



SOCIETY AND CULTURE

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

LANGUAGES FOR COMMUNICATION IN INTERNATIONAL ENTERPRISES AND ORGANISATIONS (LACOM)

Modena campus – Class LM-38

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

Academic Year 2022-23

The programme is taught entirely in English

DEADLINES

Online application	by 4 August 2022
List of applicants who meet the access requirements and admitted to the test	1 September 2022
Notification of assigned session for the test	1 September 2022
Entrance test – in person	6-7-8 September 2022 (depending on time of assigned test session)
Enrolment of admitted applicants	16 September to 28 October 2022
Second-chance application:	16 September to 5 October 2022
Second-chance application acknowledged and Esse3 update	by 28 October 2022
Enrolment of second-chance admitted applicants	8 to 14 November 2022
Enrolment of third-chance admitted applicants	22 to 28 November 2022
Closure of call for applications	2 December 2022

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

This call for applications does not apply to non-EU applicants residing abroad and applying for a visa at the Italian Embassy or Consulate, as these applications are managed through a separate competition procedure where 20 places are available. Therefore, they must follow the instructions reported on a specific call for applications reserved for them and published on the website <https://international.unimore.it/bandilan.html>. After taking into account the applications received, any places remaining vacant are reallocated to Italian, EU and non-EU applicants residing in Italy and participating in the selection described in this call.

REFERENCE LINKS

www.unimore.it/bandi/StuLau-Lau2.html	For any changes to dates or procedures of this call for applications
https://www.spid.gov.it/cittadini/ https://www.spid.gov.it/domande-frequenti/	For information on how to obtain a SPID (Public Digital Identity System) FAQ on SPID
https://www.unimore.it/servizistudenti/vediguida.html?gd=37	A Guide to LACOM application
www.unimore.it/bandi/StuLau-Avvisi.html	List of applicants who have successfully passed the verification of requirements and are eligible to take the entrance test Notice with the assigned group, date and time for the entrance test
https://www.unimore.it/bandi/StuLau-grad2.html	Ranking list of applicants admitted to the degree programme and able to enrol
https://www.dslc.unimore.it/site/home/didattica/corsi-di-laurea-magistrale/languages-for-communication-in-international-enterprises-and-organizations-lacom.html	Degree programme
www.dslc.unimore.it	Department of Studies on Language and Culture website
https://wss.unimore.it/public/albo	Online Register of the University for the legal publishing of the documents and provisions of this notice

IMPORTANT

The procedure for student login and access to Esse3 functions is outlined in this call for applications, with reference to UNIMORE credentials generated by Esse3 at the time of Registration. However, all functions accessed through SPID (Public Digital Identity System) are still being prepared.

If you have SPID credentials, please use them.

For further information on how to get a SPID, please visit the website <https://www.spid.gov.it/cittadini/> and see the FAQ available on <https://www.spid.gov.it/domande-frequenti/>.

1. Selection of applicants

The selection of applicants includes:

- assessment of their previous university career and, more specifically, verification that the entry requirements indicated in section 2. "Entry requirements" of this call for applications **are met by the applicant by the date on which the application for admission is submitted**. Then,

only positively assessed applicants are eligible to take

- the entrance test in 2 foreign languages (choosing between English, French, German, and Spanish)

Applicants who meet the following requirements can enrol in the LACOM Degree Programme:

1. they have been awarded at least a three-year university degree, or a university qualification obtained abroad and deemed suitable **by 28 October 2022** (this deadline is imperative for all applicants to the selection),
2. they are assessed as "*eligible*" for possessing the requirements listed in section 2 "Entry requirements" of this call for applications,
3. they pass the entrance test and are well placed in the rankings.

All applicants including those MOVING FROM ANOTHER UNIMORE DEGREE PROGRAMME or FROM A DIFFERENT UNIVERSITY must submit their APPLICATION FOR ADMISSION **by 4 August 2022** and be checked that they meet all the requirements for admission to the entrance test.

Applicants not enrolled in any study programme and wanting their previous UNIVERSITY STUDIES RECOGNISED must also submit an admission application.

The Director of the Degree Programme in LACOM is Professor Giuliana Diani giuliana.diani@unimore.it

2. Entry Requirements

By **4 August 2022**, all applicants must have reached in their previous university career a very good level in the 2 foreign languages (choosing between English, French, German, and Spanish) indicated in the application for admission, and must meet the requirements indicated below.

The requirements differ according to whether the study qualification is an Italian or a foreign one.

