



UNIVERSITÀ
DEGLI STUDI
DI MILANO

GUIDE TO UNIVERSITY LIFE & STUDENT SERVICES HANDBOOK

2020-2021



PER INFORMAZIONI

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UNIVERSITÀ
DEGLI STUDI
DI MILANO

Dear Students,

We are so glad to finally welcome you as members of the Milan University community!

The guide you hold in your hands has two parts. The first part is an orientation to the services provided to support you on your chosen academic path, and to help you discover the myriad opportunities and amenities at your disposal to get the most out of University Life.

The second part will help you quickly find the information you need on administrative procedures and rules which are part and parcel of a university career.

BEST OF LUCK!



part 1

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part 1
GUIDE TO
UNIVERSITY
LIFE

PART 1



Guide to University Life

2020-2021

A quick overview on the services available to students - a window into the many cultural and sporting events offered, and the concrete tools available to you to have your voice heard.



SERVICES

Student offices (the full guide appears in part 2)

Guidance, counselling, and internships

Disability and LD services

University Education Incentive Programme

Library services Erasmus + programme

University Language Centre - SLAM



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 functions, 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:

- via Skype (orientamento.ingresso.UNIMI). Chat with us: Monday 10 am - 12 pm, Thursday 2 - 4 pm
- through the InformaStudenti (<https://informastudenti.unimi.it/saw/ess?AUTH=SAML>) under the heading "Enrolment" > "Degree programme choice orientation and information"
- by phone 02 503.12113/13779
- at <https://www.unimi.it/en/education/university-guidance/cosp-university-study-and-career-guidance-service>.



🏠 Via S. Sofia, 9/1



Counselling and support

COSP, 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 short-term *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 at <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 from your University account. Be sure to include your name and telephone number: you will be contacted to schedule an appointment.

📞 For information

📞 COSP - 02 503.12568

📧 servizio.counseling@unimi.it

Placement and internship services

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-selections 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 internships 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 information

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

🕒 Internships

stage@unimi.it.

🕒 Placement

placement.aziende@unimi.it.

🕒 Career guidance

placement.aziende@unimi.it.



Disability and LD services

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 information

- <https://www.unimi.it/en/study/student-services/services-students-disabilities>
- <https://www.unimi.it/en/study/student-services/services-students-specific-learning-disabilities-sld>

🕒 Contacts

🏠 Via Festa del Perdono, 3 (ground floor)

✉ ufficiodisabili@unimi.it - serviziodsa@unimi.it

☎ 02 503.12366

📅 Opening hours (by appointment)
Monday - Friday, 9 am - 12 pm

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



University Education Incentive Programme

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



Education incentive programme offices

🏠 Via S. Sofia, 9/1

📞 Tel. 02 5032 5032

📅 Call centre opening hours

Monday - Friday, 9 am - 7 pm

🕒 *For information*

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

<https://informastudenti.unimi.it/saw/ess?AUTH=SAML>

Libraries

The Milan University Library System (SBA) comprises 17 main libraries, as well as specialized department libraries, providing access to 1,675,000 printed books and 28,000 journals: one of the Region's 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.

Archives of academic institutions and personalities from the cultural and publishing world are kept in some University centres and libraries (<https://archivi.unimi.it/>).

The University libraries offer reading and consultation rooms (some are open at night or on weekends), consulting services and exchange programmes with leading Italian and European partner libraries. Moreover, they organize free events on the use of digital resources to improve user's proficiency, and promote information literacy for the purposes of thesis writing.

The portal of the University Library System – www.sba.unimi.it – contains all the information and updates on opening times and the initiatives of individual libraries.

Erasmus+ programme

This is the European programme that – until 2021 – allows students, upcoming graduates and postgraduate students to complete study experiences and internships, including 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 at <https://www.unimi.it/en/international/study-abroad>.



International mobility and promotion office

🏠 Via S. Sofia, 9

✉ InformaStudenti (on the university website)

📅 InformaStudenti (on the university website)



University Language Centre - SLAM

SLAM - the University Language Centre - offers students the tools needed to acquire foreign-language proficiency in the leading European languages (English, first and foremost) to ensure they have the skills they need to enter a global job market, and to explore study and research abroad options.

Launched in 2016 to provide students with foreign-language competency, SLAM provides:

- English-language proficiency assessments on all incoming students
- Foreign-language proficiency for all those enrolling in Master's degree programmes
- Placement tests and courses in French, Spanish, German, and American / British English to provide an assessment of proficiency in a second language as required for study programmes in the areas of Political, Economic, and Social Sciences, and the Humanities
- Assessment testing for a variety of languages, and intensive summer courses in French, English, Portuguese, Spanish, and German specifically for study abroad in Europe and the rest of the world, especially for those students awarded an Erasmus+ scholarship
- Placement tests and free Italian-language classes for international students and PhD candidates
- Specialised English-language training for the PhD programmes.

SLAM is also an authorised Cambridge, CELI, and ÖSD certification centre (for English, Italian, and German, respectively), at discounted rates for the entire Campus community.



