



UNIVERSITÀ DEGLI STUDI DI MILANO



Environmental Change and Global Sustainability

Student Handbook – March 2023

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1 Introduction

Benvenuti a tutti. We're happy to have you as part of the Environmental Change and Global Sustainability (ECGS) master's degree! We've put together this Handbook to help you answering any questions you might have about studying with us. We hope it will be helpful to you. In addition to this guide, we recommend you checking out the [Milan University guide for International Students](#) and the [Milan University guide to university Services](#) as these documents include a wider range of topics that might not be covered here.

This document includes several hyperlinks, which are **highlighted in blue** and lead to detailed information on various topics on the website. By clicking on these links, you will be directed to the corresponding webpages. Please note that links may change. If a link is not working, please try searching for the relevant information using the search function on the website.

2 Management of ECGS Master

ECGS Master is managed by the Environmental Science and Policy (ESP) department. In the Italian university system, the managing department has a key role in a master degree as it is responsible of its planning as well as of its organization. The ESP department is [located](#) in via Celoria. The directions and the student office are in via Celoria 2; other offices are in via Celoria 10 and 26. You can find more information about this department on its official [website](#).

3 ECGS Master

Browse through the [web site of ECGS Master](#) to find information on how to apply, courses, and syllabus and to get a general understanding of the ECGS program. All the information on this website pertains to ECGS. However, you may be redirected to the University website for more general information.

3.1 The application Procedures

- (a) Visit the University's [webpage](#).
- (b) Change the language to [English](#) if desired (menu on top right corner).
- (c) Go to the "Study" section.
- (d) Find information about:
 - (i) Enrollment [procedures](#).
 - (ii) [Fees, exemptions](#) and [scholarships](#).
 - (iii) Details about validation of foreign qualifications and necessary documents.

For more detailed information, please refer to the [Milan University guide for International Students](#).

3.2 Secretariat

If you are unable to find the information you need, after consulting all the resources provided, you can contact the secretariat for assistance. You can request information by contacting the InformaStudenti online desk. Once you are logged in, you will be able to receive written responses to your questions and use the service to send or receive documents and track the status of your request. To access the service, use your UNIMI portal registration credentials if you are not yet registered, or your University-assigned credentials (@studenti.unimi.it) if you are already enrolled. The services provided by **InformaStudenti** can help you both for the application and enrollment procedures and during your life at Milan University. Please find more information on the [dedicated web site](#) where you can also download the [user guide](#).

3.3 Student Desk

The **student desk staff** is available to provide administrative information on topics such as enrolments, transfers, careers, exams, and graduation applications. Registrar offices are currently open by appointment only, either **remotely** or **in person**. To schedule a remote appointment, please provide your telephone number and your **Microsoft Teams account** when booking. The offices will then contact you on the reserved day and time. The student desk staff is available to provide administrative information on topics such as enrolments, transfers, careers, exams, and graduation applications. Registrar offices are currently open by appointment only, either remotely or in person. To schedule a remote appointment, please provide your telephone number and your Microsoft Teams account when booking. The offices will then contact you on the reserved day and time.

Opening hours

- Tuesday: from 1.00 pm to 3.00 pm, by appointment, remote appointment.
- Wednesday: from 9.00 am to 12.00 pm, by appointment, remote appointment.
- Thursday: from 1.00 pm to 3.00 pm, by appointment, in presence.

You can also call using this number: **+390250325032**

InformaStudenti can help you only for topics that are managed by the central student office of Milan University. For other inquiries that are managed directly by the student office of the Environmental Science and Policy department please contact this office through the official email: ecgs@unimi.it. Please contact this office also if you need help for any procedure that you cannot manage by means of the indications provided in this Handbook.

3.4 Guidance and Assistance

Throughout your university career, the University of Milan provides you with guidance and assistance to help you succeed.

Important resources

1. Services for students with disabilities, [here](#)
2. Services for students with SLD, [here](#)
3. Individual counselling service, [here](#)

4 E-Mail

E-mail service is provided by our university to allow students and staff to access their email accounts. The email service is part of the Microsoft 365 platform. You will need your provided credentials to access the account. **Microsoft Outlook email** services include 50 GB of storage space, full integration and synchronization with the Microsoft 365 ecosystem (Calendar, Teams, OneDrive, SharePoint and other services).

5 Useful Links

We understand that the website can be overwhelming. To help you navigate it more easily, we've compiled a list of resources that you can use to find the information you need online. These resources offer a wealth of information about various topics and should be able to assist you in finding what you're looking for.