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 **28 October 2022** 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 language university degree before MD 509/99
2. **by the date on which the application for admission is submitted**, to have obtained:
 - **at least 20 CFUs (university credits)** in the scientific disciplinary sectors related to foreign languages, corresponding to Italian SSDs (L-LIN/04, L-LIN/07, L-LIN/12, L-LIN/14) and additional
 - **34 CFUs** in the following SSDs: 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 (prior to MD 509/99), the examinations taken by the applicants must 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 knowledge English when submitting their application for admission, regardless of the two languages of study they have chosen.

If not clearly indicated among the courses in their university career, the language level may be proven by an international linguistic certification issued by certification bodies referred to in Article 2 of the MD of 7 March 2012 www.miur.gov.it/enti-certificatori-lingue-straniere or by a declaration issued by the University of origin (Language Centre or relevant Department).

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

Applicants not eligible for the ENTRANCE TEST:

- Graduates and undergraduates coming from degree classes other than the ones listed above.
- Applicants not holding the CFUs indicated (or not related to the CFUs indicated) by the date on which the application is submitted.
- Applicants not providing documentation of at least a B2 level of English by the date on which the application is submitted, if the level is not indicated in their university career.

Requirements for applicants with a foreign study qualification:

1. **to hold a Bachelor's Degree** deemed suitable, or **obtain it by and no later than 28 October 2022**
2. by the date of submission of the application, to have passed examinations in their past university career that are attributable to the following disciplinary areas: Modern language studies, Economics and marketing, Communication studies, International relations and political studies, Business administration, Tourism management;
3. to have a B2 level of English proven by an international language certification or certificate issued by the home University (Language Centre or relevant Department), unless the level is stated in their university career, regardless of the two languages chosen.

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

3. Submitting the Application

The procedure for submitting the application for admission depends on whether the qualification declared has been obtained in Italy or abroad.

3.1 Applicants with an Italian study qualification

WILL NEED:

- documents relating to their UNIVERSITY CAREER, indicating all examinations passed, the scientific disciplinary sectors (corresponding to Italian SSDs), the marks obtained and dates in which they were taken because they have to be listed in the application for admission if they are not part of UNIMORE programmes;
- a self-certification, which is made available by many universities on their website (if it is different from the UNIMORE form) reporting all required information.

- their CURRICULUM VITAE prepared according to the EUROPEAN MODEL downloadable from <https://www.funzionepubblica.gov.it/articolo/dipartimento/12-12-2016/curriculum-vitae-formato-europeo>
- LANGUAGE CERTIFICATION of at least a B2 level of ENGLISH or a statement from the University of origin confirming this level, to be attached to the application for admission only if the level of language skills required is not indicated in the university career.

The attached documentation must be **in pdf format** and the file name must NOT contain any special characters (such as ' & % \$ " symbols).

The online application must be submitted by 4 August 2022

As reported in the Guide available on <https://www.unimore.it/servizistudenti/vediguia.html?gd=37>, the application (with an Italian study qualification) **is made up of 2 parts**. The application is correctly submitted and visible to the Examination Board **only** if both parts are completed and closed.

FIRST PART

1. access the website www.esse3.unimore.it, select "**Registrazione**" (Registration) and fill in all fields required. If the registration is done correctly, a username and password (personal credentials of UNIMORE) will be displayed on the screen. The credentials obtained following registration must be kept to take the entrance test and to access other services (e.g. to use UNIMORE WiFi or App). If already in possession of UNIMORE credentials, it is possible to login to the website directly;
2. after logging into the reserved area, select "**Ammissione**" (Admission) from the menu;
3. in addition to the degree class, also indicate the mark and date when the university degree was obtained, or the presumed university degree, if it has not yet been obtained;
4. select the LACOM call for applications and indicate two languages choosing between English, French, German, and Spanish, which will be the languages of the ENTRANCE TEST and those studied during the degree programme
5. Answer "Yes" to the option "*Conferma esplicita di validità della domanda*" (Do you want to submit your application now?) and on the next screen select "*Salva i dati*" to save your data.

Now it is possible to access the SECOND PART:

6. Select "*Completamento domanda*" (complete the application) to connect to the link <https://siaweb.unimore.it/private/valutazionilm/default.aspx?aa=2022&TestId=17> (the link opens a page that prompts the user to re-enter username and password);
7. attach **CURRICULUM VITAE IN EUROPEAN FORMAT** – compulsory for all applicants, including UNIMORE graduates and undergraduates;
8. attach the **ENGLISH LANGUAGE CERTIFICATION of at least B2 level** or, alternatively, a certificate issued by the home University stating the required level of knowledge (Language Centre or relevant Department). These documents are required **only if the English language skills are not reported in the list of examinations taken in the university career**;
9. additional **NOTES** may be included, to be submitted to the Evaluation Board;

10. as for the **UNIVERSITY CAREER**, please note: the procedure differs depending on whether the DEGREE has been awarded (or will be awarded) from UNIMORE or from ANOTHER UNIVERSITY.

