Management of Human Resources
& Labour Studies

DIPARTIMENTO DI SCIENZE SOCIALI E POLITICHE

MLS STUDENT GUIDE

UNIVERSITÀ
DEGLI STUDI
DI MILANO

Table of contents

Introduction

Welcome to the Master s in Human Resources Management and Labour Studies (MLS) of the Università degli Studi di Milano.

This guide is intended for all international and non-international MLS students that approach the Università degli Studi di Milano for the first time. Even if information on the University website is plenty, sometimes one gets lost between the complex bureaucratic procedures required to do most things in Italy. This guide will start with some useful links to various services provided by the University and answers to MLS' applicants and students Frequently Asked Questions.

Useful Links

The University provides you with some services you can take advantage of, such as: the Welcome Desk, faculty tutors, psychological counselling service, assistance for disabled students, scholarships for deserving students, refectory and accommodation services, sport activities… and many more.

In this section, you will find the direct link (Table 1 - Useful links) to the various services, that you can also reach directly from the University website (www.unimi.it/ENG/).

Table 1 – Useful Links

Admission Services	http://www.unimi.it/ENG/admission/86279.htm
Student Online Services	http://www.unimi.it/ENG/student/88128.htm
Admission Deadlines	http://www.unimi.it/ENG/admission/78662.htm
Courses Timetable	http://easystaff.divsi.unimi.it/PortaleStudenti/index.php?view=easycourse&include=corso&_lang=en&empty_box=0&col_cells=0
Scholarships and grants	http://www.unimi.it/ENG/student/29586.htm
Accommodation and meals	http://www.unimi.it/ENG/student/29584.htm
Counselling and support	http://www.unimi.it/ENG/student/29591.htm
Sports, arts and entertainment	http://www.unimi.it/ENG/student/29582.htm
Living in Milan	http://www.unimi.it/ENG/student/31644.htm
Italian Education System	http://www.unimi.it/ENG/courses/29553.htm
Welcome Desk	http://www.unimi.it/ENG/student/52904.htm
Faculty website	http://www.sps.unimi.it/
Faculty News	http://www.sps.unimi.it/ecm/home/aggiornamenti-e-archivi/tutti-gli-avvisi
MLS website	http://www.mhrm.eu/

Navigating between all this services and websites can sometimes be confusing. However, a good starting point is to go through the University website (www.unimi.it) - where the solution to most problems is presented - and learn your way around the various sections.

> **Important**: when you register to the University, you will receive a 6-digits matriculation number, an email (usually name.surname@studenti.unimi.it) and a password. The matriculation number is required to identify yourself when you take an exam or when you require some services from the Secretariat. The email and password are your credential to access the Unimia portal, Ariel websites and SIFA services.
>
> If you need to contact a professor, you can use the tool "Who and Where", found in the top right corner of the University Website (direct link: http://www.unimi.it/chiedove/ENG/chiedove.jsp) to find their telephone number, office hours and email. However, notice that most professors have an official Unimi mail, such as name.surname@unimi.it.

1. Welcome Desk

The University created a counselling service for international students, the "Welcome Desk".

From its website, http://www.unimi.it/ENG/student/52904.htm, you can directly contact the Welcome Desk, book an appointment or get their telephone number.

Figure 1 - Welcome Desk

In the "Find out more" section (see Figure 1 - Welcome Desk), you can find a downloadable version of the "Welcome Desk Guide – Small guide for international students", that includes information about:

> - Residency documents
> - Italian language test
> - Enrolment procedures
> - Fees and scholarships
> - Online tools for students
> - Services for students

This guide is specifically designed to help international students through all the bureaucratic procedures, so we advise you to keep it as a reference for all problems that might arise. If you need further information on any of the topics included in the guide, don't hesitate to contact the Welcome Desk.

2. How do I find...

2.1. Application procedures

All information needed to apply and successfully complete the registration procedures can be found on the website www.unimi.it. On the right-hand side column of the website, you can select the option "International version" that will lead you to the page http://www.unimi.it/ENG/.

In the "Admission" tab you can find information about the enrolment procedure, fees, exemptions and scholarship, along with details about the validation of foreign qualifications and exams. In this tab you can even find an "International Student application wizard" (http://www.unimi.it/ENG/admission/78653.htm) that will guide you through the very first steps needed to get the necessary documents in order to enrol and safely move to Italy.

2.2. MLS website

In the MLS website (http://www.mhrm.eu/) you can find information about: the structure of the course and syllabus, the entry requirements, how to apply (specific for the MLS course) with updated deadlines news and FAQ.

Everything you find in this website is referred to the Master's Degree in Human Resources Management and Labour Studies. However, for the most general topics (like fees and scholarships) you will be redirected to the University website. A good practice we suggest is to scan through both the University website and the MLS website. If you can't still find an answer to your question, feel free to contact the Welcome Desk or the MLS Staff (mls@unimi.it)

3. Course Outline and Study Plan

3.1. How many credits are required to graduate?

In order to complete this master's degree, you need to collect 120 ECTS (CFU in italian), of which:

> 87 ECTS – Mandatory courses
>
> 9 ECTS – Elective courses
>
> 3 ECTS – Stage, internship or workshop
>
> 21 ECTS – Thesis

(i) How do I obtain credits?

