

CHAPTER 1

THE ITALIAN HIGHER EDUCATION SYSTEM

Italian higher education is divided into a university sector and a non-university sector.

The former includes 95 higher education institutions:

- 61 state universities (*Università statali*);
- 17 non-state universities (*Università non statali*);
- 6 higher schools (*Istituti superiori a ordinamento speciale*);
- 11 online universities (*Università telematiche*).

The official list of Italian universities is available on the following website:
<http://cercauniversita.cineca.it>

The non-university sector includes the following institutions for Higher Education in the Arts and Music (*Alta Formazione Artistica e Musicale - AFAM*):

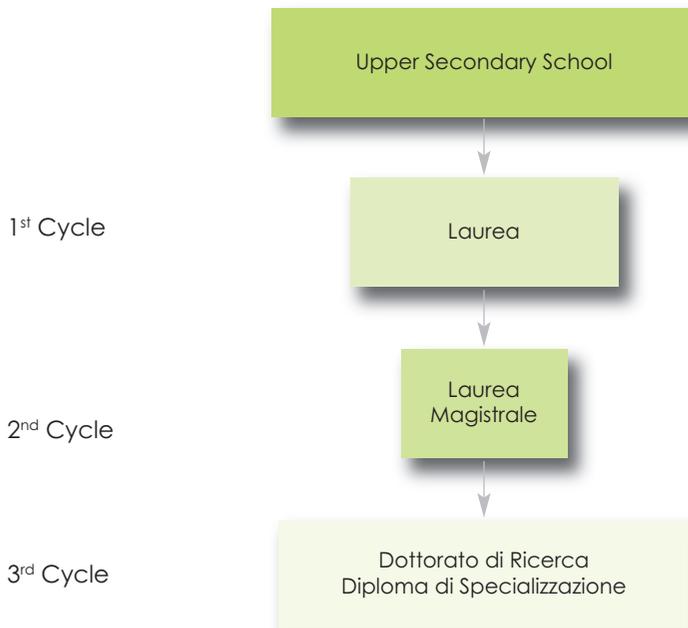
- 44 Academies of Fine Arts and Academies of Fine Arts recognised by law (*Accademie di belle arti and Accademie di belle arti legalmente riconosciute*);
- the National Academy of Drama (*Accademia nazionale di arte drammatica*);
- 4 Higher Institutes for Applied Arts (*Istituti superiori per le industrie artistiche - ISIA*);
- the National Dance Academy (*Accademia nazionale di danza*);

- 79 Music Conservatories and Recognised Music Institutes (*Conservatori di musica and Istituti musicali pareggiati*).

The official list of Italian AFAM institutions is available on the following website: <http://www.hi-art.it>

University system

The university system is organized in 3 cycles: the 1st cycle degree is called *Laurea* (Bachelor) and grants access to 2nd cycle programmes. On completion of a 2nd cycle programme, students achieve a *Laurea Magistrale* (Master), which gives access to 3rd cycle courses. At the end of a 3rd cycle course, students are awarded a *Dottorato di Ricerca* (PhD):



- **1st cycle programmes** include the degree programmes (*Corsi di Laurea*) aimed at providing students with an adequate knowledge of scientific methods and contents, as well as with specific professional skills. Their prescribed duration is of 3 years and they award 180 ECTS credits. The general access requirement is the Italian high school leaving qualification (*Diploma di Superamento dell'Esame di Stato conclusivo dei corsi di Istruzione Secondaria Superiore* commonly known as *Diploma di Maturità*), awarded after successful completion of the final state

examination at the conclusion of 13 years of global schooling. Comparable foreign qualifications may also be accepted. Admission to individual degree programmes may be subject to specific course requirements. In order to achieve the final qualification, it is often necessary to complete an internship, and to defend a brief dissertation or present a final project. The *Laurea* entitles students to access 2nd cycle courses, to enter the labour market, the civil service and/or regulated professions.

