



UNIVERSITÀ DEGLI STUDI DI MILANO

CONCORSO PUBBLICO, PER ESAMI, A N. 6 POSTI DI CATEGORIA C - AREA AMMINISTRATIVA, CON RAPPORTO DI LAVORO SUBORDINATO A TEMPO INDETERMINATO PRESSO L'UNIVERSITÀ DEGLI STUDI DI MILANO - DIREZIONE SEGRETERIE STUDENTI E DIRITTO ALLO STUDIO, DI CUI N. 2 POSTI DA RISERVARE, PRIORITARIAMENTE, ALLE CATEGORIE DI CUI AL DECRETO LEGISLATIVO N. 66/2010 - CODICE 22435

La Commissione giudicatrice della selezione, nominata con Determina Direttoriale n. 6285 del 23/04/2024, composta da:

Dott.ssa Filomena Cicora	Presidente
Dott. Simone Barni	Componente
Dott. Valerio Cartocci	Componente
Dott.ssa Anna Concetta Gentile	Segretaria

comunica i quesiti relativi alla prova orale:

Prova 1

- Una persona chiama il call center di Ateneo e chiede aiuto per scegliere un corso di laurea triennale del prossimo anno accademico.
- Read the text below – taken from the UNIMI portal - and comment on it by adding further information on the topic.

Enrolment on a first degree programme

Bachelor's and single cycle degree programmes

Annual calls for application and admissions tests

Each year, between March and July, the University of Milan publishes calls to apply for admission to bachelor's and single cycle degree programmes. These calls for application report the procedure for enrolment (matriculation) on the first year of studies, as well as:

- admission requirements
- dates, programmes, procedures and locations for evaluation tests and entrance examinations
- number of places available for programmes with limited enrolment
- instructions for candidates with disabilities or SLD
- information on rankings
- enrolment procedures
- transfer information

To enrol in the first year of a Bachelor's or single cycle degree programme you must hold an upper secondary school diploma (high school diploma or equivalent qualification).

If your secondary school diploma was awarded abroad, check the procedures for International enrolment in degree programmes.

Prova 2

- Una persona chiama il call center di Ateneo e chiede informazioni su come fare a iscriversi a un corso di laurea triennale ad accesso libero.
- Read the text below – taken from the UNIMI portal - and comment on it by adding further information on the topic.

Studying abroad with Erasmus+

Erasmus+ is a European Union programme that - for over 35 years - allows students and graduates, phd and specialising students to enjoy study or training experiences abroad in over 300 different European partner universities, with the recognition of their activity abroad as part of their academic career.



UNIVERSITÀ DEGLI STUDI DI MILANO

Erasmus + aims at promoting the development of the European society giving students different opportunities to improve their knowledge of a foreign language, and to study and train abroad in intercultural contexts, as main goals of the programme.

During the mobility abroad, students are still enrolled at the University of Milan and do not have to pay any tuition fees to the host university, with the exception of potential administrative costs.

Erasmus+ mobility programme for students consists of:

- Study periods, for attending courses, sitting exams or doing research for thesis or laboratory and clinical activities
- Traineeship periods, for educational training under the supervision of the hosting partner university, open also to graduated students (within 12 months from their graduation)

Students can apply to Erasmus mobility programmes for a maximum of 12 months, when enrolled in a Bachelor's or Master's degree programme, and for a maximum of 24 months, when attending a single-cycle Master's degree programme. Candidates can choose whether to apply to their Erasmus mobility as a study or traineeship period abroad.

Prova 3

- Una persona chiama il call center di Ateneo e chiede informazioni su come fare a iscriversi a un corso di laurea triennale ad accesso programmato.
- Read the text below – taken from the UNIMI portal - and comment on it by adding further information on the topic.

How to request accommodation

The University of Milan offers to non-resident students **1000 accommodations** in University residences and apartments.

Accommodations are **available for 11 months** in **single or double rooms** with services that vary in the different residences.

Accommodation is assigned through participation to a **Call for application**, based on merit and income requisites established at articles 3 and 4 of DSU scholarships Call for application.