87 ECTS are obtained by successfully completing a mandatory course and the relative exam(s). For more information, go to Study Plan, Lessons and Exams.

9 ECTS are obtained by successfully completing an elective course and the relative exam(s), or by

attending conferences and events that grant ECTS upon participation. For more information, go to How do I find elective courses?

3 ECTS are obtained by carrying out an internal or external internship – that is usually linked to the thesis. For more information, go to Stage.

21 ECTS are collected after completing the thesis and presenting your work in front of the Academic Commission. For more information, go to Thesis.

3.2. Where can I find the timetable?

The timetable for each week can be found at the following link:

http://easystaff.divsi.unimi.it/PortaleStudenti/index.php?view=easycourse&include=corso&_lang=en&empty_box=0&col_cells=0

You can also download the mobile app *lezioniunimi* (available for both iOS and Android) to keep you updated about classes and exams' timetables.

(i) How do I find the classroom?

MLS classes are thought at the Faculty of Political and Social Sciences, in via Conservatorio 7, Milan. By clicking on the class you are interested in, you will access all information about the course (see Figure 2).

Figure 2 – Classes Timetable
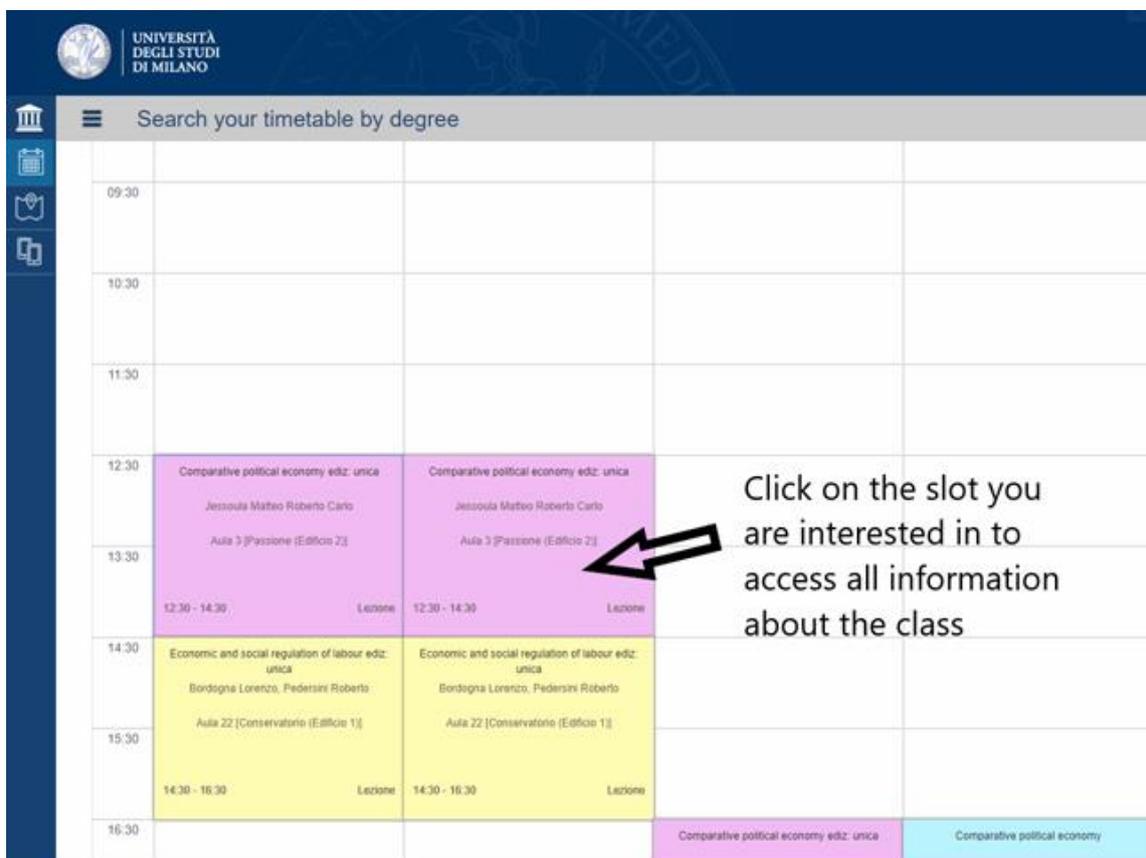
3.3. Where do I find the Academic Calendar?

From the English version of the University website, you can open the tab "Admission" and in the left-hand side column you can find the "Academic year" where a short version of the calendar with holidays is reported.

Usually, the Academic Year of the Social and Political Sciences is divided in three trimesters:

1° Trimester: from mid-September to early December

2° Trimester: from early January (right after the Epiphany) to mid-March

3° Trimester: from early April to late June/early July

However, these dates may vary, and we strongly suggest to stay updated by the Faculty website (http://www.sps.unimi.it/ecm/home/aggiornamenti-e-archivi/tutti-gli-avvisi).