- **2nd cycle programmes** include the following types of courses:

a) *Corsi di Laurea Magistrale*: they are aimed at providing students with education at advanced level to work as highly qualified professionals in specific fields. Their prescribed duration is of 2 years and they award 120 ECTS credits. The access requirement is the Italian 1st cycle degree (*Laurea*) or a comparable foreign degree. Nonetheless, admission may be subject to specific course requirements established by each university. The final qualification, *Laurea Magistrale* is awarded to those students who, after satisfying all curricular requirements, also defend an original piece of research during the final examination. A limited number of 2nd cycle programmes, namely those leading to regulated professions¹ are defined "single-cycle degree programmes" (*Corsi di Laurea Magistrale a ciclo unico*). They differ from the regular 2nd cycle courses as follows: admission is always subject to entrance exams; curricula consist of just one cycle of 5-6² years and they grant from 300 to 360 ECTS credits in total. All courses leading to a *Laurea Magistrale* allow students to access PhD programmes and all other 3rd cycle degree courses, as well as to enter the labour market and the civil service and/or regulated professions.

b) *Corsi di Master universitario di primo livello*: they are courses at advanced level or programmes of higher continuing education, accessible to holders of a *Laurea* or a comparable foreign 1st cycle degree. Admission may be subject to additional conditions. The minimal course length is of 1 year. The final qualification is awarded upon completion of at least 60 ECTS credits. Even though the *Master universitario di primo livello* is a 2nd cycle qualification, it does not grant access to 3rd cycle programmes.

- **3rd cycle programmes** include the following types of courses:

a) Research Doctorate programmes (*Corsi di Dottorato di Ricerca*): aimed at training students for scientific research at very advanced level or at granting access to high-profile professions. They foresee the use cutting-edge technologies, study periods abroad and training in specialised research centres. The access requirement is an Italian 2nd cycle degree (*Laurea Magistrale*) or a comparable foreign degree. Admission is subject to the result of very competitive entrance examinations. Their minimum prescribed duration is of 3 years. In order to achieve a 3rd cycle degree, students have to present a dissertation on an original piece of research, called *Dottorato di Ricerca* (Research Doctorate).

¹ In compliance with the EU Sectoral Directives, the degree courses leading to regulated professions are: dentistry, law, medicine, pharmacy, veterinary medicine, architecture.

² Please note, that at present, only the degree course in medicine has prescribed duration of 6 years.

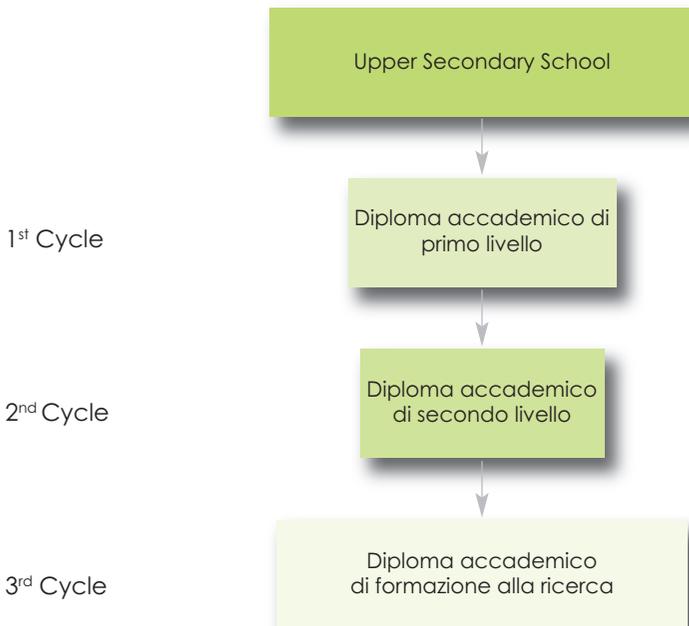
This qualification grants the academic title of *Dottore di Ricerca*.

b) Specialization courses (*Corsi di Specializzazione*) are aimed at providing students with the knowledge and skills requested to practice highly-qualified professions; the majority of them focuses on medical, clinical and surgical disciplines. In any case, they may be established exclusively in application of specific Italian laws or EU directives. The access requirement is a *Laurea Magistrale* or a comparable foreign degree. Admission is subject to the results of a competitive examination. The minimum prescribed duration of the course is of 2 years. The final degree - called *Diploma di Specializzazione* - also awards the academic title of *Specialista*.

c) *Corsi di Master universitario di secondo livello*: advanced scientific courses or programmes of higher continuing education, open to the holders of a *Laurea Magistrale* or a comparable foreign degree; admission may be subject to additional conditions. The minimum duration of such courses is of 1 year and they award 60 ECTS credits. The final qualification is called *Master universitario di secondo livello* and does not give access to other 3rd cycle programmes.

