



# UNIVERSITÀ DEGLI STUDI DI MILANO

**CONCORSO PUBBLICO, PER ESAMI, PER IL RECLUTAMENTO DI N. 1 UNITÀ DI PERSONALE AFFERENTE ALL'AREA DEI FUNZIONARI - SETTORE AMMINISTRATIVO-GESTIONALE, CON RAPPORTO DI LAVORO SUBORDINATO A TEMPO INDETERMINATO PRESSO L'UNIVERSITÀ DEGLI STUDI DI MILANO - COSP - CENTRO PER L'ORIENTAMENTO ALLO STUDIO E ALLE PROFESSIONI - CODICE 22538**

La Commissione giudicatrice del concorso, nominata con Determina Direttoriale n. 14707 del 16/09/2025, e modificata con Determina Direttoriale n. 15241 del 24/09/2025 composta da:

Dott.ssa Stefania Milani	Presidente
Dott.ssa Barbara Rosina	Componente
Dott.ssa Anna La Tegola	Componente
Sig.ra Monica Cutugno	Segretaria

comunica i quesiti relativi alla prova orale:

## GRUPPO DI QUESITI N. 1

### PROVA 1

1. Quali sono le finalità e i principi fondamentali dell'Università degli Studi di Milano secondo lo Statuto?
2. Quali sono le differenze tra le misure compensative e dispensative nel contesto universitario?

### Brano in inglese:

Leggere e tradurre:

#### What is the TOLC test?

The TOLC (CISIA OnLine Test) is a test that assesses the educational background of prospective university students.

Delivered by CISIA (Consortium of Interuniversity Integrated Access Systems), the TOLC can be taken in different venues throughout the national territory, and consists of specific tests that also the University of Milan requires for admission to most undergraduate degree programmes, both with open and capped enrolment.

The call for applications of each degree programme indicates the type of TOLC test required together with the registration procedure, deadlines and any special ranking criteria.

## GRUPPO DI QUESITI N. 2

### PROVA 2

1. Come si articola la struttura di governo dell'Ateneo?
2. Quale tipologia di supporto può essere richiesto da studenti con Bisogni Educativi Speciali (BES) in ambito universitario?

### Brano in inglese:

Leggere e tradurre:

#### Annual calls for application and admissions tests



# UNIVERSITÀ DEGLI STUDI DI MILANO

Each year, between March and July, the University of Milan publishes calls to apply for admission to bachelor's and single cycle degree programmes. These calls for application report the procedure for enrolment (matriculation) on the first year of studies, as well as:

- admission requirements
- dates, programmes, procedures and locations for evaluation tests and entrance examinations
- number of places available for programmes with limited enrolment
- instructions for candidates with disabilities or SLD
- information on rankings
- enrolment procedures
- transfer information

To enrol in the first year of a Bachelor's or single cycle degree programme you must hold an upper secondary school diploma (high school diploma or equivalent qualification).

If your secondary school diploma was awarded abroad, check the procedures for International enrolment in degree programmes.

## GRUPPO DI QUESITI N. 3

### PROVA 3

1. Quali sono le principali tipologie di corsi di studio attivati dall'Ateneo e quali titoli rilasciano?
2. Quali servizi e supporti sono previsti per gli studenti con DSA all'interno degli Atenei?

#### Brano in inglese:

Leggere e tradurre:

#### Studying abroad with Erasmus+

Erasmus+ is a European Union programme that - for over 35 years - allows students and graduates, phd and specialising students to enjoy study or training experiences abroad in over 400 different European partner universities, with the recognition of their activity abroad as part of their academic career.

Erasmus + aims at promoting the development of the European society giving students different opportunities to improve their knowledge of a foreign language, and to study and train abroad in intercultural contexts, as main goals of the programme.

During the mobility abroad, students are still enrolled at the University of Milan and do not have to pay any tuition fees to the host university, with the exception of potential administrative costs.

## GRUPPO DI QUESITI N. 4

### PROVA 4

1. Come si articola il sistema di orientamento e tutorato secondo i Regolamenti di Ateneo?
2. Come si può promuovere l'autonomia nello studio universitario per studenti con disabilità intellettuale?

#### Brano in inglese:

Leggere e tradurre:

#### Studying abroad with Erasmus+

Erasmus+ mobility programme for students consists of:

Study periods, for attending courses, sitting exams or doing research for thesis or laboratory and clinical activities



Traineeship periods, for educational training under the supervision of the hosting partner university, open also to graduated students (within 12 months from their graduation)

Students can apply to Erasmus mobility programmes for a maximum of 12 months, when enrolled in a Bachelor's or Master's degree programme, and for a maximum of 24 months, when attending a single-cycle Master's degree programme. Candidates can choose whether to apply to their Erasmus mobility as a study or traineeship period abroad.

