1. Preliminary information

This Call for applications is addressed to **Italian and foreign applicants with an Italian study qualification, EU applicants (regardless of where they are residing) and non-EU applicants who are legally residing in Italy (not requiring a visa) with a study qualification obtained abroad and intend to enrol in the Master's Degree Programme in INTERNATIONAL MANAGEMENT (IM) for the Academic Year 2021-2022.**

The requirements for admission and enrolment in the International Management Programme are as follows:

1. A Bachelor's degree or at least a three-year university degree, or a different qualification obtained abroad by 20 December 2021 and recognised as appropriate
2. Requirements as per section 2 in this Call for applications
3. Adequate academic background assessed under the procedures mentioned in section 3 of this call for applications.

All applicants must submit their APPLICATION FOR EVALUATION starting **from 3 May and until 26 August 2021** and accept to be assessed on their academic background based on the documental evidence provided; if necessary, an interview may also be requested.

Applications may also be submitted by students who have not yet been awarded their study qualification, which instead is mandatory for enrolling.
The contact person for the study programme is professor Elisa Martinelli, email: elisa.martinelli@unimore.it

Non-EU applicants residing abroad and with a foreign study qualification, who are applying for a visa at the Italian Embassy or Consulate, must follow the procedure indicated in the specific call for applications drawn up for them and published on the website www.international.unimore.it/bandilan.html and submit their application by 10 June 2021.

2. Requirements

2.1 Students with an Italian study qualification

Application requirements:

1. Applicants must have been awarded a university degree (or must obtain it by 20 December 2021) in the following classes: L-18 or L-33 (D.M. 270/04) or 17 or 28 (D.M. 509/99), or four-year degree (ante D.M. 509/99) in the economic field
   or, alternatively
   Students coming from other degree classes must have obtained:
   - at least 18 university credits in SECS-P/07 or SECS-P/08 or SECS-P/09 or SECS-P/10 or SECS-P/11 disciplinary sectors
   - at least 12 university credits in SECS-P/01 or SECS-P/02 or SECS-P/06 disciplinary sectors
   - at least 8 university credits in IUS/01 or IUS/04 or IUS/05 disciplinary sectors
   - at least 12 university credits in SECS-S/01 or SECS-S/03 or SECS-S/05 or SECS-S/06 disciplinary sectors

2. A 24/30 minimum weighed average of the exam grades is required. Applicants with a weighed average lower than 24/30 are not admitted to the degree programme.

3. IT skills certified by an ECDL diploma or equivalent IT level, obtained during the degree programme.

4. At least a B2 level certification of the English language, as the degree programme is taught entirely in English.

2.2 EU students and non-EU students residing in Italy, in possession of a foreign study qualification

For those students with a foreign university degree, Bachelor’s level, the admission to the master’s degree programme is subject to an assessment of the study curriculum and university career stated in the application for evaluation and relevant documental evidence provided. The students’ curriculum will be evaluated based on the following knowledge: Business Administration, Marketing, Management, Economics, Statistics, Basic concepts of commercial/private law. Good knowledge of the English language, both written and oral.

When submitting the application, applicants must be able to prove the skills and qualifications listed above, except for the degree and the English language skills that shall be submitted by the enrolment deadline.
3. Assessment of academic background

3.1 Students with an Italian study qualification

The appropriateness of the academic background is verified based on the documental evidence provided and possibly interviewing the single applicants, taking into account their university curriculum, with specific reference to the degree class, the university training credits obtained in the scientific and disciplinary sectors of economic and business areas, and the weighed average of the grades obtained at the exams.

The evaluation board decides whether an interview in English is required if, when submitting the application, the applicant has a weighed average of the grades obtained in the exams ranging from 24/30 to 25/30.

The interview will be held in English on the following topics:
- Economics and business management
- Marketing and international marketing
- Economics and microeconomics
- Statistics

Such topics may be studied on different texts that are currently available, and among them:
- D. Pindyck & D. Rubinfeld, Microeconomics, 8th ed., Pearson-Prentice Hall

3.2 EU students and non-EU students residing in Italy, in possession of a foreign study qualification

The academic background of applicants with a foreign qualification, residence permit and currently residing in Italy is assessed on the basis of their university studies and documental evidence attached to the application and, when required, by means of an interview in English that may be held even by using electronic systems (Skype).

