



SOCIETY AND CULTURE

“Marco Biagi” Department of Economics
Call for Applications for the open access Master’s Degree Programme in

INTERNATIONAL MANAGEMENT (IM)

Modena’s headquarters – Class LM-77

**For applicants with an Italian study qualification,
for EU applicants and non-EU applicants residing in Italy
with a foreign study qualification**

Academic Year 2020 - 2021

DEADLINES

Online application: **by 27 August 2020**

Transfers from other universities and students from other UNIMORE programmes: **by 2 November 2020**

Enrolment: **from 13 July to 21 December 2020**

The programme is fully in English

IMPORTANT: Any amendment to the deadlines or procedures concerning this Call for applications will be published exclusively on the webpage www.unimore.it/bandi/stulau.html.

1. Subject

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 willing to enrol in the Master’s Degree Programme in INTERNATIONAL MANAGEMENT for the Academic Year 2020-2021.

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

1. University degree or at least a three-year university degree, or a different qualification obtained abroad and deemed suitable.
2. Adequate personal background assessed under the procedures mentioned in section “3. Assessment of personal background” of this call for applications.

All applicants must submit their APPLICATION FOR EVALUATION **no later than 27 August 2020** and accept to be assessed for their personal preparation based on **their study qualifications and a possible interview**.

Applications may also be submitted by students who have not yet obtained 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 relevant Italian diplomatic or consular representations 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

2. Requirements

2.1 Students with an Italian study qualification

Applicants are required:

1. a university degree obtained (or that shall be obtained by 21 December 2020) 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
2. 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
3. a weighed average of the exam scores of at least 24/30. Applicants with a weighed average lower than 24/30 are not admitted to the degree programme.
4. IT skills certified by an ECDL diploma or equivalent IT level, obtained during the degree programme.
5. At least a B2 level certification of the English language. **See APPENDIX - Admission criteria for the English language.**

Applicants must be able to prove the skills and qualifications listed above **when submitting the application for evaluation**, except for the degree and the English language skills that shall be submitted by the enrolment deadline.

2.2 Students with 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 documents attached.

The students' curriculum will be evaluated based on the following knowledge: Business Administration, Marketing, Management, Economics, Statistics and Mathematics, Basic concepts of commercial/private law. Good knowledge of the English language, both written and oral.

3. Assessment of Personal Background

3.1 Students with an Italian study qualification

The appropriateness of personal preparation is verified by assessing the **study qualifications 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 scores 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 scores obtained in the exams ranging from 24/30 to 25/30**.

The interview will be held in English on the following topics:

- Business administration

- Marketing and International marketing
- Economics and microeconomics
- Statistics

Such topics may be studied in different texts that are currently available, and among them:

- G. Airoidi-G.Brunetti- V.Coda, Corso di economia aziendale, Il Mulino, Bologna, 2005
- T. Bursi G. Galli, Marketing internazionale, McGraw Hill, 2012
- D.Pindyck & D.Rubinfeld, Microeconomics, 8th ed., Pearson-Prentice Hall
- Borra S. & Di Ciaccio A. (2008) Statistics. Metodologie per le scienze economiche e sociali. Second edition, McGraw-Hill, Milan (except chapters 7, 10, 15, 17, and 18) or Milioli M.A., Riani M. & Zani S. (2011) Introduzione all'analisi dei dati statistici. Pitagora Editrice, Bologna.
- Cerioli A. & Milioli M.A. (2004) Introduzione all'inferenza statistica senza (troppo) sforzo. Second edition, Uni.nova, Parma.

Applicants with all curriculum requirements except for English level B2 when submitting the admission application are not required to take the admission interview, still they have to obtain the requested level at certification Entities or, alternatively, at the University Language Centre (CLA) on the dates and according to the procedures that will be published on the study programme page of the Department website www.economia.unimore.it/site/home/didattica/corsi-di-laurea-magistrale/international-management.html. The test is reserved to students who have submitted their application for admission to International Management by **27 August 2020**. For further information, see the Appendix to this call for applications.