Higher Education in Arts and Music (AFAM)

The courses offered at AFAM institutions are structured in three cycles:



- **1st cycle** comprises programmes leading to the Academic Diploma of First Level (*Diploma accademico di primo livello*), aimed at providing students with adequate knowledge of artistic methods and techniques as well as with specific professional skills. The admission requirement is the upper secondary school diploma, achieved after 13 years of global schooling and upon successful completion of the state exams (*Diploma di Superamento dell'Esame di Stato conclusivo dei corsi di Istruzione Secondaria Superiore* usually called *Diploma di Maturità*). Comparable foreign diplomas are also accepted. In compliance with the different regulations of each institution, admission may be subject to entrance examinations, to assess the level of knowledge of prospective students. Each institution determines the total number of available places. Study programmes last 3 years. To obtain the Academic Diploma of First Level, it is necessary to complete 180 ECTS credits. The Diploma entitles to participate in public examinations to enter positions in the public sector, as well as to access artistic careers and further studies at 2nd cycle level.
- **2nd cycle** comprises programmes leading to the Academic Diploma of Second Level (*Diploma accademico di secondo livello*), offering students an advanced level of education for complete mastery of artistic methods and techniques as well as advanced professional skills. Admission requirements are either an Academic Diploma of First Level (*Diploma accademico di primo livello*) or a comparable foreign qualification. Each institution, in compliance with their specific regulation, might also establish specific entrance requirements. These courses last 2 years and grant 120 ECTS credits.
- **3rd cycle** comprises programmes leading to the Academic Diploma for Research Training (*Diploma accademico di formazione alla ricerca*), aimed at providing the skills to plan and carry out high-level research activities.

AFAM institutions may also offer:

- Programmes leading to the Academic Diploma for Specialization (*Diploma accademico di specializzazione*), providing high-level professional skills in specific areas;
- Programmes leading to the Advanced or Master Diploma (*Diploma di perfezionamento o Master*), providing in-depth study in specific sectors as well as professional development, re-training and continuing education. They grant a minimum of 60 ECTS credits. The admissions requirements are established by the regulations of each institutions.

CHAPTER 2

ADMISSION TO ITALIAN UNIVERSITY

Enrollment in 1st cycle programmes at Italian universities

To enrol in 1st cycle programmes (Bachelor degree - *Laurea*), it is necessary to hold a secondary school leaving diploma, which is usually awarded after passing the secondary school state examination. The qualification is formally called *Diploma di Esame di Stato conclusivo dei corsi di istruzione secondaria superiore*, more commonly known as *Maturità*.

Students holding a secondary school qualification issued by foreign secondary schools can be admitted in Italian universities if their diplomas meet the following general requirements:

- a) They were awarded by a secondary school officially recognized by the national education system of origin;
- b) They are valid for admission at university in the country of origin;
- c) They were awarded after at least 12 years of studies, including primary and secondary school.

The requirements listed above are applicable to all students holding a foreign secondary school qualification, issued both in EU and non-EU countries, notwithstanding students' nationality.

Some foreign secondary school qualifications have to meet further requirements. The full list of those exceptions is available at the following website:
<http://www.study-in-italy.it/php5/study-italy.php?lang=EN&idorizz=3&idvert=39>

All necessary information about enrollment at Italian university programmes and about the documents to be submitted can be found at:

- The Student office (*Segreteria studenti*) or at the Foreign student office (*Ufficio studenti stranieri*) of the Italian university of choice:
<http://cercauniversita.cineca.it>
- Outside Italy, at the offices of Italian diplomatic authorities – embassies or consulates:
<http://www.esteri.it/MAE/EN/Ministero/Rappresentanze/>

The database of 1st cycle degree programmes offered at Italian universities is available at the following website: <http://off.miur.it>

Enrollment in 2nd cycle programmes at Italian universities

To apply for 2nd cycle programmes (Master degree - *Laurea Magistrale*), it is necessary to hold a 1st cycle degree (Bachelor degree).

All university degrees evaluated as equivalent to a 1st cycle university degree, in terms of duration of academic curriculum, university credits, of level of degree and disciplinary field, can grant access to Italian 2nd cycle university programmes.

Italian universities have the power to take autonomous decisions about the suitability and equivalence of foreign degrees for admission to the 2nd cycle programmes of choice. As a matter of fact, each university establishes its own rules and criteria for enrollment, as well as the documents to be submitted.

