



UNIVERSITÀ
DEGLI STUDI
DI MILANO

Master degree in Environmental and Food Economics

FAQs



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Introduction

Welcome to the Master Degree in Environmental and Food Economics (EFE) of Università degli Studi di Milano!

This guide is intended for all international and non-international EFE 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 will answer to the EFE 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/en/).

Table 1 - Useful links

Admission Services	https://www.unimi.it/en/node/314/ https://www.unimi.it/en/node/90/
Student Online Services	https://www.unimi.it/en/node/403/
Courses Timetable	https://easystaff.divsi.unimi.it/PortaleStudenti/
Scholarships and grants	https://www.unimi.it/en/node/730/
Accommodation and meals	https://www.unimi.it/en/node/232/ https://www.unimi.it/en/node/237/
Counselling and support	https://www.unimi.it/en/node/723/
Sports, arts and entertainment	https://www.unimi.it/en/node/1070/
Living in Milan	https://www.unimi.it/en/node/306/
Italian Education System	https://www.unimi.it/en/node/58/
Welcome Desk	https://www.unimi.it/en/node/352/
EFE website	https://efe.cdl.unimi.it/

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 online 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: <https://www.unimi.it/en/node/7663/>) 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 page <https://www.unimi.it/en/node/352/> you can directly contact the Welcome Desk, book an appointment or get their telephone number.

In the "Welcome Guide and Vademecum" you can find a downloadable version of the "Welcome Guide – Small guide for international students", that includes information about:

- Residency documents
- Italian language test
- Enrollment 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 top-right side of the website, you can switch to the english version of the site (this will lead you to the page <https://www.unimi.it/en/>).

In the "Study" section you can find information about:

- the [enrollment procedure](#),
- [fees](#), [exemptions](#) and [scholarship](#),
- details about the validation of foreign qualifications and exams and specific information (<https://www.unimi.it/en/node/295/>) that will guide you through the very first steps needed to get the necessary documents in order to enroll and safely move to Italy.

2.2. Master Degree in Environmental and Food Economics website

In the EFE website (<https://efe.cdl.unimi.it/>) you can find information about: the structure of the course and syllabus, the entry requirements, how to apply (specific for the EFE course) with updated deadlines, Crash Courses, how to enroll & interview, FAQ.

Everything you find in this website is referred to the Master Degree in Environmental and Food Economics. 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 EFE website. If you can't still find an answer to your question, feel free to contact the Welcome Desk or the EFE Secretariat.

2.3. Secretariat

The Faculty Secretariat is found at the ground floor of the Faculty of Agricultural and Food Science (yellow building) in Via Celoria 2 (where all your classes are at).

Once you cross the Faculty main gate, you should immediately turn right and then turn right again (you will find it in front of you). In the Faculty map (see Figure 2 – Faculty Map, page 7) the green building corresponds to the Faculty Secretariat.