3.4. How and when to get the Study Plan?

The Study Plan lists in detail all credits you collected (all mandatory and elective exams you successfully completed), along with the ones you intend to pass before the end of the Academic year, in order to complete the master's degree. If you spent some time abroad, it also includes the exams that you completed in the foreign University.

You cannot graduate if you don't submit your Study Plan.

You cannot graduate if the exams listed in your Study Plan do no correspond to the exams you actually completed.

The Study Plan needs to be filled out between February and March of your second year (or conclusive year) of courses. In order to know the exact deadline, you need to check your Unimia page, under the tab "Study Plan".

When you fill out the Study Plan, you need to know which elective courses you are going to attend to,

because they have to be listed as well (for more information go to How do I find elective courses?).

The procedure to submit the Study Plan is different if you spent some time abroad (e.g. Erasmus):

(i) If you didn't attend a foreign university:

The Study Plan is submitted online, through the UNIMIA webpage, under the tab "Study Plan". You will be redirected to the "SIFA" services, where you need to login and follow the wizard.

The procedure is straightforward, and the system lets you proceed only if you completed each section appropriately. You need to list all mandatory (87 ECTS) and elective (9 ECTS) courses that you included in your Study Plan, along with any activity you carried out that includes ECTS. You have to tick the box for "stage" that accounts for 3 ECTS (for more information, go to Stage/Internship).

(ii) If you spent some time abroad (or you are planning to):

The Study Plan needs to be discussed with the Mobility Office.

When you come back to Italy, you are required to bring some documents with you, such as the Certificate of Stay, the Transcript of Records and the complete Learning Agreement.

You will be assisted by the Mobility Office to fill out the Study Plan, and they will handle it after you complete it. Be sure to contact them in advance (before the deadline for submitting the Study Plan).

Mobility Office	Via Festa del Perdono 7 - 20122 Milano
Opening	Mon-Fri 9:00-12:00
Tel:	02.503.13501/13502/13495/12589
Email:	Mobility.out@unimi.it

3.5. How do I find elective courses?

Elective courses can be chosen from any master's degree in any University you wish (also during your Erasmus stay). The course should be taught preferably in English; however you can select one in your language of choice.

A complete list of all courses taught in English (at the University degli Studi di Milano) can be found in the English version of the University website, selecting the tab "Education" and then "Programmes in English". In order to see the course list, you have to select a master's degree (such as Economics and Political Science) and then consult its Study Plan.

The elective courses should be in line with the MLS course. For example, a course in "Marine biology" might not be appropriate.

When you find something that might interest you, you should contact by email Professor Solari (luca.solari@unimi.it), and discuss with him whether the course is appropriate.

(i) Conferences and Events

Students can obtain credits (ECTS) also by attending institutional conferences and events. Opportunities of this kind will be advertised directly by the professors (in class) or by the Secretariat (via email).

3.6. Crash Courses

The Master's in Human Resources and Labour Studies does not provide crash courses.

4. Unimia Portal

4.1. Overview

The Unimia Portal lets you access almost all services you will need during your studies. Through the Portal, you can access your university email, register for exams, submit the Study Plan, accept a grade, check your career and so on.
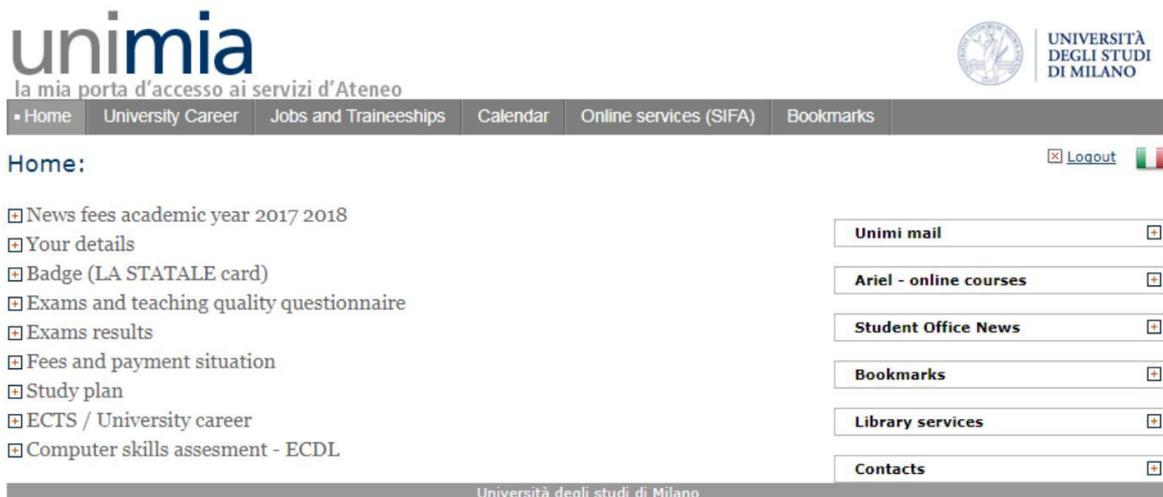
The portal can be reached from the University website (Italian version) clicking on the banner (Figure 3 - Access Banner) on the right-hand side column.