The topics of the interview may be studied on the texts indicated for applicants with an Italian study qualification and on other texts that are currently available, such as:

- Svend Hollensen, Global marketing, Pearson, 2014. Part IV
- D. Pindyck & D. Rubinfeld, Microeconomics, 8°ed., Pearson-Prentice Hall

3.3 English language skills required for all applicants
All applicants, both with Italian or foreign study qualification, must prove English language skills of at least B2 level. Such skills shall be demonstrated by providing an international language certificate, in accordance with the Common European Framework of Reference. A list of the main language certificates recognised by UNIMORE is available on the website www.clamore.unimore.it

or, alternatively,
applicants may submit a declaration issued by the home University (Language Centre or Department), confirming the required language skill level

or, alternatively,
applicants may take a level test at the University Language Centre of UNIMORE, specifically scheduled for students who have applied for the IM assessment, by 26 August 2021. Further information on how to book the test is available on the Department website www.economia.unimore.it or on the web page of the degree programme www.economia.unimore.it/site/home/didattica/corsi-di-laurea-magistrale/international-management.html.

PLEASE NOTE
Applicants not attaching any language certificate to the application by 26 August 2021 as they are awaiting to obtain the international language certificate issued by certification bodies, or they are awaiting to take the level test at the University Language Centre (CLA) of UNIMORE will initially get the assessment “ADDITIONAL REQUIREMENTS”.

- The result of the level test taken at the CLA will be automatically acquired by the examination Board, which will update the eligibility or non-eligibility of the student to the degree programme.

International language certificates obtained after 26 August 2021 must be sent to lara.liverani@unimore.it by 18 December 2021, in good time to update the student’s eligibility status and enable his/her enrolment by 20 December 2021.

NOTE FOR UNIMORE INTERNAL APPLICANTS
Applicants who are assessed as possessing English language skills comparable to B2 level, and therefore, not requiring to further prove their language skills:

- come from a three-year degree programme in International Economics and Marketing, DM 270/04 and have passed the 2nd English language exam with a mark of at least 27/30
- come from a three-year degree programme in Business Economics, DM 270/04 and Economics and Finance and have passed the 2nd English language exam (free choice exam), obtaining a mark of at least 27/30
- come from a three-year degree programme in International Economics and Marketing, DM 509/99 and have passed the 3rd English language exam with a mark of at least 27/30
- come from a three-year degree programme in Business Economics, DM 509/99 and Economic and social sciences who have passed the 2nd and 3rd English language exams (free choice exams) and obtained a score of at least 27/30
- come from the three-year degree programme in Languages and European Cultures, DM 270/04 and have passed the exams in English language, Language, culture and institutions of English speaking countries, Linguistics, Translation and mediation in English.

4. Submitting an online application for evaluation

USEFUL INFORMATION FOR ALL APPLICANTS
Students login and access procedure to Esse3 functions is outlined in this call for applications, with reference to UNIMORE credentials generated by Esse3 at the time of Registration. However, all functions through SPID access are still being implemented.
All applicants (even if they have not graduated yet and are going to get the degree by the enrolment deadline) must fill in and submit the application for evaluation starting **from 3 May and until 26 August 2021** on the website www.esse3.unimore.it.

Applicants not submitting their application for evaluation by that date will not be eligible for enrolment.

“Register” or sign in with the username and password already provided in a previous programme (for former Unimore students). After logging in from the Menu tab, access the Registered/Student area and select “Application for evaluation”, then fill in the application.

The procedure for submitting the application for evaluation varies based on the study qualification of the applicant.

