



Div. III-10/ED/MD

**CALL FOR APPLICATIONS: SELF-ASSESSMENT TEST FOR ADMISSION TO  
THE SINGLE CYCLE DEGREE PROGRAMME IN LAW  
AND THE FIRST CYCLE DEGREE PROGRAMME IN LEGAL SERVICES**

**ACADEMIC YEAR 2019/2020**

**Sessions of May, July and September**

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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 decision of the Academic boards of the University regarding access to university courses;

**DECREES**

A call for applications for the self-assessment test allowing admission to the single cycle degree programme in Law (CLASS - LMG/01) and the first cycle degree programme in Legal Services (CLASS L-14) for academic year 2019/2020.

**Art. 1 - Access procedures and exemptions from the test**

To access the degree programmes referred to in this announcement, applicants are required to take a mandatory, non-selective self-assessment test - the same for both courses - before enrolling.

Three test sessions are planned:

- **Friday 24<sup>th</sup> May 2019**, for spring session applicants
- **Wednesday 24<sup>th</sup> July 2019**, for summer session applicants
- **Monday 16<sup>th</sup> September 2019**, for autumn session applicants

**The following applicants are not required to sit for the self-assessment exam:**

- those already holding a university degree;
- students who, within the Faculty of Law of this university transfer from the single cycle degree programme in Law to the first cycle degree programme in Legal Services and vice versa;



- students who have passed the *Introduction to Private Law* and the *Constitutional Law* exams in a previous academic career (under the Ministerial Decree 509/1999 and 270/2004).
- students who took the self-assessment test at this university during their fourth year of secondary school in the previous academic year 2018/2019.

### Art. 2- Admission requirements

In order to be admitted to the sessions of **May** and **July** are necessary the following requirements:

- be enrolled in the fourth or fifth year of a secondary school in the scholastic year 2018/2019

or

- hold a secondary school diploma obtained in Italy or an equivalent qualification obtained abroad

To be admitted to the session of September it is necessary to be in possession of a secondary school diploma.

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

Non-European candidates residing abroad applying for visa and students of the Marco Polo programme are recipients of a reserved quota of places, determined as follows:

Law: 8 places for non-EU + 1 Marco Polo

Legal services: 2 places for non-EU

All details on foreign qualifications and access for foreign students to Italian Universities are contained in the annual Ministerial provisions, published on the website <http://www.studiare-in-italia.it/studentistranieri/> and <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 ministerial provisions on the subject and in application of the bilateral agreements in force.

### Art. 3 - Registering for the self-assessment test and deadlines

All applicants must register online by the deadlines set in art.11.

Candidates must register as follows:



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 “GIURISPRUDENZA/SCIENZE DEI SERVIZI GIURIDICI” and choose one of the degree programmes. **The choice expressed during the application procedure is binding and cannot be amended.**
4. Pay the € 30.00 fee within the application deadline, on pain of exclusion.

A receipt (application for admission) is issued at the end of the online enrolment procedure, which must be kept together with the payment receipt. The receipts must be shown, if requested, on the day of the test, confirming the regularity of the registration.

Applicants who provide false details will be excluded from the degree programme.

**The online admission form cannot be amended, nor it can be supplemented with further documentation once confirmed.**

#### **Art. 4 - Disabled applicants**

In order to ensure equal opportunities during the exam, applicants with disabilities who require extra time and/or specific aids - if in possession of a certificate of legal disability and/or acknowledgement of status of handicap under law 104/92 - must provide during the online admission registration the filled and signed application form available at the following link [http://www.unimi.it/cataloghi/segreteria/Application\\_disabled.pdf](http://www.unimi.it/cataloghi/segreteria/Application_disabled.pdf) together with appropriate certification issued by the National Health Service or accredited specialists or facilities.

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. 5 - Applicants with SLD**

To the applicants with a diagnosis of specific learning disabilities (SLD) under law no. 170/2010 is granted an extra time up to 30% more than the one established for the other candidates. The committee will evaluate the received applications and, in order to ensure equal opportunities during the exam, may allow the use of other compensatory tools taking into consideration the type of test to be taken and the type/degree of the candidate's disability.

