



SOCIETY AND CULTURE

Department of Studies on Language and Culture
Call for Applications for the Master's Degree Programme

LANGUAGES FOR COMMUNICATION IN INTERNATIONAL ENTERPRISES AND ORGANIZATIONS (LACOM)

Modena campus – Class - LM 38

for non-EU students living abroad and applying for a visa

Academic Year 2023-2024

The course is taught entirely in English

DEADLINES
Online application: by 14 April 2023
Assessment results: by 5 May 2023
Enrolment: by 12 July to 20 December 2023

Any amendment to the deadlines or procedures concerning this Call will be published exclusively on the following website: www.international.unimore.it/bandilan.html

1. Preliminary information

This Call for Applications is addressed to **non-EU applicants who are not residing in Italy and are applying for a Visa at the Italian Embassy or Consulate, have a study qualification obtained abroad**, and intend to enrol in the Master's Degree Programme in LANGUAGES FOR COMMUNICATION IN INTERNATIONAL ENTERPRISES AND ORGANISATIONS (LACOM) for the academic year 2023/2024. Places available: 20

The LACOM course is open for the enrolment of non-EU candidates:

1. with an appropriate Bachelor's Degree
2. who meet the requirements listed in section 2 "Requirements" of this call for applications
3. who have adequate personal abilities and skills assessed under the procedures mentioned in section "3. Assessment of academic background" of this call for applications.

Students are not required to pass an Italian language test as the course is taught entirely in English.

All applicants must submit their APPLICATION FOR ASSESSMENT **no later than 14 April 2023** (CET), indicating the two foreign languages they want to study (from a choice of English, French, German, and Spanish). They will be assessed on the basis of **the documents provided testifying their academic background. If necessary, they will also have an interview.**

The Programme coordinator is Professor Giuliana Diani giuliana.diani@unimore.it

Italian and foreign applicants with an Italian academic qualification, as well as EU-applicants (regardless of their residence) and Non-EU applicants regularly residing in Italy and in possession of a degree awarded in a foreign country **shall not apply to this call**, but they shall apply and follow the procedures described in the

call for applications specifically reserved for them which will be published approximately in April 2023 on the website <https://www.unimore.it/bandi/StuLau-Lau2.html>

2. Requirements

Applicants are required:

- a) to have a university qualification (Bachelor degree) in the following areas: Modern language studies, Economics and marketing, Communication studies, International relations and political studies, Business administration, Tourism management
- b) to have adequate language skills in the two languages to be studied (chosen from English, French, German and Spanish)
- c) to have at least a B2 level of language competence in English regardless of the two chosen languages, as the course is taught entirely in English
- d) to have an academic background and training/professional experience pertinent to this specific type of course.

3. Assessment of Academic Background

Applicants' competencies and skills will be assessed on the basis of their academic background as described in the documents attached to the application and, **if necessary, with an interview via Skype.**

Applicants' academic background will be assessed on the basis of their knowledge of foreign languages (English, French, German or Spanish) with a specific focus on competences concerning syntactic, lexical, textual and pragmatic features of the language(s) studied, as well as on the different registers of spoken and written language.

As the course is taught entirely in English, the applicants must demonstrate at least a B2 level (Common European Framework of Reference) in English by means of **international language certificates** or, alternatively, **declarations by the home university** (Language Centre or Department) stating that the applicant has reached the required level. These declarations must be drafted on official University letterhead and written in English.

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

The examining board members 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.

4. Submitting an online application for evaluation

To submit their application, students must:

- register on the website www.esse3.unimore.it to get the username and password required for access to the Restricted Area. Please check that the e-mail address provided is correct in order to receive any future communications.

- after logging in, choose *Registered/Student Area* from the menu tab and enter the reserved area, then choose “**Assessments and tests**”.

- after choosing LACOM selection, answer ‘Yes’ to question: “*Are you an International student with a foreign degree, residing abroad, applying for a visa through the Italian Embassy/Consulate?*” then fill in the online application and attach the documents listed below:

1. **degree certification** containing the following information: type of university degree, when and where it was awarded (in which university), date and final mark, list of examinations taken with relevant grades. Please also attach a copy of the university diploma along with all documents deemed useful to prove knowledge of foreign languages (English, French, German and Spanish). Documents are accepted in English, French, German and Spanish; for other languages, a translation of an official translator is required
2. **copy of international language certificates stating a B2 level or higher** in the first and second language chosen for the study programme respectively (English, French, German and Spanish). Regardless of the two chosen languages, applicants must attach a certificate stating at least a B2 level in English.