Further information on how to apply for *Laurea Magistrale* programmes can be found at:

- The Student office (*Segreteria studenti*) or at the Foreign student office (*Ufficio Studenti Stranieri*) of the Italian university of choice:
<http://cercauniversita.cineca.it>
- Outside Italy, at embassies and consulates:
<http://www.esteri.it/MAE/EN/Ministero/Rappresentanze/>

The documents most commonly requested for enrollment are:

- a) The certificate of the achieved foreign degree;
- b) The official documents issued by the foreign university, listing all course subjects completed to achieve the final qualification. In Italian these documents are usually called *certificato*, while in some other foreign countries they are called *transcript*;
- c) The *Diploma Supplement*, attached to the degree or, if not available, the so-called *Dichiarazione di valore - DV*, i.e. a statement of validity, issued by the competent Italian diplomatic authorities abroad - embassies or consulates.

The database of 2nd cycle degree programmes offered at Italian universities is available at the following website: <http://off.miur.it/advanced.html>

Application for PhD programmes (Dottorato di ricerca) at Italian universities

To apply for Doctoral-level programmes (*Dottorato di Ricerca*), it is necessary to hold a 2nd cycle university degree (Master degree).

All university degrees that were evaluated equivalent, in terms of duration of academic curriculum, university credits and of level of degree, can grant access to Italian 3rd cycle university programmes.

Italian universities have the power to take autonomous decisions about the suitability and equivalence of foreign degrees for admission to the PhD programme of choice.

Holders of foreign degrees recognised as eligible for admission have to pass a highly competitive selection, which is autonomously organised by each university at local level.

Since the admission requirements for the exams and for enrolment are determined by each institution, applicants have to directly contact the university offices in charge of admission examinations (*Ufficio Dottorati*).

Information on how to apply for PhD programmes can be found at the Doctoral programme office (*Ufficio Dottorati*), at the Doctoral School (*Scuola di Dottorato*) or at the Foreign student office (*Ufficio Studenti Stranieri*) of the Italian university of choice: <http://cercauniversita.cineca.it>

The documents most commonly requested to be submitted for enrollment are:

- a) The certificate of the achieved foreign degree;
- b) The official documents issued by the foreign university, listing all course subjects completed to achieve the final qualification. In Italian such documents are called *certificato*, while in some other foreign countries they are called *transcript*;
- c) The *Diploma Supplement* attached to the degree or, if not available, the so-called *Dichiarazione di valore in loco - DV*, i.e. a statement of validity, issued by the competent Italian diplomatic authorities abroad - embassies or consulates.

CHAPTER 3

NOSTRIFICATION PROCEDURE (EQUIPOLLENZA)

How to obtain an equivalent Italian degree holding a foreign qualification

Foreign academic qualifications have no legal value in Italy. If the degree programme was achieved abroad, the qualification holders have the possibility to apply for academic recognition, in order to obtain an equivalent degree with legal value in Italy. Italian universities are the competent institutions for the recognition of foreign qualifications.

The database of degree courses at all levels offered at Italian universities is available at the following web address: <http://offf.miur.it>

Italian academic authorities carry out the evaluation of H. Ed. qualifications obtained abroad within the framework of university autonomy. They decide on a case-by-case basis whether the qualifications are equivalent or not to the Italian qualifications selected by the applicant. In this respect, it is necessary to bear in mind that, since Italian universities are completely autonomous in their assessment procedures, the same foreign qualification could be evaluated in a different way by different institutions. Applicants are fully responsible for the choice of the Italian university they are going to apply at and for the degree they will select as equivalent to their foreign one.

The Student registration office (*Segreteria studenti*) and the Foreign student office

(*Ufficio studenti stranieri*) of each university are the most reliable sources for specific information on the documents needed to apply for academic recognition.

How to recognise foreign PhDs in Italy (Nostrification of foreign PhDs)

Doctorates awarded abroad on completion of a period of academic studies and research at advanced level may be legally recognised as equivalent to a *Dottorato di Ricerca* (Italian PhD).

Candidates have to request the application of art. n. 74 of Presidential Decree n. 382 of 11th July 1980, the legal provision, which introduced the research doctorate in the Italian university system.

The office of the Italian Ministry of Education indicated below is responsible to provide applicants with all necessary information about the recognition procedure of foreign PhDs in Italy and about the documents to be submitted:

Ministero dell'Istruzione, Università e Ricerca (MIUR)

Dipartimento per l'università, l'alta formazione artistica, musicale e coreutica e per la ricerca

Direzione generale per l'università, lo studente e il diritto allo studio universitario - UFFICIO IX

P.le Kennedy, 20 - I - 00144 Roma

tel. +39-06-9772.7061 / +39-06-9772.7403

fax +39-06-9772.7242

Contact person: Ms. Gabriella PIGNANI (email: gabriella.pignani@miur.it)

CHAPTER 4

PUBLIC COMPETITIONS

How to participate in public competitions holding a foreign degree

In Italy, the access to public competitions for positions in the Civil Service is open to Italian or European citizens who hold a foreign qualification of any level (secondary school or Higher Education diploma). The qualification must be officially recognized as provided by art. 38 of Legislative Decree 165/2001.