University Language Centre - SLAM

🏠 Via S. Sofia, 11

🕒 For information

www.unimi.it > Study > Language Proficiency





PART 1

ELECTRONIC SERVICES

University portal

Email and login credentials

Unimia, your personal webpage

Ariel, the online learning portal

Online services

Search the portal

*Twitter, Facebook, Instagram, Youtube,
LinkedIn and the video portal*

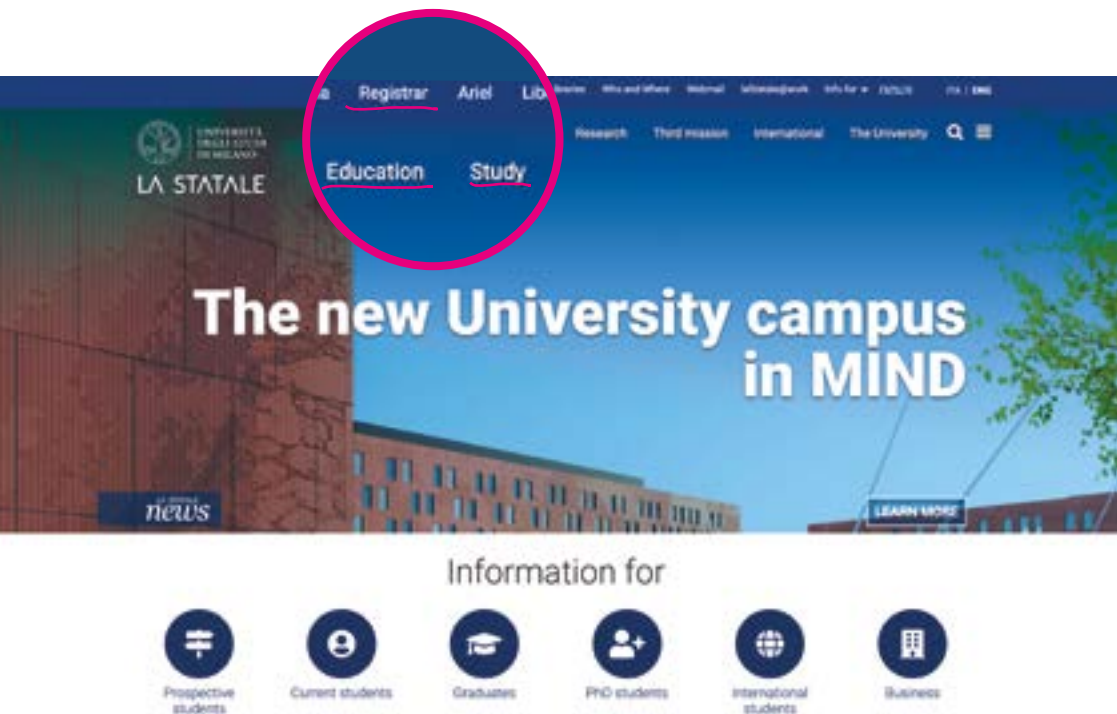
Campus Wi-Fi



The University portal

www.unimi.it is the address of the University web portal. Like any website, it is in continuous transformation, but there are certain fixed pathways to help you find your way.

Use the buttons in the horizontal menu on the homepage to browse the pages for different types of users.



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

The *study* section offers students information and regular updates on the locations, times and activities pertaining to University life. This information is also available through Unimia, the student's personal area.



The student services area in this section highlights every month current topics and provides forms, regulations, information on fees and deadlines, contacts, and opening times of offices and desks.

Email and credentials

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

Upon enrolment, you will receive your credentials, i.e. your username and password. 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 on the day following the payment of enrolment fees, and allow access to: email services, Unimia, online 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 – 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 will receive a text with a reset code and a link to set a new password.





! Important

The University email is the only official channel of communication. Therefore, it is 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 key information regarding **programmes** (enrolment and written exam results, contents 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 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 auth.unimi.it/credenziali/, using their matriculation number and the activation code received upon enrolment.

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, without providing any other credentials.

A horizontal menu guides you to information relating to: University Career, Courses and Faculty, 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
- 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 Student 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).

Other services accessible from *Unimia* include:

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

Postgraduates holding scholarships can also view details on disbursements.

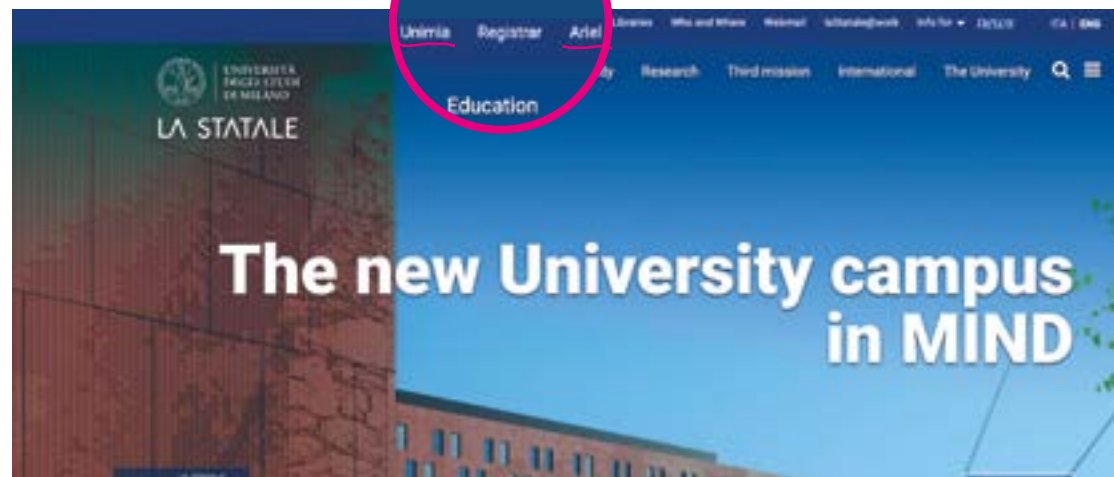
Further information on the characteristics and use of the personal home page can be found in the Unimia guide available when you log in.

Ariel, the 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 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 <https://ariel.unimi.it/> by clicking on the ARIEL button directly from the homepage of the portal www.unimi.it (log in using your University credentials).



Online services

Most of the University's administrative services are available online. From the dedicated "Online Services" page on the portal, you can quickly access:

- admission, enrolment, and rankings procedures
- payment management services (to pay the balance on your university tuition and other payments)
- online customer-service desk for education incentive programmes (scholarships, housing and cafeterias)
- academic and student-registrar services.

To access services requiring authentication, you must be a student with valid University credentials, or be registered on the unimi.it portal.

If you are a student enrolled in a degree or post-graduate programme, or if you are a new graduate, you can access all reserved services through your Unimia personal homepage as well.



Path from the portal

www.unimi.it > Study > Technology and Online Services > Online services (formerly SIFA)



Search the portal

On the unimi.it homepage, in the upper right-hand corner, click on the magnifying-glass icon to search the entire site.

Twitter, Facebook, Instagram, YouTube, LinkedIn and the video portal



Stay up-to-date on Twitter

Follow us on Twitter to stay up-to-date on all Campus news, including administrative procedures, tuition rates, loans, scholarships, deadlines, etc. Follow us at “@LaStatale” on Twitter or through the University’s homepage.



La Statale on Facebook

The University’s official Facebook site is www.facebook.com/LaStatale. Log on for campus news, and comment on our posts.



La Statale on Instagram

The University has an IG account - @lastatale_milano_official - and IGTV account, where you can find photos, videos, and features.



La Statale on Facebook

La Statale has a YouTube channel at www.youtube.com/user/UnimiVideo, with sections featuring classes, research, spaces, events, and interviews.



in LinkedIn

Discover job, career-services, and professional-development opportunities on our LinkedIn account <https://www.linkedin.com/school/university-of-milan/>.



La Statale Video

La Statale’s video portal features clips and videos on teaching, research, conferences, and documentaries. View the video catalogue on video.unimi.it.