To be accorded the abovementioned measures, applicants with SLD must provide during the online admission registration the filled and signed application form available at the following link [http://www.unimi.it/cataloghi/segreteria/Application\\_sld.pdf](http://www.unimi.it/cataloghi/segreteria/Application_sld.pdf) together with appropriate certification issued by the National Health Service or accredited specialists or facilities.

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 at the e-mail address: [ausili.ammissioni@unimi.it](mailto:ausili.ammissioni@unimi.it)

## **Art. 6 - Admission exam schedule and procedure**

Candidates must present themselves at 8:30 a.m. in the room indicated on the registration receipt, bearing the valid (not expired) identity document indicated during registration, the receipt of the application and the receipt of the payment of the fee. The exam will begin once candidate identification procedures are completed.

During the exam applicants cannot leave the classroom, use handwritten notes, texts of any kind, calculators or anything else specified before the start of the exam.

**Non-EU applicants resident abroad**, applying for study visa, can take the test online. To this end, they will receive the credentials to access the system and the relative instructions at the e-mail address communicated during registration on the portal.

## **Art. 7 - Examining committee**

The examining committee is appointed by the appropriate interdepartmental teaching committee.

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

## **Art. 8 - Examination programme**

The exam, that will last 90 minutes, consists of an orientation test for the purpose of self-assessing one's initial preparation in the following areas:

*general culture (20%), logic (40%), text comprehension (40%).*

The evaluation of the test will give indications on the adequacy of the initial preparation required to face the university programme.

## **Art. 9 - Self-assessment exam results and enrolment**

The results of the self-assessment exam will be published at [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)).

Applicants who have taken the exam will be able to enrol **from 29<sup>th</sup> July to 15<sup>th</sup> October 2019** using the online enrolment service ([www.unimi.it](http://www.unimi.it) - Online services SIFA - Enrolment and renewal) at the webpage [http://www.unimi.it/hpsifa/ENG/nonProfiledPage\\_100.html](http://www.unimi.it/hpsifa/ENG/nonProfiledPage_100.html).

**Non-EU candidates applying for visa**, recipients of the reserved places, will be placed in separated ranking lists on the basis of the score obtained in the exam. These candidates can enrol only if included in the quota of reserved places, set in art.2, 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>.

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.

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

## 9.1 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 **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 a 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. 10 - Bridging courses

Candidates who have received an "Insufficient" assessment in the areas Logic and/or General Culture and Text comprehension, will have to take bridging courses (OFA) organized by the Faculty of Law and by the Students Orientation Office (Centro di Ateneo per l'Orientamento).

The abovesmentioned bridging courses are propaedeutic for the exams *Introduction to Private Law II* and *Constitutional Law - part two*.

Students who will pass the exams *Introduction to Private Law I* and *Constitutional Law - part one* - by the end of the first exam session (i.e. by the end of February 2020), will be exempt from this obligation.



## Art. 11 - Deadlines summary

### 11.1 May session

Registration for the exam	from 15 April to 17 May 2019, 2.00 p.m.
Sit the exam	24 May 2019, 9.00 a.m.
Results publication	28 May 2019, from 2.00 p.m.

### 11.2 July session

Registration for the exam	from 17 June to 17 July 2019, 2.00 p.m.
Sit the exam	24 July 2019, 9.00 a.m.
Results publication	29 July 2019, from 2.00 p.m.

### 11.3 September session

Registration for the exam	from 5 August to 10 September 2019, 2.00 p.m.
Sit the exam	16 September 2019, 9.00 a.m.
Results publication	20 September 2019, from 2.00 p.m.

**Enrolment:** from 29 July 2019 to 15 October 2019

**Delivery of documents for qualifications gained abroad:** within 31 October 2019

## 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".

THE HEAD OF THE STUDENTS' OFFICE