## GRUPPO DI QUESITI N. 5

### PROVA 5

1. Quali sono funzioni e ruoli del Garante dello Studente?
2. Come si può adattare una prova d'esame per uno studente con disabilità motoria, anche alla luce della normativa?

#### Brano in inglese:

Leggere e tradurre:

#### Studying in Prison

The University of Milan is committed to **ensuring incarcerated and jailed persons have the right to study at a university**, and more generally, **to improve their quality of life**. With cultural programmes, and activities that cultivate an interest in science, made possible through an Agreement signed with the Regional Procurement Office for the Department of Corrections ("PRAP"), first in December 2015, and then renewed in 2018 and 2021, this pledge has become a reality.

The persons detained at correctional centres in the region wishing to **undertake a course of university studies** can now:

- **enrol** in one of the accessible courses **with subsidised tuition rates**
- attend **workshops and educational seminars** onsite at the correctional facilities
- take advantage of tutor services **to help them in their studies**
- access the campus' library network with **special borrowing privileges**
- sit for **exams** for academic credit and to earn a degree **within the correctional facility**, should they be unable to secure a day pass.

## GRUPPO DI QUESITI N. 6

### PROVA 6

1. Quali sono le modalità di verifica del profitto e di svolgimento degli esami secondo il Regolamento didattico di Ateneo?
2. Cosa prevede la legge 17/1999 in merito all'inclusione universitaria degli studenti con disabilità?

#### Brano in inglese:

Leggere e tradurre:

#### Request for additional time and/or specific aids or compensatory tools for candidates with invalidity, disability or diagnosed with SLD

Candidates with invalidity, disability or specific learning disabilities (SLD) can request an admission test with additional time and/or personalized supports by submitting when registering for the TOLC test on the CISIA portal:

- certification of civil invalidity and/or recognition of the state of handicap pursuant to law 104/1992 for candidates with disabilities;



- for candidates with specific learning disabilities (SLD), SLD certificates must be issued by the National Health Service, by an authorized private medical team or by a private specialist pursuant to Law 170/2010, and must be accompanied by a document of compliance issued by the competent health authority (if the applicant was a minor when the certificate was issued, documents older than three years will not be accepted).

## GRUPPO DI QUESITI N. 7

### PROVA 7

1. Quali sono le principali fonti normative indicate nello Statuto?
2. Quali certificazioni devono presentare gli studenti per accedere ai servizi previsti dalle Linee Guida CNUDD?

#### Brano in inglese:

Leggere e tradurre:

**Request for additional time and/or specific aids or compensatory tools for candidates with invalidity, disability or diagnosed with SLD**

Applicants from EU countries and non-EU countries residing abroad with invalidity, disability or with SLD who intend to take advantage of personalized supports, must submit certification (legalized, where required by current international standards) attesting the status of invalidity, disability or DSA issued in the country of residence, accompanied by a translation, sworn or certified by the Italian diplomatic missions, conforming to the original text, in Italian or in English. For information, contact the Office for students with disabilities / with SLD at the email address: ausili.ammissioni@unimi.it.

## GRUPPO DI QUESITI N. 8

### PROVA 8

1. Quali sono funzioni, competenze e organi del Dipartimento?
2. Quali servizi di orientamento in ingresso, in itinere e post laurea sono attivabili nell'ambito del contesto universitario, per gli studenti con disabilità e DSA?

#### Brano in inglese:

Leggere e tradurre:

**Sustainability at the University of Milan**

The University of Milan promotes actions and initiatives to support new growth models and sustainable, conscious lifestyles. The 17 Sustainable Development Goals (SDGs) of the United Nations 2030 Agenda are a framework for a development process based on an intergenerational social contract. Water and plastic reduction, energy, waste recycling, sustainable mobility, green spaces, food and green procurement are topics central to the 'sustainability agenda' launched 30 years ago, which the university has sought to formalise in recent years through the development and active participation in university projects and national and international citizen networks, and the promotion of awareness campaigns to help create a true culture of sustainability.



## GRUPPO DI QUESITI N. 9

### PROVA 9

1. Come sono definiti i Centri nello Statuto di Ateneo e quali sono?
2. Qual è il ruolo del docente delegato per la disabilità e i DSA all'interno dell'università?