The purpose of the procedure is to assess the equivalence of the foreign degree to the Italian one required for admission to the public competition, without applying for the issue of an equivalent Italian academic qualification (*equipollenza*).

The authority in charge of the evaluation of foreign qualification is:

Presidenza del Consiglio dei Ministri
Dipartimento della Funzione Pubblica
Ufficio P.P.A. – Servizio Reclutamento

Corso Vittorio Emanuele II, 116 – 00186 Roma

tel. +39 06-68997453-7470

e-mail: servizioreclutamento@funzionepubblica.it

It is also possible to download the **online form** for the recognition of foreign degrees for the participation in public competitions for positions in the Civil Service: *Modulo per la richiesta di equivalenza del titolo di studio acquisito all'estero*.

The form is published by the Department of Public Administration (*Dipartimento della Funzione Pubblica*) and it lists all documents required for admission to the public competition:

<http://www.innovazionepa.gov.it/i-dipartimenti/funzione-pubblica/documentazione/modulistica-per-il-riconoscimento-dei-titoli-di-studio-presentazione.aspx>

What to do:

- Submit the application form for the public competition to the Public Administration office that has published the competition announcement (*bando di concorso*). It is necessary to quote the degree title in the original language and to make a formal request to be allowed to take part in the competition, as provided by art. 38 of Legislative Decree 165/2001 (admission under special conditions - *ammissione sotto condizione*);
- Send the application for recognition of the foreign degree to the Department of Public Administration (*Dipartimento della Funzione Pubblica*), in compliance with art. 38 of Legislative Decree 165/2001.

The outcome of the evaluation can be either:

- Positive: the foreign qualification is judged equivalent to the Italian one. The admission is not subject to any condition;
- Negative: the foreign qualification is not judged equivalent to the Italian one. The participation at the public competition will not be considered valid, even if the candidate has taken the full examination.

CHAPTER 5

RECOGNITION OF FOREIGN PROFESSIONAL QUALIFICATIONS/LICENCES

How work in Italy with a foreign degree or a foreign professional qualification/licence

In Italy, there are two professional categories:

A) Professions not regulated by law

B) Professions regulated by law

A) The professions that are not regulated by law can be practiced without a specific licence and they are open to people holding both Italian and foreign qualifications: on the Italian labour market, it is not necessary to obtain legal recognition of foreign qualification to practice professions that are not regulated by law.

Some examples of such professions are: roles in advertising, marketing and communication; in arts and music: interior designer, actor/actress, dancer, singer, composer, conductor, musician, decorator, designer, fashion designer, painter, director, stage designer, sculptor, etc.; as well as roles in the field of linguistic mediation such as interpreters and translators and in many other sectors.

In any case, it is advisable to attach to the foreign qualification the "Statement of validity" (*Dichiarazione di Valore*) or any other type of official document describing

the main features of the foreign degree. Such document could considerably help the employer to better understand the candidate's foreign qualification.

B) In order to practice a profession regulated by law, it is necessary to have a degree and to meet all necessary requirements established to practice a certain profession, i.e. proof of previous work experience, professional licence achieved through State examinations, as well as knowledge of the professional code of ethics. The access to and the practice of these professions is regulated by law and it is reserved only to those people holding the licence to practice the profession in question.

In order to obtain such authorization, applicants with a foreign professional licence must apply for the official recognition of their licence at the competent Italian authority.

The term **professional qualification** indicates a title that grants the authorization to practice a certain profession in the country of origin.

In Italy, in order to recognise professional qualifications it is necessary to follow the so-called "professional recognition procedure", described below:

- For professional qualifications issued in EU countries, the EU legislation is applied, in compliance with Directive 2005/36/EC, which regulates the recognition of foreign professional qualifications. The Italian competent authorities can grant recognition subject to further compensatory measures, such as aptitude tests or a period of supervised practice for the purpose of qualification adjustment.
- For professional qualifications issued in non-EU countries, the Presidential Decree 394/99, art. 49-50, is applied in conjunction with the following Presidential Decree n. 334/04, which grants to professional qualifications awarded in non-EU countries the possibility to be officially recognized in Italy by complying to compensatory measures.