Site	Link
ECGS website	https://ecgs.cdl.unimi.it/en
Coming from abroad	https://www.unimi.it/en/international/coming-abroad
Living in Milan	https://www.unimi.it/en/international/coming-abroad/living-milan
Admission Services	https://www.unimi.it/en/international/coming-abroad/enrol-programme
Scholarships and grants	https://www.unimi.it/en/study/financial-support
Accommodation	https://www.unimi.it/en/study/financial-support/accommodation
Meals	https://www.unimi.it/en/study/financial-support/refectory-services-and-meals
Welcome Desk	https://www.unimi.it/en/study/student-services/welcome-desk-informastudenti
Unimia	https://unimia.unimi.it/portal/server.pt/community/unimia/207
Sports, arts and entertainment	https://www.unimi.it/en/study/student-life/sports-and-leisure-activities
Counselling and support	https://www.unimi.it/it/studiare/servizi-gli-studenti/servizio-counseling-studenti
Informastudenti	https://informastudenti.unimi.it/
Learn Italian	https://www.unimi.it/en/international/coming-abroad/learn-italian
Student Portal	https://easystaff.divisi.unimi.it/PortaleStudenti/
E-mail	look.office.com/mail/
Ariel	https://ariel.unimi.it/
Exam registration	https://studente.unimi.it/foIscrizioneEsami/checkLogin.asp?1
Library	https://www.sba.unimi.it/
Study Plan submission	https://studente.unimi.it/pianiDiStudio/client/#/errore/NO_STRUCTURE
COSP	https://www.unimi.it/it/ugov/ou-structure/cosp-centro-lorientamento-allo-studio-e-alle-professioni
Work with us	https://www.unimi.it/en/university/work-us
Study abroad	https://www.unimi.it/en/international/study-abroad
Graduating	https://ecgs.cdl.unimi.it/en/study/graduating

Important

After enrollment, you will get a 6-digit matriculation number and an email in the format *name.surname@studenti.unimi.it*. These are important when taking exams and when requesting services. To access Unimia, Webmail, InformaStudenti and many other Milan University services you will need your email and password.

Use [who and where](#) to find contacts of professors and secretariat offices. Please note that most professors have an official Unimi email in the format *name.surname@unimi.it*.

6 Crash Courses

ECGS Master offers optional crash courses, mostly online, before the start of the first-year lessons. These courses are designed to help students improve their knowledge of the subjects covered in the ECGS program and fill in any gaps in their understanding. The crash courses typically take place from the end of August to the end of September. Some of the courses offered include General Biology, Zoology, Ecology,

Chemistry, Earth Sciences, Statistics, Mathematics, and Microeconomics. At the end of the courses, students will take a test to assess their knowledge. For more information, visit the dedicated page on the Ariel platform (11).

7 Lessons and Exams

While you don't need to register for classes at the university, you are required to register for exams. Please consult the [timetable](#) website, also section (12) for more information on **LezioniUnimi** timetable app.

How can you register for the exams?

- [Navigate](#) to the “Exams” and “Student Opinion” section of the Unimia website.
- Click on the option labeled “Do you want to register or modify registration for an exam?”.
- In this section, you can also view the exams that you have already registered for.

When you register for an exam, you will be required to complete the Course Evaluation Questionnaire. There is only one evaluation for each course, and it is anonymous and mandatory. Completing the Course Evaluation Questionnaire is an important step in improving the quality of lessons as tutors use the feedback provided to develop and improve their lessons. It should not be viewed as a mere bureaucratic process.

7.1 Lesson Attendance

While attendance at every class is not mandatory, we highly recommend it. If you must miss a class due to work or other commitments, it is important to inform the teacher. You can still prepare for exams independently, however, attending class can provide valuable insights and support that may not be available through independent study.

7.2 Grading system

Exams at Italian universities are typically graded on a scale that goes from zero to thirty points. The minimum score to pass an exam (and be awarded the respective credits) is 18, and the maximum is 30 e lode (from the Latin expression cum laude, with distinction). If you are an Erasmus or international exchange student, you should consult the official documents that specify the rules for grade translation that apply to your program, as there may be different conversion rates between countries.

One unique aspect of the Italian academic system is that students have the option to reject a grade that they are not satisfied with and retake the exam in a later session. This also applies to students who fail an exam. To register for an exam, students must use the online system (see 7). After the exam, the teacher will record the grade and students will receive an automatic message on the mail asking if they want to reject it, with instructions on how to do so.

Please refer to [this](#) document from program, Environmental and Food Economics (EFE) course for more information on the Italian grading system.

Scores and their qualitative description

- 29 - 30 lode - Excellent (distinction)
- 25 - 28 - Very good
- 21 - 24 - Good
- 18 - 20 - Adequate
- 17 or less - Not adequate

7.3 How do you know when you have exams

It is important to stay informed about your exam schedule and to make sure you are aware of any changes or updates. Although, the instructor provides you with information about exam dates and times, you can check the date, location, and time of the exams on your Unimia homepage. The exam schedule and room assignments can also be consulted through LezioniUnimi, but registration or modification of registration must be done through Unimia.

