CALL FOR APPLICATIONS FOR ADMISSION TO THE FIRST CYCLE DEGREE PROGRAMME IN FOREIGN LANGUAGES AND LITERATURE (CLASS L-11)

ACADEMIC YEAR 2017/2018

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 24, “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 call for applications for the self-assessment test for admission to the degree programmes in Foreign Languages and Literature for the academic year 2017/2018.

Art. 1 - Admission requirements

Applicants with an upper secondary school diploma or equivalent qualification obtained abroad can take the admission exam.

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. Further information about the foreign qualifications valid for access to University is contained in the relevant annual Ministerial provisions, in particular in the attachments 1 and 2, published on the Ministry website: http://www.studiare-in-italia.it/studentistranieri/.
The eligibility of the foreign qualification in any case is assessed by the University having regard to the ministerial instructions on the subject and in implementation of bilateral applicable agreements.

EU and non-EU citizens with qualifications obtained abroad who hold a Residence Permit issued in accordance with art. 26 of law no. 189 of 30 July 2002 have access to university education under the same conditions as Italian students.

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.

Non-EU applicants resident abroad access with the procedures and the limitations provided by the mentioned ministerial instructions.

Art. 2 - Number of places available
The number of reserved places available for the enrolment in the first year is 650, plus 25 places reserved for non-EU students resident abroad, plus 3 places reserved for the students of the “Marco Polo” programme.

Art. 3 - Registering for the admission exam and deadlines
All applicants must register online between 17 July 2017 and by no later than 12 noon, 28 August 2017, following 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 login details: 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 accepted payment method for resident abroad applicants).

Payment must be made by the deadline for registration, on pain of exclusion.

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

During registration, applicants must declare whether they choose English as one of the languages of their study programme. If so, they must also sit for a specific language test (see Art. 8 for details).
A receipt (application for admission) is issued at the end of the online registration procedure and could be requested by the examining committee on the day of the exam.

The receipt is the only document accepted as proof of registration for the admission exam.

Any applicant who provides false details or does not meet requirements will be excluded from the exam.

Applicants with an upper secondary school diploma obtained abroad must upload their qualification and an eligible certification which demonstrates the final grade and the minimum and maximum possible grades of the system of grades applied (Eg: “Dichiarazione di valore in loco” issued by the Italian Embassy in the country where the qualification was awarded, certificate issued by the school attesting the final grade or the grades of every subjects of the last year of upper secondary school, if the system does not foresee a unique final grade).

Besides online university enrolment, non-EU applicants resident abroad must also submit an application for pre-enrolment to the Italian diplomatic office in their country of origin, as required by the laws governing access of foreign students to university programmes published on the Education Ministry website: http://www.studiare-in-italia.it/studentistranieri/.

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 28 August 2017.

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 28 August 2017.

**Art. 6 - Admission exam schedule and procedure**

The admission exam will take place at **2.00 pm on 5 September 2017** at the Settore didattico, Via Celoria 20 (access from Via Celoria 26 and Via Golgi 19).

Applicants must bring the valid proof of enrolment indicated in the enrolment phase and the receipt of registration for the exam. Once applicants' identities have been checked, the exam will start.

During the exam applicants cannot leave the room, use handwritten notes, texts of any kind, mobile phones, smartphones, tablets or anything else specified before the start of the exam.

The committee and the supervisory staff will supervise observance of the abovementioned rules and have the right to adopt the necessary measures in cases of non compliance. For provisions not included in the announcement, the rules for public competitions apply.

**Art. 7 - Examining committee**

The examining committee is appointed by the competent teaching body.

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

**Art. 8 - Examination programme and assessment criteria**

The exam consist in a test aimed at ascertain students’ capacity of comprehension of various types of texts and at verify the possession of a good general cultural level. The exam, exclusively in Italian language, consists of multiple-choice questions on given passages of text and questions of linguistic-verbal logic, and on general knowledge of current affairs, culture, literature, geography and history, for a total 50 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 final secondary school examination, with the following weighting:

- Admission exam results: 75%
Final secondary school examination results: 25%

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

The exam will last for 75 minutes.

Immediately after, students who chose English as one of their study languages also have to sit an English proficiency test consisting of 30 exercises. The maximum time available for this test is 45 minutes.

The minimum necessary score to be admitted to the degree programme is 65. The general exam is not passed if the correct answers are less than 25 on 50: in that case, the candidate will result not admitted.