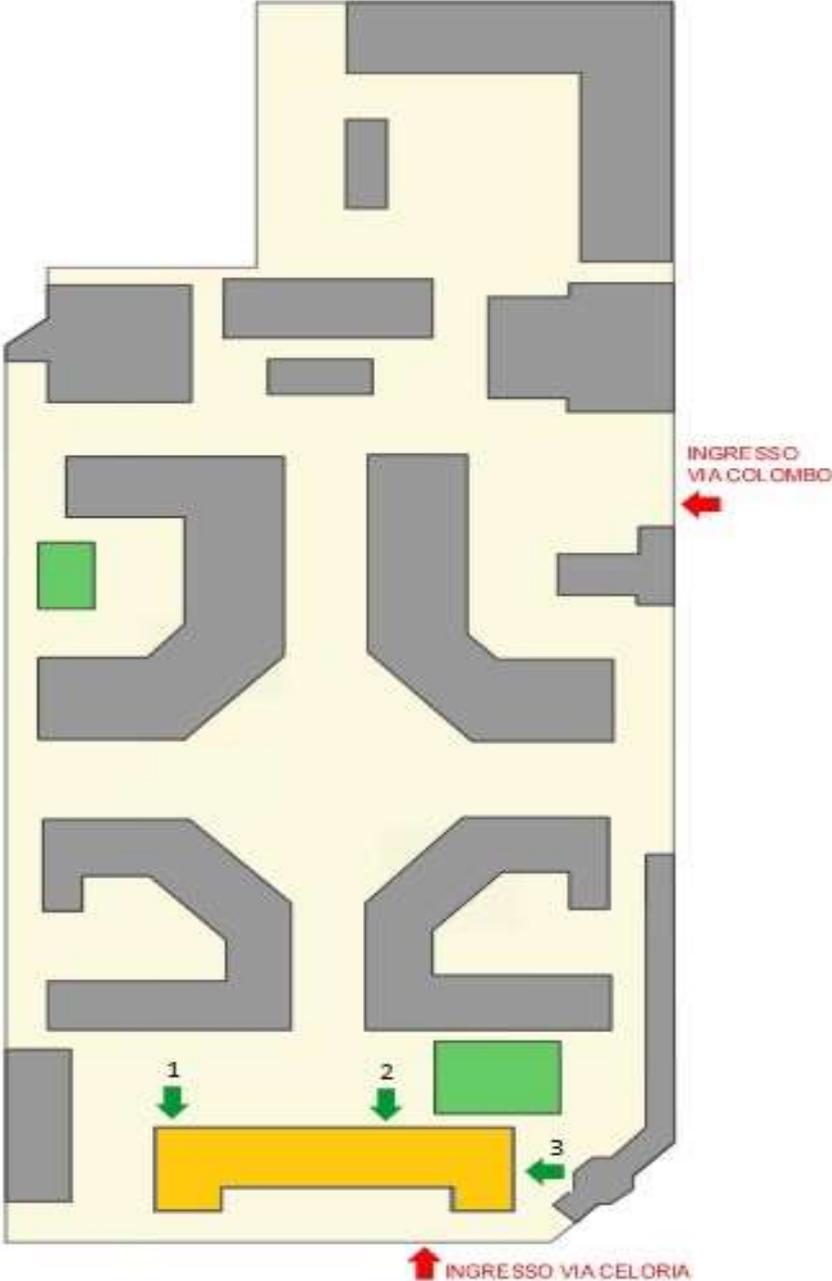
Faculty Secretariat	Mon – Fri 10-12 am
Telephone	02 50316511/2/3 - Fax 02 50316514
email	didattica.agraria@unimi.it ; orientamento.agraria@unimi.it

The EFE Secretariat can be found at the second floor of the Dipartimento di Scienze e Politiche Ambientali (yellow building in Figure 2 – Faculty Map, page 7). Once you cross the Faculty main gate, enter the main building (in front of you). On your right you will see the stairs. Climb the stairs to the second floor. The door is open during office hours.

EFE Secretariat	Mon – Fri 10-12 am and 2.30-4 pm
Telephone	+39 02 503 16475 / +39 02 503 16486
email	efe@unimi.it

Faculty map

Figure 2 – Faculty Map – See also <https://efe.cdl.unimi.it/en/node/13121/>



FAQs

3. Course Outline and Study Plan

3.1. How many credits are required to graduate?

In order to complete this Master Degree, you need to collect 120 ECTS (CFU in Italian), of which:

- 87 ECTS – Mandatory courses
- 9 ECTS – Elective courses
- 3 ECTS – Stage or internship
- 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 can be found at: <https://efe.cdl.unimi.it/en/study/course-timetable>

Alternatively, you can directly access the timetable portal <https://easystaff.divisi.unimi.it/PortaleStudenti/>. In order to find the EFE course timetable, select "Lessons timetable → By degree" and then find your course by filling the "Course of study" select menu.

(i) How do I find the classroom?

EFE classes are taught in Aula di Economia (first year) and Auletta di Economia (second year).

In Figure 2 – Faculty Map (page 7)

1. **Aula di Economia:** in order to reach the room, you need to cross the main building (yellow building in Figure 2 – Faculty Map) and turn left. Eventually you will find the stairs leading to the first floor, where the room (the only one) is at;
2. **Auletta di Economia:** in order to reach the room, you need to cross the main building (yellow building in Figure 2 – Faculty Map) and turn right. You will immediately see the stairs leading you to the basement. Take the stairs and cross the red door at the end of the corridor (on the left). You will find yourself in "the Bunker" where students usually eat, study and sometimes relax. After crossing the red door, turn left. At the end of the corridor, on the right, you will find the entrance to the room.