8 The study Plan

The study plan is a detailed list of academic activities that students are required to complete during their program, including courses, exams, laboratories, internships, and other activities. It includes all mandatory activities as well as elective options, which are chosen by the student in accordance with the program's requirements as outlined in the program description.

Before applying for graduation, students **must submit at least one study plan** outlining the academic activities they have completed. To graduate, students **must have passed all exams** listed in their latest approved plan of study. If the exams listed in the study plan do not match those that the student has passed, the student will not be able to graduate.

How can you submit your study plan?

- Directly from the [study plan](#) page or through Unimia. The Unimia website will indicate whether you need to submit a study plan or no.

Where can you find the courses when filling the study plan?

- You can find the courses when filling the study plan on the [Education plan page](#) on our website. To access the page, you need to select the academic year by scrolling through the academic year list. Then you can select year 1 or year 2 to see the courses/activities, ECTS, hours and language. All first-year courses are mandatory.

Which courses should you choose for the 2nd year?

- That depends on the curriculum you would like to follow. For example, if you are interested in Environmental Systems Management and Sustainability, you should choose courses that align with that curriculum. Similarly, if you are interested in Technological Process and Environmental Sustainability, you should choose courses that align with that curriculum.
- All core courses for your curriculum are listed together. You must take **18 ECTS from 3 courses** that make up your curriculum. Some courses in your curriculum may be grouped together in the education plan, in which case you can only choose one from that group (or two for some groups). Please refer to the education plan for the distribution of your courses.
- In addition to the first year courses and courses required by your curriculum, you must also acquire **12 CFU from elective courses**. You can select these courses from the same lists used for the curricular courses. You may also get these credits from any courses offered by our university. However, if you select a course which is not offered by ECGS Master, please consult your tutor before including it in your study plan. You can finally select also the Multidisciplinary Laboratory of Environmental Change and Sustainability as an elective course.
- You must also acquire **9 ECTS credits for Internship and Placement** through:
 - an external internship,
 - an internal internship or

- through the activities proposed by the Multidisciplinary Laboratory of Environmental Change and Global Sustainability.

For more information on internships please see section 16

Can you change later?

- Yes. Changes can be made for free during the designated study plan change period, typically in February. Outside of this period, there may be a small fee.

Who should you talk to for counselling on study plan?

- You should speak with the assigned study plan tutor for counseling on your study plan. Tutors are assigned to students alphabetically each year as reference guides. You can find their contact information in the “[contact persons](#)” section of the program’s website, under “Study Plan Tutors”.

9 University career

On [this page](#), you can view your records of completed exams and earned credits from your study plan. You can also access the [self-certification service](#), which allows you to print a self-certificate, or find information on how to [request a certificate](#).

Which self-certificates can you print?

- Certificates of enrolment and degree, exam records, years of enrolment, fees paid, and study plan.

How can I request certificates?

- Usually through [informastudenti](#). Please see section (3.3).

10 Unimia

Unimia also known as UNIMIA is a portal where you can access your administrative data and records, academic and administrative services, and academic deadlines. Moreover, from Unimia you can access most of the services presented in this Handbook.

How can you access Unimia?

- Directly from the [website](#).
- From a snippet available at the top of Milan university [home page](#)

Please note that all current students can find all services by accessing Unimia.

On the next page please find an example of the information Unimia can provide you.

Layout

Home University Career International mobility Courses and teachers Jobs and Traineeships Online services (SIFA) Logout

Home: Logout

Your details

If you make changes press the EN key to view refreshed information

Student in:
 Type of course: Corso di Laurea Magistrale
 Course: Environmental change and global sustainability (class lm-75) (code: F68, class: LM-75 - Scienze e tecnologie per l'ambiente e il territorio)
 Year: 2
 Type of enrolment: IN CORSO
 Matriculation number:
 Last year of enrolment: 2022 - 2023

Contact details: [Amend](#)
 Place of Residence: 50-4050 9998
 Contact Details: Milano MI Italia
 Mobile phone: 3207
 Email: @studenti.unimi.it

Why did you choose La Statale?
 Fill out the questionnaire to help us improve. Find out more about the purposes of the questionnaire.

Unimi mail
 Your mailbox is full at 53%.
 4 unread messages.
[Access the webmail](#)
[See most recent unread email](#)

Programme website
 You will find all the information you need to attend classes, sit the exams and graduating on your degree programme website.
[Go to the website](#)
[Contacts](#)

Badge (LA STATALE card)
 You have activated your Carta La Statale as university badge and as Flash Up Studio La Statale prepaid card.
[Here you will find more details](#) about the limits and functions of your prepaid card.
 Have you lost your badge that is also active as a prepaid card? [Block it immediately](#)
[Visit the badge webpage](#)

Exams and student opinion
 If you make changes press the key to view the refreshed information

There are no active registrations.

