CALL FOR APPLICATIONS: SELF-ASSESSMENT TEST FOR ADMISSION TO
THE SINGLE CYCLE DEGREE PROGRAMME IN LAW
AND THE FIRST CYCLE DEGREE PROGRAMME IN LEGAL SERVICES

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 decision of the Academic boards of the University regarding access to university courses;

DECREES

A call for applications for the self-assessment test allowing admission to the single cycle degree programme in Law and the first cycle degree programme in Legal Services for academic year 2018/2019.

Art. 1 - Methods of access

Applicants for either course are required to take a mandatory, non-selective exam to gain admission to either course.

There will be three exam sessions: 4 May 2018, 17 July 2018 and 17 September 2018.

The following applicants are not required to sit for the self-assessment exam:

- those already holding a university degree;
- students who, within this university's Faculty of Law transfer from the single cycle degree programme in Law to the first cycle degree programme in Legal Services and vice-versa;

- students who have passed the Introduction to Private Law and the Constitutional Law exams in a previous academic career (under the Ministerial Decree 509/1999 and 270/2004).

Art. 2- Admission requirements

Those holding a secondary school diploma and those enrolled in the fourth or fifth year of a secondary school are admitted to the May and July exam sessions.

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

Only candidates holding a secondary school diploma can be admitted to the September exam session.

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 nonuniversity higher education institute. Additional information on the validity of foreign qualifications for access to university can be found in the ministerial provisions issued each year and available on the website of the Ministry of Education, Universities and Research on the following page: http://www.studiare-in-italia.it/studentistranieri/.

EU and non-EU citizens with qualifications obtained abroad who hold a residence permit for Italy 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, for whom a limited number of places have been reserved (2 for the first cycle degree programme in Legal Services and 9 for the long single cycle degree programme in Law, of which 1 for the Marco Polo project) are also admitted to the exam. These applicants must sit and pass a test of proficiency in the Italian language, as set out in the Ministerial provisions published at http://www.studiare-in-italia.it/studentistranieri/.

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Art. 3 - Registering for the admission exam and deadlines

All applicants must register online for the admission exam by the following deadlines, depending on the date of the exam session:

<table>
<thead>
<tr>
<th>Exam date</th>
<th>Registration deadline</th>
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<tbody>
<tr>
<td>4 May 2018, 9 am</td>
<td>From 6 April to 24 April 2018, 2 pm</td>
</tr>
<tr>
<td>17 July 2018, 9 am</td>
<td>From 4 June to 9 July 2018, 2 pm</td>
</tr>
<tr>
<td>17 September 2018, 9 am</td>
<td>From 6 August to 10 September 2018, 2 pm</td>
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Candidates must register as follows:

1. Register on the University portal through the page [https://www.unimi.it/registrazione/registra.keb](https://www.unimi.it/registrazione/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://studenti.divsi.unimi.it/ammissioni/a/primoLivello/checkLogin.asp](http://studenti.divsi.unimi.it/ammissioni/a/primoLivello/checkLogin.asp);
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 (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.**

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.

Applicants who provide false details will be excluded from the degree programme.

Registration must be completed and the relative fee paid for each exam session, even if the candidate missed the selected exam session and intends to present himself/herself at another session.

Besides online university enrolment, **non-EU applicants resident abroad**, must also present an application for **pre-enrolment 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/).
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.

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.

Art. 6 - Admission exam schedule and procedure

The admission exams will take place at the University of Milan on the dates indicated in articles 3 of this call and at the venue reported on the admission receipt.

Candidates must present themselves in the room indicated on the registration receipt at the time set for each exam session, bearing the valid identity document indicated during registration. The exam will begin once candidate identification procedures are completed.

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

Applicants resident abroad are permitted to take the test online. These applicants will be sent the login details for accessing the system, as well as any instructions, to the email address provided when registering on the portal.

Art. 7 - Examining committee

The examining committee is appointed by the appropriate interdepartmental teaching committee.
During the exam the committee will be assisted by teaching and administrative staff, who will be responsible for supervising and identifying applicants.

Art. 8 - Examination programme

The exam consists in an orientation test for the purpose of self-assessing one’s initial preparation in the following areas: general culture (20%), logic (40%), text comprehension (40%).

Examination results will provide information on whether the applicants’ level of basic knowledge meets the required standard for embarking on the particular university programme chosen.

The exam will last 90 minutes.

Art. 9 - Self-assessment exam results

Self-assessment exam results will be published at www.unimi.it - Online services SIFA - Admission Ranking Lists (http://www.unimi.it/hpsifa/ENG/nonProfiledPage_100.html) on the following dates:

<table>
<thead>
<tr>
<th>Exam date</th>
<th>Date results published</th>
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<tbody>
<tr>
<td>4 May 2018</td>
<td>8 May 2018</td>
</tr>
<tr>
<td>17 July 2018</td>
<td>20 July 2018</td>
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<tr>
<td>17 September 2018</td>
<td>20 September 2018</td>
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Candidates who do poorly on the self-assessment exam, in the part regarding Logic and/or General Culture and Text comprehension, will have to take bridging courses organized by the Faculty of Law and the Students Orientation Office (Centro di Ateneo per l’Orientamento) with the aim of filling any knowledge gaps.

The abovesaid bridging courses are propaedeutic for the exams Introduction to Private Law II and Constitutional Law - part two.

Students who, by passing the courses Introduction to Private Law I and Constitutional Law - part one - by the end of the first exam session (i.e. by the end of February 2018), demonstrate that they are suited for the selected programme of studies, will be exempt from attending the bridging courses.

Art. 10 - Enrolment

Applicants holding a secondary school diploma who have taken the exam will be able to enrol from 20 July to 12 October 2018, following the procedures published on the following page of the University’s website http://www.unimi.it/ENG/admission/31190.htm#c31336.
Applicants with qualifications gained abroad who have sat the exam must submit the following documents to the International Students Office in Via Santa Sofia 9/1, by 12 October 2018:

- Secondary school diploma, translated into Italian, legalized by the authorities in the country where the qualification was issued and bearing a Declaration of Value 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;
- Every other document stating specific requirements for the validity of the qualification (i.e. Aps for US qualifications, A-level for UK qualifications)
- Copy of a valid residence permit (non-EU citizens only).

Art. 11 - Procedure Manager

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).

THE RECTOR
Gianluca Vago