You need to login with your university credentials. A new page will open, that looks like Figure 4 – Unimia Homepage.

Figure 4 – Unimia Homepage

The website is divided in sections (whose content has now been hidden for clarity):

Your details: listing information such as your matriculation number, the type of course and other personal details;

Badge (LA STATALE card): after successfully enrolling, you will receive – by post – your university badge (this may require some time). The badge doubles as debit card. If you wish to activate the bank account, you should contact the bank following the information available in this section. After receiving the badge, you have to activate it, or otherwise it will be blocked. Information on how to activate the badge are available in this section;

For more information on the badge, http://www.unimi.it/ENG/student/104595.htm.

Exams and teaching quality questionnaire: this section allows you to register for exams and fill out the teaching quality questionnaire (necessary in order to register for an exam). For more information on this topic, go to Register for exams);

Exams results: from this section, you can accept or reject a grade (if you reject a grade, you will have to do the exam again). Note that only a few exams allow for the possibility to accept/reject a grade, and in case you don't choose an option, the grade is considered "accepted" after 10 days from the publication of the outcome;

Fees and payment situation: in this section you can find all information regarding payments due. If you need more information on this, go on the English version of the University Website > Admission > Fees and exemptions;

Study Plan: this section contains details on the Study Plan, such as its due date, and lets you fill out the Study Plan (when it's due). After you complete the Study Plan, this section will change to a table, listing all ECTS and activities that you carried out;

ECTS/University career: this section includes details of your university career, such as the number of exams registered, the average mark you scored and the number of ECTS you collected;

Computer skills assessment: from this section you can register for the ECDL (European Computer Driving Licence) exam. The ECDL is a computer literacy certification programme recognized globally, but it is not part of the MLS master course. However, the University offers a student discount on ECDL courses and exams, so if you think it can improve your resumè, this is your chance to do it!

On the right-hand side column:

Unimi mail: direct link to the university webmail. For more information, go to How to… Access the webmail;

Ariel – online courses: direct link to the catalogue of available study programme websites. For more information, go to Ariel Portal;

Student Office News: news, mainly in Italian;

Bookmarks: direct link to your favorite Ariel websites. For more information, go to Ariel Portal

Library services: direct link to the library search tools you can use to access all kinds of publications and documents;

Contacts: list of useful contacts to request information regarding the use of the Unimia portal, exams, Study Plans, enrollment procedures, fees and scholarships, and so on.

4.2. Webmail

The webmail login page can be reached from your Unimia page (see Figure 4 – Unimia Homepage >

Unimi mail) or directly from the website: https://securemail.unimi.it/iwc_static/layout/login.jsp.

You will need to login with your university credentials.

4.3 Register for exams

In order to register for exams, you need to access your Unimia page and consult the section "Exams and teaching quality questionnaire" (see Figure 4 – Unimia Homepage). Select the option "Do you want to register of modify registration for an exam?" (see Figure 7 - Exams) and follow the wizard. You might be asked to fill out a "Teaching quality questionnaire". For more information, go to Lessons and Exams. (iii) Accept a grade

This procedure is not required for all exams (you may ask the professor how he/she intends to register the grade). Anyway, you will get an email notification if a grade is published and/or needs to be

accepted. In order to accept (or reject) the grade, you need to access your Unimia page and consult the section "Exams results" (see Figure 4 – Unimia Homepage). The grades that can be accepted (or rejected) will appear here. If you don't manually accept (or reject) the grade, it will be considered "accepted" after 10 days from the publication of the outcome.

Note that if you reject a grade, you will have to take the exam again.

4.4. SIFA services

The "SIFA" includes all kinds of services you can imagine, from registering to an exam, to uploading your thesis, to requesting specific documents.

Describing this tool at length falls out of the scope of this Guide, but we invite you to check it out to explore its full potential (there is an English version already). However, some links to the services (such as the "Scholarships, accomodation and refectory services") are still in Italian, hence we invite you to contact the Student Information Service (http://www.unimi.infostudente.it/) if any question arises.

In order to access SIFA services, you can select: the "Servizi online SIFA" banner in the right-hand side column of the Italian University website (see Figure 4 - Access Banner), the "SIFA online services" banner in the right-hand side column of the English University website, or – directly from your Unimia page – the tab "Online services (SIFA)" found at the top of the page.

For more information on how to register for thesis/graduation, go to 'Thesis'.

5. Ariel Portal

5.1. Overview

Through the Ariel Portal you can access courses' websites created by professors to support students. The websites include the course description, downloadable material (such as the slides used in class), a forum and a notice-board used by professors to communicate important news or the exams' results.

In the past years, students and professors of MLS arranged the material exchange independently from Ariel, using for example Dropbox or Google Drive (for more information, go to Dropbox and Google Drive). However, some professors chose to use Ariel, and therefore it is important to learn how to use it. Unfortunately, the Ariel Portal does not have an English version yet. However, we believe its use is intuitive, and we hope this guide will help you in the process.

The Ariel Portal can be reached from the homepage of the Italian University website, selecting the banner "Didattica Online Ariel" from the right-hand side column (see Figure 3 - Access Banner), or from your Unimia Homepage, selecting "Ariel-online courses" in the right-hand side column (see Figure 4 – Unimia Homepage) and then clicking on "Find a study programme website".

