CALL FOR APPLICATIONS FOR ADMISSION TO THE FIRST CYCLE DEGREE PROGRAMME IN

LABOUR AND MANAGEMENT (CLASS L-16)

AUTUMN SELECTION

ACADEMIC YEAR 2018/2019

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THE HEAD OF STUDENTS OFFICE

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;

HAVING REGARD TO

The Rectoral Decree 947/2018 of 27/02/2018 which set a spring selection for a quota of places for admission to the first cycle degree programmes in Labour and Management (Class L-16) for the 2018/2019 academic year;

CONSIDERING THAT

In the spring selection, held on 14 april 2018, were made available 125 places for Labour and Management, in addition to the places reserved for non-EU students resident abroad, and that to cover the remaining available places the programme has set an autumn selection to be held in September 2018;

DECREES

A september selection for admission to the first cycle degree programme in Labour and Management for the 2018/2019 academic year.

The selection for Italian, European or equivalent candidates will be on the basis of a competitive written entrance exam and will be based on assessment of the personal and scholastic curriculum for non-EU students resident abroad (applicants for a student visa).
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 and if allow the admission to University in the country where they have been obtained.

Further information about the foreign qualifications and about the access of foreign students to Italian Universities is contained in the relevant Ministerial provisions for the academic year 2018/19, published on the Ministry website http://www.studiare-in-italia.it/studentistranieri/ and on http://www.unimi.it/studenti/foreign_students/23798.htm.

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.

Art. 2 - Number of places available

The number of places available for enrolment in the first year is 108 places, plus 25 places reserved for non-EU students resident abroad, plus 6 places reserved for the students of the “Marco Polo” programme.

Remaining places from spring selection will be added to the aforementioned places These places will be announced after 24 August 2018 on the website http://www.unimi.it/corsi_istituti/corsiUrla.jsp, section “Avvisi”.

Art. 3 - Registering for the admission exam and deadlines

Registrations for the admission test start on 16 July 2018 and will end on 31 August 2018, at 2 p.m.

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. Choose the degree program selecting the correct description:
   - SCIENZE DEL LAVORO, DELL’AMMINISTRAZIONE E DEL MANAGEMENT, for Italian, European or equivalent candidates
   - SCIENZE DEL LAVORO, DELL’AMMINISTRAZIONE E DEL MANAGEMENT (PER RICHIEDENTI VISTO), for non-European applicants exempted from the exam
Choose the location where you will take the test. It will be possible to indicate up to a maximum of two preferences in order of priority;

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

At the end of the procedure, a receipt is issued as a proof of the admission application. Together with the payment receipt of the admission fee, it may be asked on the day of the test, to prove the regular registration.

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

Beside online application, non-UE candidates residing abroad must also submit a pre-application 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 the university programmes published in the Ministry of Education, Universities and Research webpage http://www.studiare-initalia.it/studentistranieri.

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).

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, within the deadline for admissions.
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, within the deadline for admissions.

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

There are no exemptions from the selection test: all candidates, including graduates and students transferring from other programmes of this or other University, have to sit for the admission exam and obtain a sufficiently high position in the ranking list in order to enrol.

Art. 7 - Admission exam schedule and procedure

The admission exam will take place on 11 September 2017 at the Teaching Sector of Via Conservatorio 7, Milan and at test centers in Brindisi, Padova, Palermo and Roma.

The test centres will be assigned according to the preferences expressed by applicants when they registered for the admission exam. 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 7 September 2018.

The test will be paper-based at the Milan venue and computer-based at other venues.

Candidates must arrive at the exam venue at 9:00 a.m. 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.
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. For more details about the test and the exemptions, please address to http://www.unimi.it/ENG/admission/31192.htm#par3134.

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

The exam is prepared in Italian and English: it will be possible to select the language of execution of the test before the start of the test.

The test consists of 60 questions, 20 in each of the three fields. The total time available is 75 minutes.

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.

