

SOCIAL SCIENCES AND HUMANITIES

"Marco Biagi" Department of Economics

Call for applications for the open-access Master's Degree Programme in

BUSINESS MANAGEMENT AND CONSULTING (DCI)

(class LM-77) - Modena campus

Academic Year 2025 - 2026

Online application: **by 5 September 2025** Assessment result: **by 10 September 2025** Enrolment: **8 July to 22 December 2025**

IMPORTANT: any changes to the dates or procedures of this call for applications are published on the website <u>https://www.unimore.it/it/ateneo/bandi/2025-dci</u>

1. Introduction

All applicants interested in the Master's Degree Programme in Business Management and Consulting (DCI) must submit their APPLICATION FOR EVALUATION **by 5 September 2025**, in accordance with the procedures indicated in this call for applications and undergo an assessment of their curricular requirements and personal preparation, which will be carried out on the basis of qualifications and, if any shortcomings are found, by means of a written test to be taken online **on 15 September 2025 at 10 a.m.**, in accordance with the procedures that will be announced in good time on the website https://www.economia.unimore.it/it/didattica/corsi-di-laurea-magistrale-informazioni-generali/direzione-e-consulenza-dimpresa-dci

Applications may also be submitted by students who have not yet been awarded their study qualification, which instead is mandatory for enrolling.

Applicants who meet the following requirements are eligible to enrol in Business Management and Consulting. They must:

- 1. have a Bachelor's degree or at least a three-year university degree, or a different qualification obtained abroad by **22 December 2025** and deemed suitable
- 2. meet curricular requirements as per section 2 in this Call for applications
- 3. have an adequate academic background verified by means of qualifications and a possible written test, as set out in point 3 of this call for applications.

The Chair of the degree programme is professor Ulpiana Kocollari, who can be contacted at clm_direzioneconsulenzaimpresa@unimore.it

2. Requirements

2.1 Students with an Italian study qualification

To enrol in the DCI programme, students must:

- have been awarded a university degree (or must obtain it by 22 December 2025) in the following classes: L-18 or L-33 (Ministerial Decree 270/04) or 17 or 28 (Ministerial Decree 509/99), or a four-year degree (prior to Ministerial Decree 509/99) in economics.
- have a weighted average mark of at least 25/30 in the exams taken during their previous studies. Applicants with a weighted average lower than 25/30 or from degree classes other than those indicated must take a written test.

2.2 Students with a foreign study qualification

For those with a foreign qualification, enrolment in Business Management and Consulting is conditional on the evaluation of the study curriculum indicated in the application and the accompanying documentation. Applicants are required to have obtained or achieve by **22 December 2025**, a university degree (Bachelor's), deemed suitable, and have acquired basic knowledge in the subject areas described in section 3.1 of this call for applications.

3. Assessment of academic background

3.1 Students with an Italian study qualification

The selection committee will evaluate the attached documentation to verify whether the applicant has acquired basic theoretical knowledge and operational skills in the following subjects: quantitative subjects applicable to economics (mathematics and statistics), economics (microeconomics and macroeconomics), law and business (in particular the basics of public, private, commercial and tax law) and economics and business, with particular reference to accounting, as well as a basic knowledge of English.

In particular, the analysis of the curriculum will aim to ascertain whether knowledge has been acquired in the following scientific disciplines:

- SECS-P/07 (business economics) and passed examinations for at least 18 ECTS credits within the aforementioned scientific disciplinary sector;

- IUS/01, or IUS/04, or IUS/09, or IUS/12 (commercial law) and passed examinations for at least 12 ECTS credits, within the aforementioned scientific disciplinary sectors.

Applicants who are graduates/undergraduate students in all degree classes with a weighted average of marks on exams taken of less than 25/30 or who do not possess the required knowledge or have obtained fewer credits in the scientific disciplines indicated above must take a written test that will take place **online on 15 September 2025 at 10 a.m.** according to the procedures that will be announced in good time on the website <u>https://www.economia.unimore.it/it/didattica/corsi-di-laurea-magistrale-informazioni-generali/direzione-e-</u> consulenza-dimpresa-dci

The written test consists of 15 multiple-choice and 3 open-ended questions to be completed in 20 minutes. In particular, the test includes:

- 8 accounting and budgeting questions;
- 6 business economics questions;
- 4 questions on commercial and/or private law.

