



UNIVERSITÀ  
DEGLI STUDI  
DI MILANO

# VADEMECUM

*A small guide  
to student services*

2019-2020



UNIVERSITÀ  
DEGLI STUDI  
DI MILANO

# VADEMECUM

***A small guide to student services***  
2019-2020

FOR INFORMATION

© [www.unimi.it](http://www.unimi.it)

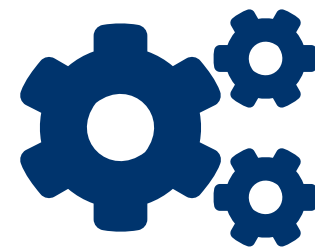




# INDEX



<b>Services</b>	5
Student administration offices	
Guidance, counselling and internships	
Services for disabled and LD students	
University Education Incentive Programme (Diritto allo Studio)	
University Language Centre (SLAM)	
Libraries	
Erasmus+ programme	
<b>E-services</b>	20
The University portal	
E-mail and credentials	
UNIMIA, your personal home page	
The Ariel e-learning platform	
How to pay University fees	
Search in unimi.it	
Twitter, Facebook, YouTube, LinkedIn and the Video Portal	
Wi-Fi services	
<b>How to find...</b>	31
Courses and exams schedules	
Faculty contact details and office hours	
Administrative information	
Certificates and self-certifications	
<b>University Life</b>	34
Accommodation	
University refectories	
Music and sport	
Cultural activities	
On-campus student work	
Insurance coverage	
Free healthcare assistance for students not resident in Lombardy	
University card/badge	
Special student rates	
Contributing to the quality of teaching	



SERVICES



# Student administration offices

The University has two types of student administration offices:

- Central student administration offices
- Departmental and Interdepartmental Academic Services Offices.

## Central student administration offices

The Central student administration offices provide information and manages formalities relating to:

- admission, test, ranking lists
- enrolment
- scholarships, accommodation and refectories
- assistance with IT procedures
- renewal of enrolment (for years subsequent to the first)
- fees and exemptions
- study plans
- certificates and self-certifications, diploma supplement
- transferrals
- applying for graduation
- withdrawal from studies
- resumption of studies in the case of interruption
- on-campus student work.



The student administration offices provide information and assist students through four channels:

- the portal [www.unimi.it/ENG/](http://www.unimi.it/ENG/) under the section **Study** or following the page <https://www.unimi.it/en/study/enrolment>, which opens an application guide for those who wish to enrol on our programmes
- the Infostudent service ([www.unimi.infostudente.it](http://www.unimi.infostudente.it)) which can be accessed through the credentials of the university's email by clicking on "Registrar" from the horizontal menu on the home page of the portal [unimi.it](http://unimi.it)
- operator assistance is available at 199 188 128 from landlines or mobile phones (costs depend on your phone service provider) from Monday to Friday, 9 a.m. - 5 p.m.
- front desks that receive by appointment only. To book, use the **Infostudenti service** ([www.unimi.infostudente.it](http://www.unimi.infostudente.it)). Opening days and hours are reported on the website at <https://www.unimi.it/en/node/360>.

The University Student Administration Offices are found in four different locations:

## via Santa Sofia 9/1 - Milan

(entrance from the internal yard)

- Welcome desk
- Public Relations – Student Information
- Law
- Medicine
- Exercise and Sports Sciences
- Political, Economic and Social Sciences
- Humanities
- PhD and Master's programmes
- Postgraduate Specialization Schools
- International Students
- Offices for the Right to Education: Scholarships and Grants Office Refectory, Services and Meals Income and ISEE Certification, Verification Office Fee Exemptions and Student Work Office, Accomodation Office

## via Celoria 18 - Milan Città Studi

- Biotechnology
- Agricultural and Food Sciences
- Pharmaceutical Sciences
- Science and Technology
- State Board Exam Office

## piazza Montanelli 4 - Milan Sesto San Giovanni

- Linguistic and Cultural Mediation Sciences

## via dell'Università 6 - Lodi

- Veterinary Medicine



## The Course Administration Offices

The course administration offices are responsible for organizing degree programme teaching activities, and in particular:

- course programmes
- laboratories
- class schedules and locations
- exam session dates
- professors office hours
- internship activities.

Find the offices and educational facilities on the University portal at the page <https://www.unimi.it/en/university/offices-and-facilities/faculties-and-schools-list>.



Some useful web sites and contacts are listed below:

## POLITICAL, ECONOMIC AND SOCIAL SCIENCES

- 🌐 <https://www.unimi.it/en/education/faculties-and-schools/political-economical-and-social-sciences>
- 🏠 Departments
  - Economics, Management and Quantitative Methods - DEMM  
[www.demm.unimi.it](http://www.demm.unimi.it)  
[segreteria.demm@unimi.it](mailto:segreteria.demm@unimi.it)
  - Social and Political Sciences - SPS  
[www.sps.unimi.it](http://www.sps.unimi.it)  
[segreteria.sps@unimi.it](mailto:segreteria.sps@unimi.it)
  - International, Legal, Historical and Political Studies - DILHPS  
[www.dilhps.unimi.it](http://www.dilhps.unimi.it)  
[didattica.intgiurpol@unimi.it](mailto:didattica.intgiurpol@unimi.it)

## LAW

- 🌐 <https://www.unimi.it/en/law>
- ✉ [didattica.giurisprudenza@unimi.it](mailto:didattica.giurisprudenza@unimi.it)

