolled at Italian secondary schools must indicate the average final marks of all the subjects taught during the penultimate year of the secondary school.

Verification of the validity of the declarations will be verified at secondary schools of origin, in accordance with Presidential Decree 445/2000, art. 75-76.

Applicants enrolled at a foreign secondary school must submit all the necessary documents to allow the calculation of the average mark and the conversion in the decimal system.

   • A certificate stating the final mark of all the subjects taught during the penultimate year of the secondary school and the scale of values used.

Non-European applicants resident abroad, exempted from the exam, must upload in addition the following documents during the online registration procedure:

   • curriculum vitae
   • secondary school diploma (if already obtained, together with a certificate stating the final marks obtained in the last year of secondary school)
   • certificate of English and Italian language skills
   • letter of motivation
Candidates may be excluded from the ranking list and cannot proceed with the enrolment if, during the online application, they declare false data.

A receipt (application for admission) is issued at the end of the online procedure: this is the only document accepted as proof of registration for the admission exam.

Once confirmed, the online application for admission cannot be modified or complemented with further documentation.

Art. 4 - Disabled applicants

In order to ensure equal opportunities during the exam, applicants with disabilities who require extra time and/or specific aids - if in possession of a certificate of legal disability and/or acknowledgement of status of handicap under law 104/92 - must provide specific application (available at the following link: http://www.unimi.it/cataloghi/segreterie/Application_disabled.pdf) together with the above-mentioned certificate issued by the National Health Service or accredited specialists or facilities.

The scanned documents must be uploaded during the online admission procedure, by the 6 April 2018.

Art. 5 - Applicants with SLD

To the applicants with a diagnosis of specific learning disabilities (SLD) under law no. 170/2010 is granted an extra time until the 30% more time than that set for the other applicants. The committee will evaluate the received applications and, in order to ensure equal opportunities during the exam, will be able to consent the use of other compensatory tools taking into consideration the type of test to be taken and the type/degree of the candidate’s disability.

To be accorded the abovementioned measures, applicants with SLD must provide specific application (available at the following link: http://www.unimi.it/cataloghi/segreterie/Application_sld.pdf) together with appropriate certification issued by the National Health Service or accredited specialists or facilities (issued no more than three years earlier if the applicant was underage at the time of the issuance of the certification).

The scanned documents must be uploaded during the online admission procedure, by the 6 April 2018.

Art. 6 - Admission exam schedule and procedure

The admission exam will take place on 14 April 2018 at the Political, Economic and Social Sciences Faculty, via Conservatorio, 7 Milan and, where available, at test centers in other Italian cities.
The test centres will be assigned according to the preferences expressed by applicants when they registered for the admission exam. Two preferences may be indicated in order of priority. Test centres (except Milan) have limited seats, therefore preferences will be considered with regards to the order of application.

The final list of activated test centres with the candidates assignment to a particular centre will be published as of 10 April 2018 on the website page http://www.unimi.it/corsi_istituti/corsiConTest.jsp

Candidates must arrive at the exam venue at 8:30 am and must bring the valid identity document indicated at the time of registration and the receipt issued during registration. The exam will begin once candidate identification procedures are completed.

During the exam candidates cannot leave the room, use handwritten notes, texts of any kind, calculators or anything else specified before the start of the exam.

Art. 7 - Examining committee

The examining committee is appointed by the appropriate academic bodies.

During the exam the committee will be assisted by teaching and administrative staff, who will be responsible for supervising and identifying candidates.

Art. 8 - Examination programme and assessment criteria

The exam consists in a test aimed at assessing candidates’ basic preparation on three areas: linguistic-expressive skills (20 questions), knowledge of historical current affairs (20 questions) and logical-mathematical skills (20 questions).

Points are assigned as follows:

- Correct answer: 1 point
- No answer, wrong, deleted or illegible: 0 points

The ranking list will also be formulated on the basis of scholastic performance indicated by the candidate’s results in the penultimate year of the secondary school, with the following weighting:

- Admission exam results: 75%
- Scholastic performance: 25%

In the event of equal point scores, priority is given to the candidate with better admission exam result. In the case of further equal performance, priority is given to the younger candidate.

Students who show specific gaps in the areas of linguistic-expressive skill and logical-mathematical skills (i.e. failure to give correct answers to at least half of the questions in that area) must do bridging courses (Obblighi formativi aggiuntivi, OFA) that will be organised in the first part of the academic year.
The duration of the test will be 75 minutes.

Art. 9 - Enrolment

9.1 Ranking list

The ranking list will be published on the website: www.unimi.it - Online services SIFA - Admission Ranking Lists (http://www.unimi.it/hpsifa/ENG/nonProfiledPage_100.html) on 23 April 2018. Publication of the ranking lists constitutes official notification to those concerned.

9.2 Enrolment reservation

Place winners must reserve their enrolment online by 12 noon on 4 May 2018 through the online services SIFA.

During the enrolment reservation, they are required to pay 86.00 euros as pre-enrolment fee. This amount has to be paid within 4 May 2018.