Campus Wi-Fi

The University offers Eduroam – available onsite for guests and visiting students whose home institution is a member of the worldwide Eduroam federation – WiFi access.

Anyone without their own Eduroam access will be granted access once they register. This means that you can connect to the University network, and then to the internet, using your laptop and University login credentials (the same username and password as for your email). WiFi areas are clearly marked with posted signs.

For information on setting up your computer for University WiFi access, please review <https://www.unimi.it/en/study/student-services/technology-and-online-services>.



PART 1

ACADEMIC INFORMATION

Study programme websites

*Class schedule app, exam periods,
Who and Where*

Plan of study



Study programme websites

All Bachelor's, Master's, and single-cycle Master's degree programmes at the University of Milan have a dedicated website to ensure students have the information they need throughout their course of studies.

The sites can be accessed through unimi.it – just click on “Programmes” or “Enrolled Students” from the profiled menu – or **directly from one's own Unimia homepage**. A programme overview for prospective students is available there as well.

The site for your particular programme includes a class schedule, exam calendar, exam-registration link, access to your personal Unimia homepage, to the Infostudenti service, to the bursar's payment site, and to the bulletin board for job and internship announcements, as well as study abroad, traineeship, and graduation information.

The news and notice section, on the home page for each site, allows students to stay up-to-date on their programme.

These sites provide straight-forward information on classroom locations, programme departments, libraries and studios, whilst the staff contact information section introduces you to key institutional figures for the programme and for the University, including the Student Ombudsman.

With a view towards continually improving the quality of our teaching and services, the University has instituted a complaint procedure for each study programme. You may access the online form through the **staff contact information link**.

Class schedule app, exam periods, Who and Where

Class schedule app

The official University of Milan app which allows you to keep the updated class schedule at your fingertips is called “**lezioniunimi**”.

With lezionunimi you can view:

- **class schedules**, either by week, or for the full academic cycle
- a detailed description of **instructor lectures** and citations
- online class **rosters** (for participating programmes).

Download the app from GooglePlay, App Store or Microsoft.



Exam-period calendar

The dedicated page on the portal, which can be reached through any degree-programme website, features the exam-period calendar (daily / monthly / advance-scheduled) for each degree programme.

The exam-period calendar is likewise available through your Unimia personal page, where it is available for download (PDF).

Who and Where

“Who and Where” is the University directory. Here you can find email addresses and phone numbers for instructors, along with their office-hour schedule, office location, and ways to make an appointment. This information appears in the course overview as well.

Professors and instructors maintain their own office-hour calendar. Should they have any unforeseen schedule changes, they may post an alert to students.

The plan of study

The “Plan of study” is the list of exams and other mandatory / elective academic activities (such as laboratories) to be completed over the course of your university career.

On the University's website, you can find the mandatory deadlines for submitting or amending your plan of study online. Once approved, the plan will be recorded and available for consultation on your customised Unimia page.

All exams contemplated under the most recent plan of study must have been taken to be eligible for graduation.



Path from the portal

www.unimi.it > Study > Bachelors and Masters > Following your programme of study > Plan of Study



PART 1

REQUEST YOUR...

Certificates, self-certifications, and Diploma Supplements

Certificates and self-certifications

The student registrars can only issue certified copies (bearing a tax-revenue stamp). On the other hand, you can complete and print an affidavit form (self-certification) through Unimia – Online Services (SIFA) – Students Administrative Services.

More information is available on “Certificates and self-certification” at <https://www.unimi.it/en/study/student-services/welcome-desk-informastudenti/certificates-and-self-certification>.

The Diploma Supplement

What is a Diploma Supplement?

A Diploma Supplement is a supplemental certificate to the diploma you earn at the end of your study programme. The Diploma Supplement corresponds to the European model developed and launched by the European Commission, the European Council, and UNESCO.

This document describes the characteristics, context, content, and status of studies undertaken and completed by the student. The document has eight sections: biographical information, degree earned, level of education, CV and marks, degree functionality, additional information, certification, description of the national higher-education system. This certificate contains only official data on the student's academic career. It does not contain any discretionary assessments, equivalency statements, or suggestions regarding recognition in a different jurisdiction.

What is its purpose

It is intended to make one's degree “more transparent” as it supplements it with a description of the course of study the student actually completed. This supplement keeps pace with the accelerated evolution of degree types, providing proper context for the new academic regime in place at the universities, whilst recognising the autonomy of these institutions.



It fosters student exchange, access to additional programmes of study and lifetime learning. It represents a crucial tool for graduates hoping to continue their studies internationally.

The Diploma Supplement's validity is not limited to Europe; rather, a number of jurisdictions beyond Europe have expressed interest. It helps raise awareness amongst employers on the new academic degrees.

It facilitates the recognition of Italian degrees abroad, both in the professional arena and within academia, making it easier for graduates to work and study internationally.

Who can request a Diploma Supplement

The Diploma Supplement may be issued to Bachelor's and Master's graduates under Ministerial Decree no. 509/99 and Ministerial Decree no. 270/04.

How to request a Diploma Supplement

Requests must be submitted using the designated form, available at <https://www.unimi.it/en/study/student-services/welcome-desk-informastudenti/general-forms>.

The form, accompanied by a scanned copy of your ID (front and back), must be sent online through the Infostudenti Service (<https://informastudenti.unimi.it/saw/ess?AUTH=SAML>).

The document will then be issued within seven (7) days of the request, and sent in electronic format (PDF) through the InformaStudenti Service or, upon request, to the graduate's home address (postage costs to be borne by the graduate).



UNIVERSITY LIFE

Housing

University cafeterias

Contributing to teaching quality

Music and sport

Cultural activities

Student associations

Subsidies and discounts

Work-study programmes



Housing

University students can take advantage of a host of different lodging options, from university housing and flats offered by the University to options for temporary housing or to boarding with a host family. All the information and links appear at <https://www.unimi.it/en/study/financial-support>.

University cafeterias

The University offers dining services through the university cafeterias or in-network options (cafés, restaurants, and fast-casual options), which you can access using your university badge "Carta La Statale". Here, you can enjoy meals at discounted rates, based on need and merit, as awarded through a call for applications given each year.

Dining services open to all students:

📍 *Near the Main University Complex*

- Via Festa del Perdono, 3
- Via S. Sofia, 9/1
- Via Conservatorio, 7

📍 *Città Studi Area*

- Via Valvassori Peroni, 21
- Via Celoria, 10
- Via Celoria, 16

📍 *Other campuses*

- Via Fratelli Cervi, 93 - Segrate
- Via dell'Università, 6 - Lodi

Please click on <https://www.unimi.it/en/study/financial-support/refectory-services-and-meals> for more details and to view a list of university cafeterias, and the dining options located within the individual Faculties and Schools.