## HUMANITIES

- 🌐 <https://www.unimi.it/en/humanities>
- ✉ [segreteriadidattica.lettfil@unimi.it](mailto:segreteriadidattica.lettfil@unimi.it)
- 🏠 Departments
  - Cultural Heritage and Environment  
[www.bac.unimi.it](http://www.bac.unimi.it)
  - Philosophy  
[www.dipafilo.unimi.it/ecm/home](http://www.dipafilo.unimi.it/ecm/home)
  - Foreign Languages and Literatures  
[www.lingue.unimi.it](http://www.lingue.unimi.it)
  - Literary Studies, Philology and Linguistics  
[www.studilefili.unimi.it](http://www.studilefili.unimi.it)
  - Historical Studies  
[www.studistorici.unimi.it](http://www.studistorici.unimi.it)

## LANGUAGE MEDIATION AND INTERCULTURAL COMMUNICATION

- 🌐 <https://www.unimi.it/en/school-language-mediation-and-intercultural-communication>
- ✉ [mediazionelinguistica@unimi.it](mailto:mediazionelinguistica@unimi.it)

## BIOTECHNOLOGY

- 🌐 <https://biotecnologia.cdl.unimi.it/en>
- ✉ [biotecnologia.segreteria@unimi.it](mailto:biotecnologia.segreteria@unimi.it)

## MEDICINE

- 🌐 <https://www.unimi.it/en/education/faculties-and-schools/medicine>
- 🏠 Departments
  - Medical Biotechnology and Translational Medicine - BIOMETRA  
[www.biometra.unimi.it](http://www.biometra.unimi.it)
  - Pathophysiology and Transplantation - DEPT  
[www.dept.unimi.it](http://www.dept.unimi.it)
  - "L. Sacco" Biomedical and Clinical Sciences - DIBIC  
[www.dibic.unimi.it](http://www.dibic.unimi.it)
  - Biomedical Sciences for Health - SCIBIS  
[www.scibis.unimi.it](http://www.scibis.unimi.it)
  - Biomedical, Surgical and Dental Sciences - DISBIOC  
[www.disbioc.unimi.it](http://www.disbioc.unimi.it)
  - Clinical Sciences and Community Health - DISCCO  
[www.discco.unimi.it](http://www.discco.unimi.it)
  - Health Sciences - DISS  
[www.diss.unimi.it](http://www.diss.unimi.it)

## VETERINARY MEDICINE

- 🌐 <https://www.unimi.it/en/education/faculties-and-schools/veterinary-medicine>
- ✉ [didattica.veterinaria@unimi.it](mailto:didattica.veterinaria@unimi.it)

## PHARMACY

- 🌐 <https://www.unimi.it/en/education/faculties-and-schools/pharmacy>
- ✉ [scienze.farmaco@unimi.it](mailto:scienze.farmaco@unimi.it)

## EXERCISE AND SPORTS SCIENCES

- 🌐 <https://www.unimi.it/en/education/faculties-and-schools/exercise-and-sports-sciences>
- ✉ [didattica.scienzemotorie@unimi.it](mailto:didattica.scienzemotorie@unimi.it)

## SCIENCE AND TECHNOLOGY

- 🌐 <https://www.unimi.it/en/education/faculties-and-schools/science-and-technology>
- 🏠 Departments
  - Chemical Science and Technology  
[didattica.dipchi@unimi.it](mailto:didattica.dipchi@unimi.it)
  - Physical Science and Technology  
[cl.fisica@unimi.it](mailto:cl.fisica@unimi.it)
  - Computer Science and Technology  
[infostudenti@ccdi.unimi.it](mailto:infostudenti@ccdi.unimi.it)
  - Mathematical Sciences  
[segrccd.mat@unimi.it](mailto:segrccd.mat@unimi.it)
  - Biological Sciences  
[cl.biol@unimi.it](mailto:cl.biol@unimi.it)
  - Environmental science and policy  
[sepa@unimi.it](mailto:sepa@unimi.it)
  - Science and Technology for Studying and Preserving the Cultural Heritage and Information Storage Media  
[sportello.beniculturali@unimi.it](mailto:sportello.beniculturali@unimi.it)
  - Earth Sciences  
[cclsg@unimi.it](mailto:cclsg@unimi.it)
  - Environment and nature sciences and technologies  
[cclsn@unimi.it](mailto:cclsn@unimi.it)



## AGRICULTURAL AND FOOD SCIENCES

🌐 <https://www.unimi.it/en/agricultural-and-food-sciences>

✉ [didattica.agraria@unimi.it](mailto:didattica.agraria@unimi.it)



## Guidance, counselling and internships

### Guidance

COSP is the University Study and Career Guidance Centre. It organizes and coordinates, in collaboration with the University's educational facilities, a series of initiatives to help secondary school students with admission to University and to advise enrolled students during the course of their University studies, as well as placement services for graduates seeking employment.

As for new and returning students, COSP provides information on academic activities, internships and placement, as well as support to students experiencing difficulties through **psychological counselling** and **advice on study methods**.

You can receive further information by contacting the front desk directly - through the Infostudenti service - [www.infostudente.unimi.it](http://www.infostudente.unimi.it), selecting the category "Sportello orientamento" - or by phone 02 503.12113/13779, or by consulting the university portal on the page <https://www.unimi.it/en/education/university-guidance/cosp-university-study-and-career-guidance-service>.



🏠 Via S. Sofia, 9/1

📅 Opening hours

Monday - Friday, 9.30 a.m. - 12.30 p.m.

Thursday, 9.30 a.m. - 12.30 p.m. and 2 - 4 p.m.