The pre-enrolment fee cannot be refunded even if the candidate will not complete the enrolment.

Winners who do not reserve enrolment by the above date and time tacitly withdraw from the course.

9.3 Selection from the ranking list

Places left vacant after the above-mentioned deadlines will be made public on the website: www.unimi.it - Online services SIFA - Admission Ranking Lists (http://www.unimi.it/hpsifa/ENG/nonProfiledPage_100.html) on 8 May 2018.

Candidates admitted for the available places must reserve their enrolment by 12 noon on 14 May 2018 and pay the pre-enrolment fee of 86.00 euros within the same date.

After the abovementioned deadlines, any other place left vacant will be available for the autumn session selection.

9.4 Enrolment confirmation and balance payment of the first instalment for 2018/2019 academic year

Candidates who reserved their enrolment in accordance with the deadlines and procedures of this Call have to confirm their enrolment paying the balance of the first instalment between 16 July and 24 August 2018, following the procedure indicated at the moment of publication of the ranking list.
Admission to the programme is subordinated to the achievement of the secondary school qualification within the mentioned deadlines.

Besides online application, **non-EU candidates resident abroad**, must also submit a pre-application to the Italian diplomatic office in their country of origin, in accordance with the methods and deadlines set out in current provisions regarding the enrolment of foreign students in university programmes published on the Ministry of Education, Universities and Research webpage: [http://www.studiare-in-italia.it/studentistranieri/](http://www.studiare-in-italia.it/studentistranieri/).

### 9.5 Applicants with qualifications gained abroad

Applicants with **qualifications gained abroad** who enrolled online as indicated above must deliver the following documentation (showing original and delivering photocopy) to the International Students Office - *Via Santa Sofia 9/1, Milan* - **by 14 September 2018**:

- Secondary school diploma, translated into Italian, legalized by the authorities in the country where the qualification was issued and carrying the *Dichiarazione di valore* or, alternatively, a statement of validity issued by foreign Diplomatic Representations in Italy or by ENIC-NARIC centres;
- Certificate of enrolment at university with a list of the exams taken, or certificate of post-secondary education obtained in a non-university higher education Institute if the local education system provides less than 12 years of schooling;
- Certificate of academic eligibility if provided for in the country of origin;
- Italian tax code
- Valid residence permit (only for non-EU citizens)

Foreign qualifications are valid if obtained after at least 12 years of schooling. If the local education system provides 11 or 10 years of schooling, the qualification is valid if supplemented by one or two years of university study, respectively, and if all exams scheduled for the years attended have been passed. The years of university study can be substituted by a post-secondary qualification awarded by a non-university higher education institute or by a certification of the passing of foundation courses in Italian universities. Additional requirements for access to University are specified in the relevant annual Ministerial provisions published on the Ministry website: [http://www.studiare-in-italia.it/studentistranieri/](http://www.studiare-in-italia.it/studentistranieri/).

Verification of the validity of qualifications gained abroad is conducted on presentation of the official documents. Until then, applicants are admitted to the programme conditionally and may be excluded from the ranking list if they prove not to have the necessary qualifications.

**Art. 10 - English proficiency test**

To profit from the programmes, students must have, as defined by the Common European Framework of Reference for languages, at least level B1 proficiency in English for Labour and
Management programme, at least level B2 proficiency in English for Political Sciences, International Studies and European Institutions and Social Sciences for Globalisation programmes.

English skills will be verified after enrolment through a specific exam. Students with less than the required level of proficiency in English will have to do bridging courses. For students admitted in the Political Science degree programme who wish to enrol in the curriculum “Politics and economics” taught in English the achievement of B2 level of proficiency is mandatory for sit for the exams.

The calendar of these exams and the procedure to apply will be published on the website of SLAM (Language Centre of the University of Milan) at the following link: http://www.unimi.it/studenti/100312.htm.

Students with corresponding language certificates obtained not more than 3 years before application, and students with the equivalent of the secondary school diploma in a programme taught in English can be exempted from the English proficiency test.

Eligible linguistic certifications are available at the following link: http://www.unimi.it/studenti/100312.htm#c102986.

Art. 11 - Procedure Manager and contacts

Pursuant to law no. 241 of 7 August 1990 the manager of the procedure related to this announcement is Ms. Monica Delù (PhD, Vocational Masters and International Students Office Manager).

For any further information regarding the content of the call please use the Infostudenti service (www.unimi.infostudente.it) by selecting the category “Iscrizioni, test e graduatorie”.

THE RECTOR
Gianluca Vago

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¹ For the purpose of these specific dispositions citizens of Norway, Iceland, Liechtenstein, Switzerland, the Republic of San Marino, refugees and beneficiaries of subsidiary protection, personnel serving in foreign diplomatic missions and in international bodies with headquarters in Italy - accredited by the Italian State or the Holy See - as well as their dependent family members (spouses and children only) are considered equivalent to EU citizens. Furthermore applicants in possess of a valid residence permit for Italy issued pursuant to art.26 of law 30 July 2002, n.189 are considered equivalent.