SOCIETY AND CULTURE
Department of Studies on Language and Culture
Call for Applications for the limited access Master's Degree Programme in

LANGUAGES FOR COMMUNICATION
IN INTERNATIONAL ENTERPRISES AND ORGANISATIONS
(LACOM)

Academic Year 2021-2022
Modena campus – Class LM-38

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

DEADLINES

Online application: by 5 August 2021 on www.esse3.unimore.it
Deadline for paying the application fee: by 5 August 2021 on www.esse3.unimore.it
Publication of the list of applicants eligible in terms of entry requirements: on the website www.unimore.it/bandi/StuLau-Avvisi.html by 2 September 2021
Publication of the list of applicants in order of merit ranking: by 16 September 2021
Enrolment of successful applicants: 16 September to 29 October 2021
Second-chance application: 16 to 23 September 2021
All applicants to provide documentation of study qualification: by 29 October 2021
Enrolment of successful second-chance applicants: 8 to 1 November 2021
Final closing of application procedure: 18 November 2021

The programme is taught entirely in English

IMPORTANT
Any amendments to the deadlines or procedures concerning this Call will be published exclusively on the following website: www.unimore.it/bandi/StuLau-Lau2.html

1. Places available

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 an EU country with a study qualification obtained abroad. There are 150 places available in total.

All students who intend to enrol in the Lacom Master's degree programme, including those moving FROM ANOTHER UNIMORE DEGREE PROGRAMME or coming FROM A DIFFERENT UNIVERSITY, must apply for the selection procedure described in this call for applications. Applicants not enrolled in any study
programme and intend to have their previous UNIVERSITY CURRICULUM RECOGNISED will also undergo the above procedure.

Non-EU applicants residing abroad and holding 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

2. Selection of applicants

The selection of applicants is based on the assessment of the documents testifying their previous university studies that are attached to the application and aims to

1) verify that the applicants meet the entry requirements indicated in section 3. Entry requirements of this call for applications when submitting the application

and then, only for applicants meeting the entry requirements,

2) draw up a list of successful applicants based on the criteria indicated in section 6. Merit ranking of this call for applications.

Applicants can enrol in the LACOM Programme if:

- they are considered “eligible” as they meet the entry requirements listed in section 3. Entry Requirements of this call for applications
- they are placed in the merit ranking
- by 29 October 2021, they obtain at least a three-year university degree, or a different qualification obtained abroad and deemed suitable (this entry requirement is imperative for all applicants).

All applicants must submit their APPLICATION FOR ADMISSION no later than 5 August 2021 and pay the APPLICATION FEE for the verification of their entry requirements in order to be admitted in the merit ranking.

The contact for the Degree Programme is Professor Giuliana Diani giuliana.diani@unimore.it

3. Entry Requirements

By 5 August 2021, all applicants must meet the entry requirements indicated below.

Entry requirements for applicants with an Italian study qualification:

1. to hold a Bachelor’s Degree (first-level degree), or obtain it by and no later than 29 October 2021 in the following classes: L-11, L-12, L-15, L-16, L-18, L-20, L-36, L-37 (D.M. 270/04); or classes 11, 3, 39, 19, 17, 14, 15, 35 (M.D. 509/99); or a university degree before MD 509/99, in a linguistic area;

2. when submitting the application, to have obtained:

- at least 20 CFUs (university credits) in the Scientific Disciplinary Sectors of foreign languages (L-LIN/04, L-LIN/07, L-LIN/12, L-LIN/14)
  and additional
- 34 CFUs in the following SDS: L-LIN/01, L-LIN/03, L-LIN/05, L-LIN/06, L-LIN/10, L-LIN/11, L-LIN/13, L-FIL-LET/12, M-FIL/01, M-FIL/05, M-GGR/02, M-STO/04, SECS-P/01, SECS-P/02, SECS-P/07, SECS-P/08, IUS/02, IUS/13. If the degree programme belongs to the old system (ante MD 509/99), the examinations taken by the applicants must be related to the scientific disciplinary sectors indicated above.
3.  as the study programme is in English, applicants are required to have at least a B2 level knowledge of the English language when submitting the application for admission, regardless of the two study languages they have chosen. Their knowledge of English must be proven by an international language certification issued by certification bodies under Art. 2 of MD of 7 March 2012 www.miur.gov.it/enti-certificatori-lingue-straniere or a declaration issued by the home University, unless it is stated in the study curriculum.