### Counselling and Support

COSP (the University Study and Career Guidance Centre), in collaboration with the Institute of Psychology, offers support services to students experiencing difficulties or stress, with repercussions on their wellbeing and ability to adapt to University life.

Free **Psychological counselling** is intended for students requiring shortterm psychological support (not psychotherapy) – up to 10 sessions – with the aim of addressing difficulties that could affect their academic performance.



**Counselling on study methods** is intended for students facing purely academic difficulties: you are entitled to five free sessions.

Further information is available on the university website on the page <https://www.unimi.it/en/study/student-services/diritti-salute-e-benessere/individual-counselling-service>.

### 🕒 *How to access the service*

The service is intended for students enrolled at the University of Milan and you are not required to register on the university website.

### 📅 *To book an appointment*

📅 Simply send an email to [servizio.counseling@unimi.it](mailto:servizio.counseling@unimi.it) from your University account. Be sure to include your name and telephone number: you will be contacted to schedule an appointment.

### 📞 *For information*

📞 COSP - Tel. 02 503.12568

🕒 [www.infostudente.unimi.it](http://www.infostudente.unimi.it), selecting the category "Supporto allo studio e counseling psicologico".

## **Placement services and internships**

**Placement** is the group of services for University students and graduates which aim to facilitate initial contacts with the job market.

In particular, COSP offers an online noticeboard for consulting job postings and internships in businesses, and for applying directly or taking part in pre-sections by placement operators. Furthermore, upcoming graduates and graduates have the opportunity to keep their CV up to date in the ALMALAUREA database, which is consulted by businesses in search of personnel.

**Internships provide** an excellent opportunity to come into direct contact with the job world and acquire practical experience. The service allows students and graduates (who graduated no more than 12 months earlier) to complete traineeships in organizations or businesses having special agreements with the University.

Lastly, the Centre organizes group job orientation sessions, meetings with businesses and professionals on job hunting techniques and instruments,

besides managing the Sportello Lavoro (Career Services) and providing individual consultations by appointment.

### 🕒 *For further information*

<https://www.unimi.it/en/study/traineeships-and-work>

### 🕒 *For the internship service*

[www.infostudente.unimi.it](http://www.infostudente.unimi.it), selecting "Stage e tirocini".

### 🕒 *For placement services* (matching supply and demand)

See [www.infostudente.unimi.it](http://www.infostudente.unimi.it), selecting "Servizi di placement".

### 🕒 *For career guidance services*

[www.infostudente.unimi.it](http://www.infostudente.unimi.it), selecting "Eventi di orientamento al lavoro e job fair" or Sportello Lavoro (Career Services) open Fridays, 2 - 4 p.m. No appointment is required.

## **Services for disabled and LD students**

The University of Milan provides assistance and services to disabled students and staff or students with learning disabilities (LD), thereby guaranteeing equal opportunities and social integration within the University.

### 🕒 *For further information*

<https://www.unimi.it/en/servizi/disability-and-sld-services>

### 📞 *Contacts*

🏠 Via Festa del Perdono, 3 (ground floor)

✉ [ufficiodisabili@unimi.it](mailto:ufficiodisabili@unimi.it) - [serviziodsa@unimi.it](mailto:serviziodsa@unimi.it)

📞 Tel. 02 503.12366

📅 Opening hours (by appointment)  
Monday - Friday, 9 - 12 a.m.

## ⦿ Services

- orientation for new students and throughout University studies
- academic tutoring
- assessment of specific needs (dyslexia, dyscalculia, dysgraphia, dysorthography)
- personal assistance and accompaniment
- sourcing and production of teaching materials
- mobility and orientation for the visually impaired (personalized project in English that can be adapted to changing needs)
- assistance in completing administrative formalities and maintaining contacts with faculty
- special seminars on study methods.

## ⦿ For special exemptions and scholarships

<https://www.unimi.it/en/study/bachelor-and-master-study/fees-and-how-pay-them/fees-exemption>

## University Education Incentive Programme (Diritto allo studio)

The University of Milan provides an integrated system of actions to facilitate access to University studies, especially for deserving students with financial need.

Through a public competition based on merit and income criteria, as set out in the call for applications published in the summer months, the University provides the following benefits:

- scholarships
- accommodation in University halls of residence
- additional travel allowance for students involved in international mobility programmes
- additional disability allowance for scholarship recipients
- special grants.

All students also have access to the following services:

- refectories and eating places
- lodgings for students and visiting students.

## University Education Incentive Programme (Diritto allo studio)

 Offices: scholarships, accommodation and refectories  
Via S. Sofia, 9/1

 Tel. 199 188 128

 Call center opening hours

Monday - Friday, 9 a.m. - 5 p.m.

Book your appointment using the Infostudenti service:  
[www.unimi.infostudente.it](http://www.unimi.infostudente.it).

## ⦿ For further information

<https://www.unimi.it/en/study/financial-support>

## The University Language Centre (SLAM)

To promote adequate knowledge of European languages for participating in exchange and placement programmes, the University offers a rich array of courses, including English courses for students enrolled in undergraduate degree programmes (first and second cycle).

## University Language Centre - SLAM

 Via S. Sofia, 11

## ⦿ For further information

<https://www.unimi.it/en/study/language-proficiency>

## Libraries

Milan University Library System (SBA) comprises **21 main libraries**, as well as specialized department libraries, providing access to 1,675,000 printed books and 28,000 journals: one of the Region most prestigious collections. In addition, the digital library comprises 370,000 **e-books** and can be used to consult 62,522 electronic journals and 187 databases, from your home.