Contributing to teaching quality

In addition to providing their input and feedback via their representatives within the University Administration, students can participate directly in the *quality assurance* (QA) process for teaching.

Students may contribute to the improvement of their study programme by sitting on a *Joint Teaching Staff-Student Committee* and by **expressing their views** in the student-feedback survey distributed at the end of the class.

The results from these surveys feed into the Annual Commission Report, sent each year to the programme-management bodies, who must propose remedial actions or improvements, as well as to the Independent Evaluation Unit, the Academic Senate, the Quality Assurance Board, and directly to MUR, the Ministry of University and Research.

Information on the quality-assurance process for teaching is available on the sites for the individual degree programmes, as well as through the dedicated portal pages <https://www.unimi.it/en/university/quality-assurance/quality-teaching>.

📌 *Note*

For the most up-to-date information, please check www.unimi.it.

Music and sport

The University offers you a wide variety of student events and activities. The University Choir welcomes staff, instructors, students, and community members. If you want to join, simply sign up to audition!

The Orchestra offers students an option to perform, or to become a non-performing member whilst still taking part in concerts and events.

Sporting events are sponsored by CUS, the University Sport Centre (www.cusmilano.it).



To take part in a university tournament or championship, simply request a free pass from CUS; with your card, you will also enjoy discounts at local in-network gyms and shops.

🕒 *For more information*

Find more details on <https://www.unimi.it/en/study/student-life/cultural-activities>

Cultural events

The University has launched partnerships with a number of arts organisations to provide students access to the performing arts, music, and cinema. Simply register to the service (by signing up for the distribution list provided by the University) and then present your university badge and an ID to enjoy discounts and special offers on tickets.

Student associations

The University of Milan provides support for **student-initiated cultural, social, and sporting events, ensuring a fair and equitable sharing of spaces and financial resources**. The University has instituted an Association which brings together clubs, cooperatives, groups, and candidate slates for student representation on the Academic bodies to receive University accreditation.

The Association will also include the candidate slates elected into the **Academic bodies**; however, these **cannot request financial resources** nor the use of the University's trademark.

For more information on the terms, conditions, and registration term, along with the bylaws for the association, please review the designated page on the portal.

🕒 *For more information*

<https://www.unimi.it/en/study/student-life/student-associations>



Subsidies and discounts

Those who study or work at the University of Milan enjoy special discounts and subsidies thanks to the University's partnership with cultural entities and associations, as well as area businesses.

Cultural events

A network of relationships and agreements with entities and cultural associations to promote the interplay of cultural life and academia offers University staff and students a wide array of events and opportunities within the arts community, from performances to events, from film screenings to concerts.

To take advantage of these special offers, you must hold a university badge and sign up for the required University lists.

🕒 *For more information*

Find more details on <https://www.unimi.it/en/study/student-life/cultural-activities>

Discounts and promotions

The University gladly takes part in efforts to offer media and other information services on a campus-wide basis, allowing students and staff to enjoy subscriptions to newspapers and other periodicals at a discount, and to access software free of charge, and in some cases enjoy specific discounts on products.

🕒 *For more information*

Discover the discounts and promotions, and how to access these, through the dedicated page on the portal: <https://www.unimi.it/en/study/student-services/discounts-and-promotions>

Work-study programmes

Students in Bachelor's, Master's, and single-cycle Master's degree programmes have the option of paid employment on campus. This work-study programme has a set rate of employment hours per each academic year, of either **150 hours** or **400 hours** (the latter reserved to Master's degree students).

Information on requirements and how to apply, as well as compensation rates and the list of work-study postings can be found on <https://www.unimi.it/en/study/traineeships-and-work/working-whilst-studying/work-study-programmes>.



part 2
GUIDE TO
STUDENT
SERVICES

PART 2



Guide to enrolment and administrative procedures

2020-2021

The guide to services is provided simply to help orient students to the proper use of administrative procedures intrinsic to their course of study. Please refer to the University's website www.unimi.it to find more detailed and up-to-the-minute information.

In each subsection, you will find the path through the portal to connect to the right page on the website - please follow that path to find the information you need at any given time.





PART 2

SERVICES

Student offices - service types and contact information



Student Offices

There are two types of offices providing academic support to students:

- student Registrar
- academic Services Office.

Student Registrars

The Student Registrar provides information and assists with compliance regarding:

- admissions, tests, rankings
- enrolment
- scholarships, housing, and meal plans
- IT support
- renewing enrolment (following the first year of matriculation)
- tuition and waivers
- plans of study
- certificates and affidavits (self-certification)
- transfers
- degree applications
- withdrawals
- return to study following a drop / leave of absence
- work-study programmes.



The Student Registrar provides information and assistance to students through four channels:

- through www.unimi.it in the section entitled "Study" or through a guided process for those who need to enrol in our courses, available on <https://www.unimi.it/en/study/enrolment>
- the InformaStudenti service (www.unimi.it/it/studiare/servizi-gli-studenti/segreterie-informastudenti), accessible through the University email system
- using the number 199188128, with operator assistance available from Monday through Friday, from 9 a.m. to 5 p.m. For calls placed from a land line, local call rates apply; for calls placed from a mobile phone, the costs vary depending on your phone plan. During September and October, a toll-free line is also available on 800 188 128 for calls placed from land lines
- customer-service windows. Book through the InformaStudenti Service, check schedules and opening hours on <https://www.unimi.it/en/study/student-services/welcome-desk-infostudenti/student-desks-locations-and-opening-hours>.



via Santa Sofia 9/1 – Milan

(entrance from the interior courtyard)

- Welcome desk
- Student Relations Office
- Law
- Medicine and Exercise and Sports Sciences
- Political, Economic and Social Sciences
- Humanities
- PhD and Master's
- Post-graduate schools
- International Students
- Tuition, waivers, scholarships and housing

via Celoria 18 – Milan, Città Studi

- Biotechnology
- Agricultural and Food Sciences
- Pharmacy
- Sciences and technologies
- State Board Exams Office

piazza Montanelli 4 – Milan, Sesto San Giovanni

- Language Mediation and Intercultural Communication

via dell'Università 6 - Lodi

- Veterinary Medicine



Academic Services Offices and Departments

The Academic Services Offices are responsible for the academic organisation of the degree programmes, and to wit:

- syllabi
- laboratories
- class schedules and locations
- exam periods
- instructor office hours.

