UNIVERSITÀ DEGLI STUDI DI MILANO

DirSegrStud/VC/KC

CALL FOR APPLICATIONS TO THE BACHELOR'S DEGREE PROGRAMME IN:

FOREIGN LANGUAGES AND LITERATURE (class L-11)

ACADEMIC YEAR 2024/2025

Issued with executive provision no. 0007802/24 of 27 February 2024

This is the call for applications to the open-admission Bachelor's degree programme in Foreign Languages and Literature (class L-11) for the academic year 2024/2025.

Art. 1 - Summary of steps and deadlines

Steps	Deadlines
Submission of applications	From 14 March (2 pm) to 2 September 2024 (2 pm)
TOLC-SU test	To be taken between 1 January 2023 and 2 September 2024
Application for recognition of prior learning (for applicants seeking admission into Year 2 or 3 of the programme)	From 3 April to 1 July 2024
First enrolment window (for applicants who have applied for admission and sat the TOLC-SU test by 10 July 2024)	From 15 July (2 pm) to 20 September 2024
Second enrolment window (for applicants who have applied for admission and sat the TOLC-SU test by 2 September 2024)	From 5 September (2 pm) to 20 September 2024
Submission of documents by students with foreign qualifications	By 28 November 2024 (11:59 pm)

Art. 2 – Admission requirements and procedures

Applicants to the Bachelor's degree programme in Foreign Languages and Literature are required to:

a. Submit an application for admission through the University portal **between 14 March and 2 September 2024;**

b. Take the TOLC-SU test provided by CISIA (Consortium of Inter-University Integrated Access Systems) between 1 January 2023 and 2 September 2024.

a) Application on the University portal

The application for admission must be submitted online through the University portal **between 2 pm on 14 March and 2 pm on 2 September 2024** as follows:

1. Register on the University portal at https://registrazione.unimi.it/reg_utenti_esterni/ENG/registrazione/form.html to obtain your UNIMI credentials (this step is not required for those already

registered on the portal or in possession of UNIMI login credentials or a SPID identity);

2. Access the online admission service at http://studente.unimi.it/ammissioni/a/primoLivello/checkLogin.asp using your UNIMI credentials or your SPID identity;

3. Select the degree programme, enter the required data and choose your two curricular languages.

Applications are open to upper secondary school students who are to obtain their diploma in the school year 2023/2024, in Italy or abroad, as well as to those who have already obtained their upper secondary school diploma, in Italy or abroad (see art. 8 for information about foreign qualifications).

After submitting their application, applicants are issued a confirmation receipt.

The online application cannot be modified or supplemented with further documentation once it has been confirmed.

Applicants who provide false data or fail to meet the requirements will not be able to enrol in the programme.

b) TOLC-SU test: registration and dates

To take the TOLC–SU test, applicants have to:

- register on the CISIA portal https://tolc.cisiaonline.it/studenti_tolc/user_test_tolc.php;
- book their TOLC-SU test on the CISIA portal, choosing a test date prior to the deadline indicated in art. 1.
  The calendar of test dates is published at https://testcisia.it/calendario.php?l=gb;
- pay the €30.00 fee according to the procedures set out by CISIA.

Applicants can take the test remotely (TOLC@HOME) or on campus (TOLC@UNI) at any of the available locations. They can try the **TOLC-SU** test **more than once**, but not in the same calendar month. For the purposes of admission, the University will consider the **highest score** obtained by each applicant in any TOLC-SU test taken between **1 January 2023** and the deadline set out in art. 1.

Art. 3 - TOLC-SU test structure

The TOLC-SU test consists of 80 multiple-choice questions, which are randomly and automatically selected from the CISIA database. Questions are divided into four sections:

1. Reading comprehension and knowledge of the Italian language: 30 questions in 60 minutes;
2. Knowledge and skills acquired at school: 10 questions in 20 minutes;
3. Logical reasoning: 10 questions in 20 minutes;
4. English: 30 questions in 15 minutes.

Test answers of the first three sections are scored as follows:
- 1 point for each correct answer;
- -0.25 points for each wrong answer;
- 0 points for each answer left blank.

Answers to the questions of the English section are not considered for the final score but, **with regard to this call for applications**, they affect the applicant's eligibility to choose English as a curricular language. The English section is scored as follows:

- 1 point for each correct answer;
- 0 points for wrong answers and answers left blank.

Applicants will be allowed to choose English as a curricular language only if they obtain a score equal to or higher than 25/30 in the English section.

You will be able to see the final score immediately after the end of the test and, after 48 hours, in your student area of the CISIA website.

Art. 4 - TOLC-SU test exemption: transfers and second degrees

Applicants who are already enrolled in a **L-11 and L-12** degree programme (either at the University of Milan or another university) and applicants who already have a degree will be exempted from the TOLC-SU test only if they are admitted to Year 2 or 3 of the degree programme. To this end, they have to submit an application for recognition of prior learning.