If you need help finding a room (or a Professor's office) feel free to ask for information at the porter's lodge, that can be found once you enter the main building (yellow building in Figure 2 – Faculty Map), right next to the stairs. Notice, however, that most of the professors have an office at the first floor.

3.3. Where do I find the Academic Calendar?

The detailed Academic calendar can be downloaded from the Agraria Faculty pages - <https://www.unimi.it/en/node/12780/>.

The downloadable version of the calendar is reached clicking on the link “Suddivisione delle attività didattiche in semestri 2019/20”.

This version of the calendar reports the exam session days (yellow), mid-term exam days (purple), holidays (green) and lecture days (red).

Alternatively, from the English version of the University website, you can open the section "Study" and below the three cards you can find the "Academic calendar and deadlines" where a short version of the calendar with holidays is reported.

For the exact date of beginning of the lectures, be sure to check out the EFE website (<https://efe.cdl.unimi.it/en/study/course-timetable>) and the timetable.

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 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 not 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).

When the study plan is completed, it needs to be signed by Professor Olper. Please contact him and the secretariat by email (alessandro.olper@unimi.it and emanuela.cacciola@unimi.it) to book an appointment, with subject field “Study Plan”.

(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 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 can be found in the University website selecting the english language on the select menu.

The elective courses should be in line with the EFE course. For example, courses in “Sustainability of food products”, or on “How to carry out an LCA”, are a good choice. On the other hand, a course in “Marine biology” might not be appropriate.

When you find something that might interest you, you should contact by email Professor Olper (alessandro.olper@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. What are the differences between the two curricula? When do I need to choose?

You need to choose between the two curriculums at the end of your first year, or at the beginning of the second, in order to correctly fill out your Study Plan and follow the right courses.

The choice is between:

(i) Environmental and Energy Economics

Aimed to provide professional training in energy and environmental economics, and focused on sustainable economic development, evaluation of environmental assets, energy markets and policies, management of natural and environmental resources, environment policies, economic impacts of climate change, adaptation strategies and mitigation policies for climate change and international climate change agreements.

Table 2 - Environmental and Energy Economics exams

Title	ECTS	Teacher(s)
Sustainable Development	6	Daniele Curzi Francesco Bosello
Global and climate change economics	6	Francesco Bosello
Energy economics	6	Federico Pontoni

(ii) Economics and Management of the Agri-Food System

Aimed to provide professional training in the managements and administration of national and international companies in the agri-food sector, focusing on the analysis of economic and policy problems of the agri- food system. Expertise and instruments are provided to analyze and manage problems caused by economic and trade integration, to deal with internationalization issues, to assess company strategies, to study and manage national and international value chains, consumer behavior, marketing strategies, food safety problems, and rural development.

Table 3 - Economics and Management of the Agri-Food System exams

Title	ECTS	Teacher(s)
Food chain in the global market	6	Valentina Raimondi
Food marketing and consumer behaviour	6	Stefanella Stranieri
Food security and rural development	6	Massimo Peri

4. Crash Courses

[Crash Courses](#) are introductory lessons in Mathematics, Management and Microeconomics, that will revise some basic concepts you need to successfully participate the EFE master degree. All information about this program can be found in the EFE website: on the left-hand side column, under “Prospective Students” you will find the link to “Crash Courses”.

The program includes:

- 40 hours of Microeconomics
- 40 hours of Mathematics
- 30 hours of Management

The Crash Courses are generally held for two weeks from the last days of August until mid-September. To check the exact date of beginning of the courses, you should refer to the EFE website.

This introductory courses will be held in the same place of Master main courses (Milano, Agricultural and Food Science Faculty), therefore be sure to check the timetable to know where you need to go.

In order to attend the courses, you need to register online. The enrollment procedure is described in the EFE website.

At the end of the courses, you will have to complete an examination (compulsory). The exams are graded, but the results are not considered during the EFE selection procedure that normally happened before the end of crash courses, while they might help you assess how much study you need in order to catch up on the basics.

(i) Are Crash Courses mandatory?

Crash Courses are not mandatory but highly recommended for who do not satisfy the entry requirements. They will revise the basic concepts you need to know if you want to successfully participate to the Master.