A new page will open, and you might need to login using your university credentials.

Figure 5 – Ariel portal main menu

Home: lists, from left to right, your favorite websites, a search tool and a FAQ and support section;

Il tuo Ariel: includes all websites that you can access with your credentials (under the tab "Insegnamenti"), your favorites ("Preferiti"), your web history on Ariel ("Cronologia") and the latest activities on your favorites ("Attività recente");

Offerta completa: exaustive list of all the Ariel websites available (more than 3000). Websites are divided in "accessible" recognized by a green sign (see Figure 6 - Ariel Icons) and "not accessible", paired with a red sign. Generally you can access only the websites that are included in your Study Plan.

Ricerca siti: allows you to choose a keyword to search and find a specific website;

Strumenti e supporto: includes links to the FAQs, written guides and a technical support request tool.

Figure 6 - Ariel Icons

You can access	You cannot access	Add favourite	Remove favourite
✔ puoi accedere	⊘ non puoi accedere	📌 Aggiungi preferito	📌 Rimuovi preferito

5.2. How to…

(i) Find a course

The direct link to the courses website (present in your Study Plan) should be found in your Unimia page > Ariel – online courses > Your study programme websites. Otherwise, the websites can be found in your Ariel page > Il tuo Ariel.

From your Ariel page > Il tuo Ariel, you can add websites to your favorites. Just click on the button "Aggiungi preferito" (see Figure 6 - Ariel Icons) to add the website as favorite.

Your favorites will be found in your Ariel page > Il tuo Ariel > Preferiti. From this page you can handle your favorites, choose a color to identify them or remove them.

The favorites will be also listed in the leftmost column of your Ariel Homepage.

5.3. Dropbox and Google Drive

Dropbox and Google Drive are the main file hosting platforms used by students in Milan. Both services are free (limited storage) and have an English version website.

You can register online your account:

https://www.dropbox.com/en/

https://www.google.com/intl/en-GB_ALL/drive/

13

6. Lessons and Exams

The University does not require you to register for classes, however you have to register for exams.

For more information on how to find the timetable of classes, go to 'Course Outline and Study Plan' > 'Where can I find the timetable?'

6.1. Do I need to attend classes?

Attendance is mandatory for the first year. On the second year you can be waived on the basis of specific reasons:

- internship

- relevant work in the domain of the program

- Erasmus leave.

If you DO NOT attend the classes because of the above-quoted reasons, you have to inform the teacher. Exams can be prepared independently, and professors might have set up a different exam for non-attending students.

6.2. What is the grading system?

A complete and exhaustive description of the grading system and conversion can be found at:

http://www.eps.unimi.it/public/Understanding-the-Italian-grading-system.pdf.

The bottom line: exams are graded with a score between zero (0) and thirty "cum laude" (30 "with distinction"). The evaluation method is decided by the professor, also depending on the nature of the exam (oral, written, multiple-choice, mix). You are welcome to ask the professor about his/her evaluation method.

The exam is failed when one gets a score below or equal to seventeen (17). If you fail an exam, you can do it again (for more information, go to How do I know when I have exams?). You are also free to reject a grade and do the exam again.

6.3. How do I know when I have exams?

Final exams are generally run at the end of each trimester (December; March/April; June/July) and at the beginning of the academic year (September). However, you might have the possibility to take a mid-term exam.

Although the professor will report the date of the exam in class, you are able to check the date, placement and time of the exams on your Unimia homepage. To do so, log in on Unimia with your university credentials and find the section "Exams and teaching quality questionnaire".

Figure 7 – Exams
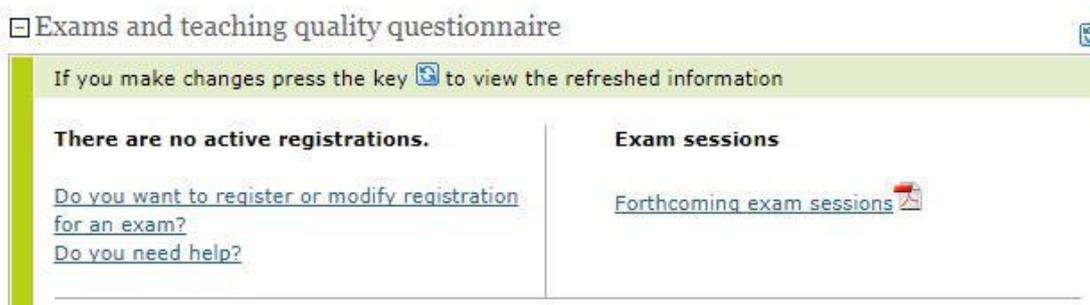
To download a printable version of the exams schedule, select "Forthcoming exam session".