- a) UNIMORE graduates and undergraduates who have properly completed the previous stages of the admission application will see their UNIMORE university career data AUTOMATICALLY RETRIEVED with the date and time of the submission of their LACOM application. They will have to check whether all the information retrieved from Esse3 is correct and report any mistakes to segrstud.studilinguistici.culturali@unimore.it
- b) graduates and undergraduates from OTHER UNIVERSITIES must:
- **ATTACH their self-certification of the examinations taken**, preferably downloaded online from the website of the home university, in the “*carriera*” (career) section, so that the Evaluation Board can verify the possession of the requirements.
 - **ENTER In the “*carriera dello studente*” (student career) section the details of the above examinations**, relating to their university career, and report any credits, SSDs and marks obtained. There is no need to attach the study programmes.

PLEASE NOTE

The Evaluation Board will not be able to count the exams in the calculation of credits required to meet the curricular requirements if an SSD is wrong or missing. As a consequence, this could jeopardise the eligibility and participation in the entrance test.

If the course/module does not have ANY REFERENCE SSD (e.g. an internship), type NN. Please use the indefinite sector code (NN) only where no specific SSD is actually assigned to the course/module.

11. **Finalise application** by selecting the appropriate button.

IN BRIEF - THE APPLICATION HAS BEEN PROPERLY SUBMITTED if:

FIRST PART

- you have answered “yes” to the option “*conferma esplicita di validità della domanda*” (Do you want to submit your application now?) and selected “*salva i dati*”

SECOND PART

- you have accessed the “*completamento domanda*” section (at link <https://siaweb.unimore.it/private/valutazionilm/default.aspx?aa=2022&TestId=17>)

- you have attached your Curriculum Vitae (European format) in PDF format

- you have attached (if level B2 is not indicated in the career) the PDF format of English B2 certification or University statement

- (for graduates or undergraduates from other universities) if you have attached the self-certification of your career with the examinations taken in PDF format

- (for graduates or undergraduates from other universities) if you have entered all examinations taken with SSD, marks, and CFUs

- (for graduates or undergraduates from UNIMORE) if you have checked that the career retrieved automatically from Esse3 is correct

- if you have closed the application by selecting the “*Rendi definitiva la domanda*” (Finalise the application) button

PLEASE NOTE

- If when accessing the application you can still see the buttons “*Esci senza rendere definitiva la domanda*” (Exit without finalising the application) and “*Rendi definitiva la domanda*” (Finalise the application), it means that the application is not closed, so it cannot be assessed by the Board, but you can make changes, within the deadline

- If the application has been confirmed, you will see the message “*Domanda Definitiva*” (Final Application).

3.2 Applicants with a foreign study qualification

EU and non-EU applicants residing in Italy and with a foreign qualification must submit their application **no later than 4 August 2022** and, specifically, they must:

1. Access the website www.esse3.unimore.it, select "**Registrazione**" (Registration) and fill in all the fields required. If the registration is done correctly, a username and password (personal credentials of UNIMORE) will be displayed on the screen. The credentials obtained following registration will be needed to take the entrance test and access other services (e.g. to use UNIMORE WiFi or App). If already in possession of UNIMORE credentials, it is possible to login to the website directly.
2. after logging into the reserved area, select "**Ammissione**" (Admission) from the menu
3. indicate if the study qualification has been awarded or will be awarded
4. select the LACOM call for applications and indicate two languages choosing between English, French, German, and Spanish, which will be the languages of the ENTRANCE TEST and those studied during the degree programme
5. attach a **certificate of the degree obtained, or the study programme for undergraduates**, including a list of all the exams taken and the marks obtained.
6. attach a **copy of an English language certification of at least B2 level**, or, alternatively, a **certificate** issued by the home University (Language Centre or relevant Department), in which the required level of knowledge is stated (**only if B2 level in the English language is not reported in the study career**).
7. Attach a **copy of a residence permit** (only for non-EU applicants residing in Italy)
8. after entering the annexes required, answer "Yes" to the option "**Conferma esplicita di validità della domanda**" (**Do you want to submit your application now?**) and on the next screen select "*Salva i dati*" to save your data.

PLEASE NOTE

If the applicant with a foreign qualification does not confirm the application by clicking on the field "*Conferma esplicita di validità della domanda*" and "*Salva i dati*", the application **cannot be assessed**.

4. Amending or reopening the application

Should the applicant need to reopen the application and correct the data or add extra documents before the deadline of **4 August 2022**, he/she may send a request.