[Do you want to register or modify registration for an exam?](#)
[Do you need help?](#)

Exam sessions
[Forthcoming exam sessions](#)

Students course evaluation
 The survey for academic year 2022-23 is active since 27 October 2022 except for degrees in the areas of Agricultural and Food Sciences and Science and Technology (from 10 November 2022) and Pharmacy (from 15 November 2022). Consult the programme website for specific dates.
 • Complete the course evaluation questionnaire
 • See [past years survey reports](#) on the new website.
 • For problems regarding the course evaluation questionnaire [write to the help desk](#)

Other educational activities
 If you make changes, press the key to view refreshed information

There are no workshops, online courses or other events planned for your Faculty or degree programme.

Exams results
 If you make changes press the key to view the refreshed information

[Your exams results](#)

For written exams that request your approval, please accept or refuse the mark within 10 days of publication of the results.
 For more information [Go to the University website](#)
 You have no archived exams

Fees and payment situation
 Academic year: 2022 - 2023

Payment details:

Fees basis	Instalment	Amount due	Amount paid	Payment date	Amount outstanding
CONTRIB. REGIONE LOMBARDIA	1	140 euro	140 euro	30-09-2022	0 euro
IMP. DI BOLLO - RIMBORSO SPESE	1	16 euro	16 euro	30-09-2022	0 euro

To make a payment use the [online payment service](#).
 • It will be possible to pay the second instalment using the MAV form or credit card starting from mid January 2021 and by the deadline of 31/01/2023. If the amount you wish to pay exceeds 700 euros, payment may be made in one or four instalments.
 • The second instalment will not be issued to students who have applied for a scholarship, unless a late payment fee is due.
 • hai ottenuto l'Esenzione per merito magistrale
 • hai ottenuto l'Esenzione per borsa del Ministero Affari Esteri

For more information on payments made, access [SIFA: Fees and payments situation](#).
 If you need a certificate [read about how to request one](#).
 If you need to print a self-certificate use the [self-certification service](#)

Study plan [Previous years](#)

Study plan approved and placed on record
 The study plan submitted in the 2022 academic year was approved and registered during the course of your studies. If you do not want to amend it, you do not need to resubmit it. Remember that to be admitted to the final exam, the exams taken must correspond to the study plan. The study plan cannot be amended after the deadlines.
[See study plan on record](#)

Submission of/Changes to study plan
 • You are not required to submit a study plan for this course year.
 For more information on submitting your study plan, read section [Study plan on the Student Office website](#)
 If you need a certificate [read about how to request one](#).
 If you need to print a self-certificate use the [self-certification service](#)

ECTS / University career

University carriera details - Laurea Magistrale in Environmental change and global sustainability (class lm-75)
Exams registered (included in the study plan): 8
Average mark (exams included in the study plan): 27.56667
Last exam in the study plan registered: STATISTICAL METHODS IN ENVIRONMENTAL STUDIES , 15-11-2022, MARK 24
Total ECTS credits (exams and other activities included or not in the study plan): 60,00

Ariel - online courses
 Log in to Ariel to see:
 • your favourite sites
 • all the teachings of your career
 • the most recent activities on your favourites

Notices - students
Faculty Closing Published: 19/12/2022
[Show more](#)
Faculty Closing Published: 19/12/2022
[Show more](#)
University Scholarships (need-based) final rankings academic year 2022/23 Published: 06/12/2022
[Show more](#)
[Notice board](#)

Quality in Teaching
 Do you know that you can contribute to improving of the quality of teaching? It is really easy!
 • Take part into the Teaching Staff-Student Joint Committees (CPDS) of your study programmes
 • Fill in the course evaluation questionnaires
 • Join the Lifelong Learning on the University Quality Assurance System
 Find out more on the [University website](#)

Library services
 • [Minerva](#), the catalogue of all the SIFA resources
 • Efficient search? [Register for the courses](#)
 • [Ask the librarian](#)

Contacts
 For requests for information dealt with by the Student Office (exams, grade point average, study plans, enrolments, fees and scholarships, etc.), or for guidance concerning SIFA services, you can:
 • [send your query to Inform@Student](#)
 • [Call our call center](#)

Left hand side column:

Log in [here](#) using your credentials.

Your details

Lists your information such as the type of course, its name, year, phone, email, address etc.

Badge (LA STATALE card)



This is your university card Interface which you can use to activate/block your card. In-depth details can be found [here](#)

Exams and student opinion

Register for exams and accept marks here. The student survey is also located here.

Exam results

Accept/reject your exam results here. **Note:** It's not always possible only for some chosen exams. The grade is accepted automatically after 10 days

Fees and payment situation

Find information regarding fees and online payment system here. Go to the main website and search for *Fees and how to pay them* for more details.

