SOCIAL SCIENCES AND HUMANITIES
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 ORGANIZATIONS (LACOM)
Academic Year 2019 - 2020
Modena’s headquarters – Class LM-38

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

Academic Year 2019 - 2020

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The course is entirely taught in English

IMPORTANT: Any amendment 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 a EU country with a study qualification obtained abroad. There are 150 places available in total.

All students willing to enrol in a LACOM Master’s degree programme, including those moving from another UNIMORE degree programme or coming from a different university, must take the entry test in accordance with the procedures described in this call for applications. Applicants not enrolled in any study programme and willing to have their previous university EDUCATIONAL ACTIVITIES recognised shall also undergo the selection procedure.

Non-EU applicants residing abroad and holding a foreign study qualification, who are applying for a visa at the relevant Italian diplomatic or consular representations must follow the procedure indicated in the specific call for applications drawn up for them and published on the website www.international.unimore.it/bandilan.html

2. Applicants’ selection procedure

Applicants are selected based on the following criteria:

- assessment of the previous university career and, more specifically, verification that the requirements indicated in section 3 “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 admission test in 2 foreign languages (choosing between English, French, German, and Spanish)

Applicants who are eligible for enrolling in the LACOM Programme:

1. by 24 October 2019, obtain at least a three-year university degree, or a different qualification obtained abroad and deemed suitable (this deadline is imperative for all applicants to the selection)  
2. are assessed as “eligible” for possessing the requirements listed in section 3 “Requirements” of this call for applications  
3. pass the admission test and are well placed in the rankings.

All applicants must submit their APPLICATION FOR ADMISSION no later than 5 August 2019 and undergo the verification of their requirements in order to be admitted to the test.

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

3. Requirements

By 5 August 2019, in their previous career all applicants must have carried out a thorough study of 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 not later than 24 October 2019 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 university degree before MD 509/99, in a linguistic area  
2. by the date on which the application for admission is submitted, to have obtained:
- at least 20 CFUs (university credits) in the foreign languages SDS field (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 is part of the old system (ante MD 509/99), the examinations taken by the applicants must be included in the scientific disciplinary sectors indicated above.

3. As the study programme is in English, applicants are required to have at least a B2 knowledge in the English language when submitting the application for admission, regardless of the two languages they have chosen. The English knowledge must be proven by an international language certification or certificate issued by the home University (Language Centre or relevant Department), 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>
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<tr>
<th>Applicants not eligible for the ADMISSION TEST:</th>
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<tr>
<td>- Graduates and undergraduates coming from degree classes other than the one listed above.</td>
</tr>
<tr>
<td>- Applicants not holding the CFUs indicated (or not related to the CFUs indicated) by the date on which the application is submitted.</td>
</tr>
<tr>
<td>- Applicants not showing at least B2 English knowledge by the date on which the application is submitted.</td>
</tr>
</tbody>
</table>

Requirements for applicants with a foreign study qualification:

1. to hold a Bachelor’s Degree deemed suitable, or obtain it by and not later than 24 October 2019
2. by the application submission date, to have passed foreign language examinations in the previous university studies - in the languages indicated in the application for admission (two languages chosen between French, English, Spanish and German) - and examinations related to the scientific disciplinary sectors indicated in the requirements
3. command of the English language (B2), proven by an international language certification or certificate issued by the home University (Language Centre or relevant Department), unless it is stated in the study curriculum, regardless of the 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

4. Submitting the Application

All applicants must submit their application for admission no later than 5 August 2019 and, specifically:

- go to www.esse3.unimore.it, “Register” and get a user ID and password or, in the event of former UNIMORE students, access with the credentials already used in the past enrolment. Please check that the e-mail address provided in esse3 is correct in order to receive any future communication.