Students winning places in the **final ranking list** are entitled to accommodation at an **annual cost of € 2.750** and can renew their application for accommodation in subsequent years, provided they meet the requirements and are up-to-date with accommodation payments.

As of 2024, you can access the University's admission / enrolment / education incentive programmes and information services by using your SPID identity. Further information is available on the [Registration](#) page.

Requirements

The minimum requirements for applying for accommodation are:

- being enrolled or declaring intention to enrol in a full-time programme at the University of Milan
- being resident in a municipality more than 90 minutes by public transport from the campus where the programme is held
- not receiving retribution as a permanent employee, single trader or professional
- not being entitled to any income deriving from company shareholding above 10%, or having a VAT number.
- not being in debt.

Prova 4

- Uno studente chiama il call center di Ateneo e chiede informazioni su quando si devono pagare le tasse universitarie e cosa succede in caso di ritardo.
- Read the text below – taken from the UNIMI portal - and comment on it by adding further information on the topic.

Enrolment on a Master's programme

Requirements

Those holding or about to complete a **Bachelor's degree** (or equivalent title) by 31 December or by the deadline indicated in the Programme Structure for the selected Master's degree programme (which also reports the specific requirements for admission), may enrol on the degree programme.

Those holding the following qualifications may also enrol on a Master's degree programme:

- a university diploma in social work;



UNIVERSITÀ DEGLI STUDI DI MILANO

- a diploma issued by institutes for High level Education in Arts and Music (academies and conservatories), as well as an upper secondary school-leaving certificate, even from a four-year programme
 - a diploma from higher schools for Language Mediators (DM 38/2002).
- Some Master's degree courses require a **B1 or B2 level of English language proficiency according to the Common European Framework of Reference for Languages (CEFR) as an English entry requirement**.

Prova 5

- Uno studente chiama il call center di Ateneo e chiede informazioni su quali incentivi per il diritto allo studio offre l'Ateneo.
- Read the text below – taken from the UNIMI portal - and comment on it by adding further information on the topic.

Doctoral research (PhD) programmes

Doctoral research programmes are postgraduate university programmes providing specialised training to those who wish to undertake advanced research.

The academic pathway includes the definition and development of a **research project** - through advanced teaching programmes and individual in-depth studies, in many cases also involving cultural exchanges with other Countries - and results in the production of a **thesis based on original experimental work**.

Duration

These are **3 or 4 year programmes**. Attendance is mandatory.

Admission requirements

To be admitted to a doctoral programme applicants must:

- hold a **Master's degree or a suitable equivalent foreign qualification** (or a Diploma for those who graduated before Ministerial Decree 509/99 entered into force);
- pass the **admission tests**, as indicated in the **calls for application** published annually by the University;
- submit, during the enrolment, a **B2 level language certificate**, as indicated in the call or, for candidates of the University of Milan, submit a language statement from the University Language Centre - SLAM obtained as part of their degree programme. The statement must have been issued no more than four years prior to enrolment.

Qualification awarded an employment prospects

The Doctoral degree is awarded on passing the final exam, during which students defend their doctoral thesis. The degree allows access to the world of scientific research, mainly in the academic world but also in independent research centres and production facilities.

Prova 6

- Uno studente dovendo smettere di studiare per un certo periodo di tempo chiama il call center di Ateneo e chiede informazioni al riguardo.
- Read the text below – taken from the UNIMI portal - and comment on it by adding further information on the topic.

Vocational Masters

Vocational Masters provide graduates with additional specific expertise in order to increase professionalism. The programmes generally last from 1 to 2 years with obligatory attendance.

The Master is an advanced, scientific course of study which aims at the acquisition of knowledge and professional skills at a technical-operational or planning level, and can be organized in collaboration with public or private institutions. The Masters do not confer any final qualification, but the credits acquired through attendance can also be recognized for continuing in other post-graduate courses in Italy and in Europe.

The masters are divided into two categories, which have different characteristics and access requirements:

• **1st Level Vocational Master**

Entrance requirements: First Cycle (Bachelor's) Degree or a suitable equivalent foreign qualification.