The following authorities are responsible for the professional recognition of EU professional licences in Italy:

NATIONAL CONTACT POINT for information on professional recognition (EU Directive)

Presidenza del Consiglio dei Ministri

Dipartimento Politiche Comunitarie - Ufficio Mercato Interno e Competitività

Piazza Nicosia, 20; I - 00186 Roma

Contact person: Ms. Lucia Monaco

email: lu.monaco@palazzochigi.it

tel: +39 06 67795322; fax: +39 06 67795064

web: www.politichecomunitarie.it

Ministero della Salute - Direzione Generale Risorse Umane e Professioni Sanitarie - Ufficio IV & VII

Via Giorgio Ribotta, 5 - 00144 Roma

Tel: +39.06.5994.2552/2694/2854/2225/2310/2286

Web: www.ministerosalute.it/professionisanitarie/professionisanitarie.jsp

Professions: doctor (Medicine), children's assistant, dentist, midwife, nurse, pharmacist, physician, specialized physician, psychologist, sanitary assistant (dental technician, optician, podiatrist, etc.), sanitary technician (audiometrist, speech therapist, orthoptist, laboratory technician, medical radiology technician, etc.), physiotherapist, veterinary etc.

Ministero della Giustizia - Settore Internazionale - Reparto II - Ufficio III, Direzione Generale della Giustizia Civile - Dipartimento per gli Affari di Giustizia

Via Arenula, 70 - I - 00186 Roma

Tel: +39.06.6885.2314

Web: www.giustizia.it/giustizia/it/mg_2_4_1.wp

Professions: accountant, accounting & commercial expert, actuary, agronomist, agronomy expert, agrotechnician, biologist, chemist, engineer, food technologist, forestry expert, geologist, industrial expert, journalist, lawyer, social worker, stock-broker, surveyor etc.

Ministero dell'Istruzione, dell'Università e della Ricerca - Dipartimento per l'istruzione Direzione generale per gli ordinamenti scolastici e per l'autonomia scolastica - Ufficio IX

Viale Trastevere, 76 - I - 00153 Roma

Tel: +39.06.5849.2747/3205

Professions: teachers in state nursery, primary, all secondary schools & institutes.

Ministero dell'Istruzione, dell'Università e della Ricerca - Dipartimento per l'università, l'alta formazione artistica, musicale e coreutica e per la ricerca - Direzione generale per l'università, lo studente e il diritto allo studio universitario - Ufficio IX

P.le Kennedy, 20 - I - 00144 Roma

Tel: +39.06.9772.7450/7061

Professions: architect, planning and regional development expert, landscape expert, oenologist, etc.

Ministero del Lavoro e delle Politiche Sociali - Direzione Generale per le Politiche l'Orientamento e la Formazione - Div. I

Via Fornovo, 8 - I - 00195 Roma

Tel: +39.06.4683.4985/4238

Web: www.lavoro.gov.it/Lavoro/Europalavoro/SezioneCittadini/Formarsi/RiconoscimentoTitoli/default.htm

Profession: beautician.

Ministero dello Sviluppo Economico -Dipartimento per la regolazione del mercato - Direzione Generale per la Concorrenza e i Consumatori - Ufficio VI

Via Molise, 2 - I - 00187 Roma

Tel: +39.06.4705.2152

Professions: technicians in the following fields: electrical systems, electronic systems, hydraulic systems, heating systems installations, gas pipelines installations, fire-fighting system installations, cleaning activities, disinfestations activities, rat extermination activities, disinfection activities, mechanic, garage mechanic, vehicle electrical systems mechanic, tire changer, trade broker and agent, barber and hairdresser.

Presidenza del Consiglio dei Ministri - Dipartimento per lo sviluppo e la competitività del turismo

Via della Ferratella in Laterano, 51 - I - 00184 Roma

Tel: +39 06 7732431/256

Web: www.governo.it/Presidenza/DSCT/professioni_turistiche_mod.html

Professions: tourist guide; technical director of travel agency; tourist leader.

Presidenza del Consiglio dei Ministri - Struttura di Missione per lo Sport

Tel: +39.06.67797995

Professions: alpine guide, speleological guide, sky instructor etc.

