



Div. III-10/ED/MD

**CALL FOR APPLICATIONS FOR ADMISSION TO THE FIRST CYCLE DEGREE PROGRAMME IN:
FOREIGN LANGUAGES AND LITERATURE (CLASS L-11)**

ACADEMIC YEAR 2019/2020

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THE HEAD OF THE 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 admissions to the single cycle degree programme for the 2019/2020 academic year in Foreign Language and Literature (Class L-11).

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-SU 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 allow the admission to University in the country where they have been obtained.

All details on foreign qualifications and access for international students to Italian Universities are contained in the annual Ministerial provisions, published on the Ministry website

<http://www.studiare-in-italia.it/studentistranieri/> and on http://www.unimi.it/studenti/foreign_students/23798.htm.



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

Candidates interested in choosing English as one of the languages of their course of study **must** obligatorily and without any possibility of exemption **sit also for a specific linguistic assessment test.**

Art. 2 - Number of places available

The number of places available for enrolment in the first year is determined as follows:

- **650** places, plus **25 places** reserved for non-European candidates resident abroad applying for a study visa and **3 places** reserved for programme “Marco Polo” students.

Art. 3 -Test dates and registration procedure

The TOLC-SU test can be taken:

- at Università degli Studi di Milano on **14th, 15th, 16th May** and **4th, 5th, 6th September 2019**
- at one of the CISIA test venues on the dates indicated on to the calendar published on the website <https://tolc.cisiaonline.it/calendario.php?tolc=umanistica>

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-SU, carried out 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-SU test must be done on 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.

b) Application on the University portal



To enter the ranking list, all candidates must apply on our University portal www.unimi.it, from 15th July to 6th September 2019 until 2 p.m., 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;
3. Applicants must select the degree program and fill in the online form with their personal data:
 - applicants interested in studying English as one of the languages of their study plan must select “LINGUE E LETTERATURE STRANIERE (CON INGLESE)”
 - applicants who are not interested in studying English must select “LINGUE E LETTERATURE STRANIERE (SENZA INGLESE)”

The online admission form cannot be amended, nor it can be completed with additional documentation once confirmed.

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

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

Applicants with an upper secondary **school diploma obtained abroad** must upload their qualification and an eligible certification showing the final grade as well as the minimum and maximum grades of the voting system applied (Eg: “*Dichiarazione di valore in loco*” issued by the Italian Embassy in the country where the qualification was awarded, certificate issued by the school attesting the final grade or the grades of every subjects of the last year of upper secondary school, if the system does not provide a single final grade).

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

The TOLC-SU 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:

- Text Comprehension and Italian Language - 30 questions in 60 minutes
- Knowledge and skills acquired in studies - 10 questions in 20 minutes
- Logic - 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 test also includes an English non-mandatory section, composed by 30 questions in 15 minutes, whose result does not contribute to the calculation of the final score.

For the English language section there is no penalty for wrong answers and the score is determined by the assignment of 1 point for correct answers and by 0 points for wrong or not given answers.

The ranking list will be formulated on the basis of the result obtained in the TOLC-SU and on the finale grade of the upper secondary school, with the following weighting:

- Test score: 75%
- Scholastic performance: 25%

In the event of equal point scores, priority is given to the candidate with the best score in the test. In case of further parity will prevail the candidate with the highest score in the test section *Text Comprehension and Italian Language* and, subsequently, *Knowledge and skills acquired in the studies*. In the event of further parity, priority is given to the younger candidate.

Art. 5 English proficiency test

Students who have chosen English as study language and have obtained a score of no less than 17 points in the English section of the TOLC-SU, must take an additional test, aimed at **verifying the competence in English language**.

The test will take place on 9th September 2019 at 9.00 a.m. at the Settore Didattico located in via Celoria 20. The room will be announced on the day of the test.

Candidates who have obtained a score below 17 in the English section of the TOLC-SU are not admitted to the test.