PLEASE NOTE

Requests sent a few days before the deadline for submitting an application may not be considered by the appropriate offices in time to allow the applicant to make the necessary changes and properly close the application again by **4 August 2022**.

The reopening of the application is not guaranteed if the request is sent a few days before the deadline.

Applicants with an Italian study qualification

In order to reopen the application, applicants with an Italian study qualification must request it by sending an email to webhelp@unimore.it

Applicants with a foreign study qualification

In order to reopen the application, applicants with a foreign study qualification must send a request via email to the Registrar's Office – email: segrstud.studilinguistici.culturali@unimore.it or, alternatively, they may contact the Registrar's Office desk in via Università n.4, Modena.

5. Results of the requirement assessment – Assignment of admitted applicants to groups for the entrance test

5.1 Results of the requirement assessment

The Evaluation Board checks whether the applicants who have submitted and finalised the application hold the necessary requirements and, **by 1 September 2022**, decides whether they are eligible to take the ENTRANCE TEST.

The assessment results will be made available to applicants 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:

- IDONEO (PASS): the applicant has the necessary requirements and is admitted to the test (code 2)
- NON IDONEO (FAIL): the applicant cannot take the test because s/he did not satisfy the requirements (code 1)

The status of the application may also **NOT ALLOW** the applicant to take the entrance test for one of the following reasons:

DOMANDA NON DEFINITIVA (APPLICATION NOT FINAL): the applicant did not explicitly confirm and save the data in the first part of the application. Therefore, the Evaluation Board could not view the application submitted.

DOMANDA NON VALUTABILE (APPLICATION THAT CANNOT BE VALUED): the applicant did not finalise the application in the second part. Therefore, the application was still pending and the Evaluation Board could not view the application submitted.

5.2 Assigned groups to applicants admitted to the entrance test

By **1 September 2022**, the following information will be made available on the website www.unimore.it/bandi/StuLau-Avvisi.html: the date of the test, the actual layout of the applicants in the classroom, the time when applicants must arrive for identification procedures.

No personal communication will be made.

The assigned group may not be changed **IN ANY WAY**.

6. Support for applicants with disabilities or SLDs

6.1 Applicants with disabilities

Pursuant to law no. 17/99 that amended and supplemented Law no. 104 of 5 February 1992, applicants holding a disability certificate and/or certification as provided for by Law no. 104/92 and wanting to request aids and/or compensatory and dispensatory measures for taking the entrance test must upload suitable medical certificate and a relevant request on the website www.esse3.unimore.it when submitting their APPLICATION.

6.2 Applicants with Specific Learning Disorders

Pursuant to Law no. 170 of 8 October 2010, applicants suffering from Specific Learning Disorders (SLD), proven by proper certification issued in the last 3 years by institutions of the National Health Care System or specialists and facilities accredited by it, and wanting to apply for aids and/or compensatory and dispensatory measures to do the test, are given compensatory and dispensatory measures (Art. 11 M.D. no. 85 of 5 February 2014) upon request.

To that purpose, the relevant request and suitable certification must be uploaded on the website www.esse3.unimore.it when submitting the APPLICATION.

Depending on the disability, the following documents shall be provided:

- Diagnosis of SLD
- Statement of legal disability
- Certification under Law 104
- Application form for compensatory and dispensatory measures available on <http://www.asd.unimore.it/site/home/articolo760030992.html>

The documents attached in Esse3 must also be handed over or digitally sent to:

[UNIMORE Welcome Office for Disabled and SLD Students](#)

Via Vignolese 671 - 41125 MODENA

- website www.asd.unimore.it

- tel. 059 2058311

- email disabilita@unimore.it

- opening hours <https://www.unimore.it/servizistudenti/ufficiostud.html?ID=ASDM>

Based on the documents received, the Rector's Delegates for Disability and Specific Learning Disorders, together with the Selection Board, will define the compensatory measures and the additional time agreed for taking the tests.

Disabled applicants wanting to apply for the exemption or the reduction of university fees must submit an online request through the website www.er-go.it.

7. Mock test

From 26 April to 2 September 2022, applicants may take a **mock test** available for each of the four languages (French, English, Spanish, and German). Before taking the mock test, applicants must:

- 1) submit the LACOM application for admission, in the esse3 portal
- 2) go to the website <https://concorsi.unimore.it/course/view.php?id=2610>
- 3) enter **Unimore credentials**, issued by Esse3 during registration.

Applicants who have lost their credentials may follow the steps described at the link https://iam.unimore.it/cambia_password/login.php. If this function does not work, please send an email to webhelp@unimore.it.

Taking mock test is not binding at all for the LACOM ranking list.

8. Entrance test

Applicants with an Italian study qualification and those with a foreign study qualification who have satisfied the requirements have to take the **ENTRANCE TEST** in the two foreign languages indicated in the application for admission (chosen between English, French, German, and Spanish).