Duration: 1 year, maximum 2 years



UNIVERSITÀ DEGLI STUDI DI MILANO

University Credits: 60

Professional title awarded: 1st Level Vocational Master

• **2nd Level Vocational Master**

Entrance requirements: second cycle degree or single-cycle degrees (5-6 years)

Duration: 1 year

University Credits: 60

Professional title awarded: 2nd Level Vocational Master

Admissions

Students who wish to enrol on the programmes must have the necessary qualifications and requirements indicated in the programme **call for applications** and pass any required entrance tests.

Be sure to consult the specific call for applications for each master for details.

Prova 7

- Uno studente chiama il call center di Ateneo dicendo che ha ricevuto a casa il badge Carta LaStatale e chiede informazioni sulla sua utilità.
- Read the text below – taken from the UNIMI portal - and comment on it by adding further information on the topic.

Services for students with disabilities

The University provides support **services** to students with disabilities, to ensure their inclusion within the academic community.

Support services are granted for the entire duration of the student's **academic career**. They range from guidance in the choice of the degree programme to assistance with admission tests and enrolment procedures, up until graduation. We provide a set of customised services, to be agreed upon request.

Computers with speech synthesizers, printers and scanners are available in the **dedicated laboratory on the Via Festa del Perdono 3 campus**. Students can use them for study purposes or to complete any paperwork.

During 2019, each Department appointed one of its professors to act as disability tutor.

In December 2023, the Academic Senate approved the University Guidelines on the right to education of students with disabilities and SLDs.

Prova 8

- Uno studente chiama il call center di Ateneo dicendo che suoi colleghi utilizzano Unimia ma lui non sa cos'è.
- Read the text below – taken from the UNIMI portal - and comment on it by adding further information on the topic.

Part-time enrolment

Part-time enrolment aims to offer students with special personal circumstances the opportunity to pursue their university studies on a part-time basis, for work, family or health reasons which make it difficult for them to attend courses and sit exams on a regular basis.

Part-time enrolment allows you to **extend** your Bachelor's, Master's or single-cycle Master's degree programme up to twice its standard duration, with **no additional fees**.

Notice

The second instalment amount, as reduced for part-time students, will not be updated in Unimia upon granting of the application for part-time enrolment or its renewal, but prior to the issuance of second instalment payment notices, usually in the second half of December.

Prova 9

- Uno studente chiama il call center di Ateneo e chiede informazioni sull'ISEE, funzione e modalità di utilizzo.
- Read the text below – taken from the UNIMI portal - and comment on it by adding further information on the topic.

Fees - 2024/25

The tuition fees for students enrolled in Bachelor's, Master's and single-cycle degree programmes are divided into two instalments with different calculation methods and payment schedules:



UNIVERSITÀ DEGLI STUDI DI MILANO

- The amount of the **first instalment** is the same for all students
- The amount of the **second instalment** varies according to the ISEE University value, the degree programme and the student status (*on track / off track for one year or off track for more than a year*)
As students are bound to pay the total tuition and fees, the payment of the first instalment entails the obligation to pay the second one as well, if any.

A no tax area is set for students on track with exams and off track for one year with ISEE certification until 30.000 €.

The University also offers total or partial **fees exemption** for students meeting specific requirements established by law or University regulations

Prova 10

- Una persona chiama il call center di Ateneo e chiede informazioni su come iscriversi a corsi singoli.
- Read the text below – taken from the UNIMI portal - and comment on it by adding further information on the topic.

University credentials

Before enrolling

If you have never used the University's online services and you are not yet registered (or if your credentials are no longer valid), you can access admission, enrolment, education incentive programmes and information services:

- by using your SPID identity
- by registering as an external user

If you are or have been a student of the University of Milan, and your credentials are still active, you can access the above services by using either your credentials or your SPID identity.

After enrolling

University credentials are required to access:

- all online services requiring user authentication (University email, Unimia, Ariel, etc.)
- the off-campus Digital Library
- the wireless network (eduroam)

Prova 11

- Uno studente non è soddisfatto del Corso di Laurea scelto, ha intenzione di continuare gli studi e chiama il call center di Ateneo chiedendo quali possibilità ci sono per cambiare corso.
- Read the text below – taken from the UNIMI portal - and comment on it by adding further information on the topic.

