



# UNIVERSITÀ DEGLI STUDI DI MILANO

**CONCORSO PUBBLICO, PER ESAMI, A N. 13 POSTI DI CATEGORIA C - AREA AMMINISTRATIVA - PROFILO DIDATTICA, CON RAPPORTO DI LAVORO SUBORDINATO A TEMPO INDETERMINATO PRESSO L'UNIVERSITÀ DEGLI STUDI DI MILANO, DI CUI N. 3 POSTI DA RISERVARE, PRIORITARIAMENTE, ALLE CATEGORIE DI CUI AL DECRETO LEGISLATIVO N. 66/2010 - CODICE 22420**

La Commissione giudicatrice del concorso, nominata con Determina Direttoriale n. 3178 dell'11/03/2024 e composta da:

Dott.ssa Filomena Cicora	Presidente
Dott. Fabio Bianco	Componente
Dott. Alessandro Sertani	Componente
Dott.ssa Federica Lo Verde	Segretaria

comunica i quesiti relativi alla prova orale:

## **GRUPPO DI QUESITI N. 1**

1. Si descrivano le Commissioni Paritetiche Docenti-Studenti e le loro funzioni
2. Si descrivano le modalità di verifiche del profitto

**Brano in inglese:** First instalment

The first instalment is the same for all students, and is paid at enrolment and re-enrolment (see “Renew your enrolment”) using PagoPA (with immediate payment, or with advice of payment).

It may be broken down as follows First and second tuition instalment

Euro 140 regional “right to an education” tax

Euro 16 tax-revenue stamp

Euro 156 total

Payment of the first instalment shall be made upon enrolment if you are enrolling for the first time, or upon re-enrolment for years after the first.

## **GRUPPO DI QUESITI N. 2**

1. Si descrivano i Collegi didattici e le loro funzioni
2. Si descriva l'iscrizione ai corsi singoli

**Brano in inglese:** Cultural events

The University has launched partnerships with a number of arts organisations to provide students access to the performing arts, music, and cinema. Simply register to the service (by signing up for the distribution list provided by the University) and then present your university badge and an ID to enjoy discounts and special offers on tickets.

## **GRUPPO DI QUESITI N. 3**

1. Si descrivano le Facoltà e le loro funzioni
2. Si descriva la prova finale e il conseguimento dei titoli di studio

**Brano in inglese:** Student associations

Those who study or work at the University of Milan enjoy special discounts and subsidies thanks to the University's partnership with cultural entities and associations, as well as area businesses.

The University of Milan provides support for student-initiated cultural, social, and sporting events, ensuring a fair and equitable sharing of spaces and financial resources. The University has instituted an Association which brings together clubs, cooperatives, groups, and candidate slates for student representation on the Academic bodies to receive University accreditation.

## **GRUPPO DI QUESITI N. 4**

1. Si descrivano le Scuole di specializzazione
2. Si descriva il Piano di studio

**Brano in inglese** Unmia, your personal webpage



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Unimia is your personal, customizable “home page” from which to readily access key information regarding programmes (enrolment and written exam results, course programmes), administration (badge, administrative status, fees, benefits) and study career (academic standing, electronic record book, average mark).

## GRUPPO DI QUESITI N. 5

1. Si descrivano i Corsi di laurea, inclusa la loro istituzione, attivazione o disattivazione
2. Si descriva che cosa sono i Crediti Formativi Universitari (CFU)

### **Brano in inglese** Email and login credentials

All students are assigned an email account with 100GB (in addition to 100GB of storage) storage.

Upon enrolment, you will receive your credentials, i.e. your username and password. Print them out and keep them for your entire University career, as they replace those used for registration.

Your credentials will be activated within 48 hours of payment of enrolment fees. They allow access to: email services, Unimia, online SIFA services, the electronic resources of the Digital Library, library seat reservation services, the Ariel e-learning portal, and COSP services.

## GRUPPO DI QUESITI N. 6

1. Si descrivano i Corsi di laurea magistrale e i Corsi di laurea magistrale a ciclo unico, inclusa la loro istituzione, attivazione o disattivazione
2. Si descrivano le modalità di calcolo della seconda rata

### **Brano in inglese** University Education Incentive Programme

The University of Milan provides an integrated system of actions to facilitate access to University studies, especially for deserving students with financial need.

Through a public competition based on merit and income criteria, as set out in the call for applications published in the summer months, the University provides the following benefits:

- scholarships
- accommodation in University halls of residence
- additional travel allowance for students involved in international
- mobility programmes
- additional disability allowance for scholarship recipients
- special grants.