A list of the main international certifications recognised by UNIMORE is available at the following link: www.clamore.unimore.it/it/certifications/info

<table>
<thead>
<tr>
<th>The entry requirements are not met and therefore applicants cannot be placed in the merit ranking if:</th>
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</thead>
<tbody>
<tr>
<td>- Graduates and graduating applicants come from degree classes other than the ones listed above.</td>
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<tr>
<td>- Applicants have not obtained the CFUs indicated (or not related to the CFUs indicated) by the application submission date.</td>
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<tr>
<td>- Applicants do not demonstrate at least a B2 level of English by the application submission date.</td>
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EU applicants and non-EU applicants residing in Italy, in possession of a foreign study qualification, must:

1. hold a Bachelor’s Degree deemed suitable, or obtain it by and no later than 29 October 2021, in the following disciplinary areas: Modern language studies, Economics and marketing, Communication studies, International relations and political studies, Business administration, Tourism management

2. in their previous academic studies and by the application submission date, have passed foreign language examinations in languages such as English, French, German, and Spanish, as well as examinations that are related to the scientific disciplinary sectors listed in the entry requirements: general linguistics, Italian linguistics, foreign literatures (Anglo-American, English, French, German, Hispano-American, Spanish), theoretical philosophy, philosophy and theory of languages, contemporary history, economic-political geography, political economy, economic policy, corporate economics, economics and business management, comparative private law, international law

3. master the English language having obtained at least a B2 level, proven by an international language certification or declaration issued by the home University, unless it is stated in the study curriculum.

A list of the main language certificates recognised by UNIMORE is available at the following link: www.clamore.unimore.it/it/certifications/info

4. Submitting the Application

PLEASE NOTE
- Make sure you have the documents relating to your previous university studies, with all examinations passed, the scientific disciplinary sectors (SDS), the marks obtained and dates in which they were taken as they must be listed in the application form if they are not part of a UNIMORE programme.
  Make sure you have the self-certification reporting all required information. Many universities (if not UNIMORE) have a template on their websites.

- Scan any language certificates or declarations of your knowledge of foreign languages or the Italian language as a second language, as such documents must be attached to your application form.
- All documents attached to the application and reported data relating to your university studies will be used by the Commission/Examining Board, not only to verify the entry requirements, but also, if they are met, to draw up the merit ranking.

- **No integrations or amendments** to the documents attached or reported in the application are allowed. Make sure that all documents attached to the application are correct and complete.

- Failure to confirm the application by clicking on the field “Do you want to submit your application now?”, enter the data required, or attach the requested documents will result in **no assessment being made**.

- Please remember that failure to pay the EUR 55.00 fee by the deadline indicated will **automatically exclude the applicant from getting a placement in the ranking**.

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**SUBMITTING THE APPLICATION**

**STUDENTS MUST:**

- go to [www.esse3.unimore.it](http://www.esse3.unimore.it), “Register” and get a user ID and password or, if former UNIMORE students, access with the credentials they have used in the past. Please check that the **e-mail address provided in esse3 is correct** in order to receive any future communication. Please also note that all functions will be soon available by using the SPID credentials.

- report the data on the study qualification: degree class, final mark and date, or the presumed university degree if it has not been awarded yet. Applicants with a foreign study qualification may contact the Registrar’s Office for any questions or problems by sending an e-mail to segrstud.studilinguistici.culturali@unimore.it

- after logging in, go to Registered/Student Area from the menu tab and choose “Admission”.

- select the LACOM call for applications and indicate the two **foreign languages**, chosen from English, French, German, and Spanish, that will be the languages studied during the degree programme.

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The next steps of the application to be followed depend on the study qualification held by the applicant.

**4.1 Applicants with an Italian study qualification**

After entering the data on the study qualification, save and confirm the application for admission 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=89](https://siaweb.unimore.it/private/valutazionilm/default.aspx?aa=2021&TestId=89) (the link goes to a page that prompts the user to re-enter username and password).