Placement tests, Entry tests and English courses

Freshmen enrolled in a Bachelor's degree, Master's degree or single-cycle Master's degree course at the University of Milan must **prove their level of English language proficiency** in accordance with the CEFR level required by each degree course.

Common European Framework of Reference for languages (CEFR) levels are specified among the entry requirements of each degree programme.

Students can prove their English proficiency level by submitting a **language certificate** among those accepted by the University or by taking a **Placement test**. Students without a valid language certificate must sit the Placement Test at their first year, between October and December/January.

Students who own a language certificate must attach it to their application during the enrolment procedure.

Students who have already enrolled without attaching it can still upload it on this platform:

<https://studente.unimi.it/uploadCertificazioniLingue>

Students who will **not** have **attained the language level** required by their degree programme via Placement test must attend an **English language course**.

Important notice: some Master's degree programmes require a specific **English language level as an entry requirement** for prospective students. Therefore, an entry test is required, not a Placement test.

To be certain of that, it is always necessary to check the entry requirements of each degree programme.

Prova 12

- Uno studente chiama il call center di Ateneo e chiede informazioni su quando deve presentare il piano di studi.



- Read the text below – taken from the UNIMI portal - and comment on it by adding further information on the topic.

Traineeships and internships

A traineeship (or internship) is a learning and training opportunity that can be experienced in different ways:

- students can undertake **curricular traineeships/internships** only (or more than one, activated in the same way)
- students who have completed their studies within the preceding 12 months can undertake **extracurricular traineeships/internships**.

Cosp handles all the procedures relating to the activation of internships in public and private organisations and companies, for students, graduates and postgraduate students enrolled at our University.

In order for traineeships/internships to be correctly activated, all host companies and organisations must provide:

- an **Internship Agreement** defining the nature of the host institution's relationship with the University (more information on which can be found in the section "Internship Agreements" on this page);
- an **individual Training Program** for each intern, setting out the objectives of the internship and the procedures for carrying it out, and including details of the tutors (from the host institution as well as from the University), salary (where applicable) and insurance coverage (accident and third party civil liability, and the Inail PAT d'ateneo (National Institute for Insurance against Accidents – University territorial insurance position)

Prova 13

- Uno studente si è laureato da poco e gli serve un certificato di laurea; chiama il call center di Ateneo e chiede informazioni in merito.
- Read the text below – taken from the UNIMI portal - and comment on it by adding further information on the topic.

Withdrawing from studies

Withdrawal from studies is subject to the payment of **all tuition fees until the last year of enrolment**, even if you have not taken any exams.

Students enrolled in the 2024/2025 academic year in degree programmes (Bachelor's or a single cycle degree programme), with a second instalment exceeding € 400, who withdraw from studies **between 16 October 2024 and 31 January 2025**, will be required to € 400 as a lump sum for withdrawing or to pay the second instalment based on the ISEE University value, whichever the lower.

Those enrolled in the first year of a Master's degree programme (two years) shall pay the amount of €400 if they withdraw **after 15 January 2025 and before 16 February 2025**. Before 15 January, only the students who have taken exams in the academic year 2024/25 shall pay said amount.

Those who withdraw **from 1 February 2025** (or from 17 February 2025 for first year Master's students) will have to pay the second-instalment maximum amount or the ISEE-based amount. The ISEE certificate may be requested beyond the deadline, with no late submission fee. Moreover, no late payment fee will be owed by withdrawing students who pay the second instalment beyond the deadline.

Those who withdraw from studies **may request certificates only if they are not in arrears on tuitions and fees**.

Prova 14

- Uno studente ha terminato gli esami del suo Corso di Laurea in Lettere (triennale) e chiama il call center di Ateneo per sapere cosa fare per laurearsi
- Read the text below – taken from the UNIMI portal - and comment on it by adding further information on the topic.