Users access this rich collection of books and documents through both the University's online Catalogue and **Explora**, a search engine that allows you to query all collections and access digital resources.

The **bibliounimi app** (download it free of charge) can be used to consult the catalogue and access the online services (e.g. request a library loan or suggest new materials) even from your smartphone or tablet. Besides providing equipped rooms – some are even open in the evening and on weekends – advice and interlibrary loan services with the most important libraries in Italy and the rest of Europe, the University libraries organize free seminars on the use of digital resources.

The portal of the University Library System – <http://www.sba.unimi.it/en/index.html> – contains all the information and updates on opening times and the initiatives of individual libraries.

## Erasmus+ Programme


This is the new European programme that – until 2020 – allows students, upcoming graduates and postgraduate students to complete study experiences and formational training (placement) – courses, exams, theses, research, laboratory and clinical activities – at one of 300 partner European universities, with full recognition of activities undertaken for completion of their study programme.


Information on the Erasmus+ programme is available on the university website on the page <https://www.unimi.it/en/international/study-abroad>.

### *Ufficio accordi e relazioni internazionali* (International Relations Office)

 Via Festa del Perdono, 7

 [mobility.out@unimi.it](mailto:mobility.out@unimi.it) (outbound mobility)  
[mobility.in@unimi.it](mailto:mobility.in@unimi.it) (inbound mobility)

 Tel. +39 02 503.13501/2 13945  
Fax +39 02 50313503

 Opening hours  
Monday - Friday, 9 - 12 a.m.







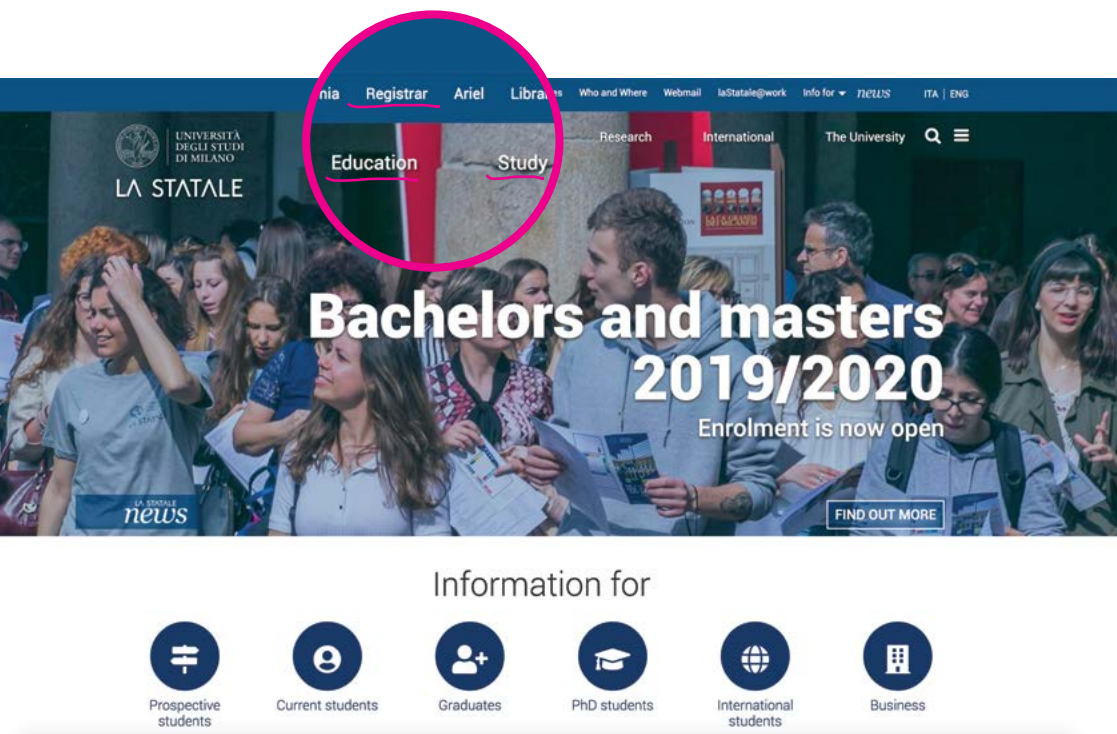
E-SERVICES



## The University portal

[www.unimi.it](http://www.unimi.it) is the address of the University web portal.

Like any web site, the portal is in continuous transformation, but there are certain fixed pathways to help you find your way. Those most directly of interest to you are: Education, Study and Registrar (buttons are in the horizontal menu of the university website homepage).



In *education* you will find all information regarding university offer (faculties, schools and study areas), links to the website of each degree programme and online education E-learning.

The *study* section instead offers students information and periodic updates on the locations, times and activities pertaining to University life. This information is also brought to them through UNIMIA, the student's personal area.

## E-mail and credentials

All students are assigned an email account with 150 MB storage.

On completing matriculation you will receive your credentials, i.e. your *username* and *password*. You must print them out and **keep them for your entire University career**, as they replace those used for registration.

The *username*, which is also your e-mail address, is of the type name.surname@studenti.unimi.it and is generated automatically.

The credentials will be activated within one work day after matriculation and allow access to: email services, UNIMIA and Admissions, rankings, enrolment (former SIFA services) the digital library, the Ariel e-learning portal and Cosp services.

You can consult and use your email account directly online – at [www.unimi.it](http://www.unimi.it) – by clicking on the Webmail button in the horizontal menu of the website homepage.