Applicants must indicate in the table:

1. The name of each examination passed and the mark obtained, credits (CFUs), date and scientific disciplinary sector (SDS) (this does not apply to UNIMORE graduates/graduating students) (students/applicants coming from a degree programme of the earlier degree system, with no CFUs and SDS should enter “0”. A digit has to be entered)
And also attach:

2. **A copy of the language certification of at least a B2 level of the European Framework of Reference, in the English language** or, alternatively, a **certificate** issued by the home University stating the level of knowledge achieved (this is necessary if the level of English language is not stated in the study curriculum)

3. **additional international language certificates, at least of B2 level, for French, German, Spanish or, alternatively, declarations issued by the home university** and proving the levels of skills achieved, if not inferable from the study curriculum. A list of main international certifications recognised by UNIMORE is available on [www.clamore.unimore.it/it/certifications/info](http://www.clamore.unimore.it/it/certifications/info).

Please note that no certificates issued by the public administration may be attached because, pursuant to Art. 15 of law 183/2011, they cannot be submitted to public administrations.

**4.2 EU applicants and non-EU applicants residing in Italy, in possession of a foreign study qualification**

Applicants with a foreign qualification, after entering data relating to the study qualification must attach:

1. statement of the degree obtained, or the study programme for undergraduates, including the list of all the **EXAMS TAKEN AND THE MARKS/EVALUATIONS OBTAINED**.

2. applicant's declaration, indicating the minimum and maximum grades awarded for examinations and the final degree examination, according to the grading system adopted in the country

3. documental evidence of previous university studies completed by the application submission date, foreign language examinations including: French, English, German, and Spanish, and any other languages such as Arabic, Chinese, Russian, Italian as a second language.

4. if not inferable from the study curriculum, **copy of a language certification of at least a B2 level of the European Framework of Reference, in the English language or, alternatively, a certificate issued by the home University stating the level achieved**.

5. if not inferable from the study curriculum, additional international language certificates relating to French, German, Spanish or, alternatively, declarations issued by the home university proving the levels of skills achieved. A list of the main international certifications recognised by UNIMORE is available at the following link: [www.clamore.unimore.it/it/certifications/info](http://www.clamore.unimore.it/it/certifications/info).

6. copy of the residence permit (only for non-EU citizens residing in Italy).

The application is submitted as “not final” and will be considered effectively submitted only after saving the data and answering YES in the specific field “Do you want to submit your application now?”. The application may now be printed and kept as a personal reminder.

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**SUBMITTING THE APPLICATION,**

ALL APPLICANTS MUST:

- **pay the application fee of 55,00 euro**, payable only via the PagoPa system, by **5 August 2021, under penalty of exclusion**. 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 (Fees). Means of payment are indicated on [www.unimore.it/ammissione/pagamenti.html](http://www.unimore.it/ammissione/pagamenti.html).
- on their personal Esse3 page, under the “Tax” section, check that the payment has been received. If the payment is not posted on the esse3 website TWO WORKING DAYS AFTER the payment date, applicants should IMMEDIATELY submit the electronic payment receipt to the registrar’s office at the address via Università, 4 (MO), or send a copy via email to segrstud.studilinguistici.culturali@unimore.it attaching a valid ID. Applicants are also advised to check that their payment has been correctly made, by contacting the PSP (Payment Service Provider) taking charge of it.

Please note that the PAYMENT DATE INDICATED ON THE ELECTRONIC PAYMENT RECEIPT applies. Receipts reporting a date subsequent to the deadline will not be deemed valid.

Please note: According to AgID (Digital Italy Agency) instructions, the payment may be made by the payment service provider (PSP) on the day following the payer’s request, thus precluding the inclusion in the ranking. PagoPA is not a UNIMORE payment circuit. UNIMORE is not liable for payments due to a PagoPa system or a general platform failure. Please note that in addition to online payments, PagoPa payment notices may be printed (from personal page in Esse3, Tax section) and taken to a bank, ATMs, and Sisal, Lottomatica and ITB point of sales.

5. Results of the entry requirement verification

The Commission/Examining Board checks whether the applicants meet the necessary entry requirements indicated in section 3. Entry Requirements of this call for applications.

The assessment results will be made available to applicants by 2 September 2021 by posting a notice on the website at the link www.unimore.it/bandi/StuLau-Avvisi.html

The above-mentioned page will show one of the following results:

- ELIGIBLE: as the applicant meets the entry requirements, the documental evidence attached to the application and all declarations relating to their university career will be assessed in order to place the applicant in the merit ranking (code 2)

- NOT ELIGIBLE: as the applicant does not meet the entry requirements, the documental evidence attached to the application and all declarations relating to the university career cannot not be assessed for the merit ranking; or, it was not possible to make the assessment as the requested documents have not been attached; or, the applicant did not answer YES in the specific field “Do you want to submit your application now?”; or, the application fees have not been paid by the given deadline (code 1).

