CALL FOR APPLICATIONS FOR ADMISSION TO THE FIRST CYCLE DEGREE PROGRAMME IN ECONOMICS AND MANAGEMENT (class L-18/L-33) SPRING SELECTION

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

A spring competition for admission to the first year of the first cycle degree programme in Economics and Management (class L-18 Economics and Business Management and class L-33 Economics) for the 2018/2019 academic year.

Art. 1 - Admission requirements

Exclusively students enrolled in the final year of an Italian secondary school, who are obtaining their qualification in the 2017/2018 scholastic year can take part in the test.

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

Candidates enrolled in a foreign school and candidates already in possess of a secondary school diploma will be able to access at the autumn selection that will take place on 6 September 2018 for which a dedicated call will be published.
Art. 2 - Number of places available

The number of places available for the spring session is 150.

Places left vacant in this session will be assigned during the autumn session, until reaching the maximum number of places established (250).

The ranking list of the spring selection will be established on the basis of the score of the selective written test and of final grades of the fourth year of secondary school in the subjects specified at art. 8. The grades will have to be declared during the online application.

Art. 3 - Registering for the admission exam and deadlines

All candidates must register online from 1\textsuperscript{st} to 30\textsuperscript{th} March 2018 at 12.00 (midday).

To register, applicants must follow the procedure below:

1. Register on the University portal through the page https://www.unimi.it/registrazione/ENG/registra.keb (not required of those already registered on the portal or in possession of University login credentials)
2. Access the online application services using their credentials: http://www.unimi.it/hpsifa/ENG/nonProfiledPage_100.html;
3. 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 (the only option available for applicants residing abroad).

Without exception and on pain of exclusion, payment must be made by the deadline for registration. The receipt of the payment must be kept and shown to the examining committee on the day of the test.

A receipt (application for admission) is issued at the end of the online enrolment procedure and must be shown to the examining committee on the day of the exam. The receipt is the only document accepted as proof of registration for the admission exam.

The online admission form cannot be amended, nor it can be completed with additional documentations once it has been submitted.

Applicants who provide false details or do not meet admission requirements will be excluded from the final ranking list.

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/hpsifa/ENG/nonProfiledPage_100.html;
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 30 March 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 30 March 2018.

Art. 6 - Admission exam schedule and procedure

The admission exam will take place on 7 April 2018 at the Faculty of Political, Economic and Social Sciences, 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 candidates assignment to a particular centre will be published on the webpage http://www.unimi.it/corsi_istituti/ENG/corsiUrla.jsp from 2 April 2018.

Candidates must arrive at 8.30 am bearing the valid identity document indicated during exam registration.

The 60 minute 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.
The committee and the supervisory staff will ensure that the abovementioned rules are observed and can adopt the necessary measures in case of non-observance of the same. For any matters not covered in this announcement, the provisions on the conduct of public competitions apply.

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 multiple choice test to assess the basic preparation related to three areas: linguistic-expressive ability, knowledge of current affairs and logical-mathematical skills.

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 arithmetical average of final grades of the fourth year of secondary school in the following subjects:

1. Italian
2. History
3. Mathematics
4. Foreign language - English

Candidates, during the online registration, must declare their final grades of the fourth year of secondary school in the abovementioned subjects.

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.

Candidates may be excluded from the ranking list and cannot proceed with the enrolment if, during the online application, they indicate an average mark higher than the one actually achieved.

For the purpose of the ranking list, a weight of 80% will be attributed to the score of the test and a weight of 20% to the scholastic performance.

The ranking list will be formulated on the basis of score determined from the sum of correct answers and of the average of the grades, properly weighed. In the event of equal point scores, priority is given to the candidate with better scholastic performance. In the case of equal scholastic performance, priority is given to the younger candidate.
Art. 9 - Enrolment

9.1 Ranking list

The ranking list will be published on the University website: www.unimi.it - Online services SIFA - Admission Ranking Lists (http://www.unimi.it/hpsifa/ENG/nonProfiledPage_100.html) as of 12 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 20 April 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 20 April 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 24 April 2018.

Candidates admitted for the available places must reserve their enrolment by 12 noon on 8 May 2018 and pay the pre-enrolment fee of 86.00 euros within the same date.

After the aforementioned 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.
Art. 10 - 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