3.2 Students with a foreign study qualification

Personal competencies and skills are assessed on the basis of the university studies and documentation attached to the application and, when required, by means of an interview in English that may be held even by using electronic systems (Skype).

A certification proving the knowledge of the English language at level B2 is a mandatory requirement for being admitted to the study programme. The knowledge shall be proven by means of **international certifications** complying with the European Framework of Reference or, alternatively, **declarations issued by the applicant's home University** (Language Centre, Department, etc.) certifying that the applicant has achieved both the oral and written language skill level. The declaration shall be drafted on the letterhead of the university and written in English.

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:

- David Boddy, Management: An Introduction, Pearson Education Limited; 6th Revised edition, (2014)
- Svend Hollensen, Global marketing, Pearson, 2014. Part IV
- D.Pindyck & D.Rubinfeld, Microeconomics, 8°ed., Pearson-Prentice Hall
- Gregory J. Privitera (2015). Statistics for the Behavioral Sciences. Sage. Part 1, Part 2 and Part 3 (pages 1-351)

Applicants with all curriculum requirements except for English level B2 are not required to take the admission interview, still they have to obtain the requested level at certification Entities or, alternatively, at the University Language Centre (CLA) on the dates and according to the procedures that will be published on the degree programme page of the Department website www.economia.unimore.it/site/home/didattica/corsi-di-laurea-magistrale/international-management.html.

The test is reserved to students who have submitted their application for admission to International Management by **27 August 2020**. For further information, see the Appendix to this call for applications.

4. Submitting an online application for evaluation

INFORMATION USEFUL FOR ALL APPLICANTS

All applicants (even when not yet graduated but who are going to get the degree by the enrolment deadline) must fill out and submit the application for evaluation **by 27 August 2020** 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 into the *Menu* tab, access the *Registered/Student* area and select “**Application for evaluation**”, then fill out 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=2020&TestId=1> (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

Applicants must attach:

- Self-certification of the exams taken with relevant score, credits (if required), date when the exam was passed, scientific-disciplinary sector (if required) **(save for UNIMORE graduate/graduand students)**

and also upload:

- Summary programmes (contents and bibliography) of each exam taken **(save for UNIMORE graduate/graduand students)**
- European format CV with email address and telephone number, **(also for UNIMORE graduate/graduand students)**
- self-certification stating the level of English if obtained at the university or, alternatively, international certification of language skills. See APPENDIX **(also for UNIMORE graduate/graduand students)**
- documents proving the level of IT skills (unless included in the self-certification of the university degree) **(also for UNIMORE graduate/graduand students)**

applicants must enter in the “notes” field of the summary page:

- reason for choosing the study programme (max 4,000 characters, including spaces) **(also for UNIMORE graduate/graduand 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 Students with a foreign study qualification

In order to be assessed, applicants shall attach:

- **certificate of the qualification obtained.** Students who have not yet obtained the qualification must state the expected obtainment 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, Marketing, Management, Economics, Statistics, Mathematics, and Basic concepts of commercial law.
- **a programme syllabus** of each exam taken (it may also be submitted in English)
- **European format CV** with email address and telephone number
- **level B2 international language certificate in English** or, alternatively, a declaration by the university in which the applicant is enrolled confirming that the applicant has achieved the required language skill level.
- **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 and the University
- **any other qualifications** that applicants want to be considered for admission purposes (e.g. internships, university master programmes, further education, etc.).

From www.unimore.it/servizistudenti/guideesse3.html applicants 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.

5. Amending or reopening an application for evaluation

5.1 Students with an Italian study qualification

Before the evaluation results:

If the applicants need to re-open the submitted application in order to change any data or to add documents they should send an e-mail to Professor Elisa Martinelli elisa.martinelli@unimore.it within the deadline of **27 August 2020** and before they are assessed.

5.2 Students with a foreign study qualification

Before the evaluation results:

If the applicants need to re-open the submitted application in order to change any data or to add documents they should send an e-mail to the Registrar's Office segrstud.economia@unimore.it within the deadline of **27 August 2020** and before they are assessed.

