



DirSegrStud/VC/KC

**CALL FOR APPLICATIONS TO THE FIRST CYCLE DEGREE PROGRAMME IN:
INTERNATIONAL POLITICS, LAW AND ECONOMICS (CLASS L-36)
ACADEMIC YEAR 2023/2024
SPRING SESSION AND SEPTEMBER SESSION**

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A call for applications to the Bachelor's degree programme in International politics, law and economics (Class L-36) for the 2023/2024 academic year is issued. The selection takes place in two sessions that will be held in Spring and in September 2023.

Each selection contributes to the coverage of a quota of the total available places and has its own deadlines and requirements.

For each of the two sessions, candidates must comply with all the procedures and deadlines set out below.

Art. 1 - Deadlines and steps summary

Spring session

Steps	Deadlines
Application on the University website	from 15 March to 30 May 2023, 11:59 pm (GMT +2)
Test English TOLC-E validity	taken between 1 January 2022- 30 May 2023
Ranking list publication on Unimi website	6 June 2023 after 2:00 pm (GMT +2)
Enrolment reservation	from 6 June to 20 June 2023, 2:00 pm (GMT +2)
Update: ranking list publication	21 June 2023 after 2:00 pm (GMT +2)
Update: enrolment reservation	from 21 June to 27 June 2023, 2:00 pm (GMT +2)
Mandatory confirmation of enrolment	from 14 July to 2 August 2023, 2:00 pm (GMT +2) see art. 7.2
Delivery of international qualifications	28 November 2023



September session

Steps	Deadlines
Application on the University website	from 4 July to 4 September 2023, 11:59 pm (GMT +2)
Test English TOLC-E validity	taken between 1 January 2022- 4 September 2023
Ranking list publication on Unimi website	7 September 2023 after 2:00 pm (GMT +2)
Enrolment	from 7 to 13 September 2023, 2:00 pm (GMT +2)
First update: ranking list publication	14 September 2023 after 2:00 pm (GMT +2)
First update: enrolment	from 14 to 20 September 2023, 2:00 pm (GMT +2)
Second update: ranking list publication	21 September 2023 after 2:00 pm (GMT +2)
Second update: enrolment	from 21 September to 26 September 2023, 2:00 pm (GMT +2)
Further updates: ranking list publication	27 September 2023
Delivery of international documents	28 November 2023

Art. 2 - Admission requirements

Candidates are admitted to the selection if they have sat the [English TOLC-E test provided by CISIA](#) and have applied on the University website within the deadlines set out in Art. 1.

The following requirements apply to **EU candidates**:

- **Spring session:** applicants must be enrolled in the final year of a secondary school, obtaining their qualification in Italy or abroad in the 2022/2023 school year;
- **September session:** applicants must hold an Italian secondary school qualification or equivalent qualification obtained abroad.

Non-EU candidates applying for a student visa must participate in the Spring session even if already holding a secondary school qualification.



Art. 3 - Number of places available

The number of places available is determined as follows:

Spring session: 60 places. In addition, **25 places** are reserved to non-EU students residing abroad (VISA applicants);

September session: 65 places.

Total places: 125 places plus 25 places for non-EU students and **5 places** for students registered to the Marco Polo program.

Art. 4 - English TOLC-E registration and application on the University website

To take part in the selections, candidates must register online within the deadline set out in Art. 1:

- on the CISIA website to book the English TOLC-E;
- on the UNIMI website to be included in the ranking list.

a) English TOLC-E registration on the CISIA website

To sit the English TOLC-E, candidates must follow the procedure below:

- register on the CISIA website:
https://testcisia.it/studenti_tolc/login_studente_tolc.php?l=gb;
- Register for the TOLC through the CISIA portal, choosing one of the locations and one of the available dates within the deadlines set, as indicated in art. 1. The calendar with the available dates is published here:
<https://testcisia.it/calendario.php?l=gb;>
- pay the amount of 30,00 euros according to the procedures set out by CISIA.

b) Application on the University website

To enter the ranking list, all candidates must apply on our University website www.unimi.it, within the deadline established for each session, following the procedure below:

1. register on the University website through the page <https://www.unimi.it/registrazione/ENG/registra.keb> (not required for those already registered on the website or with university login credentials);
2. access the online admission service using their UNIMI credentials:
<https://studente.unimi.it/ammissioni/a/primoLivello/checkLogin.asp>;
3. select one of the following programmes and fill the online application with the requested data:



- International politics, law and economics;
 - International politics, law and economics (for visa applicants);
4. upload the English language proficiency certificate, if any.