No personal communication will be provided.

6. Merit ranking

The merit ranking of the admitted applicants will be posted by 16 September 2021 on the Website www.unimore.it/bandi/StuLau-grad2.html. It will be displayed on the reserved area of the website after logging in with username and password generated by the Esse3 system.

Applicants ranked in the first 150 places may enrol provided that the required study qualification is awarded by 29 October 2021.
6.1 Criteria for drawing up the list of applicants in order of merit

The appointed Commission/Examining Board assesses the qualifications and the study curricula of applicants who meet the entry requirements, taking into account the documents attached to the application and the data entered about their university career.

Each criterion assessed in the career is assigned a score, for a total of 50 points.

**CRITERION A**

*In their previous university career the applicant has passed examinations belonging exclusively to the following Scientific Disciplinary Sectors (SDS): English (L-LIN/12), French (L-LIN/04), German (L-LIN/14), Spanish (L-LIN/07).*

The number of points is determined by the arithmetic average of all the exam marks in the following foreign languages: ENGLISH, FRENCH, SPANISH, GERMAN. An exam with 30 and distinction will be given 31 points as the distinction is awarded 1 point.

**Maximum number of points that can be awarded forCriterion A = 31 points**

For applicants with a foreign study qualification or degree belonging to the old system, the Commission/Examining Board will assess whether the examinations can be considered as belonging to the SDS above and will determine how to convert the foreign mark into a grade out of thirty.

**CRITERION B**

*In their previous university career the applicant has studied foreign languages and in particular if examinations have been taken (minimum 2) in at least 2 foreign languages belonging exclusively to the following Scientific Disciplinary Sectors (SDS): English (L-LIN/12), French (L-LIN/04), German (L-LIN/14), Spanish (L-LIN/07).*

6 points– if exams (at least two in each) have been taken in two foreign languages
9 points– if exams (at least two in each) have been taken in three or more foreign languages

**Maximum number of points that can be awarded for Criterion B = 9 points**

**CRITERION C**

*The candidate has been awarded international language certificates in the following foreign languages: English – French – Spanish – German, OR the candidate has passed language proficiency tests (CEFR) during their academic career, OR the candidate has submitted a declaration from their University if the level of language competence is not indicated in the list of university exams.*

Points will be awarded as follows:

level B2 (French, German Spanish):  1 point for each language
level C1 (English, French, German, Spanish):  2 points for each language (maximum 6 points)
level C2 (English, French, German, Spanish): 3 points for each language (maximum 6 points)

No points are awarded to a B2 level in English because it is the minimum level required for enrolling in the degree course.

**Maximum number of points that can be awarded for Criterion C = 6 points**

**CRITERION D**

*During their university studies the applicant has acquired additional language skills proven by university examinations taken for the following foreign languages: Arabic (L-OR/12), Chinese (L-OR/21), Russian (L-LIN/21), Italian as a foreign language (L-FIL-LET/12)*
The candidate has studied and taken university exams in the following foreign languages: Arabic, Chinese, Russian, Italian as a foreign language.

Points will be awarded as follows: 1 point for each exam, for a maximum of 4 points.

Maximum number of points that can be awarded for Criterion D = 4 points

If two or more applicants have the same total number of points, priority will be given to the youngest applicant.

Checks will be carried out on the documents attached to the application. If false statements are found, applicants will be no longer eligible, be removed from the merit ranking and will lose the right to enrol.

The members of the Commission/ Examining Board are: Professor Giuliana Diani (giuliana.diani@unimore.it) for English; Professor Chiara Preite (chiara.preite@unimore.it) for French; Professor Ulrike Kaunzner (ulrike.kaunzner@unimore.it) for German, and professor Marco Cipolloni (marco.cipolloni@unimore.it) for Spanish.

7. Enrolment

The enrolment procedure to be followed depends on the study qualification of the applicant. Please also note that, as a preliminary condition, applicants must have obtained their study qualification by and no later than 29 October 2021, under penalty of exclusion from the ranking or forfeiture of the enrolment.