A **€55.00 fee** must be paid before taking the test. The payment slip is generated at the end of the application and can be downloaded from www.esse3.unimore.it by logging in and entering UNIMORE credentials, then going to the “Tasse” (Fees) section.

Depending on the group assigned to the applicant, the test takes place on one of the following dates:

6-7-8 September 2022

Check the notice published on the website www.unimore.it/bandi/StuLau-Avvisi.html to see: the exact date of the test, the location and classroom of the test and the time when applicants must arrive for identification procedures.

The assigned group may not be changed IN ANY WAY.

ALL APPLICANTS TAKING the ENTRANCE TEST are required to pay a €55.00 fee by the day of the entrance test, or in any case before taking the test.

Late or non-payment of the above-mentioned non-refundable fee will result in the exclusion from the entrance test and ranking. Payment methods are indicated on www.unimore.it/ammissione/pagamentimav.html

Applicants must arrive in the classroom at the exact time indicated in the notice published at the link provided above for identification purposes with the following documents:

- a valid ID
- **UNIMORE credentials released by the Esse3, necessary to take the test.** These credentials are automatically provided at registration. Applicants who have lost them may follow the steps described at the link https://iam.unimore.it/cambia_password/login.php. If this function does not work, please send an email well in advance to webhelp@unimore.it.
- receipt of payment of the €55.00 fee, if payment is not recorded in esse3.

Possession of the above-mentioned documents is checked by the Evaluation Board before the test starts. Applicants failing to provide the documents listed above cannot take the test.

Applicants are responsible for checking the news published on the University website. Any amendment to the dates, venues or procedures concerning this Call for applications will be published exclusively on the webpage www.unimore.it/bandi/StuLau-Lau2.html

The entrance test is carried out electronically. The test lasts 2 hours and 30 minutes in total. The maximum time for the completion of each test in the two chosen foreign languages (between English, French, German, and Spanish) is 75 minutes. Once the test in a language has been completed, a test follows in the second language chosen.

During the test, applicants are not allowed to communicate with each other verbally or in writing, or to get in touch with others, except with the supervisors or members of the Evaluation Board. Applicants are not

allowed to keep bags or rucksacks, books or notes, paper, mobile phones, calculators and other digital devices with them; applicants must deposit them before the test starts. Any applicants found with the above-mentioned objects will be excluded from the test.

The test consists of 60 multiple-choice questions for each of the two languages selected. It is divided into 3 parts:

- 1) lexical and grammar exercises (20 points)
- 2) reading comprehension exercises (10 points)
- 3) cloze-type exercises (30 points)

TOTAL 60 points

The score is assigned as follows:

- 1 point for each correct answer
- 0 points for each answer not provided
- a penalty of 0.25 points for each wrong answer

The 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.

9. Rankings

The ranking of the admitted applicants will be posted on the Website www.unimore.it/bandi/StuLau-grad2.html by **16 September 2022**. It may also be viewed in the reserved area by accessing with UNIMORE login and password generated by the Esse3 information system.

The ranking is drawn up according to the score obtained in each language test. The final score of the entrance test is the sum of the scores obtained in each language test and is expressed in a 120-point scale.

THE MINIMUM SCORE to pass each test is 24/60.

The maximum score of EACH test is 60/60.

To be eligible and therefore placed in the ranking of merit, applicants must pass BOTH tests with a minimum score of 24/60, otherwise they are not eligible and are not included in the ranking.

In case of a tie, priority will be given to applicants who, respectively:

- have obtained a higher score in the cloze-type exercises (taking into account the sum of the cloze-type exercise results in both languages)
- have obtained a higher score in the lexical and grammar exercises (taking into account the sum of the lexical and grammar exercise results in both languages)
- have obtained a higher score in the reading comprehension exercises (taking into account the sum of the reading comprehension exercise results in both languages)
- are younger.

10. Enrolment

The enrolment procedure depends on the study qualification of the applicant. Please also note that, as a preliminary condition, all applicants must obtain their study qualification **by and no later than 28 October 2022**, under penalty of exclusion from the ranking or forfeiture of enrolment.

10.1 Applicants with an Italian study qualification

Admitted applicants must enrol **between 16 September and 28 October 2022** by following an online procedure.