Study Plan

This section has details of the study plan. See the subsection study plan for more information

ECTS / University career

Find a summary of your career here. Click the study career section at the very top of the page for detailed career

11 Ariel

In Ariel, you can access course materials such as presentations, teaching materials (text, audio, and video), and exercises to help you study and prepare for exams. You will also find information, news, and announcements about lessons and course activities. Some courses also have forums and chat rooms where you can communicate with instructors. Not all courses have an Ariel website, as they are created at the request of the instructor.

How can you access Ariel?

Enrolled students

- By logging in to Ariel usually with the university email credentials (*name.surname@studenti.unimi.it*)

Erasmus students

- By logging in to the Ariel portal with university credentials.

Student taking individual courses

- By contacting Ariel technical assistance or the course instructor.

For those who are not yet enrolled

- Use credentials offered by university to access Ariel as a guest.

To register as a guest use [this platform](#)

- Enter a working email which will be your username and create a password.
- Indicate name and surname.
- Check the “I am not a robot dialog”.
- Accept terms of use and privacy.
- Click on “Create my user”.

At the very top when you log in

The screenshot shows the Ariel website interface. At the top, there is a navigation bar with the Ariel logo and the text 'Ariel'. Below the logo, there are several navigation links: 'Home', 'Il tuo Ariel', 'Offerta completa', 'Ricerca siti', and 'Strumenti e supporto'. On the right side of the navigation bar, there is a user profile icon and a 'Logout' button. Below the navigation bar, there is a search bar with the text 'Ricerca un sito nel tuo CdS' and 'Consulta l'offerta didattica di Ariel per:'. Below the search bar, there is a search result card for 'F6B Environmental change and global sustainability (class Im-75)'. The text 'click this dialog' is visible on the left side of the search bar area.

12 LezioniUnimi

LezioniUnimi is the University’s timetable app that you can download from the Google Play Store, the Apple Store, and the Microsoft Store. This app allows you to access your schedule and course information.

By downloading LezioniUnimi you can have on your device:

- The courses timetable, displayed by week or by academic year.

- Lecture rooms availability in real time.
- Course description and teachers.
- Attendance register (when required).

Other services provided by this app include:

- **Exam schedule:** students can view the day, time, and location of their upcoming exams.
- **Messages:** students can review all messages sent by the university through push notifications, including updates to registered lessons or exams, as well as general information
- **Rooms:** students can find out which classrooms are occupied and the current programs in those classrooms, by searching for the classroom or location.
- **Seat reservation:** students can create a profile, check remaining seats, and book a seat, especially during the COVID pandemic when full occupation of classrooms was not allowed.
- **See intro again:** This will prompt the introduction to the app again.
- **Library:** students can reserve a place or service from the university library and find out the address of the library by selecting it from a list.

To use the app follow these steps:

1. Open the app. The initial display will be empty.
 - To access the services listed above, tap the three menu lines on the top left corner. To add your subjects, tap the round plus bubble on the bottom right, which will open a choose degree menu.
2. Select our school (Scienze e Technologie (Science and Technologie), Course Environmental Change and Global Sustainability(classe LM-75), and period Primo Semestre(if first semester) or Secondo Semestre (Second Semester).
 - Press the forward arrow on the top right.
 - You will be prompted to save your profile. Save it as preferred and press "Conferma" to confirm.
3. A list of subjects will appear. Check your subjects accordingly and tap the saving sign on the top right.
4. Now you will see your subject name, timing, and location.
5. You can click on the calendar icon on the top to consult the timings of any day.
6. If you tap on the three dotted menu, you can personalize your calendar, see the event list, or delete/modify your profile.

Note:

To access the Rooms, Check Attendance, and Biblioteca sections, you will also need to create a profile. The steps to create a profile are like the ones described above.

All the services that are provide in the Lezioniunimi app can be easily accessed through the [student portal](#).

13 Libraries

The University of Milan's Library Service (Servizio Bibliotecario d'Ateneo, SBA) comprises 17 specialized libraries, each dedicated to a specific area of teaching and research. The libraries provide access to 1.8 million printed books and 26,000 journals. The Digital Library also provides access to 520,000 ebooks, 70,000 ejournals, and 200 databases. Users can easily search for and access these resources through Minerva, the University's catalog search engine. Through their personal [Minerva account](#), readers can request books for lending, reserve books that are currently out on lending, and renew lending. Additionally, the library offers discussion and study rooms that can be reserved through the LezioUnimi app. See section (12)

14 Student representatives

Student representatives play a vital role in ensuring that the concerns and needs of students are heard and addressed within academic institutions. They provide a valuable link between students and administration and help to ensure that policies and decisions are made in the best interest of the student body. Student representatives are present in almost all the decision-making bodies of Milan university and they join also relevant committees in charge of discussing problems concerning the study courses. We specifically highlight:

- The **Collegio Didattico** (or Academic Board) a forum where professors and student representatives discuss all the problems concerning study courses.
- The **Commissione Paritetica** (or Teacher-Student Joint Committee) that includes student representatives who act as a voice for students on issues, needs and proposals.