If you forget your password or wish to change it, you can do it yourself at <https://auth.unimi.it/password/stud.php> (pagina in italiano) using your matriculation number and the PIN assigned to you on completing enrolment, and which you can find on the printout containing your University credentials.



If **you lose your PIN**, you can ask the Student Information Service (Servizio Infostudenti) for a new one <https://www.unimi.it/en/international/coming-abroad/international-students-office-welcome-desk> (pagina in italiano) by attaching a scanned copy of your identity document (front and back).

At the page <https://www.unimi.it/en/study/student-services/technology-and-online-services> you can find answers and solutions to most problems.

## ! Important

The University email is the **only official channel of communication**. It is therefore important that you check your account regularly in order to receive updates on deadlines and fees, as well as on the activities of student groups and organizations. You can also decide to forward your University email to another personal e-mail account. To do so, login to your University e-mail account, from the left column select "Options" – "E-mail" – "Local account" – "Forward".

In order to receive messages you must periodically empty your e-mail account. The University takes no responsibility for failure to receive communication due to **over quota**.

## UNIMIA, your personal home page

UNIMIA is your personal, customizable "home page" from which to readily access the main **information regarding programmes** (enrolment and written exam results, programmes and timetables), **administration** (badge, administrative status, fees, benefits) and study career (academic standing, electronic record book, average mark).



### Who can access UNIMIA

The personal homepage can be accessed by:

- undergraduate students (including incoming Erasmus students, those enrolled on master's programmes and in individual modules)
- postgraduate students.

UNIMIA allows you to create a personal schedule of classes, quickly access information on teaching staff and courses, and set up a directory of the most useful University sites.

### How to access UNIMIA

To access UNIMIA, click on the button in the horizontal menu of the website homepage or go to <http://unimia.unimi.it> and login using your University credentials. We suggest you use a **JavaScript-enabled browser** to navigate in UNIMIA.

### How to obtain credentials

**Students** can access the page directly using the e-mail credentials assigned on enrolment.

**Postgraduate students** must instead request credentials by first accessing <https://auth.unimi.it/credenziali/>, using their matriculation number and the activation code received at the time of matriculation.

Those who have already obtained a degree from the University can access their previous study career using their old student credentials.

### UNIMIA's structure

Once you are logged in, you can access all the services associated with your profile – including the academic and administrative services accessible from the SIFA online service – without having to provide any other credentials.

A horizontal menu guides you to information relating to: University Career, Courses and Teaching Staff, Schedules and SIFA online services. There is also a section for Favourites that you can personalize as desired.

Students enrolled on degree programmes and single courses, as well as incoming Erasmus students, can use UNIMIA to access the following directly:

- personal details (can be modified)
- activation of the University badge "Carta La Statale"
- plan of studies (with a guide for compilation) and self-certifications
- administrative position (MAV and payment status, self-certifications)
- exam sessions and exam registration
- online reports (written exam results)
- electronic student record (registered exams, university credits and average mark).

From the right column you can also access:

- e-mail (with unopened messages and space available) - **the only service for which you must login again**
- notices from the Student Administration offices



- the Ariel e-learning platform
- career guidance, internships and placement services
- University Library System services
- list of your University website Favourites (to be built autonomously).

There are also other courses offering other services accessible from **UNIMIA**:

- create personal course schedules (teaching staff, exam dates, laboratories)
- registering for laboratories and educational activities
- booking laboratory workbenches
- registering for ECDL and ACI exams
- elective activities (list and enrolment).

**Graduates**, instead, will no longer see the sections dedicated to courses, but will have access to information regarding their University career and self-certifications, to career guidance services for graduates, the calendar, useful links and dedicated on line services.

**Postgraduates** holding scholarships can also view details on disbursements.

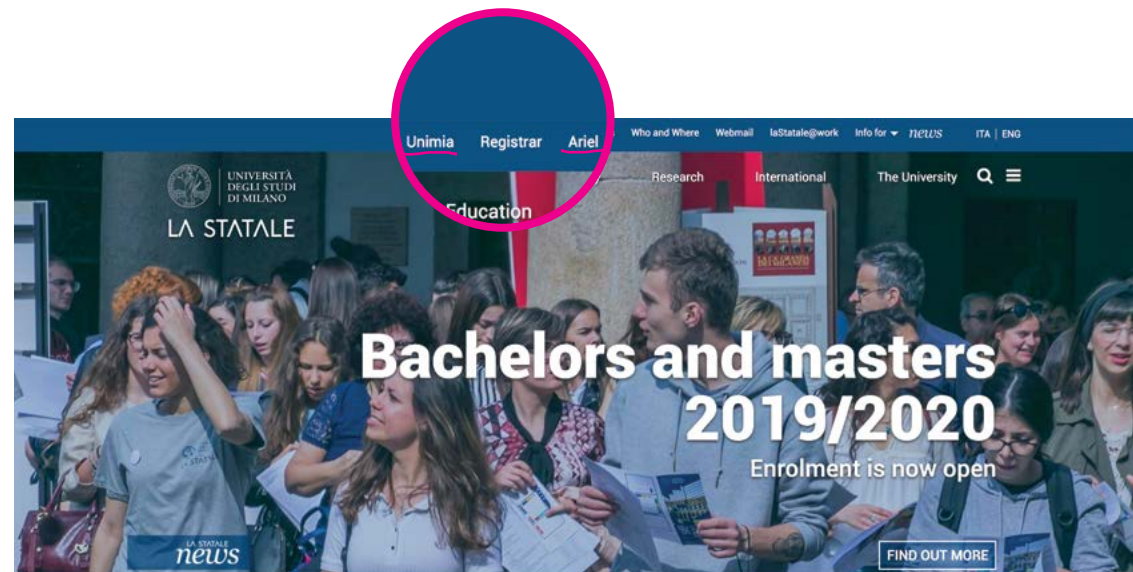
Further information on the characteristics and use of the personal home page can be found in the UNIMIA guide available when you log in.