Applicants achieving a score of 60 or more out of 100 will be selected.

3.2 Students with a foreign study qualification

The assessment of the curriculum vitae of previous university studies is aimed at ascertaining whether the applicant has acquired basic knowledge in the subject areas listed under point 3.1. Any gaps can be overcome by taking **the written test**, which will be held **online on 15 September 2025 at 10 a.m.** in accordance with the procedures that will be announced in good time on the website <u>https://www.economia.unimore.it/it/didattica/corsi-di-laurea-magistrale-informazioni-generali/direzione-e-consulenza-dimpresa-dci</u>

4. Submitting an online application

USEFUL INFORMATION FOR ALL APPLICANTS

All applicants (even though they have not yet been awarded the degree) must submit the application for evaluation by 5 September 2025 on the website www.esse3.unimore.it.

Applicants not submitting their application by that date will not be eligible for enrolment.

Access the website www.esse3.unimore.it to register.

Those who are of legal age and in possession of an Italian document (identity card, passport, driving licence) must use SPID (Public System for Digital Identity) credentials by accessing '*Register with SPID*'. For information on how to get a SPID, please visit the website <u>https://www.spid.gov.it/cittadini/</u> and see the FAQ available on <u>https://www.spid.gov.it/domande-frequenti/</u>

Those who do not have an Italian document can register in Esse3 using the 'Registration' button.

In both cases, if the registration is carried out correctly, you will receive UNIMORE credentials (user-id and password).

If you were already a UNIMORE student, use your credentials from your previous career.

After logging in from the *Menu* tab, all applicants must access the *Registered/Student* area and select "*Application for evaluation*", then fill in the application.

The procedure for submitting the application for evaluation varies based on the study qualification of the applicant.

4.1 Students with an Italian study qualification

After entering the data on the study qualification, saving and confirming the application for evaluation in Esse3 by clicking on 'explicit confirmation of the validity of the application', select 'your application is complete' and go to the following link to attach the study certifications: https://siaweb.unimore.it/private/valutazionilm/default.aspx?aa=2025&TestId=24 the link takes to a page that prompts the user to re-enter username and password), as specified in Esse3 and in the Evaluation application guide Master's Degree Programmes, which be downloaded from for can https://www.unimore.it/it/ateneo/bandi/2025-dci

Applicants must indicate:

 examinations taken with grade, ECTS credits (CFUs), date passed and scientific disciplinary sector (SDS) (except for UNIMORE graduates/undergraduates) (students/applicants coming from a degree programme of the former degree system, with no CFUs and SDS shall enter "0". A digit must necessarily be entered)

and also attach:

- detailed programmes (contents and bibliography) of each exam taken.(save for UNIMORE graduates/graduating students)
- Curriculum vitae in European format with an e-mail address and telephone number. (also for UNIMORE graduates/undergraduates)

- any international language certification in the English language, or declaration issued by the university of origin (Language Centre or Department) confirming the level of proficiency achieved in English, if not clearly deducible fromyour career (e.g. a course called English Language B1 or English Language B1) (not required for graduates/undergraduates of the "Marco Biagi" Department of Economics)
- reason for choosing the degree programme (max 1500 characters, including spaces) to be entered in the 'notes' field on the summary page. (also for UNIMORE graduates/undergraduates)

Please note that certificates issued by the public administration may not be attached, as pursuant to Art. 15 of law 183/2011 they cannot be submitted to public administrations.

IMPORTANT: the application is deemed actually submitted only **after the applicant has saved the data and answered YES to the question** *'explicit confirmation of the validity of the application'.* The application may now be printed and kept as a personal reminder.

4.2 Students with a foreign study qualification

In order to be assessed, applicants shall attach:

- **certificate of the qualification obtained.** Students who have not yet obtained the qualification must state the expected awarding date. The list of the exams passed, the grades obtained and any future exams shall also be reported in the attachments.
- a programme summary for each exam taken (it may also be submitted in English)
- European format CV with email address and telephone number
- any international language certification attesting to language competence in the English language
- **motivation letter**, indicating the reasons for choosing the degree programme
- residence permit (for non-EU resident applicants)

You can download the **Guide to the application for evaluation** for admission to Master's Degree programmes at <u>https://www.unimore.it/it/ateneo/bandi/2025-dci</u>

IMPORTANT: the application is deemed actually submitted only **after the applicant has saved the data and answered YES to the question** *'explicit confirmation of the validity of the application'*. The application may now be printed and kept as a personal reminder.

