UNIVERSITÀ DEGLI STUDI DI MILANO

Student Regulation promulgated with Rector's Decree no.10813/20 of 22 April 2020
Appendices 1- 2- 3 – 4 - 5

Appendix 1 - Procedures for enrolment in the study programmes

1. Admission into a Bachelor's or single-cycle Master's degree programme

The terms and conditions for enrolling in a Bachelor's or single-cycle Master's degree programme are set out in the public notices issued by the Student Registrar and "Right to an Education" Division.

Unless otherwise required by Italian law, there may be several application periods for a given degree programme (regardless of whether enrolment is open or capped). Detailed rules appear in the notice inviting students to apply.

The notice must specify the following: admission requirements, procedures for admitting applicants with a qualification earned abroad, application process and deadlines, entrance-exam procedure and date, how the exam is scored, the deadline and procedures for publishing the results, enrolment deadlines, and information on OFA (Additional Learning Requirements).
At the time the results are posted, students must also be notified of any OFA.

For capped-enrolment programmes, the notice must also note the number of available spaces, and the ranking criteria.
In such cases, the exam is intended not only to assess the incoming student's aptitude for the programme, but also to generate a merit-based ranking to be used to fill all available spaces, consequently admitting any candidates who sat for the entrance exam up to the cap for the programme.
Should more than one session be contemplated, for any session other than the last one, a minimum passing score may be set for students to be admitted and ranked.
Rankings are posted as soon as possible, no later than eight (8) days from the exam date.

The notice inviting students to apply for a given degree programme, for those where enrolment is capped at a national level, is posted to the site at least sixty (60) days prior to the entrance exam, unless otherwise required by statute.

The notice inviting students to apply for a given degree programme, for those where enrolment is capped at a local level, or those with open enrolment, is posted to the site at least thirty (30) days prior to the application deadline.

Applications are only accepted online. The notice provides admission deadlines and requirements. The Admissions Board is appointed by the Academic Board, and is made up of a number of board members and alternates, all of whom must be either an instructor or researcher. The number of members shall be sufficient to ensure the procedures are duly carried out. There shall be at least three (3) board members, other than alternates.

2. Admission into a Master's degree programme

To enrol in an open-enrolment Master's degree programme, one must submit an application to have one's transcripts and academic CV reviewed, to ensure the student has the proper academic and personal background for the programme.

Admission is likewise open to students who have earned an academic degree from a Music and Fine Arts Conservatory, or from a Language and Intercultural Mediation School, insofar as permitted by law, and provided the student holds a high-school or university-preparatory school diploma.

Applications are only accepted online. The notice provides admission deadlines and requirements as set each year by the Academic Senate.

An application is likewise required of those who are currently enrolled in a Master's degree programme, and wish to transfer within the University, or from another university or campus, and those who hold a Master's Degree.

For purposes of determining whether the applicant meets the academic requirements, in addition to those diplomas or degrees requested by the degree programme, students who earned their degree from another school must produce an affidavit setting forth the exams they passed, and the academic fields ("S.S.D.") for the same.

Applications are reviewed during those application periods scheduled each year by the Academic Senate.

Graduates, and upcoming graduates earning their degree by December of the prior academic year who meet the academic requirements may apply. However, the individual study programme may set an earlier deadline in terms of meeting the academic requirements and graduation.

The Student Registry Division handles the online applications and forwards them through the Online Services for Instructors to the Boards, attaching the documentation relating to the diploma earned or to be earned, the exams taken or to be taken, and the documents required by the degree programme for purposes of vetting applicants (European CV, language certifications and transcripts).

Should there be a language requirement for programme admission, and should the study programme have determined that the requirement should be reviewed by SLAM, the final assessment of the application by the Board shall be conditioned on SLAM's assessing the student's language ability.

Any applicant who has not satisfied the language-certification requirement, or secured SLAM certification on their English-language proficiency during their prior degree programme, must pass an English-language proficiency exam. Otherwise, the student will not be admitted.

During the application-review process, the Board may reach out to the applicant through the dedicated service, soliciting additional documents as needed.

Students will receive their admission or rejection letter in an online format from the Board. Letters will go out by the deadline for such notices as set by the individual study programme. The Board is mindful that students need to be provided this information in a timely manner in order to select a university and a study programme.

Any decision not to admit a student must be adequately justified.

The applicant may enrol immediately upon receiving notice of their admission.

For admission into **capped-enrolment Master's degree programmes**, the Board will generate a ranking, and the enrolment procedures will be completed by established deadlines, and using the methods set forth in the invitation to apply.