To register for the exam, click on "Do you want to register or modify registration for an exam?" and follow the wizard:

> **Mandatory courses' exams** Select "Exams in your study plan" or "Exams of your degree course". Find the exam you want to register to and click "Registration". You will be presented with all the available exam sessions. For each session, you can open a "Further information" box where you can see the opening and closing date of the registration, the exam type, timing and placement. Choose the session and click on "Register". Select "next" and then "confirm". You might be asked to fill out a "Teaching quality questionnaire". When the registration is confirmed, you will have the possibility to print a receipt (or scan a QR code) and check how many students registered before you. Even if the system works well, we advise you to keep the registration receipt until you get your grade.

> **Elective courses' exams** Select "Exams of other degree courses" or "Optional subjects" depending on what kind of elective course you chose. Find the exam using the search tool. Follow the wizard (for a step-by-step description, read the bullet point above).

Mind that each subscription is open in a certain timeframe and you have to register before the closing date. The opening and closing date are reported in the "Further information box" you can find when selecting the exam session (see Mandatory courses' exams).

The list of exams you subscribed to should appear in the "Exams and teaching quality questionnaire" box of your Unimia Homepage.

If you want to cancel an exam registration, access the registration wizard (as you would do if you wanted to register) and then click "Confirmed exam registrations". Find the exam you want to unsubscribe to and choose the option "cancel registration" from the "Azioni" menu. You will have to confirm your choice.

7. Stage/Internship

7.1. Is it necessary to do an internship (tirocinio/stage) to graduate?

Students have to attend an internship or a workshop in order to collect 3 ECTS (for more information on the Study Plan, go to Course Outline and Study Plan). The internship can be linked to the thesis. In alternative, students can attend workshops to collect 3 ECTS.

Depending on the type of thesis, internal or external, the student will carry out the internship within the University Department or the external firm/office.

The choice between the internal and external thesis/internship is left to you.

An internal thesis/internship is largely related to the support of research activities (such as data collection, data analysis, data cleaning, survey and interview, survey of the literature) while an external thesis/internship is closely tied to the business' activity.

In terms of workload, both should last 1 month or 100 hours. However, an external internship might last longer.

In economic terms, an external thesis/internship might include a reimbursement of expenses (or a real wage) while an internal thesis/internship, by default, doesn't cover any expense. Moreover, the internal thesis/internship is carried out within the Dipartimento di Scienze Politiche e Sociali in Via Conservatorio 7, while an external thesis/internship is located within the business's premises.

The internal and external internship have the same "academic" value when determining your thesis' final grade.

7.2. How to find an internship?

That depends on whether you choose an internal or external thesis/internship:

(i) Internal thesis/internship

Select a Tutor that can accept you as thesis student (for more information, go to How do I find a tutor?);

Carry out the assigned research project;

At the end of the internship, request a 3 ECTS "Internship certificate" that has to be provided by your Tutor or the EFE Secretariat (for more information on the EFE Secretariat, go to Secretariat);

The signed 3 ECTS "Internship certificate" has to be hand delivered to the Faculty Secretariat (for more information on the Faculty Secretariat, go to Secretariat).

As soon as the internship is approved (it might take up to 5 working days), the 3 ECTS will be displayed in your online career (on your Unimia Homepage > Study Plan).

(ii) External thesis/internship

Students can either find an internship by themselves (option A) or select one of the available internship positions (option B) on the COSP website (www.cosp.unimi.it):

COSP (Stage activation office)	Via Santa Sofia 9/1 – 20122 Milano
Office Hours:	Tuesday and Friday 9:30-12:30 am
	Thursday 2:00-4:00 pm
Email	stage@unimi.it

a) Find an internship by yourselves

In this case, you (and the guest company) have to follow the procedure on the COSP website (http://www.cosp.unimi.it/laureati/4409.htm) to register your position as a trainee.

Unfortunately, the COSP website has yet to be translated in English. However, the steps required are as follows:

(i) (Register on the Almalaurea website: https://www3.almalaurea.it/cgi-bin/lau/registrazione/index_atenei.pm?LANG=it

(ii) Find a company that can accept you as intern/trainee (and a company tutor);

(iii) Find a University tutor (for more information, go to How do I find a tutor?);

(iv)   The company tutor has to register (or login) on the Almalaurea website (https://placement-unimi.almalaurea.it/it/aziende/registrazione/) and fill out the application form and the **Training project** (progetto formativo). The training project has to be signed and stamped;

(v)   The University tutor has to approve the project online with the "Sistema di attivazione tirocini" and give you a **Letter of approval,** signed and stamped;

(vi)   You have to go to the COSP office and bring:

- 3 copies of the Training project (signed and stamped)

- 1 copy of the Letter of approval (signed and stamped)

Everything has to be hand in at least a week before the beginning of the internship. On the bright side, no appointment is needed;

(vii)   At the end of the internship, you will receive an email notification inviting you to fill out the "Student satisfaction survey".

The Company tutor will receive a survey invitation as well;

(viii)   When both questionnaires are filled out, contact your University tutor. The tutor has to close the internship procedure online.