For more information on academic offices and departments, please view <https://www.unimi.it/en/university/offices-and-facilities/faculties-and-schools-list>.

Humanities

segreteria didattica.lettfil@unimi.it

Departments:

- Cultural and environmental heritage www.bac.unimi.it
- Philosophy www.dipafilo.unimi.it
- Foreign languages and literature www.lingue.unimi.it
- Literary studies, philology, and linguistics www.studilefili.unimi.it
- Historical Studies www.studistorici.unimi.it

Exercise and Sports Sciences

didattica.scienzemotorie@unimi.it

Departments:

- Dipartimento di Scienze biomediche per la salute www.scibis.unimi.it

Biotechnology

biotecnologia.segreteria@unimi.it



Pharmacy

scienze.farmaco@unimi.it

Departments:

- Pharmaceutical sciences www.disfarm.unimi.it
- Pharmacological and biomolecular sciences www.disfeb.unimi.it

Medicine

Departments:

- Medical biotechnology and translational medicine- BIOMETRA
- www.biometra.unimi.it Pathophysiology and transplantation-DEPT
- www.dept.unimi.it Oncology and haematology-oncology- DIPO
- www.dipo.unimi.it Biomedical sciences for health-SCIBIS
- www.scibis.unimi.it "LuigiSacco" biomedical and clinical sciences-DIBIC
- www.dibic.unimi.it Biomedical, surgical and dental sciences-DISBIOC
- www.disbioc.unimi.it Clinical sciences and community health - DISCCO
- www.discco.unimi.it Health science-DISS www.diss.unimi.it

Veterinary Medicine

Departments:

- Medicina Veterinaria www.dimevet.unimi.it
- Scienze veterinarie per la salute, la produzione animale e la sicurezza alimentare "Carlo Cantoni" (VESPA) www.vespa.unimi.it



◉ Law

didattica.giurisprudenza@unimi.it

Departments:

- Private law and legal history
www.dpsd.unimi.it
- Italian and supranational public law
www.dirittopubblico.unimi.it
- "Cesare Beccaria" - law
www.beccaria.unimi.it

◉ Political, Economic and Social Sciences

Departments:

- Economics, management, and quantitative methods-DEMM
www.demm.unimi.it _ segreteria.demm@unimi.it
- Social and political sciences SPS
www.sps.unimi.it _ segreteria.sps@unimi.it
- International, legal, historical and political studies-DILHPS
www.intgiurpol.unimi.it _ didattica.intgiurpol@unimi.it

◉ Sciences and Technologies

Departments:

- Chemistry
didattica.dipchi@unimi.it
- Physics
cl.fisica@unimi.it
- Computer science
segreteria.didattica@di.unimi.it
- Mathematics
segrccd.mat@unimi.it
- Biology
cl.biol@unimi.it
- Environmental science and policy
sepa@unimi.it
- Earth science
cclsg@unimi.it
- Industrial Biotechnology
biotecindamb@unimi.it



◉ Agricultural and Food Sciences

didattica.agraria@unimi.it

Departments:

- Agricultural and environmental sciences - Production, landscape, agroenergy
www.disaa.unimi.it
- Food, environmental, and nutritional sciences
www.defens.unimi.it
- Environmental science and policy
www.esp.unimi.it

◉ Studies in Language Mediation and Intercultural Communication

mediazionelinguistica@unimi.it

Departments:

- Studies in language mediation and intercultural communication
www.mediazione.unimi.it





ENROL...

on a university programme

part time

on an individual course

Renew enrolment

*Healthcare and
insurance coverage*

*Carta La Statale,
the University Badge*



ENROL... on a university programme

Initial requirements, disqualification, procedures

To be admitted to university study, students must hold, at a minimum, a secondary-school diploma.

You cannot register for more than one study programme at the same university, or through any other University or Secondary School for Language Mediators. On the other hand, contemporaneous enrolment at the university and a music conservatory, state-authorised musical institutes, and national dance academies is permitted.

Each degree programme is subject to specific enrolment **procedures and deadlines**. To find out more, please review the **call** for applications for the programme that interests you, available through the “Education” section on unimi.it.

In the “Study” section of the portal you will find all the information you need on admission and enrolment procedures for all study programmes offered by the University of Milan, beginning with Bachelor’s and Master’s degree programmes, which are broken down based on the level and the admission procedures into:

- Bachelor’s degree or single-cycle Master’s degree programmes with open enrolment
- Bachelor’s degree or single-cycle Master’s degree programmes with capped enrolment
- Master’s degree programmes with open enrolment
- Master’s degree programmes with capped enrolment.

The admission and enrolment procedures – all of which take place online – are accessible through the programme overview page, using your University credentials, which you obtain by registering for the unimi.it portal, or which you may have received at enrolment, if you are already a student at La Statale.

Attention



Once you are enrolled, confirm that the system has issued you:

- a receipt of enrolment
- a letter assigning you your email address and University credentials



Helpful suggestions



Within ninety (90) days of your enrolment, and provided you abide by the deadlines in the call for applications for the programme in which you wish to enrol, you may utilise the online procedure entitled “Changing your programme if you are a new student”.

<https://www.unimi.it/en/study/bachelor-and-master-study/transferring-different-programme-or-university>



Path from the portal

www.unimi.it > Education > Undergraduate programmes
www.unimi.it > Education > Master’s degree programmes

Students who have earned a degree overseas

If you earned your *degree abroad, after completing your online enrolment*, you will need to submit the following information electronically.

- receipt of online enrolment application
- receipt of payment of the first instalment
- secondary-school diploma, translated into Italian, certified by the authority of the country issuing the diploma
- a Certificate of Equivalence of Qualification issued by the Italian Embassy in the country where the diploma was earned or a certification of validity issued by an ENIC-NARIC centre or by a consular authority in Italy
- a certificate of registration at the University with the list of exams taken or a post-secondary title earned from a non-university institution of higher education, or a certification of having taken a foundation course if the local system contemplates fewer than twelve (12) years of primary and secondary education
- a certificate of academic sufficiency, if contemplated in the student’s home country
- a valid stay permit (for non-EU students only)
- tax ID number
- ID.