5. Amending or reopening an application for evaluation

5.1 Applicants with an Italian study qualification

Before the evaluation results:

Should it be necessary to re-open the application to correct data or add new documentation, in any case by **5** September 2025 and before being evaluated, you can send an email to the degree programme's institutional mail clm_direzioneconsulenzaimpresa@unimore.it

5.2 Applicants with a foreign study qualification

Before the assessment results:

Should it be necessary to re-open the application to correct data or add new documentation, in any case before the deadline of **5 September 2025** and before being assessed, please send an email to the Registrar' s office segretud.economia@unimore.it

6. Assessment results

The selection board, appointed by the Council of the "Marco Biagi" Department of Economics, examines the qualifications and the documentation attached to the application for the admission. Applications are assessed in the order in which they are submitted. The assessment results will be made available to applicants on https://siaweb.unimore.it/public/valutazionilm/Esiti.aspx?aaid=2025&testid=24&it=1.

The results will be published on the page above by 10 September 2025 as follows:

- PASS: the applicant's academic background is appropriate. Students may enrol if they have already been awarded the Bachelor's Degree, by following the procedure as in 7. Enrolment.
- IDENTIFIED LEARNING GAPS: although the curricular requirements are met, the committee has identified gaps in the applicant's academic background and recommends that the student sit the written test. Passing this assessment is mandatory for applicants to be eligible for enrolment in the study programme.
- FAIL: the student does not meet the curriculum requirements and the evaluation board indicates why the personal preparation has been considered unsuitable. In this case the applicant will not be allowed to enrol.
- INCOMPLETE APPLICATION: the evaluation board states that no assessment can be made as some mandatory documentation is missing. In this case, the online application is automatically opened again so that the applicant can attach the missing documents by 5 September 2025 and finally close the application for a new assessment.
- APPLICATION NOT FINAL: the student has not confirmed the application by clicking on the field '*explicit* confirmation of the validity of the application' and therefore it cannot be assessed.
- APPLICATION INCORRECTLY SUBMITTED: the application for assessment is not taken into account because the student holding an Italian study qualification has not attached the documentation relating to his/her own studies by opening the link
- <u>https://siaweb.unimore.it/private/valutazionilm/default.aspx?aa=2025&TestId=24</u>

7. Enrolment

Once a positive assessment has been obtained, registration can proceed. The enrolment procedure **differs** according to the study qualification of the applicant.

Part-time enrolment type is not available.

7.1 Students with an Italian study qualification

All students with an Italian qualification, **from 8 July to 22 December 2025** can enrol through <u>an entirely online</u> <u>procedure</u> on the website <u>www.esse3.unimore.it</u> under '*Enrolment*', according to the procedures described in the '*Enrolment Guide*' available at <u>https://www.unimore.it/en/university/calls/2025-dci</u>

After filling out the enrolment application, login to <u>www.esse3.unimore.it</u>, log in and select *Registered/Student Area* from the *Menu* tab, then go to the *Tax* section to view the amounts due. Pay the tuition fees **by 22 December 2025**, under penalty of exclusion. Payment may only be made through the Pago PA circuit.

Only if interested, fill in the 'Dichiarazioni Aggiuntive' (Additional Declarations) optional section in Esse3 related to:

DOUBLE ENROLMENT (Law No. 33 of 12/04/22 - MD 930/2022).

Simultaneous enrolment in 2 Academic Institutions is permitted, so students can attend 2 degree programmes at the same time and graduate in 2 study curricula at the same time. Applicants wishing to take advantage of this opportunity must enter the information concerning the programme and the academic institution (University or AFAM Institution - Higher Education in Art, Music and Dance) in which they are already enrolled, to enable UNIMORE to assess whether they meet the legal requirements. You must **enclose the study plan of your first enrolment programme**, complete with ECTS credits (CFU) and Scientific Disciplinary Sectors (SDS), or hand it in to the Registrar's Office. The two study paths must be of different classes and two-thirds different. The Department Executive Committee will have to decide on this differentiation.