Eligible applicants who do not complete their enrolment **by 28 October 2022** 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 “Area Registrato/Studente” (Registered user/Student Area) from the *Menu* tab, then go to “Immatricolazioni” (Enrolments), and follow the instructions described in the “Guide to online enrolment” available on the website www.unimore.it/servizistudenti/guideesse3.html

1. Before starting the procedure, applicants should **make sure they have the following documents available IN AN ELECTRONIC FORMAT**:
 - passport photo
 - double-sided copy of a valid ID
 - *copy of the residence permit or receipt of the renewal request (for non-EU applicants residing in Italy)*
 - any forms duly filled in such as:
 - “**Riconoscimento Attività Didattiche**” (Recognition of academic activities) form, to request the recognition of any academic activities (e.g. university degree, university career not yet completed, single courses, etc.) or the “**Trasferimento in ingresso**” (Incoming transfer) form if moving from a different university. They are both downloadable from the link www.unimore.it/servizistudenti/modulistica.html Please note that a fee shall be paid for the validation of academic activities.
2. **Fill in the online enrolment application.** Go to their personal esse3 page and confirm the data previously entered for submitting the application for admission. Go to www.esse3.unimore.it, log in and select *Area Registrato/Studente* (Registered user/Student Area) from the *Menu* tab, then go to “Immatricolazioni” (Enrolments).
3. **Update the Esse3 page about the obtainment of the study qualification**, if it had not yet been obtained when submitting the application for admission. Enter the mark and the awarding date. The study qualification must be obtained **by and no later than 28 October 2022**. Obtaining the study qualification and updating Esse3 accordingly by that date is a preliminary requirement 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 “Area Registrato” (Registered user area) (if the applicant has never been a UNIMORE student before) or “Area Studente” (Student Area) (if the applicant has already been enrolled in UNIMORE), then select “Titoli di Studio” (Study Qualifications). Then go to “Modifica” (Change) and enter the data when the required study qualification was awarded.
4. **Attach the requested documents:** passport photo, double-sided copy of the ID, residence permit (for non-EU applicants living in Italy), “Riconoscimento Attività Didattiche” (Recognition of academic activities) form - if any - (when applying for the validation of academic activities already completed or the form “Trasferimento in ingresso” (Incoming transfer) if moving from a different university). Certificates issued by the Public Administration are not valid because, as 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, only via the Pago PA system, by and no later than 28 October 2022. Failure to do so will lead to the exclusion of the applicant from the ranking.** After filling in the enrolment application, the amount due may be paid on the reserved area in Esse3. Login to www.esse3.unimore.it. Select *Area Registrato/Studente* (Registered user/Student Area) from the *Menu* tab, then go to the **Tasse** (Fees) section. 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 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 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 the personal page in Esse3, Tax section) and taken to a bank, ATMs, and Sisal, Lottomatica and ITB points of sale.

7. **Check that the payment made is correctly recorded in Esse3.** Applicants must ensure that the payment made has been received by checking their personal page in esse3, "Taxes" section. If the payment has not been posted on the esse3 website 2 WORKING DAYS AFTER the payment date, applicants should IMMEDIATELY submit the electronic payment receipt to the registrar's office by going to the office at the address via Università, 4 - Modena, or by sending 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.
8. **Check for any e-mails sent by the enrolment staff requesting to complete the enrolment.** Filling in the enrolment application and paying the first fee instalment lead to a *conditional enrolment* that will become final only after it has been checked successfully by the offices in charge. If the documents enclosed by the applicant are incomplete (e.g. the back of the ID is missing) or unsuitable (e.g. the passport photo is blurred), the applicant will be immediately 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.

10.2 EU and non-EU applicants residing in Italy, with a foreign study qualification

Applicants with a university study qualification obtained abroad **may enrol by contacting the Registrar's Office** in via Università 4 - Modena, **from 16 September to 28 October 2022.**

The following documents are required:

- 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 where the qualification was obtained or, alternatively, a declaration issued by foreign official bodies or by ENIC-

NARIC centres, or the Diploma Supplement, prepared following the model of the European Commission, for academic qualifications awarded by institutes in countries belonging to the European Higher Education Area

- copy of a residence permit or alternatively a copy of the receipt, certifying the application for the renewal of the residence permit
- valid ID
- passport photo

Applicants 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 ENIC-NARIC networks. Website: www.cimea.it/it/index.aspx For further information, please see 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 Pago PA system.** As soon as the payment of the first instalment has been received, the Registrar's Office will confirm that the enrolment is final. 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. **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 **28 October 2022** will be deemed to have withdrawn and lose their place in the ranking.

11. Second-chance application – 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 the enrolment by submitting a second-chance application **from 16 September to 5 October 2022**. The second-chance procedure described below will allow for the admission of a number of applicants corresponding to the places left vacant at the end of the enrolment of admitted candidates, based on the **merit ranking order and study qualification criterion by 28 October 2022** (see section 11.1 *Requirements following the second-chance application*).