7.1 Applicants with an Italian study qualification

Successful applicants must enrol from 16 September to 29 October 2021 by following an entirely online procedure.

Eligible applicants not completing their enrolment by 29 October 2021 in accordance with the procedure described below will be deemed to have withdrawn and lose their place in the ranking.

Go to www.esse3.unimore.it, log in and select Registered/Student Area from the Menu tab, then go to “Enrolments”, and follow the instructions described in the “Guide to the online enrolment” available on the website www.unimore.it/servizistudenti/guideesse3.html.

1. Before starting the procedure, make sure you have the following documents available IN AN ELECTRONIC FORMAT:
   - passport photo
   - a copy of both sides of a valid ID
   - a copy of a residence permit or receipt of a request for renewal (for non-EU students residing in Italy)
   - any forms duly filled, in such as: “Recognition of academic activities” form, downloadable from the link www.unimore.it/servizistudenti/modulistica.html, if the application refers to training activities already carried out (eg. university degree, university programme not yet completed, individual courses, etc…). Please note that a fee must be paid for the validation of the academic activities.

2. Fill in the online enrolment application. Go to your personal esse3 page and confirm the data previously entered when submitting the application for admission. Go to www.esse3.unimore.it, log in and select Registered/Student Area from the Menu tab, then go to “Enrolments”.

3. Update the Esse3 page relating to the attainment of a study qualification, if it had not already been obtained when submitting the application for admission. Enter the mark and the date when it was
awarded. The study qualification must be obtained by and no later than 29 October 2021. Obtaining the study qualification and updating Esse3 by that date is a preliminary requisite for enrolment, under penalty of exclusion. From the website www.esse3.unimore.it, log in and access the personal page in Esse3. In the menu, expand section “Registered Area” (if you have never been a UNIMORE student before) or “Student Area” (if you have already been enrolled in UNIMORE), then select “Study Qualifications”. Then go to “Change” and enter the data relating to the study qualification required.

4. Attach the requested documents: passport photo, a copy of both sides of the ID, residence permit (for non-EU students living in Italy), “Recognition of academic activities” form - if any - (when applying for the validation of activities already completed). No certificates issued by the Public Administration will be valid because, pursuant to Art. 15 of law 183/2011, they cannot be submitted to Public Administrations.

5. Confirm the two languages that will be studied and have been indicated in the application.

6. Pay the first instalment of tuition fees, via the Pago PA system, by and no later than 29 October 2021. Failure to do so will lead to the exclusion of the applicant from the ranking. After filling in the enrolment form, the amount due may be paid on the reserved area in Esse3. Login to www.esse3.unimore.it and select Registered/Student Area from the Menu tab, then go to the Tax section (Fees). Means of payment 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 the deadline on the receipt will not be deemed valid.

Please note: According to AgID (Digital Italy Agency) instructions, the payment may be made by the payment service provider on the day following the payer’s request, thus precluding the enrolment. PagoPA is not a UNIMORE payment circuit.

UNIMORE is not liable for payments due to a PagoPa system or general platform failure. Please note that in addition to online payments, PagoPa payment notices may be printed (from personal page in Esse3, Tax section) and taken to a bank, ATMs, and Sisal, Lottomatica and ITB point of sales.

7. Check that the payment made is correctly recorded in Esse3. Applicants must ensure that the payment made has been received by checking the “Taxes” section on their personal page in esse3. If the payment is not posted on the esse3 website TWO WORKING DAYS AFTER the payment date, applicants should IMMEDIATELY submit the electronic payment receipt by going to the registrar’s office at via Università, 4 - Modena, or by sending a copy via email to segrstud.studilinguistici.culturali@unimore.it, together with a valid ID. Applicants are also advised to check that their payment has been correctly made by contacting the PSP (Payment Service Provider) taking charge of it.

8. Check for any e-mails sent by the enrolment staff requesting to complete the enrolment. Filling in the enrolment form and paying the first fee instalment only lead to a conditional enrolment that will become final only after the offices in charge have successfully completed all the checks. If the documents enclosed by the student are incomplete (e.g. the back of the ID is missing) or unsuitable (e.g. the passport photo is blurred), the student will immediately be informed by an email sent to the address entered in Esse3. The enrolment is final 15 days after the payment date if no email is received requesting for the enrolment to be completed.

