SOCIAL SCIENCES AND HUMANITIES
Department of Studies on Language and Culture
Call for applications for the Master's Degree Programme

| **LANGUAGES FOR COMMUNICATION** |
| **IN INTERNATIONAL ENTERPRISES AND ORGANIZATIONS (LACOM)** |
| Location: Modena – *Classe* LM 38 |

For international students, residing abroad, applying for a visa

Academic Year 2017/2018

The Master's Degree Programme Is Taught Entirely In English

DEADLINES
Online Submission of Applications: **30 June 2017**
Publication of Assessment Results: **14 July 2017**
Possible further assessment (only if required): **12 September 2017**
Enrolment: **from 17 July to 21 December 2017**

Any amendment to the deadlines or procedures concerning this Call shall be published exclusively on the webpage http://www.international.unimore.it/bandilan.html.

1. Introduction

This Call for Applications is addressed to a maximum of 50 **international candidates, not residing in Italy, applying for a Visa at Italian Embassies or Consulates with a foreign degree released in a foreign country**, willing to be enrolled in the Master's Degree Programme LANGUAGES FOR COMMUNICATION IN INTERNATIONAL ENTERPRISES AND ORGANIZATIONS (LACOM) for the academic year 2017/2018.

Requirements for admission and enrollment in the LACOM Programme:

1. Eligible Bachelor's Degree
2. Adequate personal competencies and skills assessed as per the provisions mentioned in section 3 "Assessment of Personal Competencies and Skills".

All candidates must submit their APPLICATION FOR ASSESSMENT **no later than 30 June 2017, h.23.59 (CET- Central European Time)**. Assessment of personal competencies and skills will be based on **the evidence provided by the submitted documents and, upon request of the examining board, an interview**.

APPLICATIONS can be submitted by students who have not yet obtained the Bachelor's Degree. However, ENROLMENT IS ONLY POSSIBLE for those candidates who HAVE ALREADY OBTAINED their Bachelor's Degree.

The Coordinator of the Programme is Prof. Franca Poppi franca.poppi@unimore.it

Italian and foreign applicants with an Italian qualification as well as EU-citizens (wherever residing) and Non-EU citizens regularly residing in Italy with a foreign degree released in a foreign country must consider a specific Call for Applications (*Bando di ammissione al corso di laurea magistrale*) in order to be enrolled in the LACOM Master's Degree Programme.

2. Requirements

a) Eligible Bachelor's Degree

b) Adequate proficiency in the first and second language of study to be chosen by the student (French, Spanish, English or German): level C1 for the first language and level B2 for the second language according to the Common European Framework of Reference for Languages

c) Good knowledge of the English language, regardless of the chosen languages of study, as the Programme is taught entirely in English

d) Personal competencies as well as academic and professional background meeting the admission requirements

3. Assessment of Personal Competencies and Skills

Personal competencies and skills are assessed on the basis of the documentation attached to the application and, when required, by means of an interview (even via Skype).

The assessment of the student's academic background will be based on their knowledge of foreign languages (French, Spanish, English or German) with a specific focus on competences concerning the analysis of syntactic, lexical, textual and pragmatic structures as well as on the different levels and registers of verbal communication.

The examining board will verify that the applicants are in possession of **international language certifications** in 2 foreign languages (English, French, German or Spanish): Level C1 (advanced) of the Common European Framework of Reference for Languages in the first chosen language and Level B2 (intermediate-advanced) in the second chosen language. Alternatively, **declarations issued by the applicant's home University** (Language Centre, Department, etc.) certifying that the above-specified levels have been achieved can be accepted. The aforementioned declarations must be drafted on official letterhead and in English.

The main international certifications recognized by UNIMORE can be found at the following link: http://www.clamore.unimore.it/it/certifications/info

An interview is mandatory for candidates who:

- do not submit international language certifications or declarations issued by the applicant's home University/Department language centre certifying the required level of language competence
- provide certifications or declarations concerning languages other than English

The examining board may, on the basis of the submitted documentation, either request or waive any additional interview for English native speakers.

The examining board members are: Prof. Franca Poppi (franca.poppi@unimore.it) for English; Prof. Chiara Preite (chiara.preite@unimore.it) for French; Prof. Ernst Kretschmer (ernst.kretschmer@unimore.it) for German and Prof. Flavio Angelo Fiorani (flavioangelo.fiorani@unimore.it) for Spanish.

4. How to Submit Your Application

Create your account at www.esse3.unimore.it (select the English version of the website) by clicking on the section called "**Registration**" to generate your username and password and to be able to access the

Restricted Area. Please carefully verify that your email address has been correctly inserted for any communication.