Applicants need to go to www.esse3.unimore.it, log in by accessing the personal page in Esse3, go to "Ammissione" (Admission), and then "Presenta domanda" (Submit application) next to the study programme they are applying for. The 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.

The second-chance application is valid for the first and second assignment of vacant places.

11.1 Requirements following the second-chance application

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

**update the Esse3 page relating to the study qualification
by 28 October 2022**

**enter the mark and the date on which the qualification was awarded, which must be
by and no later than 28 October 2022
as it is a prerequisite for enrolment.**

From the website www.esse3.unimore.it, applicants must log in and access their personal page in Esse3. In the menu, expand section “Area Registrato” (Registered user area) (if they have never been a UNIMORE student before) or “Area Studente” (Student Area) (if they have already been enrolled in UNIMORE), then select “Titoli di Studio” (Study Qualifications). Then go to “Modifica” (Change), enter the data relating to the study qualification required, or indicate that the qualification was obtained and specify the mark and date.

For any issues please contact the Registrar’s Office immediately at segrstud.studilinguistici.culturali@unimore.it or email webhelp@unimore.it.

No update is required from applicants who have already entered their qualification in Esse3 as they had already graduated when submitting their second-chance application.

Any vacant places may only be assigned (with the first or second assignment) to applicants who have submitted their second-chance application, and have been awarded the degree - also updating their data in Esse3 - by and no later than 28 October 2022.

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.

12. Assignment of vacant places

12.1 First assignment of vacant places

The ranking of the admitted applicants after the second-chance application will be posted on the Website www.unimore.it/bandi/StuLau-grad2.html by **8 November 2022** and can be accessed by using the personal login and password created by the Esse3 information system.

Admitted applicants with an Italian study qualification must enrol and pay the first instalment of the tuition fees - through the Pago PA system only - by **14 November 2022**, based on the instructions provided in 10. *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 **14 November 2022** by contacting the Registrar's Office in via Università, 4, Modena. Opening times are available at the link www.unimore.it/servizistudenti/ufficiostud.html?ID=LETF

The methods of payment are indicated on www.unimore.it/ammissione/pagamenti.html

12.2 Second assignment of vacant places

In the event of any additional vacant places, a second ranking of admitted applicants will be posted by **22 November 2022** on the website www.unimore.it/bandi/StuLau-grad2.html. It will be displayed in the reserved area of the website after logging in with username and password generated by the Esse3 system.

Admitted applicants with an Italian study qualification must enrol and pay the first instalment of the tuition fees - through the Pago PA system only - by **22 November 2022**, based on the instructions provided in 9. *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 **22 November 2022** by contacting the Registrar's Office in via Università, 4, Modena. Opening times are available at the link www.unimore.it/servizistudenti/ufficiostud.html?ID=LETF

Admitted applicants failing to enrol by the set deadlines mentioned above will be tacitly deemed to have withdrawn, regardless of any justification. They will lose their position in the ranking and eligibility for enrolling.

All admitted applicants **are asked to check** in their reserved area in Esse3, "Tasse" (Fees) section, that their payment has been received. If the payment has not been posted on the Esse3 website 2 WORKING DAYS AFTER the payment date, applicants should IMMEDIATELY submit the electronic payment receipt to the Registrar's Office, by going there at via Università, 4 - Modena in person or by sending a copy via e-mail to segrstud.studilinguistici.culturali@unimore.it, also attaching 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.

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

A) Applicants with status "admitted" in the ranking and MOVING BETWEEN TWO UNIMORE PROGRAMMES as they are enrolled in other UNIMORE degree programmes

DO NOT NEED to enrol; but, **by the enrolment deadline** they must:

1. **pay the first tuition fee instalment for the academic year 2022-2023 relating to the degree programme in which they are enrolled** and make sure they have paid the tuition fees and any additional fees of previous academic years. Payment methods are indicated on www.unimore.it/ammissione/pagamentimav.html
2. **deliver or send by email to the Registrar's Office of the university of ORIGIN** the *Passaggio di corso* (Degree Programme Transfer) form downloading it from

www.unimore.it/servizistudenti/modulistica.html, complete with a €16.00 revenue stamp, to be purchased at the tobacconist's (it cannot be charged online)

3. **send** the form "*Dichiarazione di avvenuta consegna della domanda di passaggio di corso*" (Delivery statement of the programme transfer) downloadable from www.unimore.it/servizistudenti/modulistica.html, to the **Registrar's Office of the Dept. of Studies on Language and Culture, via Università, 4 - Modena** at segrstud.studilinguistici.culturali@unimore.it, together with a valid ID, for self-certification purposes.