### 4.1 Students with an Italian study qualification

After entering the data on the study qualification, saving and confirming the application for evaluation in Esse3 by clicking on “Do you want to submit your application now?”, select “completamento domanda” (completing the application) and go to the following link to attach the study certifications: [https://siaweb.unimore.it/private/valutazionilm/default.aspx?aa=2021&TestId=45](https://siaweb.unimore.it/private/valutazionilm/default.aspx?aa=2021&TestId=45) (the link takes to a page that prompts the user to re-enter username and password), as specified in Esse3 and in the Guide to the application for evaluation for master’s degree programmes, which can be downloaded from [www.unimore.it/servizistudenti/guideesse3.html](http://www.unimore.it/servizistudenti/guideesse3.html)

Applicants must attach:

- **The exams taken** and relevant score, credits (CFUs), exam date, scientific-disciplinary sector (SDS). *(save for UNIMORE graduates/graduating students)*
  (Applicants coming from a degree programme of the former degree system, with no CFUs and SDS shall enter “0”. A character must be entered)

and also attach:

- Summary programmes (contents, credits, and bibliography) of each exam taken *(save for UNIMORE graduates/graduating students)*
- European format CV with email address and telephone number, *(also for UNIMORE graduates/graduating students)*
- English language certificate
  or, alternatively,
  declaration by the home university stating the English level achieved, if not inferable from the study programme *(also for UNIMORE graduates/graduating students)*
- documents proving the level of IT skills (unless included in the self-certification of the university degree) *(also for UNIMORE graduates/graduating students)*

and finally enter in the “notes” field of the summary page:

- reason for choosing the study programme (max 4,000 characters, including spaces) *(also for UNIMORE graduates/graduating students)*.

Please note that certificates issued by the public administration may not be attached, as pursuant to Art. 15 of law 183/2011 they cannot be submitted to public administrations. Only self-certifications may be attached.

**IMPORTANT:** the application is correctly submitted only after saving the data and answering YES to the question “Do you want to submit your application now?” The application may now be printed and kept as a personal reminder.
4.2 EU students and non-EU students residing in Italy, in possession of a foreign study qualification

EU applicants and non-EU applicants with a foreign study qualification, with resident permit and currently residing in Italy, must attach the following documents in order to be assessed:

➢ **degree certification.** Students who have not yet obtained the qualification must state the expected awarding date. The list of the exams passed, the grades obtained and any future exams shall also be reported in the attachments. We recommend attaching all documents you think may be useful to prove your knowledge and skills in the following fields: Business Administration/Economics and Business Management, Marketing, Management, Economics, Statistics, and Basic concepts of commercial law.

➢ **a programme summary for each exam taken** (it may also be submitted in English)

➢ **European format CV** with email address and telephone number

➢ **English language certificate**
  or, alternatively,
  **declaration by the home university** stating the English level achieved

➢ **European Computer Driving Licence (ECDL)** or, alternatively, the documents certifying the applicant’s IT skills, if not indicated in the study programme

➢ **motivation letter**, indicating the reasons for choosing the study programme

➢ **any other qualifications** that applicants want to be considered for admission purposes (e.g. internships, university master programmes, further education, etc.).

From [https://www.unimore.it/servizistudenti/guideesse3.html](https://www.unimore.it/servizistudenti/guideesse3.html) you can download the “Guide to the application for evaluation for Master’s Degree Programmes”.

**IMPORTANT:** the application is correctly submitted only after saving the data and answering YES to the question “Do you want to submit your application now?” The application may now be printed and kept as a personal reminder.

No application for evaluation submitted by non-EU applicants who are not residing in Italy and are applying for a visa will be taken into account. Non-EU applicants residing abroad and with a foreign study qualification, who are applying for a visa at the Italian Embassy or Consulate, must follow the procedure indicated in the specific call for applications drawn up for them and published on the website [www.international.unimore.it/bandilan.html](http://www.international.unimore.it/bandilan.html) and submit their application by 10 June 2021.

5. Amending or reopening an application for evaluation

5.1 Students with an Italian study qualification

Before the evaluation results:
Should you need to open the application again to change any data or add documents within the deadline of 26 August 2021 and before you are assessed anyway, you may send an e-mail to the reference person of
the study programme, professor Elisa Martinelli elisa.martinelli@unimore.it or to the e-mail address of the degree programme clm_internationalmanagement@unimore.it

5.2 EU students and non-EU students residing in Italy, in possession of a foreign study qualification

Before the evaluation results:
Should you need to open the application again to change any data or add documents within the deadline of 26 August 2021 and before you are assessed anyway, please send an e-mail to the Registrar’s Office segrstud.economia@unimore.it

6. Assessment Results

The assessment results will be made available to applicants on www.unimore.it/bandi/StuLau-esiti.html.