If you have encountered problems related to legal proceedings caused by the misapplication of EU Directive 2005/36/EC by Italian or foreign (EU) public authorities during the recognition process of your EU professional qualification, you can contact:

Italian SOLVIT centre**Presidenza del Consiglio dei Ministri - Dipartimento per le Politiche Comunitarie**

Piazza Nicosia, 20 - 00186 Roma

fax: +39 06 6779 5044

e-mail: solvit@palazzochigi.it

Contact persons:

Ms. Giuseppina Valente: tel. +39 06 67795195

Mr. Francesco Cipri: tel. +39 06 67795204

Mr. Massimo Santorelli: tel. +39 06 67795240

SOLVIT is an on-line problem solving network in which EU Member countries work together to solve problems caused by the misapplication of Internal Market law by public authorities, with no need to resort to legal proceedings. There is a SOLVIT centre in each European Union Member State.

SOLVIT Centres can help handling complaints from both citizens and companies. They are part of the national administration and are committed to providing actual solutions to problems within ten weeks. Using **SOLVIT** is a free service:

http://ec.europa.eu/solvit/site/index_en.htm

CHAPTER 6

EUROPEAN NETWORKS

Each European country has set up a national information centre for the recognition of foreign qualifications. Such centres will be able to assist or to direct applicants to the appropriate source of information, in order to obtain an evaluation/recognition of their qualifications.

The national information centres are connected through three different networks:

- the NARIC Network supported by the European Commission;
- the ENIC Network supported by the Council of Europe and UNESCO Europe Region;
- the MERIC Network supported by UNESCO.

The NARIC Network

The NARIC network (National Academic Recognition Information Centres) is an initiative of the European Commission and was created in 1984. All EU countries have designated national centres, with the purpose of promoting the mobility of students, teachers and researchers by providing authoritative advice and information concerning the academic recognition of diplomas and periods of study undertaken in other countries.

The ENIC Network

The ENIC Network (European Network of National Information Centres on academic recognition and mobility) is made up of the national information centres of the States party to the European Cultural Convention or the UNESCO Europe Region. An ENIC is a body set up by the national authorities.

While the size and specific competence of ENIC may vary, they will generally provide information on the recognition of foreign diplomas, degrees and other qualifications, on the education systems in both foreign countries and the ENIC's own country and on the opportunities for studying abroad, including information on loans and scholarships, as well as advice on practical questions related to mobility and equivalence.

The MERIC Network

The MERIC Network (Mediterranean Recognition Information Centres) was launched during the 7th session of the Intergovernmental Committee for the Mediterranean Recognition Convention in June 2005. The MERIC Network brings together all the ratifying and signatory states of the Mediterranean Recognition Convention. It aims to promote information exchange in the Mediterranean Region and with the ENIC/NARIC networks.

The list of national ENIC and NARIC centres on recognition is available at the following website: <http://www.enic-naric.net>

Information on national MERIC centres on recognition is available at the following website: <http://www.unesco.org/en/higher-education/quality-assurance-and-recognition/recognition-of-qualifications/meric-network/>

CHAPTER 7

GLOSSARY & PRACTICAL INFORMATION

Legalisation of qualifications

According to the legislation of some countries official documents must be legalised. If this is the case in the country of origin, it is necessary to apply to the competent local authority for the legalisation of study qualifications (school leaving certificate/diploma; higher education degree/diploma).

If the country of origin signed the Aja Convention of 5th December 1961, it is necessary to check that the qualifications have been stamped with the Aja Apostille.

It is not necessary to obtain neither the legalisation nor the Aja Apostille, if the qualification was awarded by an institution belonging to a signatory country of the European Convention of Bruxelles of 25th May 1987 (Belgium, Denmark, France, Ireland, Italy).

If applicants hold a German qualification, they are also exempt from the procedure described above, thanks to the German-Italian Convention on the exemption from the legalisation of public deeds (Rome, 16th June 1969).

Italian diplomatic authorities

With "Italian diplomatic authorities" it is made reference to Italian Embassies and Consulates in countries other than Italy.

With respect to foreign qualifications, the competent diplomatic authority is usually the closest Italian Embassy/Consulate to the place where the awarding institution is located.

The addresses of Italian Embassies and Consulates abroad are available online at the following webpage: <http://www.esteri.it/MAE/EN/Ministero/Rappresentanze>

Legal translation

Translations of documents from a foreign language into Italian are considered legal or official:

- if they are drafted by "sworn" translators. In Italy, sworn translators are professional translators who swear at Civil Courts (*Tribunali Civili*) that their translation is a faithful reproduction of the original text;
- or if they are drafted by non-professional translators - in Italy or abroad - they are validated by the competent Italian diplomatic authority as true to the original text.