If you are enrolled in a *Master’s degree programme* you **must also send**:

- Bachelor of Science or equivalent degree translated into Italian by an official translator, certified by the relevant authorities in the country where the degree was conferred



- a Certificate of Equivalence of Qualification issued by the Italian Embassy in the country where the degree was awarded, or a certificate of validity issued by an ENIC-NARIC centre, or by the relevant consular authorities in Italy
- the certified translation of the university degree, and the related Certificate of Equivalence of Qualification or certificate of validity may be substituted by a Diploma Supplement issued by any university falling within the European Higher-Education Area.
- a secondary-school diploma, university or other post-secondary certifications, and any degree certificate, will be accepted in Italian, French, English, German, and Spanish (unless the rules for the specific degree programme require otherwise).

If you are a *non-EU student who resides outside of Italy* you **must also send**:

- a receipt of pre-enrolment application on Universitaly
- student visa and stay-permit application receipt
- any Italian-language certifications.



[Path from the portal](#)

[www.unimi.it > International > Students from abroad > How to enrol > First and second cycle degree programmes](#)

ENROL... part time

Part-time enrolment allows you to **stretch out your academic career over time**, whilst paying a lower annual cost. To request part-time status, please submit an application online between 19 October and 16 Novembre 2020 through your Unimia personal page:

- path from the portal: Unimia > Online Services (SIFA) > Students Administrative Services > Part-Time Enrolment Application.

Scholarship recipients will not be permitted to enrol part-time.



[Path from the portal](#)

[www.unimi.it > Study > Bachelors and Masters > Fees and how to pay > Part-time enrolment](#)



ENROL... on an individual course

By registering for individual courses (of your choosing) you can attend lectures and take the final exam for one or more courses from within a Bachelors', Master's or single-cycle degree programme, and earn a certificate. You may register for an individual course if you hold a secondary-school diploma, are interested in furthering your education, or if you need certain specialised exams for your course of study.

The cost for registering for a single course is **Euro 180**; if you enrol in multiple courses, the cost is **Euro 126** for each course after the first, up to a maximum of four (4).



[Path from the portal](#)

[www.unimi.it > Study > Single courses](#)





ENROL... Renew your enrolment

Each year, students must re-enrol in their degree programme. This takes place from 15 July to 30 September 2020, upon payment of the initial instalment. Please review your personal page on Unimia for specific instructions:

- path from the portal: Unimia > Fees and payment situation > Online payment service > Re-enrolling.

Late enrolments will be subject to late-payment charges.

Attention



Re-enrolment is not required if:

- you intend to graduate by the third session of the academic year. Should your graduation date be postponed, you will be required to pay for the full academic year, plus all applicable late-payment charges. Therefore, students are advised to secure their ISEE certification by the established deadline
- you intend to transfer to another campus
- you intend to take a leave of absence, drop, or withdraw.



Path from the portal

www.unimi.it > Study > Bachelors and Masters > Degree programme enrolment > Renewing



ENROL... Healthcare and insurance

Free healthcare

The University has a standing agreement with "ATS" (Health Protection Agency) for the Metropolitan City of Milan to offer students who reside outside the Region of Lombardy free health care. Students are allowed to remain a patient of their general practitioner at home. The agreement falls under the heading for "Agency for University Student Services" sponsored by the Municipality of Milan.

Requirements to access the service:

- you must be enrolled, for the 2020/2021 a.y., in a study programme at the University, at a campus in the greater Milan area
- you must reside outside the Region of Lombardy.

To access services, you must submit a request through your Unimia page:

- Unimia > Online Services > Students Administrative Services > Medical Assistance Request.



Path from the portal

www.unimi.it > Study > Student Services > Rights, health and wellbeing > Health and Safety > Off-site health care

Insurance and accidents

All enrolled students are provided insurance against injury while participating in institutional activities.

Should a student be injured, he or she must immediately go to urgent care and get in touch with the Sustainability Office as soon as possible.

The required forms are available on unimi.it.



Safety and Health Office

🏠 Via Santa Sofia, 9

✉ infortuni.studenti@unimi.it

☎ Tel. 02 503 13483 -13488



ENROL... Carta La Statale, the University Badge

"Carta La Statale" is a personal badge issued by the University to its students; the card will only be issued once during any study programme, even if the student transfers to other degree programmes within the University.

In addition to identifying you as a UNIMI student, the badge may be activated as a prepaid "Flash Up Studio La Statale" card through any Intesa San Paolo bank branch.

The badge is the only way to receive disbursement of your scholarship funds. If you are a scholarship winner, you must activate it as a prepaid "Flash Up Studio La Statale" card. Additionally, the badge allows one:

- to be identified at exams
- access the library and library services
- use the MyPrint (photocopying and printing) service
- take advantage of student discounts and services
- access university cafeterias and dining services at discounted rates.

Your badge will be sent to the address you listed as your "mailing address", visible on "Unimia – Your details". If you have an international mailing address, you will receive a notice via email with instructions on how to pick up your badge from the Student Office at Via Santa Sofia 9/1.

Once received, you must activate your badge by following the instructions on your Unimia page. In the Unimia box marked "Carta La Statale" you will find information on processing status, and what steps you need to take.



Path from the portal
www.unimi.it > Study > Badge – Carta La Statale





PART 2

TUITION, WAIVERS, AND SCHOL- LARSHIPS

First and second tuition instalment

University ISEE certification

Waivers and reimbursements

Scholarships, housing, and meal plans




First and second tuition instalment

Tuition and fees for each academic year are paid in two instalments.

First instalment

The first instalment is the same for all students, and is paid at enrolment and re-enrolment (see "Renew your enrolment") using **PagoPA** (with immediate payment, or with advice of payment).

It may be broken down as follows

	Euro 140	regional "right to an education" tax	+
	Euro 16	tax-revenue stamp	=
	Euro 156 total		

Payment of the first instalment shall be made upon enrolment if you are enrolling for the first time, or upon re-enrolment for years after the first.

Attention



A supplemental fee of Euro 500 shall apply to those enrolled in the Online Bachelor's Degree Programme in Computer Systems and Networks Security on an on-track basis, and Euro 200 for off-track enrollees.

Second instalment

The second instalment varies depending on your degree programme, the University ISEE value and student status (on track / off track by one year or off track by more than one year).

At the time of enrolment, you are assessed the maximum second instalment amount. If you wish to have a discount recognised, you must submit an **ISEE certification for all "University Education Incentive Programme" services (University ISEE)** no later than **31 October 2020**.

You may request a **University ISEE Certificate** by contacting a CAF (Tax Assistance Centre) or directly through the INPS website. You do not have to deliver it to the student office as it will be automatically retrieved by the



University. At that point, you will be able to view the second instalment amount based on the ISEE as calculated on your personal **Unimia** homepage. Tuition rates and **regulations**, and a **tuition-rate wizard**, may be found on **unimi.it**, which you can use to calculate the exact amount for your second instalment.