Alternatively

statements issued by the home University (University Language Centre or Department) certifying that the applicant has achieved the above-mentioned language levels

3. **personal statement** written in English, in which the applicant explains why s/he wishes to apply for this course
4. **curriculum vitae**, written in English based on the Europass model
5. **reference letter** written by a university professor who is asked to comment on the applicant’s academic suitability for the chosen course
6. **any other qualifications** that applicants want to be considered for admission purposes (e.g. internships, university master programmes, further education, etc.).

You can download the Guide to the evaluation procedure for admission to Master’s Degree programmes at <https://www.unimore.it/servizistudenti/vediguia.html?gd=29>

IMPORTANT: the application is completed and correctly submitted only **after saving the data and answering YES to the question** “Do you want to submit your application now?”.

Should you need to open the application again to change any data or add documents before the assessment begins and within the deadline of **14 April 2023**, send an e-mail to the Registrar’s Office segrstud.studilinguistici.culturali@unimore.it

5. 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 at the time of registration.

The above-mentioned page will show one of the following results by **5 May 2023**:

- PASS: the applicant's academic background is appropriate. S/he can enrol.
- ADDITIONAL REQUIREMENTS: the applicant's language skills in the chosen language(s) cannot be assessed from the submitted documents, or no international language certificates or declarations issued by the home university have been provided. Therefore, the Examination board will interview the applicant on an agreed date via Skype.
- FAIL: the applicant does not meet the requirements and the Examination board explains why the competencies and skills have been considered unsuitable; as a consequence, enrolment is not allowed.
- INCOMPLETE APPLICATION: no assessment can be made because the applicant has not uploaded the required documents (degree certification and list of examinations taken with relevant grades; personal statement; curriculum vitae; reference letter). In this case, the online application is automatically re-opened so that the applicant can upload the missing documents and finally close the application for a new assessment.

If one of the messages appears:

- NOT FINAL APPLICATION: the applicant has not submitted the application by clicking on "Do you want to submit your application now?" and therefore the Board cannot assess it.
- FOR ASSESSMENT: the application has been correctly submitted by the applicant, but the Examination board has not yet assessed the submitted application

6. Enrolment

6.1 Pre-enrolment on University for the purpose of obtaining a student visa

As indicated in the Italian ministerial circular for access to study programmes, which is published every year on the website www.studiare-in-italia.it/studentistranieri/, Non-EU applicants residing abroad and requesting a visa must pre-enrol on the UNIVERSITY website by clicking on the link <https://www.university.it/index.php/registration/firststep>.

The pre-enrolment application is automatically sent to UNIMORE for validation. UNIMORE will notify the Italian Consular Authority in the event of admission to the study programme.

Applicants have to upload the following documents on the University website:

- their passport

Any further documents relating to their academic qualification may also be attached, including:

- **declaration of value**, issued by the Italian Embassy/Consulate in the country to which the school issuing the qualification belongs
or, alternatively
- **statements issued by ENIC-NARIC centres** such as the *Comparability certificate* and the

Verification of qualifications issued by the *Centro di informazione sulla mobilità e le Equivalenze accademiche* (CIMEA) - website www.cimea.it/it/index.aspx For further information, visit the website www.cimea.it/it/servizi/attestati-di-comparabilita-e-certificazione-dei-titoli/attestati-di-comparabilita-e-di-verifica-dei-titoli-diplome.aspx

Please contact the reference Embassy/Consulate as soon as possible to check the requirements and the documents needed for the visa to be issued.

6.2 Enrolment

To enrol in the LACOM Programme applicants must:

- have completed the pre-enrolment procedure on the University website
- obtain a student visa for Italy in time for the enrolment.