As soon as the internship is registered/closed (it might take up to 5 working days), the 3 ECTS will be displayed in your online career (on your Unimia Homepage > Study Plan).

b) Select one of the available internships

(i)   Register on the Almalaurea website: https://www3.almalaurea.it/cgi-bin/lau/registrazione/index_atenei.pm?LANG=it

(ii)   Check for open positions on the COSP website (https://placement-unimi.almalaurea.it/lau/annunci/cercaposizioni/default.aspx?tipobacheca=TIROLAV&lang=it#!/), selecting the following options from the drop down menu (to open the drop down menu, select "Altri filtri" next to the search bar):

(iii)   Area disciplinare: "economico-statistico"

(iv)   Tipo di annuncio: "tirocinio curricolare"

(v)   The available options will be displayed underneath;

(vi)   Tip: to display job ads only in English, write "english" in the search bar and press the "Filtra" button;

(vii)   Read the job description and press on the "Candidati" button at the bottom of the page;

(viii)   Follow the steps c-h of "Find an internship by yourselves"

If you need to extend you internship or interrupt it (also temporarily) before its due date, the company tutor has to fill out a request online through the Almalaurea website. Any request has to be submitted at least a week before the conclusion of the internship.

7.3. Workshops

Students can also attend workshops to collect the 3 ECTS. Workshops must be approved by professors. A list of available workshops is constantly updated on the course website at http://www.mls.unimi.it/workshop-programs/.

8. Thesis and final exam

In order to complete the MLS course and be entitled with a master degree, you need to write a thesis and discuss it during your final exam.

8.1. How long does the thesis take?

In order to carry out a research project and write the thesis you will require at least 6 months. However, the exact duration depends on the type of project and on your speed.

A thesis project should begin when you complete all mandatory exams. However, it's common to search for a thesis project, a tutor and/or an external company at the beginning of your second year.

8.2. How and when can I graduate?

At Università degli Studi di Milano we have 4 final exams distributed over 3 sessions:

> From May to July (first session – sessione estiva – summer session)
> From September to December (second session – sessione autunnale – fall session)
> From February to April (third session – sessione invernale – winter session)

The exact timing of each session and the procedure required in order to apply for graduation are described on the University's website. Unfortunately, the website has yet to be translated in Italian. In what follows we try to put together a procedure that could apply to each session (you will have to check for the exact dates).

a) **Check for session and graduation dates on:** Italian version of the University website > STUDENTI (tab on top of the page) > Studenti Iscritti (left-hand side column) > "Laurearsi/Tesi di Laurea". Scroll down (under "Scadenze presentazione domande di laurea": deadlines to apply for graduation) and select "Scienze politiche, economiche e sociali". Choose "Corsi di laurea magistrali e quadriennali". Select your session of choice ("autumn"; "winter"; "summer").

b) After you select a session, you will be presented with the list of deadlines and actions required in order to graduate:

> **Periodo esami di laurea =** Graduation days;
> **Presentazione domanda di laurea online =** Timeframe to apply for graduation*;
> **Pagamento tassa di laurea =** Payment of the graduation fee**;
> **Compilazione del questionario laureandi =** deadline to fill out the "graduating students questionnaire"*** ;
> **Termine per sostenere gli esami =** deadline to complete your Study Plan (complete all exams);
> **Chiusura tirocinio e tesi/elaborato finale =** deadline to submit the "3 ECTS internship certificate" (for more information, go to Internal thesis/internship) or to close the Internship (for more information, go to External thesis/internship);
> **Riassunto tesi/elaborato finale =** timeframe to submit your thesis' abstract online (uploaded through the link underneath - https://www.riassuntitesi.agraria.unimi.it/)
> **Deposito tesi in format digitale =** deadline to upload your thesis online, through the SIFA services*;

> **Consegna copia cartacea della tesi** = the student has to provide one (1) hard copy of the thesis for the Commission (that will be returned to the student) and one (1) copy for each tutor;
>
> **Pubblicazione calendari di laurea** = Graduation calendars will be published through http://www.facoltaspes.unimi.it/CorsiDiLaurea/12824_ITA_HTML.html

In order to upload your thesis, you will need a PDF/A copy. A video instruction (in Italian) is available at http://www.unimi.it/studenti/immconcl/laurearsi/81471.htm.

8.3. How do I find a tutor?

The tutor is a professor (usually of your course) that helps you and guides you during your research project. Before finding a tutor you should ask yourself what kind of research subject you are interested in and then contact the professor who covered the same topics during lectures, or that you know is interested in a certain field.

You can have more than one tutor.

8.4. How do I find a research subject?

Research subjects are generally provided by the tutor, or found together while discussing the various possibilities.

(i) What if I have a research subject, but I didn't find a tutor?

You were so lucky that you found a perfect thesis topic but you don't have a tutor? Start asking around! Ask your classmates and all professors if they know someone who is interested and can be your tutor.

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* The application has to be submitted online through the SIFA services (for more information on how to access SIFA, go to Unimia Portal > How to…SIFA services). Once you get to the online services SIFA, find "Students administrative services" > "Degree programme final exam". Select "Admission to degree programme final exam in order to apply for the graduation session. Select "Thesis uploading" if you wish to upload your thesis.

** You will be asked to pay the graduation fee online during the application for the final exam/graduation session. You can choose to print a MAV and pay the amount in cash directly to a bank of choice.

