



Div. III-13/ED/MD

**CALL FOR APPLICATIONS FOR ADMISSION TO THE FIRST CYCLE DEGREE  
PROGRAMME IN  
ENVIRONMENTAL SCIENCE AND POLICY (CLASS L-32)**

**ACADEMIC YEAR 2019/2020**

**Sessions of May, July and September**

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**THE HEAD OF STUDENTS' OFFICE**

**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 selection for admission to the first cycle degree programmes in Environmental Science and Policy for the 2019/2020 academic year. The selection takes place in three sessions that will be held in May, July and September 2019. Each selection contributes to the coverage of a quota of the total available places.

**Art. 1 - Admission requirements**

The following requirements are necessary to be admitted to the selection:

- be enrolled in the final year of a secondary school, with the prospect of obtaining the qualification in the 2018/2019 scholastic year  
or  
hold an Italian secondary school qualification or equivalent qualification obtained abroad.
- have passed the [TOLC-S test provided by CISIA](#) - Consorzio Interuniversitario Sistemi Integrati per l'Accesso within the deadlines set in art. 3.

Foreign qualifications are valid if obtained after at least 12 years of schooling and if they allow the admission to University in the country where they have been obtained.

All details on qualifications and access for international students to Italian universities are contained in the annual ministerial provisions published on the website <http://www.studiare-in-italia.it/studentistranieri/> and on <http://www.unimi.it/ENG/admission/29528.htm>.

The eligibility of the foreign qualification is in any case assessed by the University in compliance with the aforementioned provisions and in application of the bilateral agreements in force.



### Art. 2 - Number of places available

The number of places available is determined as follows:

May session: **25 places**

July session: **25 places**

September session: **50 places**, plus **20 places** for non-European students residing abroad applying for visa.

Total places: **100 places** plus **20 places** for non-Eu

Places left vacant in May and July sessions will be assigned during the following session.

### Art. 3 - Date of the test and registration procedure

The TOLC-S test can be taken:

- at Università degli Studi di Milano on **22 May, 22 July, 4, 9, 10 and 11 September**;
- at one of the CISIA test venues on the dates indicated in the calendar published on the website [www.cisiaonline.it](http://www.cisiaonline.it).

**The test can be taken more than one time**, but no more than once in a calendar month. For the purposes of the selection, will be considered valid the outcome of the last TOLC-B carried out from 1st January 2018, within the deadlines established for each session.

To take part in the selections, candidates must **register online**:

- a) on the CISIA portal to book the test
- b) on the UNIMI portal to be included in the ranking list.

#### a) CISIA registration and testing

Registration for the TOLC-S test must be done on CISIA portal - [www.cisiaonline.it](http://www.cisiaonline.it) - by the deadlines set for every testing date and available in the section **DATE** of TOLC-S.

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.



## b) Application on the University portal

To enter the ranking list, all candidates must **apply on our University portal** [www.unimi.it](http://www.unimi.it), within the deadlines established for each session, indicated in art.9, following 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](http://www.unimi.it/hpsifa/ENG/nonProfiledPage_100.html);
3. Select the degree programme and fill the online application with the requested data.

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

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

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

## Art. 4 - Admission exam and assessment criteria of the ranking list

The TOLC-S is an orientation and evaluation test, aimed at ascertaining the aptitude and preparation for studies for access to degree courses, composed by 50 multiple-choice questions divided in the following sections:

- Basic Mathematics - 20 questions in 50 minutes
- Reasoning abilities and problem solving - 10 questions in 20 minutes
- Text comprehension - 10 questions in 20 minutes
- Basic Science - 10 questions in 20 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 is defined according to the total score of the TOLC-S test.

In the case of equal total score, priority is given to the candidate with the highest score in the section Basic Mathematics. In case of further equality, priority is given to the younger candidate.

Those not included in May or July ranking lists will be allowed to sit for the next September session.



### **Art. 5 - 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.

For further information please contact the Servizio Disabili e DSA of the University of Milan at the e-mail address: [ausili.ammissioni@unimi.it](mailto:ausili.ammissioni@unimi.it)

### **Art. 6 - 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 private accredited centre or accredited specialists, together with an ASST (Azienda Socio Sanitaria Territoriale) 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.

For further information please contact the Servizio Disabili e DSA of the University of Milan to e-mail address: [ausili.ammissioni@unimi.it](mailto:ausili.ammissioni@unimi.it)

### **Art. 7 - Students coming from other programmes or universities, and graduates**

Students already enrolled or graduated in University of Milan or other universities can be exempted from the admission test only if they meet the requirements to be admitted to years following the first.

To this purpose, a specific application (available at the following link <http://www.scipolamb.unimi.it> - Section Avvisi) must be sent to the didactic office of the degree programme together with the self-certification of the exams passed with marks, dates, credits and scientific disciplinary sectors.

The application must be submitted **mandatorily within 10 July 2019.**

The application will be examined by the Transfer Commission of the Didactic Committee. If the Committee decide that the student cannot be admitted to a year following the first, the applicant will have to sit for the test taking part to the following session.

The result of the application will be published within 31 July 2019 on the website of the Didactic board: <http://www.scipolamb.unimi.it>.



## Art. 8 - Ranking list publication, enrolment and updating

### 8.1 Ranking list publication

The ranking lists will be published on the University website, at the following page [http://www.unimi.it/hpsifa/ENG/nonProfiledPage\\_100.html](http://www.unimi.it/hpsifa/ENG/nonProfiledPage_100.html) (www.unimi.it - *Online services SIFA - Admission Ranking Lists*) on the days established for each session (art.9), after 2:00 p.m.