Graduation

The degree thesis

A student's course of studies ends with a **final exam**, which varies in accordance with the level of the programme, and generally consists in:

- a **paper** or **report** for **bachelor's programmes**
- the defence of their **thesis** for **master's** and **single cycle degree programmes**



Supervisors or tutors may check papers, reports and degree theses (both drafts and final versions) for plagiarism using the **Compilatio.net** software, as described at the page **[Servizio di verifica originalità tesi di Laurea e Dottorato.](#)**

The Regulations of each **degree programme** specify the final exam procedures. To be awarded a bachelor's or master's degree the student must score **at least 66/110** on the final exam. The **maximum mark is 110/110**, with possible **honours**.

Students may sit the final exam on set dates usually distributed in **three sessions** each year:

- **first session:** from May to July
- **second session:** from September to December
- **third session:** from February to April

Students who graduate by the third session of the academic year need not pay the first instalment for the following academic year.

Those who postpone their final exam to after this deadline must enrol in the following academic year. They must therefore pay both the first and second instalments, including the late-payment charge, with no reduction in fees unless they submit an ISEE certificate.

Prova 15

- Una matricola chiama il call center di Ateneo e chiede informazioni su come sostenere gli esami di profitto
- Read the text below – taken from the UNIMI portal - and comment on it by adding further information on the topic.

Renewing enrolment

Who must renew it

Students must renew enrolment each academic year. The only exceptions are those who:

- will graduate **by the third session** of the previous academic year: if the degree exam is postponed, they must enrol in the new academic year and pay both the first and second instalment, as well as any applicable late-payment fees
- plan to **transfer** to another university
- wish to **interrupt** their studies.

Procedures and deadlines

To renew enrolment students must access the dedicated online service and pay the first instalment **from 15 July 2024 and within 30 September 2024**.

Payment may be made through the online payment management with Pago PA, by which you can choose between immediate payment (credit card) or payment slip (homebanking, bank, ATM, tabacconist, etc). Those who enrol after the deadline will be charged a late-payment fee automatically included in the second instalment.

By default, the maximum second instalment fee is charged for renewing enrolment. To request a **reduction**, students must submit a request for **ISEE** (Indicator of Economic Situation) **certification by 16 October 2024**.

Prova 16

- Uno studente chiama il call center di Ateneo e chiede informazioni su quali sono le tipologie di esonero dal pagamento delle tasse attive in Ateneo.
- Read the text below – taken from the UNIMI portal - and comment on it by adding further information on the topic.

Sitting exams

Requirements

Those who wish to sit exams or other tests must:

- be up to date with payment of university fees and dues
- have passed any preparation courses
- have registered through the online exams registration service
- have an attendance certificate, where required.

Exam sessions from 1 October to 28 February pertain to the previous academic year and the student does not have to re-enrol in the current academic year.



UNIVERSITÀ DEGLI STUDI DI MILANO

Students cannot repeat an exam they have already passed or a training activity from previous studies that has been recognized.

What do you have to bring with you

Before the exam, the Examination Board must verify the student's identity. On the day of the exam students must therefore present themselves with a valid identity document (ID card, passport) and with their Badge - Carta La Statale.

Prova 17

- Uno studente chiama il call center di Ateneo e chiede se ci sono possibilità di fare esperienze di studio all'estero e a chi si deve rivolgere.
- Read the text below – taken from the UNIMI portal - and comment on it by adding further information on the topic.

International enrolment in degree programmes

University enrolment in Italy is regulated by ministerial provisions that establish different admission procedures for **EU or EU-equivalent students** and **non-EU students residing abroad**.

Italian, European or non-European citizens with residence permits shall apply directly to the University. They need not pass any Italian proficiency test and are admitted with no quotas.

On the contrary, **non-EU students residing abroad** are required to submit a pre-enrolment application on University website. University acceptance does not confer any right to the completion of the enrolment process, even in the cases of:

- study visa obtainment;
- physical presence in the country;
- eligibility and/or obtainment of scholarships or grants of all kinds;
- conditional acceptance in order to start didactic activities.

If interested in a Bachelor's or Single-cycle degree programme taught in Italian, they have also to pass an **Italian proficiency test** in order to be admitted

Milano, 17 giugno 2024

La Commissione

Dott.ssa Filomena Cicora Presidente

Dott. Simone Barni Componente

Dott. Valerio Cartocci Componente

Dott.ssa Anna Concetta Gentile Segretaria