## GRUPPO DI QUESITI N. 7

1. Si descrivano i Corsi di specializzazione e i Corsi di dottorato di ricerca
2. Si descriva l'interruzione degli studi

### **Brano in inglese** Libraries Services

The University of Milan Library Service offers one of Lombardy's largest bibliographic collections with almost 1.800.000 books and more than 28.000 hard copy periodicals in 17 libraries.

It also includes a Digital Library with more than 700.000 e-books, 145.000 electronic journals, and 269 databases, all of which can be accessed from any location by using your UNIMI email credentials. These bibliographic and documentary materials are accessed via the University Catalogue “Minerva” (<https://Minerva.unimi.it/>), a single access point for all physical and digital resources.

## GRUPPO DI QUESITI N. 8

1. Si descrivano i Master, i Corsi di perfezionamento e i Corsi di formazione permanente e continua
2. Si descriva il trasferimento ad altro Ateneo

### **Brano in inglese** Erasmus+ Programme

This is the European programme that for more than 30 years allows students, upcoming graduates and postgraduate students to complete study experiences and internships, including courses, exams, theses, research, laboratory and clinical activities, at one of 300 partner European universities, with full recognition of activities undertaken for completion of their study programme.

## GRUPPO DI QUESITI N. 9

1. Si descrivano gli Ordinamenti didattici dei Corsi di laurea, dei Corsi di laurea magistrale e dei Corsi di laurea magistrale a ciclo unico
2. Si descriva la decadenza dalla qualifica di studente

### **Brano in inglese** Counselling and support



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COSP offers support services to students experiencing difficulties or stress causing repercussions on their personal wellbeing and ability to adapt to University life.

Psychological counselling is intended for students seeking short-term psychological support (not psychotherapy) to help them through moments of difficulty that impact their performance.

Study method coaching is intended for students experiencing specifically academic difficulties: up to five free coaching sessions are available.

## GRUPPO DI QUESITI N. 10

1. Si descrivano i Regolamenti didattici dei Corsi di laurea, dei Corsi di laurea magistrale e dei Corsi di laurea magistrale a ciclo unico
2. Si descriva cos'è il Diploma Supplement

### **Brano in inglese** Certificates and self-certifications

All students enrolled in or having completed a degree or post-graduate programme (laurea, doctorate, school of specialization, master's programme, advanced study, individual courses) must access the relevant online services to request a certificate or self-certification.

If you have forgotten your password you may recover it online.

Only those who:

have left school without completing their degree

- have completed the For24 programme
- need a certificate not requiring a tax stamp (to be stated in the request) may submit their request via InformaStudenti

## GRUPPO DI QUESITI N. 11

1. Si descrivano i Manifesti annuali degli studi dei Corsi di laurea, dei Corsi di laurea magistrale e dei Corsi di laurea magistrale a ciclo unico
2. Si descriva la rateizzazione della seconda rata

### **Brano in inglese** University ISEE Certificate

The University ISEE Certificate is required to

- calculate the second instalment (if you wish to pay less than the full amount)
- submit a tuition and fee waiver request
- submit a scholarship, housing, and meal plan application
- secure points for the work-study programmes.

To obtain the ISEE, you must submit a Consolidated Alternative Declaration ("DSU") through a Tax Assistance Centre ("CAF"), or online through the INPS website.

The University receives University ISEE Certificates from INPS - you do not need to deliver a hard copy to the student office. University ISEE Certificates are only valid if free of omissions or non-conformities upon issuance, which are reported directly by INPS and stated in the header if found.

## GRUPPO DI QUESITI N. 12

1. Si descriva l'ammissione ai Corsi di laurea, ai Corsi di laurea magistrale e ai Corsi di laurea magistrale a ciclo unico
2. Si descriva la rinuncia agli studi

### **Brano in inglese** Deadlines

To secure University ISEE Certification, sign your DSU no later than 16 October 2023. If you request the certification after that date, but by 31 December 2023, you will pay a late-submission fee of Euro 250, in addition to the second instalment.

Those who are enrolled in the first year of the Master's degree programme for 2023/2024 will not pay any fee.

Attention

Deadlines, procedures, and late-payment charges shall likewise apply to those who are unable to graduate by the third session of the 2021/2022 year, who must renew their enrolment for the 2022/2023 year.