7.2 EU applicants and non-EU applicants residing in Italy, in possession of a foreign study qualification
Applicants with a university study qualification obtained abroad may enrol by submitting the documents to the Registrar's Office in person in via Università 4 - Modena, from 16 September to 29 October.

Applicants need to provide the following documents:

- original (or authenticated copy) of the university degree certificate, translated and legalised by the Italian Embassy/Consulate
- declaration of value of the degree, issued by the Italian Embassy/Consulate in the country of the degree awarding university or, alternatively, declaration issued by foreign official bodies or by ENIC-NARIC centres, such as the comparability certificate
- 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
- copy of the residence permit or alternatively a copy of the receipt, certifying the application for the renewal of a residence permit.
- valid ID
- passport photo

Students unable to get the documentation required for enrolment from 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 Equivalenze accademiche (CIMEA), which belongs to the 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 and completeness of the documents submitted by the student, the Registrar’s Office automatically posts the enrolment fees in the Reserved Area of Esse3 under the Tax section. The fees must be paid through the PagoPA system. As soon as the payment of the 1st instalment has been received, the Registrar's Office confirms that the enrolment is final. Payment methods are indicated on [www.unimore.it/ammissione/pagamenti.html](http://www.unimore.it/ammissione/pagamenti.html)

**IMPORTANT**

The PAYMENT DATE indicated on the ELECTRONIC PAYMENT RECEIPT applies. Payment receipts reporting a date later than the deadline will not be deemed valid. Please note: According to AgID (Digital Italy Agency) instructions, the payment may be made by the payment service provider on the day following the payer’s request, thus precluding the enrolment. PagoPA is not a UNIMORE payment circuit.

UNIMORE is not liable for payments due to a PagoPa system or a general platform failure. Please note that in addition to online payments, PagoPA payment notices may be printed (from personal page in Esse3, Tax section) and taken to a bank, ATMs, and Sisal, Lottomatica and ITB point of sales.

Eligible applicants with a study qualification obtained abroad and not completing the above-mentioned enrolment procedure by 29 October 2021 will be deemed to have withdrawn and finally lose their place in the ranking.

### 8. Second-chance applications – Requirements following the application

Even though they are not placed well enough in the merit ranking to be admitted, applicants may show their interest in enrolment by submitting a second-chance application from 16 to 23 September 2021. The second-chance procedure described below will allow for the admission of a number of candidates corresponding to the places left vacant at the end of the enrolment of successful candidates, based on the
merit ranking order and study qualification criterion by 29 October 2021 (see section 8.1 Entry Requirements following the application).

Applicants need to go to www.esse3.unimore.it, log in by accessing their personal page in Esse3, go to “Admission”, and then “Submit application” next to the study programme they are applying to. A guide is available at the link www.unimore.it/servizistudenti/guideesse3.html.

Applicants not following the procedure described above when submitting their second-chance application are excluded from the ranking and CANNOT be admitted to cover any available places.

8.1 Entry Requirements following the second-chance application

In order to be assigned a vacant place, the second-chance applicants who originally applied without indicating the date and mark of their study qualification as they were still undergraduates when submitting the application, must:

<table>
<thead>
<tr>
<th>update the Esse3 page relating to the study qualification by 29 October 2021</th>
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<tbody>
<tr>
<td>enter the final mark and the date when the qualification was obtained, which must be by and no later than 29 October 2021 as it is a prerequisite for enrolment.</td>
</tr>
</tbody>
</table>

From the website www.esse3.unimore.it, log in and access the personal page in Esse3. In the menu, expand section “Registered Area” (if you have not been a UNIMORE student before) or “Student Area” (if you have already been enrolled in UNIMORE), then select “Study Qualifications”. Then go to “Change”, enter the data relating to the date and mark of the qualification required.

If there is any problem, please contact the Registrar’s Office immediately at the address segrstud.studilinguistici.culturali@unimore.it or email webhelp@unimore.it.

Applicants who have already entered their study qualification in Esse3 before 29 October 2021 as they had already graduated when submitting the second-chance application do not need to update their page.

Any vacant places may only be assigned to applicants who have submitted their second-chance application, have been awarded a degree and also updated their data in Esse3 by and no later than 29 October 2021.

Checks will be made on data entered by applicants. In the event of false statements, applicants will be excluded from the ranking or their enrolment will be void.