The results will be published on the page above by 17 September 2021 as follows:

- PASS: the applicant's academic background is appropriate. Students may enrol if they have already been awarded the Bachelor’s Degree, by following the procedure as in 7. Enrolment of this call for applications.

- ADDITIONAL REQUIREMENTS: the evaluation Board reports an educational debt.
  a) The board invites the applicant to take an interview that will be held in September 2021. The credit obligations must be complied with by means of individual study on suggested books. A positive assessment of the interview is mandatory for applicants to be eligible for enrolment in the degree programme.
    or
  b) Applicant’s academic background is considered appropriate, but s/he is awaiting to obtain the international English language certificate or to take the level test at the CLA of UNIMORE.

- FAIL: the student does not meet the curriculum requirements and the evaluation board indicates why the personal preparation has been considered unsuitable. In this case the applicant will not be allowed to enrol.

- INCOMPLETE APPLICATION: the evaluation board states that no assessment can be made as some mandatory documentation is missing. In this case, the online application is re-opened so that the applicant can attach the missing documents and finally close the application by 26 August 2021, for a new assessment.

- APPLICATION NOT FINAL: the student has not confirmed the application by clicking on the field “Do you want to submit your application now?” and therefore it cannot be assessed.

7. Enrolment

The enrolment procedure differs according to the study qualification of the applicant. Part-time enrolment is not available.

7.1 Students with an Italian study qualification
After obtaining a positive evaluation, starting from **12 July and until 20 December 2021**, applicants will be able to enrol via an online procedure.

All students with an Italian study qualification may enrol by going to [www.esse3.unimore.it](http://www.esse3.unimore.it), clicking on “Enrolments”, and following the instructions provided in the “Online enrolment” guide available on [www.unimore.it/servizistudenti/guideesse3.html](http://www.unimore.it/servizistudenti/guideesse3.html).

After filling in the enrolment application, go to [www.esse3.unimore.it](http://www.esse3.unimore.it), log in and select **Registered/Student Area** from the **Menu** tab, then go to the **Tax** section to view the amounts due. Pay the first instalment of tuition fees by **20 December 2021**, under penalty of exclusion. Payment may only be made through the Pago PA circuit.

Means of payment are indicated on [www.unimore.it/ammissione/pagamenti.html](http://www.unimore.it/ammissione/pagamenti.html)

### IMPORTANT

Please note that the payment date indicated on the ELECTRONIC PAYMENT RECEIPT applies.

**Payments reporting a date later than 20 December 2021 on the receipt will not be deemed valid for enrolment purposes.**

PLEASE NOTE According to AgID (Digital Italy Agency), the payment may be made by the payment service provider on the day following the payer’s request. This would preclude the enrolment.

The enrolment application must be completed in Esse3 and the first instalment of tuition fees must be paid by **20 December 2021**. However, filling in the enrolment application and paying the first fee instalment only lead to a **conditional enrolment** that will become final only after the checks by the offices in charge have been carried out successfully. The enrolment is final after 15 days since the payment date if no email is received requesting for the enrolment to be completed.

### 7.2 EU students and non-EU students residing in Italy, in possession of a foreign study qualification

**From 12 July and until 20 December 2021**, applicants who have obtained a positive assessment will be able to enrol.

Students must deliver the study documents to the Registrar’s Office for the “Marco Biagi” Department of Economics located in Modena at the address via Università no. 4. Opening times are available at the link [www.unimore.it/servizistudenti/segreteriestudenti.html](http://www.unimore.it/servizistudenti/segreteriestudenti.html).

For the purpose of enrolment, the following documents must be produced to the Registrar’s Office:

- Bachelor degree diploma, translated and legalised by the Italian Embassy/Consulate
- Declaration of value of the university degree diploma, issued by the Italian Embassy/Consulate in the country of the school issuing the degree or, alternatively, declarations issued by ENIC-NARIC centres
- Degree certificate, issued by the University awarding the degree
- Diploma Supplement for university qualifications issued by Institutions of countries participating in the European Higher Education Area, (as an alternative to the declaration of value)
- Copy of the residence permit or alternatively a copy of the post office receipt, certifying the filing of the residence permit request.
- Valid ID
- Passport photo
In order to ensure that the study documentation is complete and sufficient for the future enrolment, students are invited to ask the Registrar’s Office to **EXAMINE IT IN ADVANCE**.