## The Ariel e-learning platform

**Ariel** is a web environment managed by the Teaching and Learning Innovation and Multimedia Technology Centre (CTU), which brings together the sites supporting classroom teaching.

In Ariel the student finds the teaching web sites of courses in undergraduate and postgraduate degree programmes (where to find study materials and notices, self-evaluation tests, discussion forums) and special online labs in the fields of science and the humanities.

You can access Ariel at the page <http://ariel.unimi.it/> (pagina solo in italiano) by clicking on the ARIEL button directly from the homepage of the portal [www.unimi.it](http://www.unimi.it) (log in using your University credentials).



## How to pay University fees

University fee payment forms will not be sent to your home address, but shall be downloaded from the portal, by clicking on the Online services button in the **Study** section of the portal (<https://www.unimi.it/en/study/student-services/technology-and-online-services/online-services-former-sifa>). University fees can be paid through the PagoPA system:

- by credit card or through the online banking service (immediate payment)
- via a payment notice to be issued and downloaded from the same page by selecting Payment and tuition fees section, and paid through the online banking service or an authorized payment service provider.


In the same section you will find payment forms for:

- **enrolment renewal**: first instalment
- **university fees** due: fees to be paid, any arrears and late payment fees
- **office services fees**: exam recognition, duplicate magnetic card, late application, shipping of documents in Italy or abroad, health professional qualification
- **instalment plans**: first payment notice for the second instalment for amounts equal to or greater than 700 euros. Subsequent payment forms will only be available after the previous electronic payment has been received
- **other payments**: admission, matriculation, lodging fees and deposits, outstanding bills
- **voluntary payments**: language certificates, refunds due.


## Search on portal

In the upper right corner of the home page clicking on the lens symbol there is a search box for searching contents in the portal and other University websites.

## Follow us on Twitter for updates

 You can receive updates on news and events published on the University portal through Twitter. Follow us by accessing “@LaStatale” directly or from the portal’s home page.


## La Statale on Facebook

 The University also has an official Facebook page [www.facebook.com/LaStatale](https://www.facebook.com/LaStatale). You can follow University news and comment posts.

## YouTube

 La Statale has its own YouTube channel [www.youtube.com/user/UnimiVideo](https://www.youtube.com/user/UnimiVideo) highlighting sections dedicated to the educational offering, research, places, events and interviews.

## LinkedIn

 Follow our career guidance and continuing education initiatives and opportunities on our LinkedIn account <https://www.linkedin.com/school/university-of-milan/>.

## Video Portal

 You can find teaching, research and conference-related audio-visuels and documentaries on the **University Video Portal**. View the list at [portalevideo.unimi.it/](https://portalevideo.unimi.it/).

## Wi-Fi services

The University provides network access through the **Eduroam WiFi service**, which is also available to guests and students from universities and research centres belonging to the Eduroam world federation. The WiFi service can be accessed from any mobile devices.

Guests from non-federated institutions can gain access after registration. This means you can connect to the University’s network and from this to the Internet using your laptop and University credentials (the username and password used for your e-mail account). The areas in which the service is available are signposted.

If you wish to know how to configure your computer for access, consult the page <https://www.unimi.it/en/node/12768>.





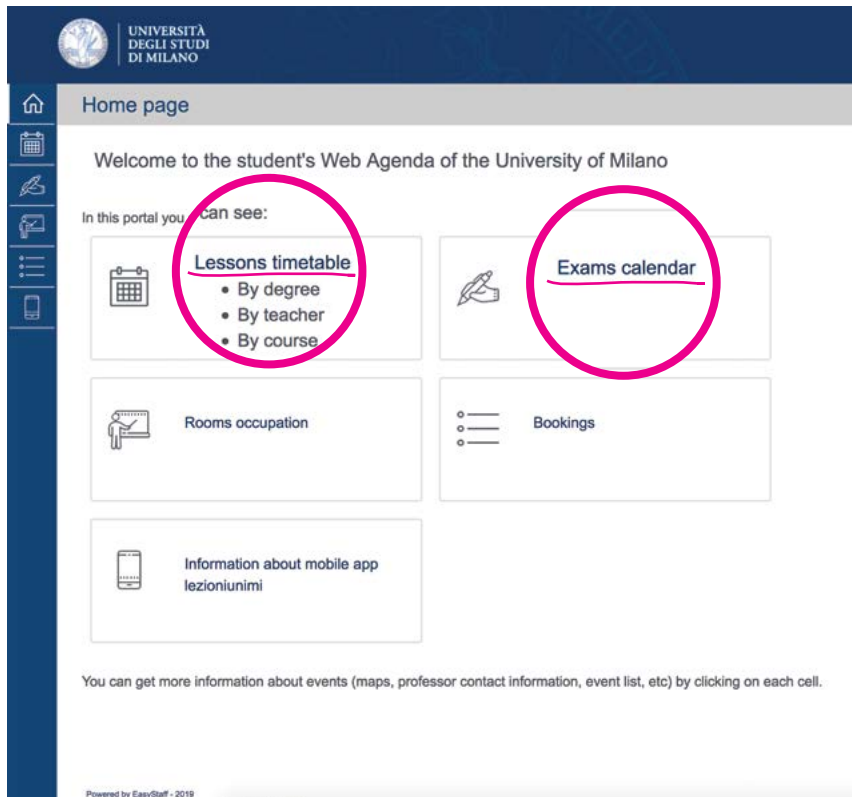


HOW  
TO FIND



## Courses and exams schedules

The *timetable of the lessons* are updated at around mid-September. In the timetable portal you will also find the *calendar of exam sessions* which lists exam sessions scheduled for that day and for the following 60 days.