- in addition to the degree class, also indicate the mark and date when the university degree was obtained, or the assumed university degree if it has not been obtained yet

- after logging into the reserved area, select “Admission” from the menu
- select the LACOM call for applications and indicate two languages choosing among English, French, German, and Spanish, which will be the languages studied during the degree programme
- enclose the documents relating to the university degree obtained or to be obtained, as well as the English language skills as specified below
- expressly confirm the application for admission, after enclosing the documents required.

**IMPORTANT**: the application is correctly submitted only after saving the data and answering YES to the question “Do you want to submit your application now?” The application may now be printed and kept as a personal reminder.

In order to be assessed, **applicants holding an Italian study qualification** must enclose:

1. **self-certification of the university qualification obtained or the study programme if the degree has not been obtained yet**, with the list of the exams taken and relevant marks, credits and scientific disciplinary sectors (SDS). As the first option, applicants are invited to use the self-certification form, which can be downloaded online from the website of the home university and provide all data requested; alternatively they may use the form “Assessment for admission to master's degree programmes”, which can be downloaded from the website [www.unimore.it/ServiziStudenti/modulistica.html](http://www.unimore.it/ServiziStudenti/modulistica.html) (also applicable to UNIMORE graduates and undergraduates)

2. unless it is stated in the study curriculum, **copy of the language certification, of at least level B2 of the European Framework of Reference, in the English language** or, alternatively, **certificate** issued by the home University (Language Centre or relevant Department) and stating the required level of knowledge. This also apply to UNIMORE graduates and undergraduates if the level is NOT stated in their study curriculum)

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

In order to be assessed, **applicants holding a foreign study qualification** must enclose:

1. **statement of the degree obtained, or the study programme for undergraduates**, including the list of all the exams taken and the scores/evaluations obtained.

2. unless it is stated in the study curriculum, **copy of the language certification, at least B2, in the English language** or, alternatively, **certificate** issued by the home University (Language Centre or relevant Department), in which the required level of knowledge is stated.

3. **copy of the residence permit** (only for non-EU students residing in Italy)

**ATTENTION**

If the applicant does not confirm the application by clicking on the field “Do you want to submit your application now?” the application cannot be assessed.

The examining board members are: Professor Giuliana Diani ([giuliana.diani@unimore.it](mailto:giuliana.diani@unimore.it)) for English; Professor Chiara Preite ([chiara.preite@unimore.it](mailto:chiara.preite@unimore.it)) for French; Professor Ulrike Kaunzner ([ulrike.kaunzner@unimore.it](mailto:ulrike.kaunzner@unimore.it)) for German and Professor Marco Cipolloni ([marco.cipolloni@unimore.it](mailto:marco.cipolloni@unimore.it)) for Spanish.
All applicants who exceptionally need to reopen the application for admission, and in any case before 5 August 2019 deadline, because they have made mistakes or forgotten to enclose the documents, may contact the Registrar’s Office or send an email to segrstud.studilinguistici.culturali@unimore.it.

5. Results of the requirement assessment - Assigned shift to applicants admitted to the test

The Board checks whether the students submitting the application for admission hold the necessary requirements and, by 5 September 2019, states whether they are eligible to take the ADMISSION TEST.

The results of the assessment will be made available to the applicants by a notice posted on the website at the link www.unimore.it/bandi/StuLau-Avvisi.html and also sent via e-mail to the address indicated during registration.

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

- **PASS**: the applicant has the necessary requirements and is admitted to the test

- **FAIL**: the applicant cannot take the test due to the lack of requirements or for not enclosing the required documents.

- **FOR ASSESSMENT**: the submitted application for admission has not been confirmed explicitly, the applicant is therefore excluded from the test as his/her university career and requirements cannot be assessed by the Board.

By 5 September 2019, 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 provided.

