



**CALL FOR APPLICATIONS FOR ADMISSION TO THE FIRST CYCLE DEGREE PROGRAMME IN:
ECONOMICS AND MANAGEMENT (CLASS L-18 AND L-33)**

ACADEMIC YEAR 2019-2020 - SPRING SELECTION

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HAVING REGARD TO

Law no. 264 of 02 August 1999 regulating access to university programmes;

HAVING REGARD TO

Ministerial Decree no. 270 of 22 October 2004, "Amendments to the regulations on the educational autonomy of universities (*Modifiche al regolamento recante norme concernenti l'autonomia didattica degli atenei*) approved with Decree of the Minister for Universities and Scientific and Technological Research no. 509 of 3 November 1999";

HAVING REGARD TO

The decisions of the responsible academic boards concerning access to university programmes;

DETERMINES

A spring selection for admission to the first cycle degree programme Economics and Management (Class L-20) for the 2019/2020 academic year.

Another selection will follow in the month of July, for which a dedicated call for application will be published: each selection will contribute to the assignment of a quota of the total available places.

Art. 1 - Admission requirements

Italian, European or equivalent candidates can take part on equal terms in the spring session of the admission test if:

- enrolled in the final year of a secondary school, obtaining their qualification in Italy or abroad in the 2018/2019 scholastic year;
- having passed the [TOLC-E test provided by CISIA](#) - Consorzio Interuniversitario Sistemi Integrati per l'Accesso within the deadlines set in art. 3.

For non-European candidates resident abroad applying for a study visa and programme "Marco Polo" students the quota of reserved places will be available in the July selection, for which a dedicated call for application will be published.

Foreign qualifications are valid if obtained after at least 12 years of schooling and if allow the admission to University in the country where they have been obtained. Further information about the foreign qualifications valid for access to University is contained in the



relevant Ministerial provisions for the academic year 2019/20, published on the Ministry website: <http://www.studiare-in-italia.it/studentistranieri/>.

The eligibility of the foreign qualification in any case is assessed by the University having regard to the ministerial instructions on the subject and in implementation of bilateral applicable agreements.

Art. 2 - Number of places available

The number of places available for spring selection is 150.

Possible remaining places from spring selection will be assigned in the July selection, until reaching the maximum number of places established: 250, besides places reserved for non-European candidates resident abroad applying for a study visa and programme “Marco Polo” students.

Art. 3 - Dates of the admission exam and registration

The TOLC-E test can be done:

- a) At the University of Milan on **Tuesday 9th and Wednesday 10th April 2019**
- b) In one of the CISIA test centres in the dates indicated in the calendar published on the website www.cisiaonline.it

The test can be done multiple times, but no more than once in a month. At the end of the selection will be in any case considered valid the result of the last TOLC-E made from 1st January 2018 and within 10th April 2019.

To register, applicants must submit **two online registrations**:

- On the CISIA website for scheduling the test (*see art.3.1.*)

And compulsorily

- On the UNIMI website to be included in the ranking list (*see art.3.2*)

3.1. Registration on the CISIA website

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

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

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



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

3.2. Application on the university portal

To enter the ranking list, all candidates must apply on the University portal www.unimi.it from 14th March to 12th April 2019, 2:00 p.m.

To register in the test, applicants must follow the procedure below:

1. Register on the University portal through the page <https://www.unimi.it/registrazione/ENG/registra.keb> (not required of those already registered on the portal or in possession of university login credentials)
2. Access the online application services using their credentials: http://www.unimi.it/hpsifa/ENG/nonProfiledPage_100.html;
3. Select the degree programme Economia e Management and fill the online application with the requested data.

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

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

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

Art. 4 - Disabled applicants

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

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

Art. 5 - Applicants with SLD

Applicants with a diagnosis of specific learning disabilities (SLD) must declare their condition and require extra time and/or specific aids for the test **during the registration in the TOLC area of the CISIA portal.**

They must select Università degli Studi di Milano as test venue and must submit through the CISIA portal suitable certification of specific learning disabilities (SLD) under law no. 170/2010, issued by the National Health Service or accredited specialists or together with an ASST conformity document.



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

Art. 6 - Admission exam and assessment criteria for the ranking list

The TOLC-E is a tool of assessing one's initial attitude and preparation for accessing the degree programmes, composed by 36 multiple-choice questions divided in the following three sections:

- Mathematics - 13 questions - 30 minutes
- Logic - 13 questions - 30 minutes
- Reading comprehension - 10 questions - 30 minutes

The test includes an **English non-mandatory section** whose result is not considered for the calculation of the final score.

