CALL FOR APPLICATIONS FOR ADMISSION TO THE SINGLE CYCLE DEGREE PROGRAMMES IN
PHARMACY (LM-13)
PHARMACEUTICAL CHEMISTRY AND TECHNOLOGY (LM-13)
Sessions of April, July and September

ACADEMIC YEAR 2019/2020

Art. 1 - Admission requirements ................................................................. 2
Art. 2 - Number of places available ................................................................ 3
Art. 3 - Test dates and registration procedure .................................................. 3
  a) CISIA registration and testing ................................................................. 4
  b) Application on the University portal ......................................................... 4
Art. 4 - Admission exam and assessment criteria of the ranking list .................. 4
Art. 5 - Disabled applicants ........................................................................... 5
Art. 6 - Applicants with SLD ........................................................................... 5
Art. 7 - Students coming from other programmes or universities, and graduates .... 6
Art. 8 - Ranking list publication, enrolment and updating ............................... 7
  8.1 Ranking list publication ........................................................................... 7
  8.2 Enrolment and updating ......................................................................... 7
  8.3 Applicants with qualifications gained abroad ........................................... 7
Art. 9 - Procedures and deadlines summary .................................................... 8
  9.1 Deadlines summary .............................................................................. 8
  April session ............................................................................................... 8
  July session ............................................................................................... 9
  September session ..................................................................................... 9
Art. 10 - Examining committee ....................................................................... 9
Art. 11 - Procedure Manager and contacts .................................................... 9
THE HEAD OF THE 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;

DETERMINES

A selection for admission to single cycle degree programmes in Pharmacy and Pharmaceutical Chemistry and Technology for the 2019/2020 academic year. The selection is set on three sessions taking place in April, July and September 2019. Each selection contributes to the coverage of a quota of the total available places.

Art. 1 - Admission requirements

The following requirements are necessary to be admitted to the selection:

- be enrolled in the final year of a secondary school, with the prospect of obtaining the qualification in the 2018/2019 scholastic year
  or
- hold an Italian secondary school qualification or equivalent qualification obtained abroad.
- have passed the TOLC-F test provided by CISIA - Consorzio Interuniversitario Sistemi Integrati per l’Accesso within the deadlines set in art. 3.

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. All details on foreign qualifications and access for foreign students to Italian Universities are contained in the annual Ministerial provisions, published on the Ministry website: http://www.studiare-in-italia.it/studentistranieri/.
The eligibility of the foreign qualification is in any case assessed by the University having regard to the aforementioned provisions and in application of the bilateral agreements in force.

Art. 2 - Number of places available

The number of places available for enrolment in the first year is determined as follows:

**Pharmacy**

<table>
<thead>
<tr>
<th>April session</th>
<th>July session</th>
<th>September session</th>
<th>Total places</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>100</td>
<td>100</td>
<td>300</td>
</tr>
</tbody>
</table>

**Pharmaceutical Chemistry and Technology**

<table>
<thead>
<tr>
<th>April session</th>
<th>July session</th>
<th>September session</th>
<th>Total places</th>
</tr>
</thead>
<tbody>
<tr>
<td>60</td>
<td>60</td>
<td>80</td>
<td>200</td>
</tr>
</tbody>
</table>

Places left vacant in the April and July sessions will be assigned in the September session, in addition to those available.

In the September session the following places reserved for non-European candidates residing abroad (applying for visa) and Marco Polo students will also be made available for each degree programme:

**Pharmacy:** 20 places for non-European applying for visa + 1 Marco Polo  
**Pharmaceutical Chemistry and Technology:** 10 places for non-European applying for visa + 1 Marco Polo

Art. 3 - Test dates and registration procedure

The TOLC-F test can be taken:

- at Università degli Studi di Milano on Tuesday 16th April, Tuesday 16th July and Monday 2nd September 2019;
- at one of the CISIA test venues on the dates indicated on to the calendar published on the website [www.cisiaonline.it](http://www.cisiaonline.it).

The test can be taken more than one time, but no more than once a calendar month. For the purposes of the selection, will be considered valid the outcome of the last TOLC-F carried out from 1st January 2018, within the deadlines established for each session.

To take part in the selections, candidates must register online:

a) on the CISIA portal to book the test  
b) on the UNIMI portal to be included in the ranking list.
a) CISIA registration and testing

Registration for the TOLC-F test must be done on CISIA portal - www.cisiaonline.it - by the deadlines set for every testing date and available in the section DATE TOLC.

Using the credentials received after the registration, candidates must login in their personal area and fill in the online form with the required data.

Date and venue of the test are reported on the receipt issued after completing the application.

To register in the test it is necessary to pay to CISIA an admission fee of 30.00 euros via MAV or credit card.

b) Application on the University portal

To enter the ranking list, all candidates must apply on our University portal www.unimi.it, within the deadlines established for each session, 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;

3. Select the programme they are interested in and fill the online application with the requested data.

At the end of the procedure, a receipt is issued as a proof of the admission application.