6. Support for Disabled Applicants or with Specific Learning Disorders (SLD)

6.1 Applicants with disabilities

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

6.2 Applicants with Specific Learning Disorders

Pursuant to Law no. 170 of 8 October 2010 as amended and supplemented, 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 willing to apply for aids and/or compensatory and dispensatory measures for carrying out the test, are given extra time equal to 30% more than the time set and/or compensatory and dispensatory measures (Art. 11 M.D. no. 85 of 5 February 2014). To that purpose, the relevant request and suitable certification shall be uploaded on the website www.esse3.unimore.it when submitting the APPLICATION.

Based on the characteristics of the single applicants, the following documents shall be provided:
• Diagnosis of SLD
• Statement of legal disability
• Certification pursuant to law 104
• Application form for compensatory and dispensatory measures available on
  www.asd.unimore.it/site/home/articolo760030992.html

The original copies of the documents attached shall also be provided, by prior appointment, at the Welcome Office for Students with Disability and Specific Learning Disorders of UNIMORE.

Based on the documents received and jointly with the Selection Board, the Rector’s Delegate for Disability and Specific Learning Disorders defines the modes and additional time agreed for taking the tests.

Disabled students willing to apply for the exemption or the reduction of university fees shall submit an online request through the website www.er-go.it.

7. Mock test

From 20 June to 6 September 2019, applicants may take a mock test 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://dolly.dslc.unimore.it/2018/course/view.php?id=338
3) enter the access key indicated in the printout of the application for admission (after answering YES to the question “Do you want to submit your application now?”) available on the applicant’s reserved area in esse3. The mock test is not binding at all.

8. Admission test

Applicants with an Italian study qualification and those with a foreign study qualification who are eligible for the assessment of requirements shall take the ADMISSION TEST in the two foreign languages indicated in the application for admission (chosen among English, French, German, and Spanish).

A 55.00 euro fee must be paid before taking the test. The payment slip will generate at the end of the application for admission.

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

10 or 11 September 2019 starting from 9 am

possibly at the IT Laboratories of the Department of Studies on Language and Culture, at the address largo S.Eufemia, 19, or the Department of Law, at the address via S.Geminiano, 3 - Modena

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

Late or non-payment of the above-mentioned non-refundable fee, will results in the exclusion from the admission test and the ranking. The payment methods are indicated on www.unimore.it/ammissione/pagamentimav.html Please read section 11 carefully. MEANS OF PAYMENT.
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
- **credentials released by the esse3 information system, necessary to take the test.** These credentials are automatically provided when the applicant registers online. Applicants who have lost them may follow the steps described at the link [https://iam.unimore.it/cambia_password/login.php](https://iam.unimore.it/cambia_password/login.php) Should that function not be useful, applicants may send an email well in advance to [webhelp@unimore.it](mailto:webhelp@unimore.it).
- payment receipt of the 55.00 euro fee, if payment is not recorded in esse3

The possession of the above-mentioned documents is verified by the 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](http://www.unimore.it/bandi/StuLau-Lau2.html)

The admission test lasts 2 hours and thirty minutes in total. Once the test in a language has been completed, a test follows in the second language chosen.

During the test, no oral or written communication is allowed for the applicants, i.e. they cannot exchange information among each other, except for with the people responsible for the supervision or the members of the examining board. Applicants will not be allowed to bring with them bags or rucksacks, books or notes, paper, mobile phones, calculators and other digital devices; applicants shall drop them off before the test starts. Any applicants found with the above-mentioned objects will be excluded from the test.

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

1) lexical and grammar exercises (10 points)
2) reading and understanding exercises (20 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
- 0.5 points of deduction for each wrong answer

The examining board members are: Professor Giuliana Diani ([giuliana.diani@unimore.it](mailto:giuliana.diani@unimore.it)) for English; Professor Chiara Preite ([chiara.preite@unimore.it](mailto:chiara.preite@unimore.it)) for French; Professor Ulrike Kaunzner ([ulrike.kaunzner@unimore.it](mailto:ulrike.kaunzner@unimore.it)) for German and Professor Flavio Angelo Fiorani ([flavioangelo.fiorani@unimore.it](mailto:flavioangelo.fiorani@unimore.it)) for Spanish.