Deadlines

The second instalment must be paid by **1 February 2021**, or it will be subject to **late fees**. **Payment** must be made through your **personal Unimia** page.

- path from the portal: Unimia > Fees and payment situation > Online payment service.

The second instalment rate is made available and payable beginning in the second week of December 2020, and must be paid by the deadline, even where students have withdrawn from classes. Students in arrears will have an encumbrance placed on their transcript, and be restricted from sitting for exams.

Payment plan for the second instalment

If your second instalment amount is at or above Euro 700, **you may request** a payment plan, with four monthly payments, by 1 February 2021. To apply, log onto the payment portal and select your second instalment. Those enrolling or re-enrolling after 31 December 2020 are **ineligible for such payment plans**.

Students with foreign-held income and assets

For students whose nuclear family resides and produces income abroad, and for any Italians residing abroad, the ISEE is not used to calculate the second instalment. Rather, for these students, a flat rate for the second instalment shall apply based on the student's home country, or the country where their personal or family income is generated (if different).

For more information and for a discussion of specific scenarios, please visit **unimi.it**.



Path from the portal

www.unimi.it > Study > Bachelors and Masters > Fees > current academic year



University ISEE Certificate

The University ISEE Certificate is required to:

- calculate the second instalment (if you wish to pay less than the full amount)
- submit a tuition and fee waiver request
- submit a scholarship, housing, and meal plan application
- secure points for the work-study programmes.

To obtain the ISEE, you must submit a Consolidated Alternative Declaration ("DSU") through a Tax Assistance Centre ("CAF"), or online through the INPS website.

The University receives University ISEE Certificates from INPS - you do not need to deliver a hard copy to the student office. University ISEE Certificates are only valid if free of omissions or non-conformities upon issuance, which are reported directly by INPS and stated in the header if found.

Deadlines

To secure University ISEE Certification, sign your DSU no later than **31 October 2020**. If you request the certification after that date, but by 15 February 2021, you will pay a late-submission fee of **Euro 250**, in addition to the second instalment. Those who are enrolled in the first year of the Master's degree programme for 2020/2021 will not pay any fee.

Attention



Deadlines, procedures, and late-payment charges shall likewise apply to those who are unable to graduate by the third session of the 2019/2020 year, who must renew their enrolment for the 2020/2021 year.



Path from the portal

www.unimi.it > Study > Bachelors and Masters > Fees and how to pay > ISEE Certification



Waivers and reimbursements

Waivers

Students enrolled at the University of Milan may utilise university tuition and fee waivers if they qualify based on merit, income, disability, or other factors. Please visit the portal for more information on waivers **requiring** an application, and those that are **automatically granted** by the administration.



Path from the portal

www.unimi.it > Study > Bachelors and Masters > Fees and how to pay > Tuition waiver

www.unimi.it > Study > Bachelors and Masters > Fees and how to pay > Reimbursement of tuition and fees

Reimbursements

Applications for reimbursements of tuition overpayments may only be submitted for 2020/2021 overpayments.

You may request a reimbursement of your first instalment if you renewed your enrolment for the 2020/2021 year, and you graduated by the third graduation session for the 2019/2020 year (February/April), provided you submit your application within thirty (30) days of graduation.

The first instalment shall not be refunded if, over the course of the academic year, you utilised on of the "University Education Incentive" benefit.

To request contemplated reimbursements, you must likewise submit the form available on the dedicated section within unimi.it to the Student Office through the InformaStudenti service.



Scholarships, housing, and meal plans

Application and assignment of scholarships and housing

Scholarships and spaces in university housing at subsidised rates are available by application, and assigned based on merit, income, and academic progress.

Please view the **calls** for applications on the University website to learn more about the application criteria.

Beginning in July - and with the deadlines contemplated under the related call for applications - you may submit an application through the Online "University Education Incentive Programme" **Customer Service Desk** through the University website (if you are not yet enrolled) or through your personal Unimia webpage.

Regional DSU scholarships, income- and merit-based scholarships

Two different calls for applications are available for:

- **Regional "DSU" scholarships** (Diritto allo Studio Universitario)
- **Borse di Ateneo di servizio**, allocated to students with income levels above the maximum permitted under the call for applications for regional DSU scholarships.

Those awarded a regional DSU scholarship or a Borsa di Ateneo di servizio will automatically be in the running for the University's merit-based scholarship (Borsa di Ateneo di merito).



Path from the portal

www.unimi.it > Study > Financial Support
 www.unimi.it > Study > Student Services > Technology and
 Online Services > Online Services (SIFA) > Benefits (scholarships,
 accommodation, meals)
 Unimia > Online Services (SIFA) > Benefits (scholarships,
 accommodation, meals)



International scholarships

The University disburses scholarships intended for international students. These are called **Excellence Scholarships**. To find out more on how to utilise these scholarships, please review the regulations posted to unimi.it.

Cafeterias and dining services

If you are the beneficiary of a regional scholarship, you have the right to one free meal per day (to be eaten during the lunch period, Monday through Friday) at any university cafeteria and other networked dining options. All other students may purchase meals at discounted rates (on a needs-basis) after having submitted an application for the same.



Path from the portal

www.unimi.it > Study > Financial Support > Refectory services and
 meals

Visitor Housing

The University offers temporary housing, which must be booked in advance, to scholars passing through Milan – for stays as short as one week – to study, participate in educational activities, academic collaboration, or research.



Path from the portal

www.unimi.it > Study > Financial Support > Accommodation >
 Visitor Housing





PART 2

TRANSFERRING, LEAVES OF ABSENCE, DROPPING, WITHDRAWING

Changing your field of study

Internal transfer

Transferring from another campus

Transferring to another campus

Dropping, and returning to study



Changing your field of study

If you are enrolled in the first year of a Bachelor's Degree Programme at the University of Milan and you wish to change your field of study, you may do so within ninety (90) days of enrolment through the online procedure called "Changing your programme if you are a new student". You must have complied with all procedures and deadlines contemplated under the call for applications for the programme into which you wish to transfer.



Path from the portal

www.unimi.it > Study > Bachelors and Masters > Transferring to a different programme or university > Changing your programme if you are a new student

Internal transfers

If you are already enrolled at La Statale and you wish to transfer into a new degree programme, you must:

- have already renewed your enrolment in your original degree programme for the 2020/2021 academic year
- be current on all tuition payments for prior years
- verify you meet the admissions criteria for the programme you are interested in (you can find these in the call for applications or the Study Programme)
- submit an online application by the deadline set forth in the call for applications.