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

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

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

Art. 5 - Admission exam and ranking criteria

The English TOLC-E test is aimed at assessing the educational background required for access to Bachelor's programmes. It encompasses 36 multiple-choice questions divided into the following sections:

- Logic - 13 questions in 30 minutes;
- Reading Comprehension - 10 questions in 30 minutes;
- Mathematics - 13 questions in 30 minutes.

The admission exam answers are scored as follows:

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

The ranking list will be formulated on the basis of the test score.

In the event of equal point scores, priority is given to the candidate with better scores in the *Logic* test section and, subsequently, in *Mathematics*. In the event of a further equal point scores, priority is given to the younger candidate.

The test can be taken more than once, but no more than once a month. It is valid if carried out remotely (TOLC@CASA) or in person from 1 January 2022 to the deadline set for each session.

In any case the **best** English TOLC- E test outcome will be considered valid for the purposes of the selection.

Candidates who are not admitted in the Spring selection can apply for the September selection, submitting a new admission form through the admission online Service, within the deadlines set for the September session. This option is not available to non-EU candidates residing abroad (visa applicants).



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

Students aiming to transfer to IPLE from other University programmes, in Italy or abroad, as well as graduates, are required to sit the admission test and follow the standard procedure.

Art. 7 - Ranking list publication, enrolment and updating

7.1 Ranking list publication

The ranking list will be published on the University website at:

<http://studente.unimi.it/ammissioni/g/graduatoriaprogrammati/checkLogin.asp> on the days set for each session (art. 1), after 2.00 p.m.

Publication of the ranking lists is official notice to those concerned. Candidates will not receive any communication. They must personally check enrolment deadlines, ranking lists, any additional learning requirements ("OFA" - see art. 8) or other information posted to the webpage of the degree programme.

Admission to the degree programme is in any case subject to obtaining an Upper secondary school diploma or equivalent international qualification, within enrolment deadlines.

Non-EU candidates applying for a Visa, as well as candidates registered to the Marco Polo program, will be placed in a separate ranking list, to cover the places set aside as per art. 3. These candidates can enrol only if included in the quota of reserved places.

7.2 Enrolment and updating

Based on the number of places available, place winners of the competitions must enrol through the online *Enrolment service* at:

<http://studente.unimi.it/immatricolazioni/primoLivello/>, within the deadline set out in art. 1.

For the **spring session** the enrolment takes place in two steps: reservation of the enrolment immediately after the publication of the ranking list and confirmation once obtained their secondary school qualification. Confirmation of enrolment must be made from 14 July to 2 August 2023, 2:00 pm (GMT +2) by accessing the appropriate online service at the page: <https://studente.unimi.it/confermalmm>.

During the enrolment reservation, place winners will have to pay **156 Euros** as the first instalment of tuition fees. This fee must be paid within the pre-enrolment deadline set out in Art. 1 and is non-refundable.

For spring session, winners who do not reserve and confirm their enrolment by the date and time specified in art.1 tacitly waive their place.



For **september session** candidates usefully positioned in the rankings will be able to enroll or transfer within the deadlines indicated in art. 1, by accessing the enrollment service on the University portal, at the page:

<http://studente.unimi.it/immatricolazioni/primoLivello/> and selecting the type of enrollment (first enrollment / already graduated student / student transferred from another university).

For september session also, winners who do not enrol by the date and time specified in art.1 (i.e. before the updates of the ranking list) tacitly waive their place.

Candidates already enrolled in a UNIMI course will not be required to enroll ex novo, but will have to renew their enrollment and submit an internal transfer application using the procedure on the page: <http://studente.unimi.it/trasfInterno/>.

Students already enrolled to another course or University who want to enrol simultaneously, must follow the procedures set out at the following page: <https://www.unimi.it/en/study/enrolment/simultaneous-enrolment-two-higher-education-programmes>.

7.3 Ranking updates

For each session, in the event of places left vacant after the enrolment deadline, the ranking list will be updated; in September session the updating will continue until allocation of all places.

Admitted applicants must enrol within the deadlines set out in art. 1.

Detailed information concerning the enrolment procedure is available on the University website at: <https://www.unimi.it/en/study/bachelor-and-master-study/degree-programme-enrolment>.

Art. 8 - Remedial course (“OFA”)

Candidates who are admitted into the programme despite having scored to less than 13 points (overall) in the *Logic* and *Mathematics* sections (jointly considered) will be assigned additional learning requirements (“Obblighi Formativi Aggiuntivi - OFA”).