These student committees play an important role in maintaining the quality of the academic environment. They create and implement policies related to this matter by employing quality management approach which includes planning, implementation, monitoring and review to continuously improve the academic environment. Therefore, it is highly encouraged for students to take part in the committees as they provide a valuable opportunity to contribute to the academic environment and to voice any concerns or ideas they may have.

15 Field safety Course

Our Course requires some activities to be carried out outdoors. For this reason, a dedicated Field Safety Training course is regularly offered to students to teach the basics of how to act when involved in field activities. It is important to note that the Field Safety Training course is mandatory for all students in the ECGS program. If you do not complete the course, you may not be able to participate in internships or complete your thesis work when it requires fieldwork. Moreover, also different courses propose field activities: to take part to these activities, students must have attended the Field Safety Training course. It is therefore essential that you complete this course to be able to perform any kind of fieldwork.

Please make sure to regularly check your emails for updates and schedules regarding the Field Safety Training course. You can also find information about the course on the dedicated page on the Ariel website under the "Corso per la sicurezza sul campo" (Field Safety Training) [folder](#). Please note that this folder may also be labeled simply as "Field Safety Training". Both folders serve the same purpose.

1. Attend in-person lesson.
2. Attend one-day trip on field for each student.
3. Attend medical examination, to certify the ability to work on the field.

16 Stage and Internship

As a student, you have the option to complete either an internal internship (within the University of Milan) or an external internship (at a company or organization outside of the university, either in Italy or abroad). The decision is entirely up to you. Before beginning your internship, you will need to identify a university tutor who will be responsible for overseeing and training experience. The tutor should be an expert in the subject area related to your internship.

A good place to start is directly contacting professors within ESP Department who are working in the field you are interested to discuss availability and possible research topics. Upon approval, internships with any UNIMI professor or researcher are also possible, provided that the planned activities meet the ECGS training goals.

16.1 Internal

Internal Internships consist in carrying out training activities in laboratories and research groups. The main goal of the program is to generate new knowledge and build expertise on a given topic. The program is designed to be an intensive, hands-on experience, where students will work closely with researchers and researchers and can gain in-depth knowledge and skills in a specific area of environmental change and sustainability.

It may be beneficial to review a comprehensive but not exhaustive [list](#) of subjects to gain an understanding of the internal internship topics that are currently available.

You can approach professors who have taught you a topic and even propose new topics to them. Depending on their availability and the relevance of the topic, they may be open to further research in the form of a lab, with you as a student researcher. Complete list of all teaching staff and what they teach is available from the [course website](#).

16.2 External

Students can intern at any of many external entities, including private companies, public institutions, national and international organizations, professional firms etc., either in Italy or abroad. Due to insurance coverage reasons, any external entity is required to sign an agreement with Unimi (COSP office, convenzioni.stage@unimi.it). You will still need a UNIMI tutor, expert on the subject (research field) of the internship and able to provide educational support to the students involved in the project.

For opportunities

- Directly contact a company/institution of choice.
- Consult the online internship board made available by [COSP](#).

To facilitate the meeting between job supply and demand, COSP, the University Center for Orientation to Study and Professions, in collaboration with **Almalaurea**, provides two services:

1. **Job and internship:** where companies showcase jobs reserved for the University of Milan students.
2. **Your Curriculum Vitae:** online where you update your resume online and make it visible to companies looking for staff.

To make your CV online through Almalaurea:

1. Log in to UNIMIA page – “Work and Internship” – Manage your CV.
2. Upon first access, you will be asked to activate the service by confirming and updating your personal and university data and creating your CV online.
3. Update and make your CV visible online. Your CV will remain in the database for up to 24 months from the date of graduation. During this period, you can make your CV visible or not to companies using the service configuration panel in your profile after authentication. After 24 months, it is possible to request a stay for a longer period only by contacting the COSP.

16.3 How to open and close an internship

Once students have identified their UNIMI tutor, to successfully complete an internship within the ECGS, the student must fill in and submit the appropriate online forms. It is important to pay attention to the specific form required for each step of the process i.e. opening and closing, as different forms may have different requirements. Regular updates on the deadlines for closing the internship can be found on the “GRADUATING ” page, so it is crucial to stay informed and meet these deadlines. If there are any uncertainties or questions regarding this procedure, students are encouraged to reach out to the ECGS secretary’s office via email: ecgs@unimi.it

To open

Once planned the internal internship with the tutor and/or after the approval of the external internship by COSP. Fill out the online form.