#### Brano in inglese:

Leggere e tradurre:

##### **Single courses**

It is possible to enrol on one or more courses of interest from the various bachelor's, master's or single-cycle degree programmes. Enrolled students may attend classes, sit the final exam and obtain a certificate.

Single courses are useful for those who:

- wish to keep abreast of certain topics or supplement their professional competencies,
- have already graduated but must take extra courses for admission to public competitions or postgraduate schools, etc.,
- must meet the curricular requirements for admission to a master's degree programme, are university students, in Italy or abroad, who wish to attend certain classes in the context of programmes and mobility agreements or out of personal interest.

## GRUPPO DI QUESITI N. 10

### PROVA 10

1. Il Regolamento Studenti: cosa definisce e a chi si applica?
2. Quali modalità e strumenti di supporto possono essere messi in campo per l'inclusione per studenti con disabilità visiva?

#### Brano in inglese:

Leggere e tradurre:

##### **Fulfilment of additional learning requirements (OFA)**

Admission to Bachelor's and single-cycle Master's degree programmes is subject to an assessment of your educational background (as required by Ministerial Decree 270/2004).

If your entrance test shows any gaps, you will have to fulfil additional learning requirements (OFAs), within the first year of the programme, through remedial activities, such as courses and seminars, as set out on your study programme webpage, in the courses section.

After completing remedial activities, you will have to sit a mandatory assessment test. Otherwise, you may not take any exams for subsequent years - or, for some programmes, any exams on subjects for which you have additional learning requirements.

## GRUPPO DI QUESITI N. 11

### PROVA 11

1. Quali sono i principi generali dello Statuto?
2. In che modo l'università garantisce il diritto allo studio agli studenti con disabilità?



## Brano in inglese:

Leggere e tradurre:

### Open admissions programmes

For open admissions programmes you don't have to apply, it is necessary to take the mandatory non selective test.

If the test is constituted by the TOLC required for the Degree programme that you choose by registering on the CISIA website.

For the Degree programme in Humanities the instructions are described in the calls for applications.

### Limited enrolments programme local

For limited enrolments programme local you have to:

- take the required TOLC test by registering on the CISIA website;
- register and apply on Unimi website. Take to hand your Italian tax identification number and a valid identity document and at the end of the admission procedure save or print-out the receipt.
- For the Degree programmes in Herbal Sciences and Technologies, the instructions are described in the call for application.

## GRUPPO DI QUESITI N. 12

### PROVA 12

1. Quali sono i Regolamenti di Ateneo?
2. Come può essere organizzato il tutorato specializzato per studenti con disabilità e DSA, secondo le Linee Guida CNUDD?

## Brano in inglese:

Leggere e tradurre:

The University offers a free counselling service to students experiencing momentary difficulties in their studies that could affect their academic performance and their ability to adapt to university life.

Two different types of free counselling may be requested:

- counselling in study methods
- counselling for emotional difficulties.

### Please note:

The preliminary meeting takes place via Teams. The following meetings may be held either remotely or in person, depending on the student's preference.

The first meeting is intended to assess whether counselling would be a suitable option to deal with the student's issues. If counselling turns out not to be appropriate, students will be referred to one of the psychotherapy schools in Milan recognised by MIUR (former Ministry of Education, University and Research), to start a psychotherapy programme covered by the University of Milan and made up of 10-12 sessions free of charge. Alternatively, they will be helped in identifying which local services could be more suitable for them. Participation in non-university psychotherapy programmes is attentively monitored by the counselling service.



## GRUPPO DI QUESITI N. 13

### PROVA 13

1. Si delinei ruolo del Senato e del Consiglio di Amministrazione
2. Quali sono le principali normative che tutelano gli studenti universitari con disabilità e DSA in Italia?

#### Brano in inglese:

Leggere e tradurre:

The University provides support services to **students with specific learning disabilities**, to ensure their inclusion within the academic community.

Support services are granted for the entire duration of the student's academic career. They range from guidance in the choice of the degree programme to assistance with admission tests and enrolment procedures, up until graduation. We provide a set of customised services, to be agreed upon request.

Computers with speech synthesizers, printers and scanners are available in the dedicated laboratory on the Via Festa del Perdono 3 campus. Students can use them for study purposes or to complete any paperwork.

During 2019, each Department appointed one of its professors to act as SLD tutor.

In December 2023, the Academic Senate approved the University Guidelines on the right to education of students with disabilities and SLDs.

Milano, 3 novembre 2025

La Commissione

Dott.ssa Stefania Milani Presidente

Dott.ssa Barbara Rosina Componente

Dott.ssa Anna La Tegola Componente

Sig.ra Monica Cutugno Segretaria