*** The questionnaire has to be filled out before the deadline, otherwise you cannot graduate. The survey will be available only after you submit the application for the final exam/graduation. You will be able to find the survey on your Unimia Portal (for more information, go to Unimia Portal) > Jobs and Traineeships > "Compila il questionario laureandi" (fill out the "graduating students questionnaire").

Important: the application lasts only for one session. If, for any reason, you have to cancel, you have to contact the University Secretary as soon as possible through the Secretary Infomail

(https://cas.unimi.it/login?service=http%3A%2F%2Fwww.unimi.infostudente.it%2Fstudenti%2Flogin.php) When you are ready to graduate, you should apply again online. You do not need to pay the fee again.

Mind that if you decide to attend an external internship (in a company/firm of choice) you will need both a Company Tutor (generally assigned by the Company) and a University Tutor you will have to find. The suggestion is the same… ask around!

8.5. What if I want to do the thesis abroad?

You can do your thesis abroad, but you have to apply for Erasmus + or some other outgoing mobility program. You can find more information on the University website. Go on the English version of the University website > select "INTERNATIONAL" (on the top of the page) > "Students mobility outgoing".

For further information, you are invited to contact the International Relations Office:

International Relations Office	Outgoing Mobility
Telephone	02 503 13501/135032/13495/12589
Email	mobility.out@unimi.it

8.6. Final Exam

The final exam includes the preparation of a presentation and the discussion of your results in front of a Commission composed by professors. After the presentation and discussion, you will be awarded with 0-8 points to be added to your starting grade in order to compose your final graduation grade.

8.7. How is the final grade calculated?

The final grade ranges between 66/110 and 110/110, with the possibility to be awarded with a "lode" (that is, you graduated "with distinction"). You can calculate your starting grade taking your average grade (it can be found in your Unimia homepage > ECTS/University career or http://www.facoltaspes.unimi.it/files/_ITA_/common/Attribuzione_punteggi_prove_finali_(v._7-9-2015)_in_vigore.pdf

For more information, go to Unimia Portal http://www.facoltaspes.unimi.it/files/_ITA_/common/Attribuzione_punteggi_prove_finali_(v._7-9-2015)_in_vigore.pdf) .

During your final exam you will be e valuated with a score between zero (0) and eight (8).

Moreover, you can be awarded with one additional point if you attended a foreign university (Erasmus +; LLP/Erasmus – Student Placement);

The sum of your starting grade and the additional points is your final grade.

Important: when you complete your final exam – despite your grade – you are recognized the 21 ECTS

necessary to complete the master's degree (for more information, go to Course Outline and Study Plan).

8.8. Thesis style

The thesis must range between 80 and 150 pages, excluding appendix and references. The style of the thesis has to be the same for all students:

Paragraph	Times New Roman, 12; line spacing= 1.5; justified
Title 1	Times New Roman, 20 bold
Title 2	Times New Roman, 16 bold
Title 3	Times New Roman, 14 bold
Title 4	Times New Roman, 12 italic
Caption (tables and images)	Times New Roman, 10 grey; centered
Margins	Symmetrical, top and bottom: 3 cm, external: 2 cm, internal: 3 cm

Mind that every chapter has to begin on odd pages.

An example of thesis style is available at: http://www.mls.unimi.it/wp-content/uploads/MLS-thesis-template.docx

8.9. Hard copies

When you graduate, you have to provide one (1) hard copy of the thesis for the Commission and one (1) for each tutor. After the final exam, the Commission's copy will be left for you to keep. You are free to print the thesis where you like.

8.10. How/when will I receive the official diploma?

The official diploma will be sent by the University directly to your place of residence (the one listed under your personal information on your Unimia Homepage). Mind that there are many graduates, and this delivery might take more than three months.

If you need to provide a diploma certificate, you can print an auto-certification from your Unimia Homepage. From your Unimia > Online services (SIFA) > Students administrative services > Certification Self Service for the Identification Number ######. Then select "Autocertificazione carriera ed esami" or "Autocertificazione carriera" whether you also want to get the list of exams you completed or not. Press "Avanti". Check the document and press "Avanti" again. In order to print the document (or save it as PDF) press "stampa" (the link is underlined).

9. Study abroad

9.1. How do I find information about mobility programs?

Any information about outgoing mobility programs can be found on the University website. Go on the English version of the University website > select "INTERNATIONAL" (on the top of the page) > "Students mobility outgoing".

For further information, you are invited to contact the International Relations Office:

International Relations Office	Outgoing Mobility
Telephone	02 503 13501/135032/13495/12589
Email	mobility.out@unimi.it

9.2. How do I choose courses?

Choosing courses to follow during your Erasmus stay can be difficult, and you shouldn't expect to find an exact match between MLS courses and another University's ones.

As a general rule, you are invited to find courses that include the same subjects of the equivalent MLS course. A complete list of the MLS courses, with description of their structure and syllabus, can be found at: http://www.facoltaspes.unimi.it/CorsiDiLaurea/2019/B72of1/index_ITA_HTML.html

You can also decide to dedicate your elective courses' ECTS to some exams of your choice in the foreign university. Elective courses still have to comply with the guidelines provided in "How do I find elective courses?", however you can take advantage of the different possibilities offered by the foreign university.