Students unable to get the documentation required for the enrolment by the Italian Embassy or Consulate may apply for a **COMPARABILITY CERTIFICATE** and **VERIFICATION CERTIFICATE** to be issued by the Centro di informazione sulla mobilità e le Equivalenti accademiche (CIMEA), which belongs to ENIC-NARIC networks. Website: [www.cimea.it/it/index.aspx](http://www.cimea.it/it/index.aspx). For further information, please go to [www.cimea.it/it/servizi/attestati-di-comparabilita-e-certificazione-dei-titoli/attestati-di-comparabilita-e-di-verifica-dei-titoli-diplome.aspx](http://www.cimea.it/it/servizi/attestati-di-comparabilita-e-certificazione-dei-titoli/attestati-di-comparabilita-e-di-verifica-dei-titoli-diplome.aspx)

After verifying the correctness of the documents submitted by the applicant, the Registrar’s Office will issue the invoice for the fees due and confirms the enrolment once the first instalment has been paid.

Means of payment are indicated on [www.unimore.it/ammissione/pagamenti.html](http://www.unimore.it/ammissione/pagamenti.html)

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PLEASE NOTE According to AgID (Digital Italy Agency), the payment may be made by the payment service provider on the day following the payer’s request. This would preclude the enrolment.

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### 8. Transfers from other universities and students from other UNIMORE programmes

Students with an Italian or foreign study qualification and enrolled in other master’s degree programmes at UNIMORE or other Italian universities, who are willing to move to INTERNATIONAL MANAGEMENT, are subject to the evaluation procedure as per what provided for in this call for applications by **26 August 2021**.

Students who have obtained a PASS evaluation must comply with the procedure below.

**Applicants moving within two UNIMORE programmes must:**

1. pay the first tuition fee instalment for the academic year 2021-2022 relating to the degree programme in which they are enrolled and make sure they have paid the tuition fees and any additional fees of previous academic years

2. file the request for moving to a different study programme at the Registrars’ Office of the HOME university by submitting the specific form available at the link [www.unimore.it/servizistudenti/modulistica.html](http://www.unimore.it/servizistudenti/modulistica.html)

**Applicants moving from a different Italian university must:**

1. file the transfer request at their HOME university

2. enrol by going to [www.esse3.unimore.it](http://www.esse3.unimore.it). Log in by entering username and password:
   - then go to “Enrolments” and follow the instructions in section 7 ENROLMENT, attaching a passport photo and a valid ID
- select “Trasferimento in ingresso” (Incoming transfer) as enrolment type and continue by entering the data of the home University.
- attach the “Richiesta di trasferimento in ingresso” (Incoming transfer request) form, after downloading it from the website www.unimore.it/servizistudenti/modulistica.html and duly filling it out.
- Afterwards, go to www.esse3.unimore.it, log in and select Registered/Student Area from the Menu tab, and go to the Tax section to view the amounts due. Pay the first instalment of tuition fees by 20 December 2021, under penalty of exclusion. Payment may only be made through the Pago PA circuit. Details on means of payment are indicated on www.unimore.it/ammissione/pagamenti.html.

Simultaneous enrolment in multiple Universities is illegal.

Please submit the transfer request to the home University BEFORE starting the UNIMORE online procedure of “Enrolment for transf. from another Un.”.

Applicants enrolled in other Universities or UNIMORE who intend to WITHDRAW from their studies must:

1. submit the relevant request for withdrawal to the home university or the Registrar’s Office for the UNIMORE Degree Programme in which they are enrolled.
2. fill in the online enrolment application by selecting the “Withdrawal” option and pay the first instalment of tuition fees by 20 December 2021.
3. if they have taken examinations and want them to be validated, the “Recognition of teaching activities” form must be attached, duly filled in, to the enrolment application. The form may be downloaded from the website www.unimore.it/servizistudenti/modulistica.html.