9. Assignment of vacant places

The ranking of the admitted applicants after the second-chance applications will be posted in the merit ranking by 8 November 2021 on the Website www.unimore.it/bandi/StuLau-grad2.html. It will also be displayed in the reserved area by using the personal login and password created by the Esse3 information system.
Successful applicants with an Italian study qualification must enrol and pay the 1st instalment of the tuition fees through the PagoPA system by **11 November 2021**, based on the instructions provided in 7. **Enrolment** of this call for applications.

Applicants with a study qualification obtained abroad must enrol and pay the first instalment of the tuition fees **by 11 November 2021** at the Registrar’s Office, at via Università, 4, Modena. Opening times are available at the link [www.unimore.it/servizistudenti/ufficiosstud.html?ID=LETF](http://www.unimore.it/servizistudenti/ufficiosstud.html?ID=LETF).

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

Successful applicants not enrolling by the deadline mentioned above will be tacitly deemed to have withdrawn, regardless of the supporting reasons. They will lose their position in the ranking and eligibility for enrolling.

All successful applicants **are responsible for checking** in the “Tax” section (Fees) of their reserved area in Esse3 that their payment has been received. If the payment is not posted on the Esse3 website **TWO WORKING DAYS** after the payment date, applicants must IMMEDIATELY submit the electronic payment receipt by going there in person to the Registrar’s Office at via Università, 4 - Modena, or by sending a copy via e-mail to [segrstud.studilinguistici.culturali@unimore.it](mailto:segrstud.studilinguistici.culturali@unimore.it), together with a copy of a valid ID. Applicants are also advised to check that their payment has been correctly made by contacting the PSP (Payment Service Provider) taking charge of it.

If the ranking is final as there are NO vacant places left or there are no applicants in the ranking holding a study qualification obtained by 29 October 2021 who are eligible for the assignment, a notification will be posted on the website [www.unimore.it/bandi/StuLau-Avvisi.html](http://www.unimore.it/bandi/StuLau-Avvisi.html) by **8 November 2021**.

### 10. Changing degree programme within UNIMORE, transfers, withdrawal from studies, request for exam validation for previous university career

Below are described the administrative requirements that applicants must fulfil by the enrolment deadline, **29 October 2021**, if they have been admitted after the publication of the ranking, or by **11 November 2021** if they have been admitted through the second-chance application.

**A)** Applicants who are well placed in the ranking of this call for applications and **ARE MOVING FROM ONE UNIMORE PROGRAMME TO ANOTHER** do not need to enrol (as they are already enrolled in another UNIMORE degree programme) and must instead:

1. pay the first tuition fee instalment for the academic year 2021-2022 for the degree programme in which they are already 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 with the registrars’ office of the degree programme where the Applicant is enrolled at present by submitting the specific form available at the link [www.unimore.it/servizistudenti/modulistica.html](http://www.unimore.it/servizistudenti/modulistica.html).

3. prepare a self-certification of the request by filling in the “*Delivery statement of the programme transfer*” form, which can be downloaded from the website [www.unimore.it/servizistudenti/modulistica.html](http://www.unimore.it/servizistudenti/modulistica.html) and present it to the Registrar’s Office of the
Department of Studies on Language and Culture at via Università, 4 – Modena. If necessary, the form may be sent by email to segrstud.studilinguistici.culturali@unimore.it together with a valid ID.

B) Applicants who are well placed in the ranking of this call for applications and who intend to TRANSFER from OTHER UNIVERSITIES must:

1. file the transfer request at the Registrar’s Office of their HOME university. If the home registrar’s office requires transfer clearance, students may make a self-certification stating that they have been admitted to the LACOM degree programme
2. enrol following the procedures mentioned in section 7. ENROLMENT of this call for applications and from the drop-down menu choose “Enrolment for transf. from another Un.” as enrolment type
3. 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.

C) Applicants who are well placed in the ranking of this call for applications, are enrolled in other Universities or other UNIMORE degree programmes and want 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. enrol following the procedures mentioned in section 7. ENROLMENT of this call for applications and choose “Re-enrolment after withdrawal” as enrolment type.
3. if they have taken examinations and want them to be validated, the “Recognition of academic activities” form must be duly filled in and attached to the enrolment application. The form may be downloaded from the website www.unimore.it/servizistudenti/modulistica.html.