Candidates must arrive with the identity document indicated during the registration (not expired). At the end of the identification procedures the test will start and will end after 45 minutes.

The English proficiency test consists of exercises of reading comprehension, cloze, grammar and sentence transformation, aimed at assessing written comprehension skills and grammatical, lexical and syntactic skills of the candidates. Each exercise is divided into questions for a total of 30 question. Each question has 4 answer and just one is correct.

The English test is passed with at least 22 correct answers out of 30 questions.



Art. 6 - 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 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

Art. 7 - 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, a private accredited centre or accredited specialist, 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.

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

Art. 8 - Students with linguistic certifications or coming from other programmes or universities, and graduates

Also students who intend to move from another degree course of this or another university or who are already graduates must sit for the admission test. The Didactic Board of Foreign Languages and Literatures will decide on the possible validation of the exams taken in the previous career and the year of course to which the student is admitted.

Certificates of language proficiency in any language offered by the degree programme (French, English, Polish, Portuguese, Russian, Scandinavian, Spanish and German) are not recognised for the purpose of exemption from the test and are not valid documents for admission. Only once students are effectively enrolled in the degree programme valid certificates entitle them to concessions regarding examination programmes, as indicated along with a detailed list of matches, on the website: www.lingue.unimi.it/.



Art. 9 - Ranking list publication, enrolment and updating

9.1 Ranking list publication

The ranking lists will be published on **10th September 2019, after 2:00 p.m.**, on the University website, at the page http://www.unimi.it/hpsifa/ENG/nonProfiledPage_100.html (SIFA online services - Admissions rankings - Graduation admissions rankings).

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.

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.

During the enrolment candidates must choose two languages following these criteria:

- if they have passed the English proficiency test, they can freely choose the combination of the languages.
- if they have not passed the English proficiency test, they can choose two languages, but not English.

9.2 Enrolment and updating

Place winners must enrol online within **16th September 2019, 2:00 p.m.**, through the online Enrolment service at the page: http://www.unimi.it/hpsifa/ENG/nonProfiledPage_100.html (Online Services SIFA - Enrolment).

In the event of places left vacant after the enrolment deadline, will be made an updating of the ranking list with the closing dates indicated in the art. 10.

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

Detailed information concerning the enrolment procedure is available on the website at the following page: <http://www.unimi.it/ENG/admission/31190.htm#par111598>.

9.3 Applicants with qualifications gained abroad

Applicants with qualifications gained abroad must complete the enrolment delivering the following documentation to the International Students Office - Via Santa Sofia 9/1, Milan - by **31st October 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 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.

Non-EU candidates resident abroad can enroll only if included in the quota of reserved places and if they pass the Italian language test organized by the University. For details on the Italian test and cases of exemption, please visit the page

http://www.unimi.it/studenti/foreign_students/23986.htm#c36777.

The International Students Office is available by appointment. For the reservation please use the Infostudenti Service at the page www.unimi.infostudente.it.

Art. 10 - Procedures and deadlines summary

In order to access to the degree programmes in Foreign Languages and Literature it is necessary to perform the following steps:

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

Deadlines summary

Registration for the test	https://tolc.cisiaonline.it/calendario.php?tolc=umanistica
Application for the ranking list on Unimi portal	from 15 July to 6 September 2019, 2:00 p.m.
Sit the TOLC-SU test	within 6 September 2019
English test	9 September 2019
Ranking list publication on Unimi website	10 September 2019



Enrolment	within 16 September 2019, 2:00 p.m.
First update: ranking list publication	17 September 2019
First update: enrolment	within 23 September 2019, 2.00 p.m.
Second update: ranking list publication	24 September 2019
Second update: enrolment	within 30 September 2019, 2.00 p.m.
Possible following updates	from 1 October 2019

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) by selecting the category: “Test, bandi 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 THE STUDENTS' OFFICE
Emanuela Dellavalle