### 9. Rankings

The ranking of the admitted applicants will be posted by 24 September 2019 on the Website [www.unimore.it/bandi/StuLau-grad2.html](http://www.unimore.it/bandi/StuLau-grad2.html) It may also be displayed in the reserved area by using the personal login and password created by the Esse3 information system.

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

The maximum score assigned for EACH test is 60/60 whereas the minimum score to pass EACH test is 36/60. Applicants obtaining a score lower than 36/60 in one or both languages will not be considered eligible.
In case of a tie, priority will be given to applicants who, respectively:

- have obtained a higher score in the cloze test (taking into account the sum of the close test 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)
- have obtained a higher score in the vocabulary and grammar exercises (taking into account the sum of the vocabulary and grammar exercise results in both languages)
- are younger.

**10. Enrolment**

The enrolment procedure differs according to the study qualification of the applicant. Please also note that, as a prerequisite, applicants must necessarily obtain their study qualification **by and not later than 24 October 2019**.

**10.1 For applicants with an Italian study qualification**

Admitted applicants shall enrol from **25 September to 24 October 2019** by following an entirely online procedure.

Eligible applicants not completing their enrolment by **24 October 2019** in accordance with the procedure described below will be deemed to have withdrawn and finally lose their place in the ranking.

On the website [www.esse3.unimore.it](http://www.esse3.unimore.it) select “Enrolments”, and follow the instructions described in the “Guide to the online enrolment” available on the website [www.unimore.it/servizistudenti/guideesse3.html](http://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
   - double-sided copy of a valid ID
   - *copy of the residence permit (for non-EU students residing in Italy)*
   - any forms duly filled in such as: “Recognition of educational activities” form, downloadable from the link [www.unimore.it/servizistudenti/modulistica.html](http://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…). A fee shall be paid when applying for the validation of the education activities.

2. **Fill in the online enrolment application**. After connecting to the Internet, go to your personal esse3 page and confirm the data previously entered for submitting the application for admission. On the [www.esse3.unimore.it](http://www.esse3.unimore.it) website, login and then click on “Enrolments”.

3. **Update the Esse3 page relating to the obtainment of the study qualification**, in case it has not been obtained when submitting the application for admission. Enter the mark and the date on which the qualification has been obtained. The study qualification **must be obtained by and not later than 24 October 2019**. Obtaining the study qualification by that date is a prerequisite for enrolment.
4. **Attach the requested documents**: passport photo, double-sided copy of the ID, residence permit (for non-EU students living in Italy), “Recognition of educational activities” form - if any - (when applying for the validation of training activities already carried out). No certificates issued by the Public Administration will be valid, 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 as chosen for the admission test

6. **Pay the first instalment of university fees.** After filling in the enrolment application, the MAV payment slip is generated for paying the fee. The payment methods are indicated on [www.unimore.it/ammissione/pagamentimav.html](http://www.unimore.it/ammissione/pagamentimav.html) Please read section 11 carefully. MEANS OF PAYMENT available in this call for application.

   Late or non-payment of the 1st instalment fee will result in the exclusion of the applicant from the ranking and s/he will no longer be eligible for enrolment.

   **CHECK THE PAYMENT DEADLINE**

   Please note that the PAYMENT DATE SENT BY THE BANK or the PSP (Payment Service Provider, if the Pago PA circuit is used) making the payment serves as proof of payment. For online payments, please check the bank or PSP terms and payment processing times, as to prevent the payment request from not being taken over and recorded on subsequent days, thus precluding the enrolment.

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 is not posted on the esse3 website AFTER 3 WORKING DAYS since the payment date, applicants shall IMMEDIATELY submit the payment receipt to the registrar’s office at the address via Università, 4 - Modena, by going to the office or 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 Bank taking charge of it.