6. Assessment Results

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

The above-mentioned page will show one of the following results **by 17 September 2020**:

- **PASS**: the applicant's academic background is appropriate. Students may enrol if they have already obtained the Bachelor's Degree.
- **ADDITIONAL REQUIREMENTS**: the evaluation Board reports an educational debt.
 - a) The board invites the applicant to take an interview that starts in **September 2020**. The reported educational debt must be complied with through individual study and reading recommended texts. Applicants will be then required to take **a further assessment interview**. Passing this second assessment is mandatory for applicants to be eligible for enrolment in the study programme.
or
 - b) The student's preparation is appropriate, but the level B2 language certification in English is missing (or the statement of the home university). Such certification/statement must be obtained before the enrolment.
- **FAIL**: the student does not meet the curriculum requirements and the examining board indicates why the personal preparation has been deemed to be unsuitable. **In this case the applicant will not be allowed to enrol.**
- **INCOMPLETE APPLICATION**: the examining 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 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 type is not available.**

7.1 Students with an Italian study qualification

After obtaining a positive evaluation, starting from **13 July and until 21 December 2020**, applicants will be able to enrol via an entirely online procedure.

All students with an Italian study qualification may enrol by going to 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

After filling out the enrolment application, applicants must go to 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 university fees by **21 December 2020**, under penalty of exclusion. Payment may only be made through the Pago PA circuit.

Payment methods are indicated on 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 21 December 2020 on the receipt will not be deemed valid for enrolment purposes.

ATTENTION According to AgID (Digital Italy Agency) instructions, the payment could be made by the payment service provider (PSP) on the day following the payer's request, thus precluding the enrolment.

Filling out the enrolment application and paying the first fee instalment does not automatically result in the student's enrolment. Subject to a verification carried out by the relevant offices, the enrolment is complete when a notification is sent to the applicant via email by seven working days following the payment receipt. Any mistakes detected in the enrolment phase will be communicated to the email address provided by the student.

7.2 Students with a foreign study qualification

Applicants will be able to enrol after obtaining a positive evaluation, and **starting from 13 July and until 21 December 2020, at 3:30pm.**

Students must go in person to the Registrar's Office of 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

Applicants must attach:

1. Bachelor degree diploma, translated and legalised by the Italian Embassy/Consulate
2. Declaration of value of the university degree, issued by the Italian Embassy/Consulate or, alternatively, statement issued by official foreign institutions or ENIC NARIC centres
3. Degree certificate, issued by the University in which the degree was obtained (it is also accepted in English, French, Spanish, German and Chinese)
4. Diploma supplement drawn up according to the European Commission template, for university qualifications issued by Institutions of countries participating in the European higher education area
5. Copy of the residence permit or alternatively a copy of the post office receipt, certifying the filing of the residence permit request.
6. valid ID
7. Passport photo

The Registrar's Office, after verifying the correctness and completeness of the documents submitted by the student, issues the tax slips and confirms the enrolment once the first instalment has been paid.

Payment methods are indicated on 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 21 December 2020 on the receipt will not be deemed valid for enrolment purposes.

ATTENTION According to AgID (Digital Italy Agency) instructions, the payment could be made by the payment service provider (PSP) on the day following the payer's request, thus precluding the enrolment.

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 **27 August 2020**.

Students who have obtained a PASS evaluation must comply with the procedure below **by 2 November 2020**.

Applicants moving between two UNIMORE study programmes must:

1. pay the first university fee instalment for academic year 2020-2021 and make sure they have paid the university fees and any additional taxes of previous academic years
2. file the request for moving to a different study programme at the HOME registrars' office by submitting the specific form available at the link 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. 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
 - Then go to 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 university fees by 21 December 2020**, under penalty of exclusion. Payment may only be made through the Pago PA circuit. Payment methods are indicated on www.unimore.it/ammissione/pagamenti.html

Enrolling in more than one university at the same time is illegal.

