CALL FOR APPLICATIONS FOR ADMISSION TO THE FIRST CYCLE DEGREE PROGRAMME IN ADMINISTRATION AND ORGANISATION SCIENCES (CLASS L-16)

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;

HAVING REGARD TO

The decree 0018213/17 of the 22 March 2017 of the Rector with which was announced, for the 2017/2018 academic year, a spring session competition for a share of places determined for the purpose of the admission to the first cycle degree programme in Administration and Organisation Sciences (Class L-16);

ACKNOWLEDGED

That with the spring session, held on the day 6 May 2017, were made available 125 places and that for the coverage of the further available places the degree programmes have foreseen the conduct of a summer session in the month of September 2017.

DECREES

A competition for admission to the first cycle degree programmes in Administration and Organisation Sciences for the 2017/2018 academic year.
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/](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 places available for enrolment in the first year Degree Programme in Administration and Organisation Sciences is 234 places, plus 24 places reserved for non-EU students resident abroad, plus 6 places reserved for the students of the “Marco Polo” programme.

Art. 3 - Registering for the admission exam and deadlines

Admission exam registration will begin on 17 July 2017 and terminate at 12 noon on 4 September 2017, with no possibility of extension.

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](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 accepted payment method for resident abroad applicants).

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

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

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 or do not meet admission requirements will be excluded from the final ranking list.

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 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/.

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 registering for the admission procedure, by the 4 September 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 registering for the admission procedure, by the 4 September 2017.

Art. 6 - Students coming from other programmes or universities, and graduates

Students who intend to transfer to this degree programme have to sit for the admission exam and obtain a sufficiently high position in the ranking list.

Art. 7 - Admission exam schedule and procedure

The admission exam will take place on 11 September 2017 at the Teaching section of Via Conservatorio 7, Milan.

Candidates must arrive at the exam venue at 2.30 pm 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.

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. 8 - Selection of non-EU applicants resident abroad

Non-EU applicants resident abroad for whom a number of places are reserved do not have to sit for the admission exam: 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.

For this purpose they should upload the following documents during the online registration procedure:

- curriculum vitae
- grades obtained in the final year of secondary school
- upper secondary school diploma
- a certificate of English or Italian language skills
- Motivation letter

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. 9 - 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. 10 - Examination programme and assessment criteria

The exam consists in a test to assess basic linguistic-expressive and logical-mathematical skills and basic knowledge of current affairs.

Points are assigned as follows:

- Correct answer: 1 point
- No answer, wrong, deleted or illegible answer: 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.
Candidates who do not provide correct answers to at least half of the questions in the test are excluded.

The test will consist of 20 questions in each of the three fields. For foreign candidates sitting for the test in English, the Italian language test is replaced by a text comprehension test.

Students who give correct answers to at least 30 questions but show specific gaps in one of the three fields (i.e. failure to give correct answers to at least half of the questions in that field) 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. 11 - Enrolment

11.1 Ranking lists and enrolment of place winners

The ranking lists 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 14 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, 20 September 2017, as indicated on the website 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.

11.2 First updating of ranking list

Places left vacant after the deadline for enrolment described in 11.1 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 25 September 2017.

Applicants admitted for the places available must enrol by 12 noon on 29 September 2017, in accordance with the procedures published at http://www.unimi.it/studenti/matricole/77604.htm.

11.3 Second updating of ranking list

Places left vacant after the deadline for enrolment specified in 11.2 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 - as of 3 October 2017.
Applicants who have been assigned a place among those available must enrol by **12 noon, 9 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 11 October 2017 on the website: [www.unimi.it - Servizi online Sifa - Graduatorie ammissione corsi di laurea](http://www.unimi.it).

### 11.4 Applicants with qualifications gained abroad

Applicants with **qualifications gained abroad** who enrolled online as indicated above must lodge the following documentation (show original and lodge photocopy) at the International Students Office - *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.

### Art. 12 - English proficiency test

To profit from the programme, students must have at least level B1 proficiency in English, as defined by the Common European Framework of Reference for languages. For the “Politics and economics” curriculum of the degree programme in Political Science, taught in English, at least level B2 proficiency in English is required.

English skills will be verified after enrolment through a specific exam. Students with less than level B1 proficiency in English will have to do bridging courses.

The calendar of the tests and how to apply will be notified simultaneously with publication of the ranking list.

Students with corresponding language certificates obtained not more than 3 years before registration, and students with the equivalent of the upper secondary school diploma in a programme taught in English can be exempted from the English proficiency test.
Art. 13 - 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](http://www.unimi.infostudente.it)) by selecting the category: Test, bandi e graduatorie.

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signed Gianluca Vago