The application is valid only for the selected programme, candidates interested in both courses must submit two applications.

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

Any applicant who provides false details or lacks requirements will be excluded from the final ranking list.

Art. 4 - Admission exam and assessment criteria of the ranking list

The TOLC-F is an orientation and evaluation test, aimed at ascertaining the aptitude and preparation for studies for access to degree courses, composed by 50 multiple-choice questions divided in the following sections:

- Biology - 15 questions in 20 minutes
- Chemistry - 15 questions in 20 minutes
Physics - 7 questions in 12 minutes
Mathematics - 7 questions in 12 minutes
Logic - 6 questions in 8 minutes

The test includes an English non-mandatory section whose result does not contribute to the calculation of the final score.

The admission exam answers are scored as follows:

- 1 point for each correct answer,
- –0.25 points for each wrong answer,
- 0 points for not given answers.

For each selection a ranking list will be compiled for each degree course, based on the overall result obtained in the TOLC-F test. In the case of equal total score, priority is given

- for Pharmacy, to the candidate with the highest score in the Logic section and, later, in the Biology one.
- for Pharmaceutical Chemistry and Technology, to the candidate with highest score in the Logic section and, later, in the section of Chemistry.

Candidates who do not achieve an overall score of at least 20 points are excluded from the ranking lists of April and July.

Those who are not included in the rankings of April or July can compete in the next session.

Non-EU applicants residing abroad and Marco Polo students will be placed in separate ranking lists to cover the places reserved as per article 2 above, on the basis of the score obtained in the test.

Art. 5 - Disabled applicants

Applicants with disabilities must declare their condition and require extra time and/or specific aids for the test during the registration in the TOLC area of the CISIA portal.

They must select Università degli Studi di Milano as test venue and must submit through the CISIA portal suitable certification of status of handicap under law 104/92 or civil invalidity.

For further information please contact the Servizio Disabili e DSA of the University of Milan at the e-mail address: ausili.ammissioni@unimi.it

Art. 6 - Applicants with SLD

Applicants with a diagnosis of specific learning disabilities (SLD) must declare their condition and require extra time and/or specific aids for the test during the registration in the TOLC area of the CISIA portal.
They must select Università degli Studi di Milano as test venue and must submit through the CISIA portal suitable certification of specific learning disabilities (SLD) under law no. 170/2010, issued by the National Health Service or accredited specialists or together with an ASST conformity document.

The documentation must be issued no more than three years earlier if the applicant was underage at the time of the issuance of the certification.

For further information please contact the Servizio Disabili e DSA of the University of Milan to e-mail address: ausili.ammissioni@unimi.it

Art. 7 - Students coming from other programmes or universities, and graduates

These candidates are exempt from the admission exam:
- Students already enrolled in the degree programme in Pharmacy or Pharmaceutical Chemistry and Technology at the University of Milan or another university, only if they have passed all the exams of the first year as set in their study plan with marks expressed in thirtieths;
- Students already enrolled in the degree programme in Pharmacy or Pharmaceutical Chemistry and Technology at the University of Milan that, despite not having passed all the exams of the first year, have sat for the admission test in the previous academic years;
- Graduates in Pharmacy or Pharmaceutical Chemistry and Technology of any University and graduates in Drug Biotechnology and Pharmaceutical Biotechnology (5-year-programme) of the University of Milan;
- Graduates in Pharmacy of foreign Universities.

They have to send within 13 July 2019 to the email address of the coordinator of the degree programme a specific application together with the self-certification of the passed exams with marks, dates, credits, scientific disciplinary sectors and copy of the study plan, to allow to the appropriate academic body the verification of the career for the admission to years subsequent to the first.

Students not in possession of a self-certification prepared by the University of origin, can use the substitutive certification declaration form available at the link http://www.unimi.it/studenti/secreterie/963.htm.

The email addresses of the coordinators of the two degree programmes are the following:
- Pharmacy: Prof. Marco Andrea Riva (m.riva@unimi.it), didactic secretariat (eva.imperato@unimi.it).
- Pharmaceutical Chemistry and Technology: Prof.ssa Maria Luisa Gelmi (marialuisa.gelmi@unimi.it); didactic secretariat (eva.imperato@unimi.it).

Students from different degree programmes than those abovementioned must sit the test compulsorily.
Art. 8 - Ranking list publication, enrolment and updating

8.1 Ranking list publication

The ranking lists will be published on the University website, at the following page http://www.unimi.it/hpsifa/ENG/nonProfiledPage_100.html (www.unimi.it - Online services SIFA - Admission Ranking Lists) on the days established for each session.

Publication of the ranking lists 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 all the notices published on the webpage of the chosen degree course.

In any case, the admission to the degree programme is subordinated to the achievement of a secondary school qualification or equivalent foreign qualification, within the deadlines established for the enrolment.

8.2 Enrolment and updating

Place winners must enrol online within the deadlines established for each session, indicated at art.9, through the online Enrolment service at the page: http://www.unimi.it/hpsifa/ENG/nonProfiledPage_100.html (Online Services SIFA - Enrolment).