Log in and then enter the Restricted Area clicking on the "**Application for Evaluation**" section of the menu and positively answer the question: "*Are you an international student, with a foreign degree, residing abroad, applying for a visa through the Italian Embassy/Consulate?*". Then fill in the application form enclosing the following documents:

1. **Qualification Certificate**. If you have not yet graduated you must state the expected graduation date. You must also list the exams passed, grades obtained and any exams you still have to take.

2. **Copy of the international language certifications**, level **C1** in the first language of study and **B2** in the second language of study or, alternatively **a declaration issued by the home University/Department/Language Centre** confirming possession of the above-indicated level of language competence. This declaration, drafted on the letterhead of the university, may also be produced in English, French, German, Spanish or Chinese.
3. Any other qualifications you wish to have assessed for the purposes of admission (e.g. internships, short vocational masters, specialisation courses, curriculum vitae etc.).

4. Reference letter (preferably produced by a university professor) that must be enclosed to the online application.

At http://www.unimore.it/servizistudenti/vediguida.html?gd=29 you can download the "**Guide to the online evaluation procedure** for admission to Master's Degree Programmes".

IMPORTANT: the application will actually be submitted only once the applicant **has saved the data and explicitly confirmed the application** by clicking on the field "explicit confirmation of validity of the application".

If you have to reopen the application to modify any data or add documents, send an e-mail to the Registrar's Office segrstud.studilinguistici.culturali@unimore.it within the deadline of **30 June 2017** and before being assessed.

5. Assessment Results

The results of the assessment will be made visible to the students at http://www.unimore.it/bandi/StuLau-esiti.html and by e-mail to the address indicated during registration.

Candidates eligibility will be reported, in the form of an **invitation letter**, to the Italian Embassy/Consulate in charge of releasing the visa in order to facilitate the procedure.

The above-mentioned page will show one of the following results **by 14 July 2017**:

- IDONEO/PASS: the applicant's personal competencies and skills are appropriate. The student may proceed with the registration procedure if he/she is already in possession of the Bachelor's Degree.

- DEBITI RILEVATI/ADDITIONAL REQUIREMENTS: as the applicant's personal level of competence does not meet the requirements, the examining board will contact the applicant to schedule **an interview**. If the results of the interview are not considered satisfactory, the board will invite the candidate to further his/her personal preparation. Before the enrolment deadline, applicants will be required to attend **a second interview** that has to be passed in order for the candidate to be

officially enrolled in the Programme.

- NON IDONEO/FAIL: the applicant does not meet the requirements and the examining board indicates why the personal competencies and skills have been judged to be unsuitable. **In this case the applicant will not be allowed to enrol.**

- INCOMPLETE APPLICATION: if the examining board proceed with the assessment as some mandatory documentation is missing, the application will be automatically reopened with the status "Application not final". The applicant must provide the missing documents and close and confirm the application in order to be assessed.

- APPLICATION NOT FINAL: the student has not confirmed the application by clicking on the field "explicit confirmation of the validity of the application" and it is therefore impossible to proceed with the assessment.

6. Enrolment

In order to be enrolled in the LACOM Programme, applicants must:

- have duly submitted their application for pre-registration in the LACOM Programme to the Italian diplomatic or consular offices in their home country

AND, moreover

- have their application approved and sent to the Registrar's Office by the Italian diplomatic or consular offices in their home country, so as to receive a Student Visa in due time and be able to be properly enrolled

Procedures and deadlines concerning the pre-registration process of candidates applying for visa can be found at http://www.studiare-in-italia.it/studentistranieri. Applicants are invited to check the website for updates about the academic year 2017/18.

In order to complete the enrolment procedure students must go in person to the **Registrar's Office** of the Department of Studies on Language and Culture, via Università 4, Modena, **from 17 July 2017 to 21 December 2017**. The office opening hours are available at the following link: http://www.unimore.it/servizistudenti/segreteriestudenti.html

The following documents have to be submitted:

- Bachelor's degree, translated and legalised by the Italian Embassy/Consulate
- Declaration of value of the bachelor's degree issued by the Italian Embassy/Consulate
- Degree certificate/Transcript, issued by the home University (in English, French, Spanish, German or Chinese)
- Copy of the receipt issued by the post office confirming that the candidate's application for a permit of stay has been submitted
- Passport
- One passport size photo

The Registrar's Office verifies the correctness and completeness of the documentation submitted by the student, issues the fee payment slips and finalises the registration only once the first instalment has been paid.

IMPORTANT: payments made **after 21 December 2017** will not be considered as valid for the purposes of enrolment.

For the University THE DATE on which the payment was made, CERTIFIED BY THE BANK is evidence of payment. Please carefully verify the conditions and timing of your home bank's services; it may happen that your payment request is accepted by the bank but only processed on the following working day, possibly compromising your enrolment.