8. **Make sure you have received an email confirming your successful enrolment.** Filling out the enrolment application and having the payment of the first instalment recorded in Esse3 DO NOT automatically result in the applicant’s enrolment. If the documents enclosed by the applicant are incomplete (eg. the back of the ID is missing) or unsuitable (eg. the passport photo is blurred), the applicant will immediately be informed by an email sent to the address entered in esse3. The enrolment in the degree programme will be deemed complete and effective when a notification is sent to the applicant by email and text message.

   **10.2 For applicants with a foreign study qualification**

   Applicants with a university study qualification obtained abroad may only enrol by going to the Registrar’s Office in person during the opening hours in via Università 4 - Modena, from 25 September to 24 October by 1pm.

   Applicants need to go in person and 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 university degree, issued by the Italian Embassy/Consulate or, alternatively, statement issued by official foreign institutions or ENIC NARIC centres
• 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 the residence permit.
• valid ID
• passport photo

After checking that the documents submitted by the applicant are correct and complete, the Registrar’s Office issues the payment slips to be used based on the instructions provided on the website www.unimore.it/ammissione/pagamentimav.html and in section 11. MEANS OF PAYMENT. Once the payments have been received, the Registrar’s Office then makes the enrolment final.

Eligible applicants with a study qualification obtained abroad and not completing the above-mentioned enrolment procedure by 24 October 2019 will be deemed to have withdrawn and finally lose their place in the ranking.

CHECK THE PAYMENT DEADLINE
The 1st instalment fee shall be paid by the deadline indicated on the relevant payment slip, or the applicant will be removed from the ranking.

Late or non-payment of the 1st instalment fee will result in the exclusion of the applicant from the ranking and s/he will no longer be eligible for enrolment.

Please note that the PAYMENT DATE SENT BY THE BANK or the PSP (Payment Service Provider, if the Pago PA circuit is used) making the payment serves as proof of payment. For online payments, please check the bank or PSP terms and payment processing times, as to prevent the payment request from not being taken over and recorded on subsequent days, thus precluding the enrolment.

11. Means of Payment

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

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

Check the payment deadline, in particular when making online transactions.

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

Applicants must ensure that the payments made have been received by checking their personal page in esse3, “Taxes” section. If the payment is not posted on the esse3 website AFTER 3 WORKING DAYS since the payment date, applicants shall IMMEDIATELY submit the payment receipt to the registrar’s office at the address via Università, 4 - Modena, by going to the office or sending a copy via email to segrstud.studilingualisti.culturali@unimore.it attaching a valid ID. Applicants are also advised to check that their payment has been correctly made, by contacting the Bank taking charge of it.

12. Second-chance heat – Requirements following the application

Applicants who are eligible for the admission test but have not been placed in the merit ranking as admitted applicants may show their interest in the enrolment by submitting a second-chance heat application from 25 September to 10 October 2019.

The second-chance heat 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 admitted candidates, based on the merit ranking order and study qualification criterion by 24 October 2019 (see section 12.1 “Requirements following the application”).

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

Applicants need to go to www.esse3.unimore.it, log in by accessing the personal page in esse3, go to “Admission”, and then “Submit application” next to the study programme they are applying to. 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 heat application are excluded from the ranking and CANNOT be admitted to cover any available places.

12.1 Requirements following the second-chance heat application

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

<table>
<thead>
<tr>
<th>Update the Esse3 page relating to the study qualification from 28 to 30 October 2019</th>
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</thead>
<tbody>
<tr>
<td>Enter the mark and the date on which the qualification has been obtained, which must be</td>
</tr>
<tr>
<td>by and not later than 24 October 2019</td>
</tr>
<tr>
<td>As it is a prerequisite for enrolment.</td>
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</tbody>
</table>

From the website www.esse3.unimore.it, log in and access the personal page in Esse3. In the menu, expand section “Registered Users Area” (if you have never been a UNIMORE 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 study qualification required, or indicate that the qualification was obtained and specify the mark and obtainment date.