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

In any case, the admission to the degree programme is subordinated to the achievement of a secondary school qualification or equivalent foreign qualification, within the deadlines established for the enrolment.

**Non-EU candidates applying for visa**, recipients of the reserved places indicated at art.2, will be placed in separate ranking lists on the basis of the score of the test. These candidates can enroll only if included in the quota of reserved places and if they pass the Italian language test organized by the University. For all the details related to the test and the exemptions please visit the page <http://www.unimi.it/ENG/admission/31192.htm#c31341>

### 8.2 Enrolment and updating

Place winners must enrol online within the deadlines established for each session, indicated at art.9, through the online Enrolment service at the page: [http://www.unimi.it/hpsifa/ENG/nonProfiledPage\\_100.html](http://www.unimi.it/hpsifa/ENG/nonProfiledPage_100.html) (Online Services SIFA - Enrolment).

For the May session the **enrolment takes place in two steps**: reservation of the enrolment immediately after the publication of the ranking list and confirmation from 15<sup>th</sup> July to 6<sup>th</sup> September 2019

During the enrolment reservation, place winners will have to pay the amount of **156 Euros** corresponding to the first instalment of the academic fees. This fee must be paid compulsorily within 7<sup>th</sup> June 2019 and is non-refundable, even if the candidate will not complete the enrolment.

Only for the September session, in the event of places left vacant after the enrolment deadline, will be made an updating of the ranking list.

Winners who do not enrol by the above date and time, tacitly withdraw from the place.

Detailed information concerning the enrolment procedure are available on the website at the following page: <http://www.unimi.it/ENG/admission/31190.htm>



### 8.3 Applicants with qualifications gained abroad

Applicants with qualifications gained abroad must complete the online enrollment by delivering the following documentation to the International Students Office - Via Santa Sofia 9/1, Milan - **by 31<sup>st</sup> October 2019**:

- Upper secondary school diploma, translated into Italian, legalized by the authorities of 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 institute 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 (show original and lodge photocopy). 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.

The International Students Office is available by appointment. For the reservation please use the Infostudenti Service at the page [www.unimi.infostudente.it](http://www.unimi.infostudente.it).

### Art. 9 - Procedures and deadlines summary

In order to access to the degree programmes it is necessary to perform the following steps, in accordance with the deadlines established for each session:

- 1) Register for the test on CISIA portal
- 2) Apply for the ranking list on UNIMI portal
- 3) Pass the TOLC-S test
- 4) Enrol

#### 9.1 May session

##### Deadlines summary

Registration for the test	<a href="https://tolc.cisiaonline.it/calendario.php?tolc=scienze">https://tolc.cisiaonline.it/calendario.php?tolc=scienze</a>
Application for the ranking list on Unimi portal	from 19 April to 24 May 2019, 2:00 p.m.
Sit the TOLC-S test	within 22 May 2019



Ranking list publication on Unimi website	28 May 2019
Enrolment reservation	from 28 May to 7 June 2019, 2:00 p.m.
Enrolment confirmation	from 15 July to 6 September, 2:00 p.m.

## 9.2 July session

### Deadlines summary

Registration for the test	<a href="https://tolc.cisiaonline.it/calendario.php?tolc=scienze">https://tolc.cisiaonline.it/calendario.php?tolc=scienze</a>
Application for the ranking list on Unimi portal	from 24 June to 24 July 2019, 2:00 p.m.
Sit the TOLC-S test	within 22 July 2019
Ranking list publication on Unimi website	26 July 2019
Enrolment	from 26 July to 5 August 2019, 2:00 p.m.

## 9.2 September session

### Deadline summary

Registration for the test	<a href="https://tolc.cisiaonline.it/calendario.php?tolc=scienze">https://tolc.cisiaonline.it/calendario.php?tolc=scienze</a>
Application for the ranking list on Unimi portal	from 9 August to 13 September 2019, 2:00 p.m.
Sit the TOLC-S test	within 11 September 2019
Ranking list publication on Unimi website	17 September 2019
Enrolment	from 17 September to 23 September 2019, 2:00 p.m.
First update: ranking list publication	24 September 2019
First update: enrolment	within 27 September 2019, 2:00 p.m.
Second update: ranking list publication	1 October 2019
Second update: enrolment	within 4 October 2019, 2:00 p.m.
Possible following updates	from 8 October 2019

## Art. 10 - Bridging courses

Enrolled students who scored less than 10 points in the section of *Basic Mathematics*, the 50% of the total points of the section, are required to do bridging courses (obblighi formativi aggiuntivi, OFA).

Point scores gained in the different sections will be published on the website: [www.unimi.it](http://www.unimi.it) - Online services SIFA - Admission Ranking Lists ([http://www.unimi.it/hpsifa/ENG/nonProfiledPage\\_100.html](http://www.unimi.it/hpsifa/ENG/nonProfiledPage_100.html)).





Activities of tutorship will start in October, followed by a test for the recovery of the OFA; the students who will not pass the test will not be able to sit for exams of the second year without having passed the exam “Mathematics”.

**Art. 11 - 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. 12 - 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](http://www.unimi.infostudente.it)) by selecting the category: “Test, bandi e graduatorie”.

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

THE HEAD OF STUDENTS' OFFICE