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

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, as soon as the home university sends the student's career to the UNIMORE registrar's office.

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

9. Contributions and benefits

The university fee amount is based on the ISEE 2020 (Indicator of the Equivalent Financial Situation) certifying the economic situation of the student's household. Up to the ISEE threshold of € 23,000 euros, the

NO TAX AREA rule applies, i.e. the payment of 159.05 euros (made of stamp duty, insurance and regional tax). Above that threshold, university fees are calculated on a progressive basis. For the calculation of the university fees based on the student's economic situation, an online application shall be submitted by the deadlines set in the relevant Call for Applications. 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 university fees. University fees are paid in instalments, the due dates of which are reported at the following link: www.unimore.it/ammissione/tasse.html.

The information provided in this call for application 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

The application for determining the university 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 **Allowance Call for Applications**, even before the enrolment in the study programme. The Call for Applications will be published around the beginning of **July 2020**. Students are invited to check the various deadlines. For further information and to check any update on the academic year 2020-2021, please visit the website www.unimore.it/ammissione/tasse.html

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 of the Marco Biagi Department of Economics: tel. 059/2056459; e-mail: elda.toschi@unimore.it

11. Reference offices

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
The opening hours are available on www.unimore.it/servizistudenti/segreteria studenti.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 of 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 benefit online application e-mail servizi.studenti@unimore.it

Website for submitting the application for benefits www.er-go.it

Informastudenti for information on study programmes, assessment and enrolment procedures

email: informastudenti@unimore.it

In Modena:

-Via Università, 4 - ground floor tel. 059 205 8255

In Reggio Emilia:

- Viale A. Allegri, 15 - ground floor - tel. 0522 52 355

The opening hours are available on www.orientamento.unimore.it/site/home/orientamento-allo-studio-e-tutorato.html

The above-mentioned offices are closed **from 10 to 14 August 2020**

The "Marco Biagi" Department of Economics is closed **from 3 to 14 August 2020**

APPENDIX

ADMISSION CRITERIA FOR THE ENGLISH LANGUAGE

Eligible applicants for the Master's Degree Programme in International Management must have an excellent knowledge of the English language at **level B2**.

Applicants are eligible for the enrolment provided that:

1) they have an English language certification, issued by International Certification Entities. The main certifications accepted by UNIMORE are available on the website of the University Language Centre (CLA) at the link:

www.clamore.unimore.it/downloads/page_attachments/0000/1324/tabella_certificazioni_novembre_2017_in_glese.pdf

or

2) they pass the level test organised by the CLA of UNIMORE for academic year 2020/2021, **reserved to those applicants who have submitted to International Management their application for evaluation by the deadlines**. Further information will be available on the study programme page www.economia.unimore.it/site/home/didattica/corsi-di-laurea-magistrale/international-management.html

Students of the "Marco Biagi" Department of Economics:

- coming from a three-year degree programme in *International Economics and Marketing, MD 270/04* who have passed the 2nd English language exam and obtained a score of at least 27/30 are deemed equivalent to level B2
- coming from a three-year degree programme in *Business Economics, MD 270/04 and Economics and Finance* who have passed the 2nd English language exam (free choice exam) and obtained a score of at least 27/30 are deemed equivalent to level B2

- coming from a three-year degree programme in *International Economics and Marketing, MD 509/99* who have passed the 3rd English language exam and obtained a score of at least 27/30 are deemed equivalent to level B2
- coming from a three-year degree programme in *Business Economics, MD 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 are deemed equivalent to level B2

Students of the Department of Studies on Language and Culture at UNIMORE:

- coming from a three-year degree programme in European languages and cultures, *MD 270/04* who have passed the exams in English language, Language, culture and institutions of English speaking countries, Linguistics, Translation and mediation in English are deemed equivalent to level B2;

All students **not falling** into the categories listed above must take the level test provided for International Management or obtain the international language certification.

For specific cases not included in the section above, please contact professor Elisa Martinelli
elisa.martinelli@unimore.it