## Faculty contact details and office hours

The "Who and where" link in the blue horizontal menu of the homepage of the portal takes you to the University staff search page. To find a professor or researcher, just type in the surname to view his/her details, department, office location and hours, e-mail and personal website, where available.

## Administrative information

In the University portal you can find all the rules regulating administrative procedures, from matriculation to the last stage of studies, with deadlines and procedures for requesting exemptions and scholarships.

Information is available in the section **Study** at the pages:

- <https://www.unimi.it/en/study/enrolment>
- <https://www.unimi.it/en/study/bachelor-and-master-study>.

You will also find administrative forms by clicking on the button **Registrar** in the home page.

## Certificates and self-certification

The administration offices **only issue certificates bearing a revenue stamp**; self-certifications can be printed out by accessing UNIMIA – Servizio online Sifa – Servizi di segreteria.

Further information and details are available on the page "**Certificati e autocertificazioni**" <https://www.unimi.it/en/study/student-services/welcome-desk-infostudenti/certificates-and-self-certification>.

how to find @







UNIVERSITY  
LIFE

## Accommodation

University students have various housing options: from university halls of residence and apartments to accommodation in families or guest lodgings.

Complete details and links are on the page “Accommodation” <https://www.unimi.it/en/study/financial-support/accommodation>.

## University refectories

The University offers students refectory services at university canteens or other eating places having special agreements with the University (bars, restaurants and self-service cafeterias). These can be accessed using the “Carta La Statale” electronic card issued on the basis of income and merit criteria set out in an annual competition.

Places where meals are served year round to all students:

### 📍 *Near the central University campus*

- Via Festa del Perdono, 3
- Via S. Sofia, 9/1

### 📍 *“Città Studi” district*

- Via Valvassori Peroni, 21

Further details are available at <https://www.unimi.it/en/study/financial-support/refectory-services-and-meals>, where you can also find a list of refectories and eating places located in the vicinity of your Faculty or School.

## Music and sport

You have the opportunity to take part in numerous University activities.

The University Choir is composed of university staff, professors, students and enthusiasts from outside the university. You must audition to become a member.

Students are also given the opportunity to play in the Orchestra or to simply take part in the numerous initiatives organized.

Sports activities are promoted by the CUS, the University Sports Centre ([www.cusmilano.it](http://www.cusmilano.it)).

To take part in University tournaments and championships, request a free **CUS card** which also entitles you to discounts at gyms and participating shops.

### 🕒 *For further information*

pages “Fare musica in Statale” and “Sporting activities and free time” under the link “University Life”.  
<https://www.unimi.it/en/node/421>

## Cultural activities

The University has stipulated various agreements with cultural operators in order to facilitate access to cinemas, theatres, dance performances and concerts.

After having placed yourself on the appropriate distribution lists managed by the University, you only need to show your University badge and an ID to get special rates and discounts on tickets.

## On-campus student work

During first cycle, second cycle and single cycle degree programmes students can undertake **paid work** at university facilities for a **maximum of 150 hours** and no less than 8 hours during each academic year.

Students must meet certain criteria to undertake paid activities. Requirements can be found on the page <https://www.unimi.it/en/study/traineeships-and-work/working-whilst-studying/student-collaborations>.





## Insurance coverage

All enrolled students have insurance coverage for accidents and third-party civil liability while involved in University activities.

### Accidents and injury

In the case of an accident, you must go to the emergency room immediately and, to submit a report, contact the following office promptly:

 **Ufficio del servizio prevenzione e sicurezza sul lavoro**  
(Workplace Safety and Prevention Office)

🏠 Via Santa Sofia, 9/1

✉ infortuni.studenti@unimi.it

📞 Tel. 02 503.13483 - 13488

<https://www.unimi.it/en/node/412>.

### Third party civil liability insurance

In the case of involuntary damage to third parties, you must submit a damage report. The following office can provide information on how to submit the report and the documents required:

 **Ufficio contratti immobiliari, gare forniture e servizi**  
(Office for Building and Insurance Contracts)

🏠 Via Festa del Perdono, 3

📞 Tel. 02 503.12031 - 12167 - 12169

## Free healthcare assistance for students not resident in Lombardy

Within the context of the project "Agency for Services to University Students" promoted by the Milan Municipality, the University has stipulated an agreement with the ATS (Health Protection Agency) of the Milan metropolitan city to offer free basic healthcare services to students not resident in Lombardy and without having to change their general practitioner in their place of residence.

### 🕒 Requirements for accessing the service

- enrolment for a.y. 2019/2020 on a University degree programme held in the Milan area
- residence in Italy outside the Lombardy region.

You must request the service via web by selecting the link <https://www.unimi.it/en/node/413>

### 🕒 For further information

<https://www.unimi.it/en/node/413>

## University card/badge

Once you are enrolled, you will receive an electronic card - "Carta La Statale" - and instructions for activating it, which is compulsory. The card will be mailed to you, unless you provided an address abroad, in which case you will be contacted for collection at the Desk of the Student Administration Office in via Santa Sofia, 9/1.