<https://forms.office.com/r/rbRh4xfBvB>

To close

Sign up to one of the dedicated “STAGE AND INTERNSHIP” rounds on UNIMIA page, within the cut-off dates for graduation sessions, to get the 9 credits. Fill out the online form.

<https://forms.office.com/r/yFVDPLqF7i>

Please note that the bureaucratic procedure for external internships is handled entirely by COSP. Accordingly, any company or institution, if contacted personally by students or professors, is required to follow the instructions on this [page](#).

During the internship

- Students must register the daily activities and the hours worked on the attendance register.
- Before leaving the Host Structure, students need to make sure that the attendance register is countersigned by the Host Contact Person.

After Internship

- At the end of the external internship, students must submit to their tutor a detailed report of the activities carried out during it. They are also required to officially close their internship within ECGS by filling out and submitting the online form.

Here is a set of FAQs for reference.

When can I start:

- The ideal time to participate would be during the second semester of the second year.

What is the format of the report?

- The format and length of the report required may vary depending on the preferences of the tutor overseeing the internship. Some tutors may prefer a presentation and a shorter report, while others may require a more detailed report. The important thing is that the report should be sufficient to demonstrate the knowledge and skills acquired during the internship, and that the tutor is satisfied with the content and format.

What if am working on a field related to our study?

- Yes, if you are working define a specific research topic activity that is distinct from your day-to-day activities. Formally propose this to us and on approval it can be considered an internship. You will be expected to allocate time to work on this topic, conduct research and produce the final report.

Can you change from external to internal?

- Yes, it is possible to change from an external internship to an internal one. Even though you defined in your study plan that you will have an external and not internal internship, the study plan can be changed.

How long does it last?

- Typically, around 2 months of full-time employment (9 ECTS)

17 Studying Abroad, Exchange Programs, and Scholarships

1. ERASMUS Programs

17.1 Erasmus+

It's possible to exchange abroad during your studies. Visit the dedicated [page](#) on studying abroad. The most common programs are those of Erasmus+ and thesis abroad. Erasmus+ mobility program for students consists of:

- **Study periods**, for attending courses, sitting exams or doing research for thesis.
- **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 programs for a maximum of 12 months. Candidates can choose whether to apply for their Erasmus mobility as a study or traineeship period abroad. The calls are published annually, around **February**.

17.2 Thesis abroad

Students in the ECGS program can complete their thesis abroad, without any geographical restrictions. To be eligible for this opportunity, candidates must meet certain academic requirements, including maintaining an average grade that is equal to or higher than the range of the best students (Annex.D of the call) in the program and graduating within the specific sessions outlined in the call for applications. This option provides students with a unique opportunity to gain international experience and broaden their perspectives while completing their thesis. Thesis-abroad grants are awarded through a call for applications published twice a year, approximately in **April/May** and in **September**, specifying application requirements, procedures, and selection criteria. To stay informed on international mobilities, regularly check the dedicated [page](#)

2. **Exchange/outside EU** Additional to the Erasmus program, the University of Milan offers to the students the possibility to enroll in exchange study programs outside the European Union through international mobility agreements with different Countries (e.g., China, USA, Japan, Argentina and Russia).

Every year the university publishes, for each agreement, a call that establishes the requirements and steps necessary to apply for these periods of study abroad. Eligibility criteria and deadlines vary depending on the call.

Students can find all updated information here:

<https://www.unimi.it/en/international/study-abroad/exchange/outside-eu>

3. **Scholarships**

17.3 Excellence Scholarships

Our university offers scholarships for new international students, which vary in number and value each year. In the 2022/2023 academic year, 155 Excellence Scholarships were available, including 55 worth € 6,000 each with full tuition fee exemption. Additionally, 100 students received full tuition fee exemptions. No separate application is required, as all students who apply will be automatically considered. Beneficiaries will receive a confirmation email in July.

17.4 DSU scholarships

Regional scholarships are also available for both Italian and international students. They consist of a sum of money and free access to refectory services are related to education incentive programs. Financed by the Lombardy government and the Ministry for Education, by the European Union - Next Generation EU, regional scholarships are guaranteed to all eligible applicants thanks to extra funds provided by the University. The scholarships are awarded via competition, to university students meeting certain merit, income, and regular attendance requirements, provided they are regularly enrolled in university programs.

This scholarship is open usually from 15th July till 30th September. And applications are made through the [Online Service Desk](#) for more information consult a dedicated [webpage](#).

17.5 The MAECI scholarship

The MAECI scholarship is a scholarship offered by the Italian Ministry of Foreign Affairs and International Cooperation (MAECI) for international students to study in Italy. The scholarship covers tuition fees, accommodation, and a monthly allowance for living expenses. Eligibility for the scholarship varies depending on the program and the student's country of origin. The application process typically involves submitting academic transcripts, proof of language proficiency, and a personal statement. The deadline and specific requirements for the scholarship vary each year. For more information visit the official [page](#).