D) Students who are well placed in the ranking of this call for applications, are not enrolled in any degree programme, but have a previous university career as, for example, they hold an additional university degree or have attended SINGLE COURSES or have LOST THEIR STUDENT STATUS must:

1. enrol following the procedures mentioned in section 7. ENROLMENT of this call for applications and choose “Enrolment with recognit. previous study” or “Enrolment after loss of student status” as enrolment type
2. if they have taken examinations and want them to be validated, the “Recognition of academic activities” form must be duly filled in and attached to the enrolment application. The form may be downloaded from the website www.unimore.it/servizistudenti/modulistica.html.

Please note that a EUR 55.00 fee must be paid when applying for the validation of exams. The Registrar’s Office will activate the payment in Esse3 under the Tax section of the Registrar’s Office.

The exams taken in previous careers will be assessed and possibly validated by resolution of the Department Council. The Registrar’s Office will update the student e-book of records with the validations and relevant year of admission, as soon as approval has been given.

Please note
Students failing to comply with the above-mentioned obligations and by the set deadlines will be tacitly deemed to have withdrawn, regardless of the reason for the delay, and will lose their position in the ranking and their right to enrol.

11. Contributions and benefits

Tuition fees are based on the ISEE 2021 (Indicator of the Equivalent Financial Situation) certifying the financial situation of the student's family. 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. Students must make an online application for the calculation of the tuition fees based on their financial situation before the deadlines set in the relevant Call for Applications https://www.er-go.it/index.php?id=7262. Students failing to do so 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 and their due dates can be found at the following link: https://www.unimore.it/ammissione/tasse.html.

The application for the calculation of tuition fees, as well as the application for a scholarship, accommodation in university residences, hospitality services and other allowances, must be submitted online from the website www.er-go.it strictly by the deadlines set in the Call for Benefit Applications, even before 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.

In order to obtain an exemption from tuition fees or to request other additional benefits (scholarship, accommodation in a university residence, food services or other benefits), foreign students residing abroad and requesting a visa need to submit an online application by the end of August 2021. Online applications need to be submitted on the website www.er-go.it before enrolment. Students need to have the documents stating their financial situation translated and legally certified at the link https://www.er-go.it/index.php?id=6620. For further information, please go to https://www.er-go.it/index.php?id=5963 and https://www.international.unimore.it/fees.html.

The information provided above is up-to-date as of today’s date; it may be subject to updates/changes/integrations based on the Decisions of University bodies made after this call is published. Any update/change/integration will be published on the website www.unimore.it.

12. Person in charge of the procedure

Pursuant to Law no. 241/1990, the person in charge of the procedure is Ms. Elda Toschi, Manager of the Registrar's Office. The competent office is the Registrar’s Office of the Department of Studies on Language and Culture: 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

13. Contacts
Registrar’s Office at via Università 4, 41125 – Modena, for information and the enrolment of applicants with a foreign study qualification
e-mail segrstud.studilinguistici.culturali@unimore.it
Tel. 059/2056408
For opening hours, please see www.unimore.it/servizistudenti/segreteriestudenti.html

For information about the Master’s degree programme: Teaching Office for the Department of Studies of Language and Culture Largo S. Eufemia 19, Modena - email segreteria.studilinguistici@unimore.it mailto:segreteria.studilinguistici@unimore.it
Teaching coordinator: angela.piroddi@unimore.it
Department website www.dslc.unimore.it

International Welcome Desk for advice and assistance with paperwork for requesting residence permits, a tax code, registration with the National Health Service (SSN), health insurance, opening bank accounts and housing.
e-mail: internationalwelcomedesk@unimore.it
Phone: 059 2058171
In Modena:
- Via S. Geminiano, 3
Monday - Wednesday - Friday - 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 enquiries.

Welcome Office for Disabled and Dyslexic Students
e-mail disabilita@unimore.it
Tel. 059 2058311 - Fax 059 2058309

Informa-studenti for information on study programmes, 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 52 3555
The opening hours are available on www.orientamento.unimore.it/site/home/orientamento-allo-studio-e-tutorato/informastudenti.html

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

The Registrar’s Office and Informa-studenti will be closed from 13 to 20 August 2021.

Modena, 7 May 2021

The Rector
Professor Carlo Adolfo Porro