Points are assigned as follows:

- point 1 for each correct answer,
- point -0,25 for each wrong answer,
- point 0 for each answer not given

The ranking list will be formulated on the basis of the result obtained in the TOLC-E.

The ranking list will be formulated on the basis of the score obtained in the TOLC-E test, weighted in accordance with the following criteria:

- score of the section *Reading comprehension* multiplied for 1,80
- score of the section *Logic* multiplied for 1,10
- score of the section *Mathematics* multiplied for 0,28

In the event of equal point scores, priority is given to the candidate with the better score in the Logic section, then in the Mathematics section. In the case of equal scores, priority is given to the younger candidate.

Candidates who will not be included in the ranking list of the spring selection will be able to participate in the following July selection and, for being included in the ranking list, will have to register again on the University portal, within the deadlines set in the new call for application.

In any case the score of the **last TOLC-E** within deadlines set in art.3 will be considered.

Art. 7 - Examining committee

The examining committee is appointed by the appropriate academic bodies.

During the exam the committee will be assisted by teaching and administrative staff, who will be responsible for supervising and identifying candidates.



Art. 8 - Ranking list publication and enrolment

8.1 Ranking list publication

The ranking lists will be published on **18th April 2019**, after 2:00 p.m., on the University website, at the page: http://www.unimi.it/hpsifa/ENG/nonProfiledPage_100.html (www.unimi.it - Online services SIFA - Admission Ranking Lists).

Publication of the ranking lists constitutes official notification to those concerned. Candidates will not receive any communication. They must personally consult the enrolment deadlines, scrolling of the ranking lists and every other information published on the webpage of the chosen degree course.

For the spring selection the ranking list will not be updated, all the remaining places will be available in the following July selections.

8.2 Enrolment reservation

Place winners must reserve their enrolment from **18th April to 10th May 2019, 2:00 p.m.**, through the online enrolment service at the page:

http://www.unimi.it/hpsifa/ENG/nonProfiledPage_100.html

During the enrolment reservation place winners will have to pay the amount of 156 Euro corresponding to the first instalment of the academic fees. This fee must be paid compulsorily within the abovementioned deadline and is not refundable, even if the candidate will not complete the enrolment.

8.3 - Enrolment confirmation

Candidates who reserved their enrolment have to confirm it in the period **between 15th July 2019 and 6th September 2019**, following the procedures indicated at the moment of publication of the ranking list.

In any case, admission in the 2019/2020 academic year is subordinated to the achievement, within the abovementioned deadline, of secondary school qualification.

Winners who do not confirm the enrolment by the above date and time tacitly withdraw from the place.

8.4 Enrolment of applicants with qualifications gained abroad

Applicants with qualifications gained abroad who enrolled online as indicated above must deliver the following documentation (show original and lodge photocopy) to the Ufficio Studenti Internazionali - Via Santa Sofia 9/1, Milan - by **30th September 2019**:

- Upper secondary school diploma, translated into Italian, legalized by the authorities in the country where the qualification was issued and carrying a Dichiarazione di



valore or statement of validity issued by ENIC_NARIC centres or by diplomatic missions resident in Italy;

- Certificate of enrolment at university with a list of the exams taken, or certificate of post-secondary education obtained in a non-university higher education if the local education system provides less than 12 years of schooling;
- Certificate of academic eligibility if provided for in the country of origin;
- Any other document stating specific requirements of validity of the title (e.g. Aps for the United States titles, A-level for British titles);
- Valid residence permit (only for non-EU citizens).

Verification of the validity of qualifications gained abroad is conducted on presentation of the official documents. Until then, applicants are admitted to the programme conditionally and may be excluded from the ranking list if they prove not to have the necessary qualifications.

Art. 10 - Deadlines summary

Register on UNIMI portal	from 14 March 2019 to 12 April 2019, 2:00 p.m.
Register on CISIA portal	https://tolc.cisiaonline.it/calendario.php?tolc=economia
Sit the TOLC-E test	within 10 April 2019
Ranking list publication on Unimi website	18 April 2019, after 2:00 p.m.
Enrolment reservation	from 18 April to 10 May 2019, 2:00 p.m.
Enrolment confirmation	from 15 July to 6 September 2019, 2:00 p.m.
Deliver documentations foreign qualification	within 30 September 2019

Art. 11 - Procedure Manager and contacts

Pursuant to law no. 241 of 7 August 1990 the manager of the procedure related to this announcement is Ms. Monica Delù (Head of the Students Welcoming Service).

For any further information regarding the content of the call please use the Infostudenti service www.unimi.infostudente.it by selecting the category: "Iscrizioni, test e graduatorie".

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

THE HEAD OF STUDENTS' OFFICE

Emanuela Dellavalle