For the April session the enrolment takes place in two steps: reservation of the enrolment immediately after the publication of the ranking list and confirmation from 15th to 31st July 2019.

During the enrolment reservation, place winners will have to pay the amount of 156 Euros corresponding to the first instalment of the academic fees. This fee must be paid compulsorily within 7th June 2019 and is non-refundable, even if the candidate will not complete the enrolment.

Only for the September session, in the event of places left vacant after the enrolment deadline, will be made an updating of the ranking list.

Winners who do not enrol by the above date and time, tacitly withdraw from the place.

Detailed information concerning the enrolment procedure are available on the website at the following page: http://www.unimi.it/ENG/admission/31190.htm

8.3 Applicants with qualifications gained abroad

Applicants with qualifications gained abroad who enrolled online as indicated above must deliver the following documentation to the Ufficio Studenti Internazionali - Via Santa Sofia 9/1, Milan - by 31st October 2019:

- 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 (show original and lodge photocopy). 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 can enroll only if included in the quota of reserved places and if they pass the Italian language test organized by the University. For all the details related to the test and the exemptions please visit the page [http://www.unimi.it/ENG/admission/31192.htm#c31341](http://www.unimi.it/ENG/admission/31192.htm#c31341)

The International Students Office is available by appointment. For the reservation please use the Infostudenti Service at the page [www.unimi.infostudente.it](http://www.unimi.infostudente.it).

**Art. 9 - Procedures and deadlines summary**

In order to access to the degree programmes in PHARMACY and PHARMACEUTICAL CHEMISTRY AND TECHNOLOGY it is necessary to perform the following steps, in accordance with the deadlines established for each session:

1) Register for the test on CISIA portal
2) Apply for the ranking list on UNIMI portal
3) Pass the TOLC-F test
4) Enrol

**9.1 Deadlines summary**

**April session**

<table>
<thead>
<tr>
<th>Registration for the test</th>
<th><a href="https://tolc.cisiaonline.it/calendario.php?tolc=farmacia">https://tolc.cisiaonline.it/calendario.php?tolc=farmacia</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for the ranking list on Unimi portal</td>
<td>from 25 March to 17 April 2019, 2:00 p.m.</td>
</tr>
<tr>
<td>Sit the TOLC-F test</td>
<td>within 16 April 2019</td>
</tr>
</tbody>
</table>
Ranking list publication on Unimi website | 19 April 2019
---|---
Enrolment reservation | from 19 April to 10 May 2019, 2:00 p.m.
Enrolment confirmation | from 15 July to 31 July 2019, 2:00 p.m.

**July session**

<table>
<thead>
<tr>
<th>Registration for the test</th>
<th><a href="https://tolc.cisiaonline.it/calendario.php?tolc=farmacia">https://tolc.cisiaonline.it/calendario.php?tolc=farmacia</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for the ranking list on Unimi portal</td>
<td>from 3 June to 19 July 2019, 2:00 p.m.</td>
</tr>
<tr>
<td>Sit the TOLC-F test</td>
<td>within 16 July 2019</td>
</tr>
<tr>
<td>Ranking list publication on Unimi website</td>
<td>23 July 2019</td>
</tr>
<tr>
<td>Enrolment</td>
<td>from 23 July to 31 July 2019, 2:00 p.m.</td>
</tr>
</tbody>
</table>

**September session**

<table>
<thead>
<tr>
<th>Registration for the test</th>
<th><a href="https://tolc.cisiaonline.it/calendario.php?tolc=farmacia">https://tolc.cisiaonline.it/calendario.php?tolc=farmacia</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Application for the ranking list on Unimi portal</td>
<td>from 15 July to 4 September 2019, 2:00 p.m.</td>
</tr>
<tr>
<td>Sit the TOLC-F test</td>
<td>within 2 September 2019</td>
</tr>
<tr>
<td>Ranking list publication on Unimi website</td>
<td>9 September 2019</td>
</tr>
<tr>
<td>Enrolment</td>
<td>from 9 September to 13 September 2019, 2:00 p.m.</td>
</tr>
<tr>
<td>First update: ranking list publication</td>
<td>17 September 2019</td>
</tr>
<tr>
<td>First update: enrolment</td>
<td>within 20 September 2019, 2:00 p.m.</td>
</tr>
<tr>
<td>Second update: ranking list publication</td>
<td>24 September 2019</td>
</tr>
<tr>
<td>Second update: enrolment</td>
<td>within 27 September 2019, 2:00 p.m.</td>
</tr>
<tr>
<td>Possible following updates</td>
<td>from 1 October 2019</td>
</tr>
</tbody>
</table>

**Art. 10 - 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. 11 - 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: “Test, bandi e graduatorie”. 

For any request related to TOLC-F please address to the CISIA Help Desk at the link http://helpdesk.cisiaonline.it/.

THE HEAD OF THE STUDENTS’ OFFICE