This means that they will have to attend courses/workshops or read supplementary materials and pass another test within their first year in the programme. If they fail to do so, they will not be allowed to take any second- and/or third-year exams.

Further information on OFA is available online on the following page:

<https://iple.cdl.unimi.it/en/study>



Art. 9 - Request for additional time and/or specific aids or compensatory tools for candidates with invalidity, disability or diagnosed with SLD

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

- certification of civil invalidity and/or recognition of the state of handicap pursuant to law 104/1992 for candidates with disabilities;
- for candidates with specific learning disabilities (SLD), SLD certificates must be issued by the National Health Service, by an authorized private medical team or by a private specialist pursuant to Law 170/2010, and must be accompanied by a document of compliance issued by the competent health authority (if the applicant was a minor when the certificate was issued, documents older than three years will not be accepted).

Candidates can be admitted to the test with the medical certification they possess, even if not updated due to the limitation for the Covid-19 emergency; an integration of the documentation expected will be requested.

Applicants from EU countries and non-EU countries residing abroad with invalidity, disability or with SLD who intend to take advantage of personalized supports, must submit certification (legalized, where required by current international standards) attesting the status of invalidity, disability or DSA issued in the country of residence, accompanied by a translation, sworn or certified by the Italian diplomatic missions, conforming to the original text, in Italian or in English.

For information, contact the Office for students with disabilities / with SLD at the e-mail address: ausili.ammissioni@unimi.it.

Art. 10 - Applicants with qualifications gained abroad

Foreign qualifications are valid if obtained after 12 years of schooling and if they allow for admission to the University in the country where they were obtained.

Further information about foreign qualifications and admission of foreign students is posted to the Ministry website (<http://www.studiare-in-italia.it/studentistranieri/>) and the University website in the [international students](#) sections.

The eligibility of foreign qualifications is in any case assessed by the University, in accordance with applicable ministerial guidelines and bilateral agreements.

Candidates holding foreign qualifications are required to upload the following documents when completing the online enrolment process:

- ID;
- Italian tax ID code;



- High-school diploma legalized by the authorities of the issuing country, with an official Italian translation;
- Statement of validity (*dichiarazione di valore in loco*) issued by the Italian Embassy in the country where the diploma was obtained or [CIMEA certificate of comparability](#) or statement of validity issued by ENIC-NARIC centres;
- University enrolment certificate with transcript of records or post-secondary qualification obtained from a higher-education institute other than a university, or foundation course certificate if the local system provides for less than 12 years of schooling;
- Academic qualification certificate, if provided for in the country of origin;
- Any other documents certifying specific qualification requirements (e.g. APs for US qualifications, A-level for UK qualifications);
- Valid residence permit (only for non-EU citizens);
- Italian language certificates, if any.

Upper secondary school diplomas, post-secondary and university certificates are accepted in Italian as well as in French, English, German or Spanish.

In addition to these documents, **non-EU students applying for a visa** are required to submit the following:

- University pre-enrolment application receipt;
- Student visa.

Candidates who do not have the required documentation when enrolling may submit it **by 28 November 2023** through the dedicated online service available on the [International enrolment in degree programmes](#) page.

The validity of international qualifications is verified upon submission of the official documents. Until then, candidates are admitted to the programme conditionally, and may be rejected if they are found not to meet the requirements.

10.1 Non-EU candidates applying for a Visa and Marco Polo programme candidates

For this programme there is a reserved quota of **25 places** for non-EU candidates applying for visa.

All students falling under this category are required to submit an application for pre-enrolment through [University](#) within **31 July 2023**.

These candidates can enrol only if included in the quota of reserved places.

For this programme there is also a reserved quota of **5 places** for Marco Polo programme candidates.



Art. 11 - University fees and right to University education

All information on university tuition fees and the right to University education (scholarships, canteens, accommodations) is available on the pages:

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

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

Art. 13 - Procedure Manager and contacts

Pursuant to Law no. 241 of 7 August 1990 the manager of the procedure related to this announcement is Mrs. Emanuela Dellavalle (Managing Director of the Student Registrar and Education Incentive Programmes Division).

For any further information regarding the content of the call please use the [InformaStudenti service](#) by selecting the heading: “Iscrizioni/Enrolment”.

For any information regarding TOLC test contact Cisia Help-Desk at <http://helpdesk.cisiaonline.it>.