If you have a strong background in mathematics, statistics and microeconomics, you can decide to revise the basics on your own. However, we recommend you to follow the courses... it's also a good opportunity to get to know your future classmates!

(ii) Where do I find information about the timetable?

The Crash Courses timetable is published on the EFE website (<https://efe.cdl.unimi.it/en/courses/crash-courses>). Be sure to check the latest version, generally available before the end of June.

The starting date of the courses is generally published before the end of May.

5. Unimia Portal

5.1. 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 (**Errore. L'origine riferimento non è stata trovata.**) on the top side header.

You need to login with your university credentials. A new page will open, that looks like

The screenshot shows the Unimia Portal interface. At the top left is the 'unimia' logo with the tagline 'la mia porta d'accesso ai servizi d'Ateneo'. To the right is the University of Milan logo and name. Below this is a navigation bar with links: Home, University Career, Jobs and Traineeships, Calendar, Online services (SIFA), and Bookmarks. The user is logged in as 'LUCA DEGRADI' with a 'Logout' button and an Italian flag icon. A list of services is shown on the left, each with a plus icon: News fees academic year 2017 2018, Your details, Badge (LA STATALE card), Exams and teaching quality questionnaire, Exams results, Fees and payment situation, Study plan, ECTS / University career, and Computer skills assesment - ECDL. On the right, there are buttons for Unimi mail, Ariel - online courses, Student Office News, Bookmarks, Library services, and Contacts. The footer reads 'Università degli studi di Milano'.

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, <https://www.unimi.it/en/node/394/>
- **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 EFE 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.

5.2. How to...

(i) Access the webmail

The webmail login page can be reached from your Unimia page (see **Errore. L'origine riferimento non è stata trovata.** > 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.

(ii) 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 **Errore. L'origine riferimento non è stata trovata.**). Select the option “Do you want to register or modify registration for an exam?” (see **Errore. L'origine riferimento non è stata trovata.**) and follow the wizard. You might be asked to fill out a “Teaching quality questionnaire”. For more information, go to → Lessons and Exams.

Exams and teaching quality questionnaire

(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 **Errore. L'origine riferimento non è stata trovata.**). 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.

(iv) 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” directly from your Unimia page by clicking on 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

6. Ariel Portal

6.1. 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 EFE 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’s 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 link “Ariel” from the top side header (see **Errore. L'origine riferimento non è stata trovata.**), or from your Unimia Homepage, selecting “Ariel-online courses” in the right-hand side column (see **Errore. L'origine riferimento non è stata trovata.**) and then clicking on “Find a study programme website”.

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

The page is divided in tabs:



- **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:** exhaustive list of all the Ariel websites available (more than 3000). Websites are divided in “accessible” recognized by a green sign 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.



6.2. 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.

All the EFE courses websites are in English, so from here you should be able to find everything yourself.

From your Ariel page > Il tuo Ariel, you can add websites to your favorites. Just click on the button “Aggiungi preferito” (see **Errore. L'origine riferimento non è stata trovata.**) 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.

6.3. 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/

7. 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 [→ Study → Courses timetable](#)

7.1. Do I need to attend classes?

You are not forced to attend every class - every day, however we highly recommend you do so.

If you work or for any reason you can't attend the classes, you have to inform the teacher. Exams can be prepared independently, and professors might have set up a different exam for non-attending students.

7.2. What is the grading system?

A complete and exhaustive description of the grading system and conversion can be found at: <http://efe.cdl.unimi.it/sites/lko7/files/2020-01/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.

7.3. How do I know when I have exams?

Final exams are generally run at the end of the first semester (January - February), at the end of the second semester (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”.

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.

8. Stage/Internship

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

Students have to attend an internship in order to collect 3 ECTS (for more information on the Study Plan, go to → Course Outline and Study Plan). The internship is strictly linked to the thesis. During the internship you will carry out the work that you will have to describe in your thesis.

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.

8.2. Is there any difference between an internal or external internship?

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 Ambientali (yellow building in Figure 2 – Faculty Map) in Via Celoria 2, 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.