For more information, candidates are advised to apply to the competent Italian diplomatic authority: <http://www.esteri.it/MAE/EN/Ministero/Rappresentanze/>

Consular formalisation of documents

With reference to foreign study qualifications and related documents, upon request of the qualification holder or of their delegates, Italian diplomatic authorities (Embassies and Consulates) perform three main operations, commonly referred to as "perfezionamento documenti".

They:

- issue the statement of validity (*Dichiarazione di Valore in loco - DV*);
- validate non-official translations, i.e. translations drafted by non-professional translators. With this type of validation the authority actually checks if translations do correspond to the original text;
- legalise foreign documents.

Diploma Supplement - DS

The Diploma Supplement (DS) is a document attached to a higher education qualification, which has been introduced to improve international transparency and to facilitate the academic and professional recognition of qualifications (diplomas, degrees, certificates). It is conceived to provide a description of the nature, level, context, content and status of the studies that were completed by the individual named on the original qualification to which this supplement is attached.

The DS is produced by national H.Ed. institutions according to a template developed by a Joint European Commission - Council of Europe - UNESCO working party that tested and finalized it.

Statement of validity - Dichiarazione di valore in loco

The Statement of validity (*Dichiarazione di Valore - DV*) is an official document written in Italian that provides a short description of a given academic or professional qualification awarded by an institution located in a foreign country and belonging to an educational system different from the Italian one.

A DV may also provide information about the validity of the qualification concerned in the awarding country.

DVs are issued by the competent Italian diplomatic authorities abroad, i.e. the closest Italian Embassy/Consulate to the city where the awarding institution is located: <http://www.esteri.it/MAE/EN/Ministero/Rappresentanze/>

CHAPTER 8

HIGHER EDUCATION INSTITUTIONS IN MILAN

Universities

Università degli Studi di Milano
Via Festa del Perdono 7, 20122 Milano
Tel. +39 02-503111
Web: www.unimi.it

Università degli Studi di Milano-Bicocca
Piazza dell'Ateneo Nuovo 1, 20126 Milano
Tel. +39 02-64481
Web: www.unimib.it

Politecnico di Milano
Piazza Leonardo da Vinci 32, 20133 Milano
Tel. +39 02-23991
Web: www.polimi.it

Università Cattolica del Sacro Cuore
Largo Agostino Gemelli 1, 20123 Milano
Tel. +39 02-72341
Web: www.unicattolica.it

Università commerciale "Luigi Bocconi"
Via Sarfatti 25, 20136 Milano
Tel. +39 02-58363434
Web: www.unibocconi.it

Università Vita-Salute San Raffaele
Via Olgettina 58, 20132 Milano
Tel. +39 02-26432794
Web: www.unisr.it

IULM – Libera Università di Lingue e Comunicazione
Via Carlo Bo 1, 20143 Milano
Tel. +39 02-891411
Web: www.iulm.it

Arts and Music institutions (AFAM)

Accademia di belle arti di Brera
Via Brera 28, 20121 Milano
Tel. +39 02-869551
Web: www.accademiadibrera.milano.it

Accademia di belle arti europea dei Media (ACME)
Via Cagnola 17, 20154 Milano
Tel. +39 02-780517
Web: www.acmemilano.it

Nuova Accademia di belle arti di Milano (NABA)
Via Darwin 20, 20143 Milano
Tel. +39 02-973721
Web: www.naba.it

Conservatorio di Milano “Giuseppe Verdi”
Via Conservatorio 12, 20122 Milano
Tel. +39 02-762110
Web: www.consmilano.it

Higher Schools for Language Mediators (Scuole Superiori per Mediatori Linguistici)

Scuola Superiore Mediatori Linguistici “Carlo Bo” di Milano
via Simone Martini 23, 20143 Milano
Tel. +39 02-81808555
Web: www.ssmilcarlobo.it

Scuola Superiore Mediatori Linguistici (Scuole Civiche di Milano)
Via Alex Visconti 18, 20151 Milano
Tel. +39 02-3390648-123
Web: www.scuolecivichemilano.it/SSML/SSML.HTM

Scuola Superiore Mediatori Linguistici - Società Umanitaria, Milano
Via Daverio 7, 20122 Milano
Tel. +39 02-5796831
Web: www.umanitaria.it