Once activated the card becomes your University badge, which must always be shown at exams and allows access to University facilities and all student services.

Those who do not activate the university badge will be contacted by the Student Administration Office. The badge can also be used as a bank card if one decides to activate this option following the instructions provided.



## Special student rates

The university has stipulated agreements with retailers and service providers to give students access to their products and services at discounted or reduced rates.

### 🕒 For further information

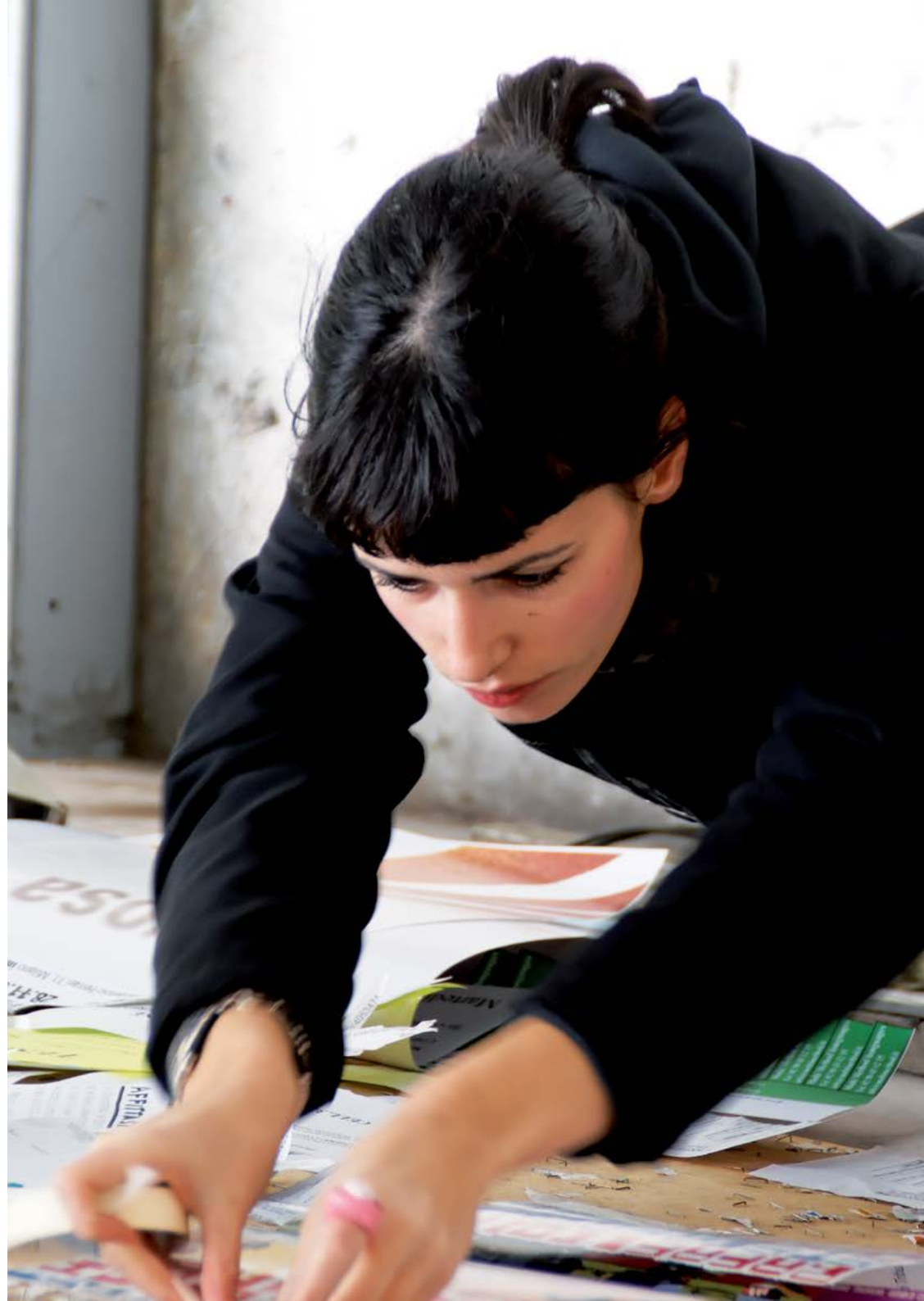
<https://www.unimi.it/en/node/238>

## Contributing to the quality of teaching

Besides giving their contribution through their representatives in the University governing bodies, students can directly participate in the teaching *Quality Assurance* (QA) process.

Students can play an active role in improving their study programmes by taking part in the *Teaching Staff-Student Joint Committees* and **expressing their views** in the questionnaires distributed at the end of the lessons. The findings are reviewed in the Annual Committee Report sent every year to the programme management bodies, which shall take corrective or improvement measures, as well as to the Independent Evaluation Unit, the Academic Senate, the Quality Assurance Board and the Ministry of Education (MIUR).

Information on the teaching QA process is available in the degree programme websites and on the dedicated portal pages [www.unimi.it/index.php/it/ateneo/assicurazione-della-qualita/qualita-della-didattica](http://www.unimi.it/index.php/it/ateneo/assicurazione-della-qualita/qualita-della-didattica).











UNIVERSITÀ  
DEGLI STUDI  
DI MILANO

© [www.unimi.it](http://www.unimi.it)