Students who have shown specific gaps in the areas of the exam (i.e. those who did not answer correctly to at least half of the questions for each area) will have to follow bridging courses related to the Obligations Additional Formation (OFA) which will be organized in the first part of the academic year.

Non-EU applicants resident abroad for whom a number of places are reserved do not have to sit for the admission exam: the selection will be based on assessment of their personal and scholastic curriculum, taking linguistic skills in English or Italian into account, depending on the chosen programme. These candidates are placed in separate rankings to cover the reserved places referred to in art.2.

Art. 11 - Ranking list publication and enrolment

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) from 14 September 2018.

Publication constitutes official notification to those concerned. Candidates will not receive any communication. They must personally consult the enrolment deadlines, scrollings of the ranking lists and every other information published on the webpage of the chosen degree course.

Art. 11.1 - Enrolment of winners

Candidates who, on the basis of the number of available places, are winners will have to enrol online by 2:00 p.m. on 20 September 2018, following the procedure published at http://www.unimi.it/ENG/admission/31190.htm#par111598.

Art. 11.2 - First updating of the ranking list

Places left vacant after the deadline for enrolment described in art. 11.1 are assigned to the next students in the ranking list and will be published on the website: www.unimi.it - Online services SIFA - Admission Ranking Lists (http://www.unimi.it/hpsifa/ENG/nonProfiledPage_100.html) as of 21 September.

Applicants admitted for the places available must enrol by 2:00 p.m. on 27 September 2018, in accordance with the procedures published at http://www.unimi.it/ENG/admission/31190.htm#par111598.

Art. 11.3 - Second updating of the ranking list

Places left vacant after the deadline for enrolment described in art. 11.2 are assigned to the next students in the ranking list and will be published on the website: www.unimi.it - Online services SIFA - Admission Ranking Lists (http://www.unimi.it/hpsifa/ENG/nonProfiledPage_100.html) from 28 September 2018.
Applicants admitted for the places available must enrol by 2:00 p.m., 4 October 2018, in accordance with the procedures published at: http://www.unimi.it/ENG/admission/31190.htm#par111598.

Art. 11.4 - Following updating of the ranking list

Following possible updating of the ranking list will be notified on the website: www.unimi.it - Online services SIFA - Admission Ranking Lists (http://www.unimi.it/hpsifa/ENG/nonProfiledPage_100.html) as of 5 October 2018.

Art. 11.5 - Applicants with qualifications gained abroad

Applicants with qualifications gained abroad who enrolled online as indicated above must book an appointment to deliver the following documentation (show original and lodge photocopy) to 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.

Further details are available at the link http://www.unimi.it/ENG/admission/29528.htm.

Art. 12 - Deadlines summary

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment</td>
<td>From 16/7/2018 to 31/8/2018, 2:00 p.m.</td>
</tr>
<tr>
<td>Sit the test</td>
<td>11/9/2018</td>
</tr>
<tr>
<td>Ranking list publication</td>
<td>14/9/2018</td>
</tr>
<tr>
<td>Enrolment deadline</td>
<td>Within 20/9/2018, 2:00 p.m.</td>
</tr>
<tr>
<td>First updating of the ranking list</td>
<td>21/9/2018</td>
</tr>
<tr>
<td>First updating of the ranking list: enrolment</td>
<td>Within 27/9/2018, 2:00 p.m.</td>
</tr>
<tr>
<td>Second updating of the ranking list</td>
<td>28/9/2018</td>
</tr>
<tr>
<td>Second updating of the ranking list: enrolment</td>
<td>Within 4/10/2018, 2:00 p.m.</td>
</tr>
<tr>
<td>Following updatings</td>
<td>From 5/10/2018</td>
</tr>
</tbody>
</table>
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. Monica Delù (Head of the Students Welcoming Service).

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”.

Rep. Reg 20007/18 del 28/06/2018

THE HEAD OF THE STUDENTS OFFICE

signed Emanuela Dellavalle