Admission to years subsequent to the first is subject to the applicant having earned at least 30 credits (CFU) as specified below:

• at least 18 credits earned through completion of two annual courses in two different foreign languages among those taught within the degree programme (French, English, Polish, Portuguese, Russian, Scandinavian languages, Spanish, German);

• at least 6 credits earned through completion of one annual course in a foreign literature among those taught within the degree programme (Anglo-American, French, English, Hispanic American, Polish, Portuguese and/or Brazilian, Russian, Scandinavian, Spanish, German);

• if the credits earned in foreign languages and literatures (corresponding to the scientific-disciplinary sectors L-LIN/03, /04, /05, /06, /07, /08, /09, /10, /11, /12,

/13, /14, /15, /21) do not add up to 30, applicants can make up the difference with credits earned in the following subjects: Glottology and linguistics (L-LIN/01); Italian literature (L-FIL-LETT/10); Medieval history (M-STO/01) or Modern history (M-STO/02) or Contemporary history (M-STO/04); Comparative literature (L-FIL-LET/14).

Applicants admitted to Year 2 or 3 will be allowed to keep English as curricular language only if they have completed an annual course in English, and passed the corresponding exam. If this is not the case, in order to choose English as a curricular language they will have to take the TOLC-SU test and submit a request for transfer credits after enrolling in the programme.

The application for recognition of prior learning must be submitted between **3 April 2024** and **1 July 2024** via the dedicated service:

http://studente.unimi.it/ammissioni/a/abbreviazioni/checkLogin.asp.

Applicants must use their registration credentials to access the service and provide a full transcript of records (exams, scientific disciplinary sectors, credits, grades) along with the course syllabi.

The outcome of the application and the year of admission will be communicated via e-mail by **15 July 2024**.

Depending on the outcome, applicants will have to do the following:

1. Those **admitted to Year 2 or 3** will be exempted from the TOLC-SU test and will have to enrol in the programme by following the procedures set out in art. 5 below;

2. Those **not admitted to Year 2 or 3** will have to:

    a) take the TOLC-SU test by the deadline specified in art. 1;

    b) submit an application for admission by following the instructions set out in art. 2a;

    c) enrol in the programme as per the instructions set out in art. 5, by the deadlines specified in the same article.

Applicants enrolled in a **L-11 and L-12** degree programme or already holding a **degree** who fail to submit an application for recognition of prior learning will not be exempted from the TOLC-SU test.

Art. 5 – Enrolment and transfers

To enrol in the programme, applicants must:
- hold an Italian upper secondary school diploma or an equivalent foreign qualification;
- have submitted the admission application on the University portal by the deadline set out in art. 1, or the request to be exempted from the TOLC-SU test;

- have taken the TOLC-SU test by the deadline set out in art. 1, or have been admitted to Year 2 or 3 and exempted from the TOLC-SU test as specified in art. 4.

The degree programme has two enrolment windows:

- First enrolment window: applicants who have applied for admission and sat the TOLC-SU test by **10 July 2024** must enrol in the programme **between 2 pm on 15 July and 20 September 2024**;
- Second enrolment window: applicants who have applied for admission and sat the TOLC-SU test by **2 September 2024** must enrol in the programme **between 2 pm on 5 September and 20 September 2024**;

To enrol in the programme, students have to follow these steps (also valid for transfer students):

1. Register on the University portal at https://registrazione.unimi.it/reg_utenti_esterni/ENG/registrazione/form.html to obtain their UNIMI credentials (this step is not required for those already registered on the portal or in possession of UNIMI login credentials or a SPID identity);

2. Access the enrolment service on the University portal at http://studente.unimi.it/immatricolazioni/primoLivello/ and select one of the options available (first enrolment / already graduated student / student transferred from another university).
   Applicants who are already enrolled in a UNIMI degree programme must not start a new enrolment process, but have to renew their enrolment and submit an internal transfer application via http://studente.unimi.it/trasfInterno/.

As stated in art. 3, applicants can choose English as a curricular language only if they obtain a score equal to or higher than 25/30 in the English section.

Students **admitted to Year 2 or 3** must enrol **between 2 pm on 15 July and 20 September 2024** as follows:

- **students who already hold a degree or are simultaneously enrolled in another degree programme or transfer from another university** must follow the procedures described in points 1 and 2 of this article;
- **students wishing to transfer from another degree programme of the University of Milan (internal transfer)** must renew their enrolment to the new academic year and then apply for transfer at http://studente.unimi.it/trasfInterno/.

Applicants who are already enrolled in another degree programme and wish to opt for parallel enrolment in two degree programmes must follow the instructions available at https://www.unimi.it/en/study/enrolment/simultaneous-enrolment-two-higher-education-programmes.