Enrolment: **from 12 July to 20 December 2023**

The office responsible for enrolments is the Registrar's Office for the Department of Studies on Language and Culture located in via Università no. 4, Modena. Email address: segrstud.studilinguistici.culturali@unimore.it

Opening times are available at the link <https://international.unimore.it/regoffices.html>

The following documents must be submitted for enrolment:

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 in the country to which the school issuing the qualification belongs
or alternatively
a declaration issued by ENIC-NARIC centres such as the *Comparability Certificate* and the *Verification certificate* issued by the *Centro di informazione sulla mobilità e le Equivalenze accademiche* (CIMEA) website www.cimea.it/it/index.aspx
3. Degree certification, issued by the University awarding the degree
4. Receipt issued by the post office in Italy, certifying the filing of the application for a residence permit
5. Passport
6. Passport photo

After verifying the correctness and completeness of the documents submitted by the student, the forms for the payment of tuition fees (academic year 2023-2024) will be made available on the applicant's personal page on Esse3 and the Registrar's Office will confirm 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 20 December 2023 on the receipt will not be deemed valid for enrolment purposes.

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

7. Student services

Non-EU foreign students applying for this call may contact the UNIMORE **International Welcome Desk** for assistance with administrative formalities such as:

- application for residence permit
- application for a tax code
- opening a bank account
- health insurance
- transport facilities
- access to the accommodation search and housing services
- certificate of suitability of accommodation for the Embassy/Consulate

All students are invited to register on the www.isu-services.it/it/universities/universita-di-modena platform to book services.

Office opening hours:

-in Modena at the address Via S. Geminiano, 3. Mondays, Wednesdays and Fridays from 9:30am to 3:00pm
-in Reggio Emilia at the address Via Allegri, 15 (Students services department) on Wednesdays every two weeks and depending on the specific requirements.

Email: internationalwelcomedesk@unimore.it Phone: 059 2058171

8. Tuition Fees and benefits

In order to obtain an exemption from tuition fees or to request other additional benefits (scholarships, accommodation in a university residence, food services or other benefits), international students residing abroad and requesting a visa need to submit an online application by the end of August 2023. Online applications need to be submitted on the website www.er-go.it before enrolment.

Students need to have the documents translated and legally certified, stating their financial situation at the link <https://www.er-go.it/index.php?id=6620>. For further information please go to https://www.ergo.it/uploads/media/F.A.Q._parte_generale_REV_EN_03.pdf

The Call for Benefit Applications will be published approximately at the beginning of **July 2023**

Students are invited to check the various deadlines. For further information and to check any update on the academic year 2023-2024, please visit the website www.unimore.it/ammissione/tasse.html and <https://www.international.unimore.it/fees.html>. Students who do not submit the online application will pay the university fees in full, for the amount of EUR 2.200,00 approximately, divided into 4 instalments.

The information provided above is up-to-date as of today's date; it may be subject to updates/changes/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

9. Person in charge of the procedure

The person in charge of the procedure is Mrs. Elda Toschi, officer in charge at the Registrar's Office. The competent office dealing with the application procedures is the Registrar's Office for 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 extraordinary 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

10. Contacts

To enrol: Registrar's Office, Via Università 4, 41121 – Modena

e-mail segrstud.studilinguistici.culturali@unimore.it

Tel. 059/2056408

For opening hours, please see <https://international.unimore.it/regoffices.html>

For information about the Master's degree programme: the Department of Studies of Language and Culture Largo S. Eufemia 19, Modena e-mail segreteria.studilinguistici@unimore.it ;
Teaching coordinator: angela.piroddi@unimore.it
Department website www.dslc.unimore.it

Welcome Office for Disabled and Dyslexic Students

e-mail disabilita@unimore.it

Tel. 059 2058311

For IT issues on the application to the programme or the retrieval of the Esse3 log in credentials, please e-mail webhelp@unimore.it

Assistance service opening hours: Mondays to Thursdays 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

For information, please see the website: www.er-go.it/scrivici/index.php?lang=en

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

For information on study programmes, assessment and enrolment procedures:

Informastudenti

Email: informastudenti@unimore.it

In Modena:

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

- Via Campi 213/B ground floor tel. 059 205 8255

In Reggio Emilia:

- Viale A. Allegri, 15 - ground floor - tel. 0522 52 3555

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

Modena, 26 gennaio 2023

The Rector

Professor Carlo Adolfo Porro