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

INTERNATIONAL MANAGEMENT
Modena’s headquarters – Class LM-77

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

Academic Year 2019 - 2020

DEADLINES

Online application: by 27 August 2019
Transfers from other universities and students from other UNIMORE programmes: by 31 October 2019
Enrolment: from 10 July to 20 December 2019

The programme is entirely 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 matter

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 or in a EU country (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 2019-2020.

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 2019 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. to have obtained (or obtain by 20 December 2019) a university degree in the following classes: L-18 or L-33 (M.D. 270/04) or L-17 or L-28 (M.D. 509/99), or four-year degree (ante M.D. 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:
- D. Pindyck & D. Rubinfeld, Microeconomics, 8th ed., Pearson-Prentice Hall

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 2019. 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:
- Svend Hollensen, Global marketing, Pearson, 2014. Part IV
- D. Pindyck & D. Rubinfeld, Microeconomics, 8th ed., Pearson-Prentice Hall
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 2019.

For further information, see the Appendix to this call for applications.

4. Submitting an online application for evaluation

<table>
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<tr>
<th>INFORMATION USEFUL FOR ALL APPLICANTS</th>
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<tbody>
<tr>
<td>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 2019 on the website <a href="http://www.esse3.unimore.it">www.esse3.unimore.it</a>.</td>
</tr>
<tr>
<td>We recommend filling out the application as soon as possible so that the Board can make the evaluation and assign any credit requirements to be complied with before the enrolment.</td>
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After logging into the reserved area, from the menu on the left-hand side, select “Application for evaluation”.

The procedure for submitting the application for evaluation varies based on the study qualification of the applicant, as shown in the next sections.

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/valutazioneilm/default.aspx?aa=2019&TestId=56 (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/vediguida.html?gd=12

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 graduated/graduand students)

and also:

- Summary programmes (contents and bibliography) of each exam taken (save for UNIMORE graduated/graduand students)

- European format CV with email address and telephone number, (also for UNIMORE graduated/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 graduated/graduand students)

- documents proving the level of IT skills (unless included in the self-certification of the university degree) (also for UNIMORE graduated/graduand students)

- reason for choosing the study programme (max 4,000 characters, including spaces) (also for UNIMORE graduated/graduand students). That data must be entered in the “notes” field of the summary page.
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 confirming it by answering YES to the question “Do you want to submit your application now?”.

### 4.2 Students with a foreign study qualification

After logging into the restricted area, from the menu on the left-hand side, select “Application for evaluation” and then fill out the application attaching all documents required.

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 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 summary for 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/vediguida.html?gd=12](http://www.unimore.it/servizistudenti/vediguida.html?gd=12) you can download the “Guide to the application for evaluation for Master’s Degree Programmes”.

**IMPORTANT:** the application is correctly submitted only after confirming it by answering YES to the question “Do you want to submit your application now?”.

### 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 **27 August 2019** 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](mailto:elisa.martinelli@unimore.it)
5.2 Students with 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 27 August 2019 and before you are assessed anyway, 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 and also sent via e-mail to the address indicated in the registration phase.

The above-mentioned page will show one of the following results by 19 September 2019:

- 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 2019. 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 10 July and until 20 December 2019, applicants will be able to enrol via an entirely online procedure.
All students with an Italian study qualification will be able to 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/vediguida.html?gd=7](http://www.unimore.it/servizistudenti/vediguida.html?gd=7).

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.

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<tr>
<th>CHECK THE PAYMENT DEADLINE</th>
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<tr>
<td>Payments made <strong>after 20 December 2019</strong> shall not be valid for enrolment.</td>
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<tr>
<td>Payment methods are indicated on <a href="http://www.unimore.it/ammissione/pagamentimav.html">www.unimore.it/ammissione/pagamentimav.html</a> Please read section 8. “Payment methods” of this call for applications carefully.</td>
</tr>
<tr>
<td>Please note that the PAYMENT DATE SENT BY THE BANK or the PSP (Payment Service Provider, if the Pago PA circuit is used) making the payment serves as proof of payment. For online payments, please check the bank or PSP terms and payment processing times, as to prevent the payment request from not being taken over and recorded on subsequent days, thus precluding the enrolment.</td>
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**7.2 Students with a foreign study qualification**

Applicants will be able to enrol after obtaining a positive evaluation, and **starting from 10 July and until 20 December 2019**.

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](http://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.

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8. Means of payment

The amounts due may be paid as follows (all instructions are also available on www.unimore.it/ammissione/pagamentimav.html):

- online by credit card, directly from the Esse3 website at the end of the electronic procedure
- at any bank counter in Italy (also using teller machines, phone-banking and internet banking of the banks providing such services), by filling in the specific MAV payment voucher (i.e. payment by notice)
- through the Pago PA circuit, which allows for online payments (choosing your Payment Service Provider - PSP) or, alternatively, by printing the payment notice and handing it over in person to Banks, ATM counters, or SISAL, Lottomatica and ITB sales points. If the applicant pay online, a confirmation email will be sent to the address s/he provided upon registration to the website, or to her/his University email address if any. Applicants will be able to print the payment receipt from their reserved area in Esse3 under the Tax section.

Check the payment deadline, in particular when making online transactions

Please note that the PAYMENT DATE SENT BY THE BANK or the PSP making the payment serves as proof of payment. For online payments, please check the bank or PSP terms and payment processing times, as to prevent the payment request from not being taken over and recorded on subsequent days, thus precluding the admission to the test or the enrolment.

9. 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 2019.

Students who have obtained a PASS evaluation must comply with the procedure below by 31 October 2019.

Applicants moving between two UNIMORE study programmes must:

1. pay the first university fee instalment for academic year 2019-20 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.
   After logging in and entering username and password:
   - 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

   If all fields have been filled in, the MAV slip of the 1st instalment of the university fees may be printed.

3. pay the first instalment of UNIMORE university fees.

   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.

A fee shall be paid when applying for the validation of the previous education activities.

10. Contributions and benefits

   The university fee amount is calculated based on the ISEE 2019 (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 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.

   The online application for determining the university fees, as well as the application for the scholarship, accommodation in university residences, hospitality services and other allowances, may 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 mid July 2019. Students are invited to pay attention to the various deadlines.

   For further information and to check any update on the academic year 2019-20, please visit the website www.unimore.it/ammissione/tasse.html

11. Person in charge of the procedure
Pursuant to Law no. 241/1990, the person in charge of the procedure is Ms. Elda Toschi, reference officer at 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

12. 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/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 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 courses, the assessment and enrolment procedures
e-mail: 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 523555
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 12 to 16 August 2019

The Marco Biagi Department of Economics is closed from 5 to 16 August 2019
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:

   or

2) they pass the level test organised by the CLA of UNIMORE for academic year 2019/20, 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