Applicants with a foreign qualification must follow the instructions in art. 8 below.

For more information on enrolment procedures, please visit the page Degree programme enrolment.

Art. 6 – Additional learning requirements (OFA)

Students who achieve an overall score lower than 30/50 in the first three sections of the TOLC-SU test, and score less than 18/30 in *Reading comprehension and knowledge of the Italian language*, will have to fulfil additional learning requirements (also known as OFA).

Students will be notified of any OFA when enrolling online.

Additional learning requirements must be fulfilled within the first year of the programme by attending remedial courses organised by the University and passing the corresponding tests.
Information on remedial courses will be sent to students via email and made available at https://www.unimi.it/en/education/faculties-and-schools/humanities/studying-humanities/additional-learning-requirements-ofa-humanities-students as well as on the website of the degree programme.

Art. 7 - Request for additional time and/or specific aids or support measures for applicants with disabilities or specific learning disabilities (SLD)

Applicants **with disabilities or specific learning disabilities (SLD)** may request additional time and/or customised support measures for the test. To this end, they will have to upload the following documents **when registering on the TOLC area of the CISIA portal**:

- a disability certificate and/or other certificate pursuant to Law 104/1992, issued by the local competent medical committee and certifying the type of disability and the disability percentage, if applicable (for applicants with disabilities);

- a formal SLD diagnosis made after the applicant turned 18 — or in the last three years, if the applicant was younger than 18 at the time of the diagnosis — with a corresponding certificate issued by a local public health authority or any other facility or specialist registered with the regional health service.

In light of the restriction of activities carried out by the National Health Service during the Covid-19 pandemic, applicants may be allowed to take the test also on the basis of medical certificates that are not up to date, provided that they submit an updated certificate at a later time.

In order to request customised support measures for the test, EU or non-EU applicants residing abroad and having a disability or SLD must submit a disability or SLD certificate accompanied by a true and accurate translation into English or Italian, sworn or certified by an Italian diplomatic mission. If legalisation is required by the international rules in force, the original certificate must also be legalised.

For information, please contact the Disability and SLD Services at ausili.ammissioni@unimi.it.

Art. 8 - Applicants with foreign qualifications

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

All the details on foreign qualifications and the admission of international students to Italian universities are posted on the website http://www.studiare-in-italia.it/studentistranieri/ and on the University's website in the international students section.

Foreign qualifications are in any case assessed by the University for compliance with the aforementioned provisions and existing bilateral agreements.

Applicants holding foreign qualifications are required to upload the following documents when completing the online enrolment process:
- ID;
- Italian tax ID (*codice fiscale*);
- upper secondary school diploma legalised by the authorities of the issuing country, with an official Italian translation;
- Declaration of Value (*dichiarazione di valore in loco)* issued by the Italian Embassy in the country where the qualification was obtained or CIMEA statement of comparability (issued by CIMEA, i.e. the Italian ENIC-NARIC centre) or another statement of comparability issued by other ENIC-NARIC centres. Applicants may also provide a Statement of Correspondence downloaded from ARDI (Automatic Recognition Database Italia) along with a CIMEA Statement of Verification, instead of the CIMEA statement of comparability;
- university enrolment certificate with transcript of records or post-secondary qualification obtained from a higher-education institution other than a university, or foundation course certificate if the local system provides for less than 12 years of schooling;

- certificate of the Higher Education Entrance Examination, if contemplated in the student's home country;
- 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);
- any Italian language certifications.

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:
- [Universitaly](#) pre-enrolment application receipt;
- student visa.

Applicants who do not have the required documentation when enrolling can submit it **by 28 November 2024** via the dedicated online service; a link to this service is available in the page [International enrolment in degree programmes](#).

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

Art. 9 - Non-EU applicants who need a visa and applicants enrolled in the Marco Polo programme

For this degree programme, **25 places are reserved for non-EU applicants who need a visa** to study in Italy.

All students falling under this category are required to submit an application for pre-enrolment through [Universitaly](#).

These applicants may enrol only if they are selected for one of the places reserved for this category, and provided that they meet the Italian language proficiency requirements.

Additionally, **3 places are reserved for applicants enrolled in the Marco Polo programme.**

Art. 10 - Tuition fees and education incentive schemes

For detailed information on tuition fees and education incentive schemes (scholarships, subsidised meals, accommodation) please refer to the following 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. 11 – Person in charge of the procedure and contact details

Pursuant to Law no. 241 of 7 August 1990, the person in charge of the procedure set forth in this call for applications is Emanuela Dellavalle (Managing Director of the Student Registrar and Education Incentive Programmes Division).

For information, please use the InformaStudenti service and select the category "Enrolment".
For information on the TOLC test, please contact the Cisia Help-Desk at http://helpdesk.cisiaonline.it.