CALL FOR APPLICATIONS FOR ADMISSION TO THE FIRST CYCLE DEGREE PROGRAMME IN CULTURAL HERITAGE STUDIES (L-1)

ACADEMIC YEAR 2017/2018

Rectoral decree modified with Rep.Reg. 2948/2017 of 31/07/2017

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 bodies concerning admission procedures;

DECREES

A competition for admission to the first cycle degree programme in Cultural Heritage Studies 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
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.1bis - Students transferring from other degree programmes, other Universities or graduates

Graduates and students transferring from other degree programmes of University of Milan or other universities or with a previous career are not required to sit the test if in possess of at least 30 Credits. Students from previously in force four-years degree programmes without credits must have passed at least three exams.

The above-mentioned credits serve exclusively for the purpose of allowing their admission to a year other than the first year without the obligation of sitting the test.

On the recognition of the credits in the new university course will decide the appropriate academic body.

Graduates and student transferring from other Universities can can enroll online with the procedures and within the time limits indicated at art.9.1 of the present call.

Students already enrolled in a degree programme at the University of Milan must renew their enrolment at the previous degree programme and present transfer application within the same time limits through access to the dedicated Sifa online service - Servizi di segreteria - Trasferimenti - Domanda di trasferimento interno - within the time limits indicated at art.9.1 of the present call.
Art. 2 - Number of places available

The number of places available for enrolment in the first year is 530, plus 3 places reserved for non-EU students resident abroad, plus 2 places reserved for the students of the “Marco Polo” programme.

Art. 3 - Registering for the admission exam and deadlines

All applicants must register for the admission exam starting from 17 July 2017 and by no later than 12 noon on 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 credentials: http://www.unimi.it/hpsifa/ENG/nonProfiledPage_100.html;
   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 will be excluded from the degree programme.

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 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 9 am on 4 September 2017 at the University of Milan, Via Noto 8, in the room specified on the registration receipt.

Applicants must arrive bearing the valid identity document indicated during exam registration. The exam will begin once applicant 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.

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 body.

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 and assessment criteria

The admission test consists of a questionnaire for the purpose of verify the general knowledge of the main subjects of the degree programme, in particular art history, literature, history, geography, music and performance art.

Points are assigned as follows:

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

The exam will last for 90 minutes.

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.

All the candidates that obtained the upper secondary school diploma with a final secondary school examination result lower than 70/100, once passed the admission exam and enrolled, must compulsorily participate the PARI project (Progetto di Accertamento dei Requisiti in Ingresso) for the degree programme in Cultural Heritage Studies.

Art. 9 - Enrolment and updating of the ranking list

9.1 Ranking list and enrolment

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

Publication of the ranking list constitutes official notification to the persons concerned.
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.

Those in the top 230 positions in the ranking list must enrol online by 12 noon, 14 September 2017 as indicated on the web page: http://www.unimi.it/studenti/matricole/77604.htm.

9.2 First update of ranking list

Places remaining unfilled after the enrolment deadline indicated at 9.1 become available and are notified on the website www.unimi.it - Servizi online SIFA - Graduatorie ammissione corsi di laurea (http://www.unimi.it/hpsifa/nonProfiledPage_100.html) as from 18 September 2017.

The candidates admitted on the basis of the number of available places must enrol by 12 noon, 22 September 2017, as indicated on the web page: http://www.unimi.it/studenti/matricole/77604.htm.

9.3 Second update of ranking list

Places remaining unfilled after the enrolment deadline indicated in 9.2 become available and are notified on the website www.unimi.it - Servizi online SIFA - Graduatorie ammissione corsi di laurea (http://www.unimi.it/hpsifa/nonProfiledPage_100.html) as from 26 September 2017.

The candidates admitted on the basis of the number of available places must enrol by 12 noon, 2 October 2017, as indicated on the web page: http://www.unimi.it/studenti/matricole/77604.htm.

Following possible updating of the ranking list will be notified as from 5 October 2017 on the website: www.unimi.it - Servizi online Sifa - Graduatorie ammissione corsi di laurea.

9.4 Applicants with qualifications gained abroad

Applicants with qualifications gained abroad who enrolled online as indicated above must present 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.

**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](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](http://www.unimi.infostudente.it)) by selecting the category: Test, bandi e graduatorie.

Rep.Reg. 2542/2017
del 05/07/2017

THE RECTOR
signed Gianluca Vago