Transfer applications must be submitted online through your Unimia personal page:

- path from the portal: Unimia > Online Services (SIFA) > Students Administrative Services > Transfer requests > Internal transfer

The Student office for the programme into which you wish to transfer shall submit the resolution from the academic body (noting the year of the programme into which you are being admitted, along with any transfer credits awarded) to your @studenti.unimi.it email address within ninety (90) days of the application being submitted.



Attention



Those wishing to transfer into a Bachelor's degree programme with capped enrolment must pass the entrance exam (subject to any exemption identified in the call for applications and Study Programme).



Path from the portal

www.unimi.it > Study > Bachelors and Masters > Transferring to a different programme or university

Transferring from another campus

If you are enrolled at another campus and you wish to come study at the University of Milan, you **must first submit a transfer application** to your home university.

The calls for applications for our programmes set forth the procedures and the deadlines to be followed to transfer in from another university. Specific rules apply to transfers into the Faculties of Medicine, Dental Medicine, Veterinary Medicine, and Healthcare Professions.

The designated academic body will then determine the programme year into which to admit the transferred student, and any transfer credits to be awarded. The related resolution shall be sent by the Student office to the university email address you provided upon registering for the portal, within ninety (90) days of the transfer-application submission.



Path from the portal

www.unimi.it > Study > Bachelors and Masters > Degree programme enrolment > Transferring to Milan University



Transferring to another campus

If you are studying at the University of Milan and wish to transfer to another university, you must first be current on all tuition payments for prior years, secondly you must not renew your enrolment at La Statale for the upcoming academic year. Please mind that last point: the first tuition instalment, even if not actually due, cannot under any circumstances be refunded.

The **transfer application** shall be submitted between 15 July and 31 October 2020 by accessing the online service portal through your Unimia personal page:

- path from the portal: Unimia > Online Services (SIFA) > Students Administrative Services > Transfer requests > External transfer.



Path from the portal

www.unimi.it > Study > Bachelors and Masters > Transferring to a different programme or university > Transferring to another university

Dropping, and returning to study

Dropping

You will be considered to have dropped your enrolment when you **fail to enrol in the next year** of your programme. You may not, during any such period, take part in any academic activities, and you shall not have the right to request any benefits, or access any administrative services.

Return to study following a drop period

To return to study, you must:

- pay a Euro 200 reinstatement fee for each academic year in which you did not renew your enrolment
- pay the first instalment of the renewal enrolment for the 2020/2021 academic year, and any outstanding arrearages.

Leave of absence from the university

If you wish to continue your academic career through an academic programme offered at a foreign university, military academy, a PhD programme, post-graduate programme, or vocational Master's programme, you may submit an application to take a leave of absence from the university, provided that you are current with tuition fees.

Return to study following a leave of absence

To return to study, you must:

- pay a Euro 200 reinstatement fee for the entire leave of absence
- pay the first tuition instalment for your renewed enrolment for the 2020/2021 academic year, along with any arrearages
- pay Euro 75 for any transfer-credit application.

Withdrawal

You may only formally and permanently withdraw from the university if you have paid all university tuition and fees, even if you have never taken an exam or attended classes.



Those enrolled in academic year 2020/2021 who withdraw from their studies after 15 October and by 1 February 2021 shall be required to pay Euro 400 as a flat fee for withdrawing from the university.

Returning to study following withdrawal

If, following a withdrawal, you wish to re-enrol in the same or a different degree programme, and have your prior credits applied to your new programme, you must pay a Euro 75 credit-carryover fee. To calculate the amounts owed and for information on how to submit a request to return to studies, please contact the Student Office through the InformaStudenti online service.

Administrative withdrawal

Student status will lapse after three (3) consecutive years in which the student did not take or did not pass an exam. That period is extended to eight (8) years for those enrolled up until 2019-2020.



Path from the portal

www.unimi.it > Study > Bachelors and Masters > Withdrawing from studies





PART 2

DESIGNING & COMPLETING YOUR COURSE OF STUDY

Submitting a plan of study

Applying to graduate



Submitting a plan of study

The “Plan of study” is the list of mandatory / elective academic activities (such as exams or laboratories) to be completed over the course of your university career.

Deadlines

The pending year for submitting one’s plan is set forth in the Study Programme for the individual degree programmes.

Detailed information on deadlines and procedures for each programme are provided by public notice posted to a designated page: <https://www.unimi.it/en/study/bachelor-and-master-study/following-your-programme-study/plan-study>.

Procedures



Submission

The plan of study must be submitted online from your Unimia page, by accessing Online Services (SIFA) > Educational Services > Study Plan Submission.



Students who began their studies under the prior degree system (four-year programmes)

Study plans may be submitted and changed in hard-copy format - please contact the InformaStudenti service (<https://informastudenti.unimi.it/saw/ess?AUTH=SAML>) during the period contemplated for the submission of a plan of study.



Attention



Before graduation

The plan of study must be submitted by the established deadline. You will not be allowed to graduate if, as of the time you submit your graduation application, your academic career does not coincide with the exams set forth in the plan of study.



Submission after the deadline

It is not possible to submit or change one’s plan of study other than during designated periods.



Students who are not enrolled during that academic year

Students who are not properly enrolled may not submit or change a plan of study.





Submitting a graduation application

To graduate from a Bachelor's, Master's, or single-cycle Master's degree programme, you must submit a **degree application**.

The Bachelor's degree programmes conclude with a **final exam** which may be an essay or a report on a topic. To earn a Master's degree, one must write a thesis.

The final vote ranges from a minimum of 66 to a maximum of 110. If the maximum point score has been reached, honours on the degree may be awarded by the Board.

Deadlines

The submission deadlines for the degree application will vary based on the study programme. To find out more, please review the dedicated page available on <https://www.unimi.it/en/study/bachelor-and-master-study/graduation>.

The graduation sessions are as follows:

- May - July (first session)
- September - December (second session)
- February - April (third session).

Procedures

The degree application must be submitted online through the Unimia personal page at Online Services (SIFA) > Students Administrative Services > Degree programme final exam, and by paying the Euro 116 fee.

Attention

Degree by the third session

Students intending to graduate by the third session of the 2019/2020 academic year (February/April 2021) should not renew their enrolment for the 2020/2021 academic year, and must finish their exams by the date stated on the site.

Should they be unable to graduate by the third session, and have to enrol in the 2020/2021 academic year, all late-payment charges contemplated for any compliance beyond such deadline (see 2.7 and 3.4, above) shall apply.





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