7. Services for International Students

The International Welcome Desk (IWD) offers a wide variety of services to international students that are going to be enrolled at the University of Modena and Reggio Emilia. The IWD staff provides assistance concerning:

- Immigration and Visa procedures
- Permit of stay
- Tax identification number
- Bank account opening
- Purchase of health insurance
- Information on possible discounts for transport
- Access to accommodation service and monitoring of contracts
- Accommodation certificates to be submitted to the Italian Embassies/Consulates

In order to receive customized assistance that will meet each candidate's needs and requirements, it is necessary to register at the following link: www.isu-services.it/it/universities/universita-di-modena
International Welcome Desk - e-mail: internationalwelcomedesk@unimore.it
Opening times:
Modena
Via San Geminiano 3 – 41121, Modena
Mondays, Wednesdays and Fridays (9.30-15.00)
Ph: +39 059 2058171

Reggio Emilia
Via Allegri 15 – 42121, Reggio Emilia
Every other Wednesday and on appointment only
Ph: +39 0522 522138

8. Fees and Scholarships

Students are required to submit the documentation concerning family income, properties and assets in order to determine the due amount of tuition fees. Please consider that the aforementioned documents (full list of documents available at https://www.er-go.it/index.php?id=6620) must be translated and legalized. Students that are not able to submit all the required documents will be asked to pay the maximum amount of tuition fees, around EUR 2,200 (two thousand and two hundred euros).
Online request to determine the due amount of Tuition Fees, as well as the requests concerning Scholarships, Accommodation, Boarding Services and other benefits can be submitted before enrolment.

Applications concerning the above mentioned benefits must be submitted exclusively online at www.er-go.it by the deadlines laid down in the *Benefits:Call for applications* that will be available online around mid-July 2017. Please carefully verify the various deadlines!

Students are invited to periodically check the page http://www.er-go.it/index.php?id=5963 as well as http://www.unimore.it/ammissione/tasse.html for updates in order to obtain further information about the academic year 2017/18.

5 International students assessed as particularly deserving by the examining board will receive a scholarship which will cover the Tuition Fees (stamp duties and regional tax excluded). The aforementioned students will be exempted from the payment of the Tuition Fees of the second year of the Programme (stamp duties and regional tax excluded) if they are able to earn 10 credits within 10 August 2018.
(Rectoral Degree no. 132/2017 - 58781 – Dated: 13/04/2017)

9. Procedure Manager

Pursuant to Italian Law no. 241/1990, the Procedure Manager of this Call for Applications is Elda Toschi, head of the Registrar's Office. The competent office is the Registrar's Office - Department of Studies on Language and Culture: ph. +39 059/2056459; fax: + 39 059/2056422 e-mail: elda.toschi@unimore.it

10. Offices and Links

For information on degree programmes, assessment and registration procedure please contact:
Informastudenti
E-mail: informastudenti@unimore.it
Modena:
- Via Università, 4 - ground floor Ph. +39 059 205 8255
- via Campi 213/B - ground floor Ph. +39 059 205 8255 (service available from 5 June to 30 October 2017)
Reggio Emilia:
- Viale A. Allegri, 15 - ground floor - Ph. +39 0522 52 2010
For opening hours please check http://www.orientamento.unimore.it/site/home/orientamento-allo-studio-e-tutorato.html

For information on enrolment procedures:
Registrar's Office, Via Università 4, 41121 – Modena
e-mail segrstud.studilinguistici.culturali@unimore.it
Ph. +39 059/2056408 Fax +39 059/2056422
For opening hours please check http://www.unimore.it/servizistudenti/segreteriestudenti.html

For information on teaching:
Teaching Office of the Department of Studies on Language and Culture Largo S. Eufemia 19, Modena
e-mail segreteria.studlilinguistici@unimore.it;
The teaching coordinator of the Department is Angela Piroddi angela.piroddi@unimore.it
Department Website www.dslc.unimore.it

Services for Disabled and Dyslexic Students
e-mail disabilita@unimore.it
Ph. +39 059 2058311 - Fax +39 059 2058309 –

For technical problems concerning your application for assessment, the online registration procedure or on how to recover your ESSE3 username and password send an email to: webhelp@unimore.it;
Service is available Mondays to Thursdays from 9.00 a.m. to 5.00 p.m. and on Fridays from 9.00 a.m. to 2.00 p.m. CET

For problems concerning your on-line application for benefits write to:
servizi.studenti@unimore.it
Website for benefits applications www.er-go.it

The Registrar's Office and Informastudenti **will be closed from 14 August to 20 August 2017.**