B) Applicants with "admitted" status in the ranking who intend to TRANSFER from OTHER UNIVERSITIES must:

enrol in UNIMORE **by the enrolment deadline** and in particular they must:

1. **file the transfer request at the Registrar's Office of the HOME university.** If the home registrar's office requires the transfer approval, applicants must make a self-certification stating that they have been admitted to the LACOM degree programme
2. **fulfil the transfer enrolment in UNIMORE by accessing www.esse3.unimore.it.** Log in by entering username and password:
go to "*Immatricolazioni*" (Enrolments) and follow the instructions in section 10. 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 <http://www.unimore.it/servizistudenti/modulistica.html> and duly filling it out

Once all fields have been filled in, the system generates the slip for the first instalment of the tuition fees, which can be viewed on the personal Esse3 page under "Fees"

3. **pay the first instalment of UNIMORE tuition fees by the enrolment deadline, under penalty of exclusion from the ranking.** Payment methods are indicated on www.unimore.it/ammissione/pagamentimav.html

C) Applicants with status "admitted" in the ranking who are enrolled in other Universities or other UNIMORE degree programmes and want to WITHDRAW FROM THEIR STUDIES must:

enrol by the enrolment deadline and in particular they must:

1. **submit the relevant request for withdrawal to the home university** or the UNIMORE university in which they are enrolled by sending the "*Rinuncia agli studi*" (Withdrawal from studies) form, downloadable from <http://www.unimore.it/servizistudenti/modulistica.html>, complete with a €16.00 revenue stamp.
2. **enrol** following the procedures mentioned in section 10. ENROLMENT of this call for applications and choose "*studente rinunciatario*" (Re-enrolment after withdrawal) as enrolment type.
3. go to www.unimore.it/servizistudenti/modulistica.html, download **the form "Riconoscimento attività didattiche"** (Recognition of academic activities), fill it in and attach it to the application if they have taken examinations and want them to be validated.

D) Applicants with “admitted” status in the ranking, who are not enrolled in a degree programme but have a previous university career as, for example, they have GRADUATED or have attended SINGLE COURSES or have LOST THEIR STUDENT STATUS must:

1. **enrol** by the deadline (following the procedure outline in 9. ENROLMENT of this call for applications, under penalty of exclusion from the ranking. Payment methods are indicated on www.unimore.it/ammissione/pagamentimav.html
2. In order to have the previously passed examinations validated, applicants must attach the form “**Richiesta riconoscimento attività didattiche**” (Recognition of academic activities) to the enrolment application in Esse3, together with the documents to be validated. The form is available on www.unimore.it/servizistudenti/.html. Alternatively, they may submit the above-mentioned documents to the Registrar's Office.

E) Applicants with “admitted” status in the ranking and requesting the recognition of academic activities carried out abroad,

by the enrolment deadline must:

deliver the documents reporting their university studies and preferably with a short description of the examinations taken to the Registrar's Office in via Università 4, Modena. The documents should preferably be translated into Italian.

Please note that a €55.00 fee shall be paid when applying for the validation of the teaching activities. The payment may be made in Esse3 under the *Tax* section of the Registrar's Office and will be charged by the Registrar's Office ONLY AFTER the required paperwork has been received.

14. Costs and allowances

The amount of tuition fees is based on the ISEE 2022 (Indicator of the Equivalent Financial Situation) certifying the financial situation of the applicant'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.

For the calculation of the tuition fees based on the applicant's financial situation, an **online application shall be submitted** by the deadlines set in the **ER-GO Call for Benefit Applications**, (Regional Authority for the Right to Higher Education in Emilia Romagna) available on <https://www.er-go.it/index.php?id=7262>. Applicants failing to submit the online application by the set deadlines or whose ISEE statement is higher than the threshold indicated in the call for applications will not benefit from a reduction of tuition fees.

The application for determining the 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 2022. Applicants are invited to check the various deadlines.

The payment of tuition fees is divided into three instalments; for further information and to check UNIMORE deadlines and any update on the academic year 2022-23, please visit the website <https://www.unimore.it/ammissione/tasse.html>

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

15. 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.

16. 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. +39 059/2056408 Fax +39 059/2056422
For opening hours please go to www.unimore.it/servizistudenti/segreteriestudenti.html

For information about the Master's degree programme: **Teaching Office of 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

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: 9:30am to 3:00pm

In Reggio Emilia:

- Via Allegri, 15 (Students services department) on Wednesdays every two weeks and depending on the specific requirements.

Welcome Office for Disabled and SLD Students

e-mail disabilita@unimore.it

Tel. 059 2058311 - Fax 059 2058309 –

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

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

- via Campi 213/B 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.html

The Registrar's Office and Informastudenti will be closed **from 16 to 19 August 2022**

Modena, 28 March 2022

The Rector
Carlo Adolfo Porro