Students are admitted to the 2nd year only if at least 27 credits of their previous career are deemed valid. The exams taken in their previous career are assessed and possibly validated by resolution of the Department Council.

Please note that a EUR 55.00 fee shall be paid for the validation of the educational activities.

9. Contributions and benefits

The amount of tuition fees is based on the ISEE 2021 (Indicator of the Equivalent Financial Situation) certifying the financial situation of the student’s household. Up to the ISEE threshold of € 23,000 euros, a NO TAX AREA exemption applies. Above that threshold, tuition fees are calculated on a progressive basis. For the calculation of the tuition fees based on the student’s financial situation, an online application shall be submitted by the deadlines set in the relevant Call for Applications https://www.er-go.it/index.php?id=3600. Students failing to submit the online application by the set deadlines or whose ISEE statement is higher than the threshold indicated in the call for applications will not benefit from a reduction of tuition fees. Tuition fees are paid in instalments, the due dates of which are reported at the following link: https://www.unimore.it/ammissione/tasse.html.

The application for determining the tuition fees, as well as the application for the scholarship, accommodation in university residences, hospitality services and other allowances, shall be submitted online from the website www.er-go.it strictly by the deadlines set in the Call for Benefit Applications, even before the enrolment in the study programme. The Call will be published around the beginning of July 2021. Students are invited to check the various deadlines. For further information and to check any update on the academic year 2021/22, please visit the website https://www.unimore.it/ammissione/tasse.html.
The information provided above is up-to-date as of today’s date; it may be subject to update/change/integration based on the Decisions of the University bodies made after this call is published. Any update/change/integration will be published and disclosed on the website www.unimore.it

10. Person in charge of the procedure

Pursuant to Law no. 241/1990, the person in charge of the procedure is Ms. Elda Toschi, officer in charge of the Registrar's Office. The office responsible is the Registrar's Office for the Marco Biagi Department of Economics: tel. 059/2056459; e-mail: elda.toschi@unimore.it

An appeal may be lodged against the content of this call before the Administrative Court of Emilia Romagna Region or an extraordinary appeal may be lodged before the President of the Republic in accordance with the law. Any appeal shall be notified to this Administration exclusively by sending an e-mail to the following certified e-mail address: direzionelegale@pec.unimore.it

11. Contacts

Registrar's Office at the address via Università 4, 41125 – Modena, for information and the enrolment of applicants with a foreign study qualification
e-mail segrstud.economia@unimore.it
Tel. 059/2056404
Opening hours are available on www.unimore.it/servizistudenti/segreteriestudenti.html

Department Educational Office via Berengario, 51, Modena, for info on teachings
Opening hours: Tuesdays and Thursdays 9:30am to 12:30pm
e-mail info.economia@unimore.it
Department website www.economia.unimore.it

International Welcome Desk for advice and assistance with paperwork for requesting residence permits, tax code, registration with the National Health Service (SSN), health insurance, opening bank accounts and housing.
email: internationalwelcomedesk@unimore.it
Phone: 059 2058171
In Modena:
- Via S. Geminiano, 3
Monday - Wednesday - Friday - from 9:30am to 3:00pm
In Reggio Emilia:
- Via Allegri, 15 at the Students’ Services Office
On Wednesdays every two weeks and depending on the specific requirements.

Welcome Office for Students with Disability and Specific Learning Disorders
e-mail disabilita@unimore.it
Tel. 059 2058311 - 0522523506

For IT issues on the application or to retrieve the esse3 log on credentials please e-mail webhelp@unimore.it
Assistance service opening hours: Monday to Thursday from 9:00am to 5:00pm and on Fridays from 9:00am to 2:00pm

For issues relating to the online application for benefits e-mail servizi.studenti@unimore.it
Website for submitting the application for benefits www.er-go.it

For information on study programmes, assessment and enrolment procedures: Informastudenti
e-mail: informastudenti@unimore.it
In Modena:
The Registrar's Office and Informastudenti will be closed from 13 to 20 August.

Modena 23 April 2021

The Rector

Prof. Carlo Adolfo Porro