In the case of the English test, however, a pass is necessary to attend English language classes. The English test is passed with at least 23 correct answers on 30 questions. Without passing the English test will not be possible to enrol in English language programmes, whereas enrolment choosing other language programmes is in any case possible, as long as placed in useful position in the ranking list.

The possess of certificates of language proficiency in any language offered by the degree programme (French, English, Polish, Portuguese, Russian, Scandinavian, Spanish and German) are not recognised for the purpose of exemption from the test and are not valid documents for admission. Only once students are effectively enrolled in the degree programme do valid certificates entitle them to concessions regarding examination programmes, as indicated along with a detailed list of matches, on the website: www.lingue.unimi.it/.  

In the same way, having obtained CFU in classes of the degree programme in other Universities or other degree programmes of the University of Milan does not exempt from the obligation to sit for the exam and does not constitute useful title for the admission. Only once students are effectively enrolled in the degree programme, and following the presentation of specific application, the CFU obtained in the previous career will be evaluated and potentially recognized by the competent commission of the degree programme.

Art. 9 - Enrolment

9.1 Ranking lists and enrolment of place winners

The ranking list will be published on the University website, at the following page: www.unimi.it - Servizi online SIFA - Graduatorie ammissione corsi di laurea (http://www.unimi.it/hpsifa/nonProfiledPage_100.html) from 8 September 2017.

Publication of the ranking lists constitutes official notification to those concerned.
Based on the number of places available, place winners of the competitions must enrol online by **midday, 14 September 2017**, as indicated on the website [http://www.unimi.it/studenti/matricole/77604.htm](http://www.unimi.it/studenti/matricole/77604.htm).

Not enrolling within the prescribed period the candidate will operate an implicit waiver and his place will become available for the following selections in accordance with the order of the ranking list.

The didactic activities of the academic year 2017/18 will start on 18 September 2017.

**9.2 First updating of ranking list**

Places left vacant after the deadline for enrolment described in 9.1 are assigned to the next students in the ranking list and will be published at the page [www.unimi.it - Servizi online SIFA - Graduatorie ammissione corsi di laurea](http://www.unimi.it/hpsifa/nonProfiledPage_100.html) as of 18 September 2017.

Applicants admitted for the places available must enrol by **12 noon on 22 September 2017**, in accordance with the procedures published at [http://www.unimi.it/studenti/matricole/77604.htm](http://www.unimi.it/studenti/matricole/77604.htm).

**9.3 Second updating of ranking list**

Places left vacant after the deadline for enrolment specified in 9.2 are assigned to the next students in the ranking list and will be published on the website [www.unimi.it - Servizi online Sifa - Graduatorie ammissione corsi di laurea](http://www.unimi.it/hpsifa/nonProfiledPage_100.html) as of 26 September 2017.

Applicants who have been assigned a place among those available must enrol by **12 noon, 2 October 2017** following the procedures published at [http://www.unimi.it/studenti/matricole/77604.htm](http://www.unimi.it/studenti/matricole/77604.htm).

Following possible updating of the ranking list will be notified as from 2 October 2017 on the website: [www.unimi.it - Servizi online Sifa - Graduatorie ammissione corsi di laurea](http://www.unimi.it/hpsifa/nonProfiledPage_100.html).

**9.4 Applicants with qualifications gained abroad**

Applicants with qualifications gained abroad who enrolled online as indicated above must deliver the following documentation (show original and lodge photocopy) to the **Ufficio studenti internazionali - Via Santa Sofia 9/1, Milan** by the deadlines indicated above:

- Upper secondary school diploma, translated into Italian, legalized by the authorities in the country where the qualification was issued and carrying a **Dichiarazione di valore**; or statement of validity issued by ENIC_NARIC centres or by diplomatic missions resident in Italy;
- 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;
• Any other document stating specific requirements of validity of the title (e.g. Aps for the United States titles, A-level for British titles);
• Valid residence permit (only for non-EU citizens).

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.

Non-EU candidates resident abroad must sit for and pass the Italian language test organised by the University, as indicated at:
http://www.unimi.it/studenti/foreign_students/23986.htm#c36777.

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 Filomena Cicora (Head of the Auditing and Quality Assurance Systems Development Office).

For any further information regarding the content of the call please use the Infostudenti service (www.unimi.infostudente.it) by selecting the category: Test, bandi e graduatorie.

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signed Gianluca Vago