The page may only be updated with the degree obtained through the computerised procedure described above and in the period of time indicated. For any issues please contact the Registrar’s Office immediately at the address segrstudstudilinguistici.culturali@unimore.it or email webhelp@unimore.it.

Applicants who have already entered their study qualification in Esse3 before 24 October 2019 as they had already graduated when submitting the second-chance heat application do not need to update their page.

Any vacant places may only be assigned to applicants submitting their second-chance heat application and graduating by and not later than 24 October 2019.

Data entered by the applicants will be checked. In the event of false statements, applicants will be excluded from the ranking or their enrolment will be void.

13. Assignment of vacant places

Once the enrolment of the admitted applicants is complete, if there are NO vacant places left or there are no applicants in the ranking holding a study qualification obtained by 24 October 2019 who are eligible for the assignment, a notification will be posted on the website www.unimore.it/bandi/StuLau-Avvisi.html.

Otherwise, in the event of vacant places available and applicants holding a study qualification obtained by 24 October 2019, and also taking into account any places left vacant at the end of the procedure reserved for non-EU students living abroad, the ranking published on 24 September 2019 will be moved down based on the second-chance heat applications submitted and the study qualifications obtained.

13.1 First assignment of vacant places

The ranking of the admitted applicants will be posted in the ranking order by 5 November 2019 on the Website www.unimore.it/bandi/StuLau-grad2.html. It may also be displayed in the reserved area by using the personal login and password created by the Esse3 information system.

Admitted applicants with an Italian study qualification must enrol by 11 November 2019, based on the instructions provided in 10. ENROLMENT of this call for applications.

Applicants with a study qualification obtained abroad must enrol by 3.30 pm of 11 November 2019 at the Registrar’s Office, at the address via Università, 4, Modena.

Admitted applicants failing to enrol by the set deadlines 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 admitted applicants are responsible for checking in the “Taxes” section of their reserved area in Esse3 that their payment has been received. If the payment is not posted on the esse3 website AFTER 3 WORKING DAYS since the payment date, applicants shall submit the payment receipt to the registrar’s office at the address via Università, 4 - Modena, by going to the office or sending a copy via email to segrstudstudilinguistici.culturali@unimore.it attaching a valid ID. Applicants are also advised to check that their payment has been correctly made, by contacting the Bank taking charge of it.
13.2 Second assignment of vacant places

In the event of additional vacant places and applicants holding a study qualification obtained by 24 October 2019 to whom such places may be assigned, the ranking of the admitted applicants will be posted in the ranking order by 20 November 2019 on the Website www.unimore.it/bandi/StuLau-grad2.html. It may also be displayed in the reserved area by using the personal login and password created by the Esse3 information system.

Admitted applicants with an Italian study qualification must enrol by 25 November 2019, based on the instructions provided in 10. ENROLMENT of this call for applications.

Applicants with a study qualification obtained abroad must enrol by 3.30 pm of 25 November 2019 at the Registrar’s Office, at the address via Università, 4, Modena.

If the 2nd assignment of vacant places is NOT performed, notification of it will be posted on the website www.unimore.it/bandi/StuLau-Avvisi.html.

14. Transfers from other universities and students from other UNIMORE programmes

Applicants with an Italian or foreign study qualification and enrolled in other master’s degree programmes at UNIMORE or other Italian universities, who are willing to move to LACOM, are subject to the procedure as per what provided for in this call for applications.

“Admitted” applicants based on the published ranking will have to comply with the procedure outlined below.

**By the enrolment deadline, applicants moving between two UNIMORE study programmes must:**

1. **pay the 1st university fee instalment for the academic year 2019-20** and make sure they have paid the university fees and any additional taxes of previous academic years. A fee shall be paid when applying for the validation of the education activities.