There are other scholarships that are offered from the school to a selected category of students. For example, for the year 2022/23, we had:

- Grants for Ukrainian Students.
- UNICORE 4.0 - University Corridors for Refugees.
- Educational corridor - Monastery of Mar Musa, Syria

Visit the international [scholarships webpage](#) for specific guidelines and updates on all available scholarships.

When looking for funding and scholarship opportunities for international mobility, students can begin by checking national educational websites in their home country. These websites often provide information on various funding options available to students looking to study abroad. As of March 2023, these are some websites where the information about possible funding or scholarships on the environmental sector could be found. Please note that list is not exhaustive.

<https://www.globalelectricity.org/scholarship/>

<https://scholarship-positions.com/>

<https://www.worldbank.org/en/programs/scholarships>

<https://www.colfuturo.org/>

<https://opecfund.org/what-we-offer/grants/grant-application>

<https://mujeresporafrika.es/en/>

4. Internship abroad

Students can independently find curricular or extracurricular internships in companies or international organizations, **outside Italy**. The expenditures will be charged to the students (no funding). This opportunity requires the student to complete a series of forms. **The office that handles student requests for the International Internship is the University Study and Career Guidance Service (COSP).**

Visit [this page](#) for more information or contact: stage@unimi.it

18 Thesis and Graduation

To complete the ECGS course and be entitled with a master's degree, you need to write a thesis and discuss it during a final exam. The thesis must be supervised by one or more tutors.

How to start your degree thesis:

- Assuming that you have already a topic or an idea in mind, you should contact a tutor, preferably someone who is working on the area you are interested in.

How to find a tutor:

- The tutor is a professor/researcher who helps and guides you during your research project for the thesis. Tutors are chosen among the teaching staff of your course, but you can have also additional external tutors. In that case, the external tutor will be your second tutor, the main tutor will be that of our university. You should contact the tutor and agree on your research topic.

Thesis request:

- Once the topic of the thesis is agreed with the tutor, you must electronically fill out the [application form](#) for the degree thesis. The thesis formally starts when the tutor approves the application, and you receive the notification of approval.

Thesis request: How is the final exam taken?

- To be admitted to the final exam, students must fulfill the general graduation requirements according to the [graduation sessions](#).

18.1 Graduation sessions

There are three graduation sessions per year, summer session, Autumn session and Winter session. In the Deadlines and Calendars section of our faculty website, you will find the dates for each session. Students who graduate by the third session of the academic year need not pay the first instalment for the next academic year.

18.2 Graduation requirements

1. Be up-to-date with tuition and fees until the last year of enrolment.
2. Pass all the exams required by your last approved study plan, within the deadline of the specific graduation session.
3. Agree on the thesis title with your supervisor before applying for graduation.
4. Apply for graduation and pay the graduation fee.
5. Fill-in the upcoming Graduand questionnaire through Unimia.
6. Comply with program-specific formalities and deadlines for each session.

18.3 Submission of the thesis summary and full thesis

1. Post the final thesis summary on the dissertation summary management [website](#) within the deadlines provided for each session. You can access the procedure using your university credentials.
2. [Upload](#) a digital copy of the thesis in PDF/A format by accessing from UNIMIA → SIFA Online Services → Administrative services → graduation application → Thesis upload. You cannot apply for graduation without uploading the thesis within the deadline. To Create a PDF/A file of your thesis starting from a Word or LibreOffice document , follow instructions on the [video tutorial](#).
3. Deliver 1 hardcopy of the final paper for the co-examiner (any binding, including thermal and spiral binding) to the supervisor 7–10 days before (subject to other deadline or format requirements from the supervisor, including for electronic format)
4. Students must also have registered in their career the nine internship or laboratory credits within the deadline of the specific graduation sessions.

18.4 Final Exam Grades Criteria

The final exam is a short presentation and discussion of your thesis work in front of a designated Committee which will give you a grade based on the quality of your work and your overall performance during the program. The grade can range from 66/110 to 110/110, and if you get the maximum grade, you may receive a special recognition called "lode", which means you graduated with honors.

To calculate your starting grade based on your performances during the program, the Committee will use a formula that considers your overall average grade in the program. Then, the average will be divided by the maximum average grade you can get (30) and multiplied by the total score (110).

For example, with an overall average of 27, the starting grade (SG) would be:

$$SG = 27/30 * 110 = 99.$$

During the final exam, the Commission will give you a score between 0 and 8 for your thesis work, presentation, and discussion. You can also earn extra points for graduating on time and for a period spent studying abroad. The final grade is the sum of your starting grade and the points awarded during the final exam. For more information consult the Final Exam Grades [Criteria document](#)

18.5 Other Important reference documents

1. [Thesis Guidelines](#).
2. [Thesis Template](#).