8.3. 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 external internship by themselves (option A) or select one of the available internship positions (option B) on the COSP website:

a) Find an internship by yourselves

In this case, you (and the guest company) have to follow the COSP procedure (<https://efe.cdl.unimi.it/en/study/stage-and-internship>) to register your position as a trainee.

The steps required are as follows:

- Register on the Almalaurea website (Unimia)
- Find a company that can accept you as intern/trainee (and a company tutor);
- Find a University tutor (for more information, go to → How do I find a tutor?);
- 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;
- 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;
- You have to go to the COSP office and bring:
 - o 3 copies of the Training project (signed and stamped)
 - o 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;

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

- 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;
- 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

- Register on the Almalaurea website (Unimia)
- Check for open positions (<https://placement-unimi.almalaurea.it/lau/annunci/cercapositioni/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):
 - o Area disciplinare: “economico-statistico”
 - o Tipo di annuncio: “tirocinio curricolare”

The available options will be displayed underneath;

Tip: to display job ads only in English, write “english” in the search bar and press the “Filtra” button;

- Read the job description and press on the “Candidati” button at the bottom of the page;

d) 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 Almalaura website. Any request has to be submitted at least a week before the conclusion of the internship.

9. Thesis and final exam

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

9.1. How much time does it require?

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.

9.2. 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:** EFE website > Study > Graduation (<https://efe.cdl.unimi.it/en/study/graduating>).

9.3. 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 (e.g. Environmental policies, Food policies, international trade, food security...), 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.

9.4. 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.

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!

9.5. 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. In the "International" section of the site you can find all the information for your study abroad (<https://www.unimi.it/en/node/2108/>)

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

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

* 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 (i) When you are ready to graduate, you should apply again online. You do not need to pay the fee again.

In order to upload your thesis, you will need a PDF/A copy. A video instruction (in Italian) is available at

9.6. 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.

9.7. 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. For more information, go to → Unimia Portal) and applying the following:

$$\text{starting grade} = \text{average grade} \cdot \frac{11}{3}$$

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

Moreover, you can be awarded with additional points (to be added to your starting grade):

- One (1) point if you attended a foreign university (Erasmus +);
- Two (2) points if you graduate within the first session;
- One (1) point if you graduate within the second and third session.

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 degree (for more information, go to → Course Outline and Study Plan).

9.8. Thesis style

The thesis has to be **max. 80 pages**, excluding appendix and references. The style of the thesis has to be the same for all students:

Paragraph	Times New Roman, 11; line spacing= 1.15; 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.

The thesis has to be printed in B5 format.

References style: APA or Elsevier (with titles). To better handle references, check out the Zotero (free) software: <https://www.zotero.org/>

An example of thesis style is available at: <https://efe.cdl.unimi.it/en/study/graduating>

9.9. 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, and there are at least three Copy Centers around Via Celoria. If you rely on a Copy Center next to the University you will be assisted in every step required (they process most thesis and are accustomed to foreign students).

9.10. 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).

10. Study abroad

10.1. How do I find information about mobility programs?

Any information about outgoing mobility programs can be found on the University website (<https://www.unimi.it/en/international/study-abroad>).

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

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

10.2. 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 EFE courses and another University's ones.

As a general rule, you are invited to find courses that include the same subjects of the equivalent EFE course. A complete list of the EFE courses, with description of their structure and syllabus, can be found at: <https://efe.cdl.unimi.it/en/courses/course-list-z>



11. EFE Alumni

EFE Alumni is the Environmental and Food Economics students' association, founded in 2017 by two students and two graduates of the EFE master degree.

The Association is non-profit and apolitical, and aims to:

- create a vibrant network of students and ex-students of the EFE master degree, along with professors, scholars and professionals who are employed in the social, economical, environmental and agri-food sectors;
- create a reference point for all EFE graduates who face the labour market and seek for job opportunities;
- organize events to connect members and non-members, and promote the EFE master degree;
- organize open events and conferences in order to promote sustainable lifestyles and behaviours;
- organize training courses that provide members with practical skills to face the challenges posed by the University and the labour market.

The Association is constantly searching for new ideas and opportunities.

To know more about EFE Alumni, go to the dedicated EFE website (<https://efe.cdl.unimi.it/en/after-graduating/efe-alumni>).

If you feel like you can contribute, don't hesitate to contact the Association!