## GRUPPO DI QUESITI N. 13

1. Si descriva l'immatricolazione ai Corsi di laurea magistrale
2. Si descriva l'Attività di orientamento e di accompagnamento al lavoro e alle professioni svolta dall'Università degli Studi di Milano



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## **Brano in inglese** Carta La Statale, the University Badge

- to be identified at exams
- access the library and library services
- use the MyPrint (photocopying and printing) service
- take advantage of student discounts and services
- access university cafeterias and dining services at discounted rates.

“Carta La Statale” is a personal badge issued by the University to its students; the card will only be issued once during any study programme, even if the student transfers to other degree programmes within the University.

In addition to identifying you as a UNIMI student, the badge may be activated as a prepaid “Flash Up Studio La Statale” card through any Intesa San Paolo bank branch.

## **GRUPPO DI QUESITI N. 14**

1. Si descriva l’immatricolazione ai Corsi di laurea e ai Corsi di laurea magistrale a ciclo unico
2. Si descrivano le regole per i rimborsi delle tasse e dei contributi universitari

## **Brano in inglese** Carta La Statale, the University Badge

“Carta La Statale” is a personal badge issued by the University to its students; the card will only be issued once during any study programme, even if the student transfers to other degree programmes within the University.

In addition to identifying you as a UNIMI student, the badge may be activated as a prepaid “Flash Up Studio La Statale” card through any Intesa San Paolo bank branch.

The badge is the only way to receive disbursement of your scholarship funds. If you are a scholarship winner, you must activate it as a prepaid “Flash Up Studio La Statale” card. Additionally, the badge allows one:

- to be identified at exams
- access the library and library services
- use the MyPrint (photocopying and printing) service
- take advantage of student discounts and services
- access university cafeterias and dining services at discounted rates

## **GRUPPO DI QUESITI N. 15**

1. Si descrivano i Titoli di studio rilasciati dall’Università degli Studi di Milano
2. Si descriva la mobilità studentesca nell’ambito di scambi internazionali

## **Brano in inglese** ENROL...

Healthcare and insurance coverage

Free healthcare

The University has a standing agreement with “ATS” (Health Protection Agency) for the Metropolitan City of Milan to offer students who reside outside the Region of Lombardy free health care. Students are allowed to remain a patient of their general practitioner at home. The agreement falls under the heading for “Agency for University Student Services” sponsored by the Municipality of Milan.

Requirements to access the service:

- you must be enrolled, for the 2023/2024 a.y., in a study programme at the University, at a campus in the greater Milan area
- you must reside outside the Region of Lombardy.

## **GRUPPO DI QUESITI N. 16**

1. Si descriva il passaggio di corso di studio all’interno dell’Università degli Studi di Milano
2. Si descriva il Calendario didattico

## **Brano in inglese** Leave of absence from the university

If you wish to continue your academic career through an academic programme offered at a foreign university, military academy, a PhD programme, post-graduate programme, or vocational Master’s programme, you may submit an application to take a leave of absence from the university, provided that you are current with tuition fees.

Return to study following a leave of absence To return to study following a leave of absence, please contact the Student Office of your Faculty.



## GRUPPO DI QUESITI N. 17

1. Si descrivano le modalità di ammissione ai Corsi di laurea e Corsi di laurea magistrale a ciclo unico ad accesso programmato nazionale
2. Si descriva la sospensione degli studi

### **Brano in inglese** Submitting a graduation application

To graduate from a Bachelor's, Master's, or single-cycle Master's degree programme, you must submit a degree application. The Bachelor's degree programmes conclude with a final exam which may be an essay or a report on a topic. To earn a Master's degree, one must write a thesis.

The final vote ranges from a minimum of 66 to a maximum of 110. If the maximum point score has been reached, honours on the degree may be awarded by the Board.

## GRUPPO DI QUESITI N. 18

1. Si descrivano le modalità di ammissione ai Corsi di laurea e Corsi di laurea magistrale a ciclo unico ad accesso programmato locale
2. Si descriva il mancato versamento di tasse e contributi universitari

### **Brano in inglese** Submitting a graduation application

Degree by the third session

Students intending to graduate by the third session of the 2022/2023 academic year (February/April 2024) should not renew their enrolment for the 2023/2024 academic year, and must finish their exams by the date stated on the site.

Should they be unable to graduate by the third session, and have to enrol in the 2023/2024 academic year, all late-payment charges contemplated for any compliance beyond such deadline (see 2.7 and 3.4, above) shall apply.

Milano, 3 giugno 2024

La Commissione

Dott.ssa Filomena Cicora - Presidente

Dott. Fabio Bianco - Componente

Dott. Alessandro Sertani - Componente

Dott.ssa Federica Lo Verde - Segretaria