2. **file the request for moving to a different study programme at the HOME registrars' office** by submitting the specific form available at the link www.unimore.it/servizistudenti/modulistica.html

3. **go to the Registrar’s Office of the Department of Studies on Language and Culture at the address via Università, 4 - Modena** to provide a self-certification of the filing, by handing over the **“Delivery statement of the programme transfer”** form, which can be downloaded from the website www.unimore.it/servizistudenti/modulistica.html. If necessary, the form may be sent by email to segrstud.studilinguistici.culturali@unimore.it by attaching a valid ID.

CHECK THE DEADLINE: applicants must comply with the above instructions by 24 October 2019 if admitted when the first ranking is published, or by 11 November 2019 if admitted on the first assignment of vacant places, or by 25 November 2019 if admitted on the second assignment of vacant places.
Students failing to comply with the above-mentioned obligations and by the set deadlines will be tacitly deemed to have withdrawn, regardless of their reasons for the delay, and will lose their position in the ranking and their right to enrol.

By the enrolment deadline, applicants moving from a different university must:

1. file the transfer request at their HOME university

2. by the set deadlines, go to www.esse3.unimore.it and enrol. After logging in and entering username and password:
   - go to “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 the website www.unimore.it/servizistudenti/modulistica.html and duly filling it out
   If all fields have been filled in, the payment slip of the 1st instalment of the university fees is available for printing.

3. pay the first instalment of UNIMORE university fees (by 24 October 2019 if admitted when the first ranking is published, or by 11 November 2019 if admitted on the first assignment of vacant places, or by 25 November 2019 if admitted on the second assignment of vacant places).

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

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

The exams taken in their previous career are assessed and possibly validated by resolution of the Department Council, as soon as the home university sends the student's career to the UNIMORE registrar's office.

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

15. Contributions and benefits

The university fee amount is calculated based on the ISEE 2019 (Indicator of the Equivalent Financial Situation) certifying the economic situation of the student's household. Up to the ISEE threshold of € 23,000 euros, the NO TAX AREA rule applies, i.e. the payment of 159.05 euros (made of stamp duty and regional tax). Above that threshold, university fees are calculated on a progressive basis.

For the calculation of the university fees based on the student's economic situation, an online application shall be submitted by the deadlines set in the relevant call for applications. Students failing to submit the online application by the set deadlines or whose ISEE statement is higher than the threshold indicated in the call for applications will not benefit from a reduction of university fees.

The online application for determining the university fees, as well as the application for the scholarship, accommodation in university residences, hospitality services and other allowances, may be submitted online from the website www.er-go.it strictly by the deadlines set in the Allowance Call for Applications, even before the enrolment in the study programme. The Call for Applications will be published around mid July 2019. Students are invited to check the various deadlines.

For further information and to check any update on the academic year 2019/20, please visit the website www.unimore.it/ammissione/tasse.html
16. 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

17. Reference offices

Registrar's Office at the address via Università 4, 41125 – Modena, for information and the enrolment of applicants with a foreign study qualification

e-mail segrstud.studilinguistici.culturali@unimore.it
Tel. +39 059/2056408 Fax +39 059/2056422
For opening hours please go to www.unimore.it/servizistudenti/segreteriestudenti.html

Teaching Office of the Department of Studies of Language and Culture Largo S. Eufemia 19, Modena –, for information on teaching

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.

e-mail: internationalwelcomedesk@unimore.it
Phone: 059 2058171

In Modena:
-Via S. Geminiano, 3
Monday - Wednesday - Friday - from 9:30am to 3:00pm

In Reggio Emilia:
- Via Allegri, 15 at the Students’ Services Office
On Wednesdays every two weeks and depending on the specific requirements.

Welcome Office for Disabled and Dyslexic 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 benefit online application 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
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

The above-mentioned offices are closed from 12 to 16 August 2019
The Department of Studies on Language and Culture is closed from 5 to 23 August 2019

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