Means of payment are indicated on https://www.unimore.it/it/didattica/iscrizioni-e-tasse/pagamenti

The enrolment application must be completed in Esse3 and the first instalment of tuition fees must be paid by **22 December 2025**. However, filling in the enrolment application and paying the first fee instalment only lead to a *conditional enrolment* that will become final only after the checks by the offices in charge have been carried out successfully. Enrolment shall be considered final 15 days after payment has been made without receipt of an email requesting completion of enrolment.

7.2 Students with a foreign study qualification

After obtaining a positive evaluation, **from 8 July until 22 December 2025** you can proceed with enrolment, <u>in person, at the Registrar's Office</u> of the "Marco Biagi" Department of Economics in via Università n.4, Modena. Opening times are available at the link <u>https://www.unimore.it/it/servizi/segreterie-e-uffici-studenti/segreteria-economia-marco-biagi</u>

The following documentation is required:

- original (or authenticated copy) of the DEGREE DIPLOMA, translated and legalised by the Italian Embassy/Consulate in the country in which the degree was awarded, or in the country whose system the school that awarded the degree belongs to
- DECLARATION OF VALUE of the diploma, issued by the Italian Embassy/Consulate in the country in which the qualification was awarded, or in the country whose system the school that issued the qualification belongs to

or, alternatively,

STATEMENT issued by ENIC-NARIC centres certifying the level and years of schooling of the diploma or, alternatively,

DOCUMENTATION pertaining to the diploma issued by CIMEA - <u>www.cimea.it</u> - in particular:

a) CERTIFICATE OF CORRESPONDENCE downloadable directly on the '*Ardi*' platform at <u>https://ardi.cimea.it/it</u> (for countries that have signed the Lisbon Convention) or, if the country in which the qualification was obtained is not among those listed, CERTIFICATE OF COMPARABILITY, to be requested from CIMEA by registering at <u>https://cimea.diplo-me.eu</u> CIMEA does not issue the Certificate of Comparability if the Certificate of Correspondence is available

b) VERIFICATION CERTIFICATE to be requested from CIMEA by registering at <u>https://cimea.diplo-me.eu</u>.

More information at https://www.cimea.it/pagina-attestati-di-comparabilita-e-verifica-dei-titoli

- certificate listing the subjects taken in the degree programme (*transcript of records*) or *Diploma Supplement* (where adopted)
- residence permit or receipt, issued in Italy by the post office, certifying the filing of the application for renewal of the residence permit (*in the case of non-EU resident students*)
- passport
- passport photo.

Once the Registrar's office has verified the correctness and completeness of the documentation handed in by the student, it invoices the expected contributions and makes enrolment final after payment of the first instalment. Means of payment are indicated on <u>www.unimore.it/ammissione/pagamenti.html</u>.

IMPORTANT

Please note that the payment date indicated on the ELECTRONIC PAYMENT RECEIPT applies.

Payments reporting a date later than 22 December 2025 on the receipt will not be deemed valid for enrolment purposes.

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

7.3 Requirements for non-EU applicants not residing in the EU and applying for a visa.

Non-EU students requesting a visa and residing abroad - 4 places are available for them - shall report their applications to UNIMORE by following the procedures detailed on the ministerial circular for the access to the university study Programmes of students with a foreign study qualification, academic year 2025-2026, available at <u>www.studiare-in-italia.it/studentistranieri</u>.

In addition to applying for assessment for admission to the degree programme, following the procedures described in section 4. *Come presentare domanda on line di valutazione* (How to apply online for this call for applications), you must **make your university pre-registration, for study visa purposes, on Universitaly** at https://universitaly-private.cineca.it/index.php/registration/firststep, and attach:

- a) a valid ID
- b) passport photo
- c) any certification of language proficiency in Italian that exempts the applicant from the required test (if the certification is at least at B2 level)

If not in possession of certification of language proficiency in Italian, at least level B2 (CEFR), non-EU students non residing in Italy and applying for visas must take **an Italian language test**, which will be conducted remotely, on a date agreed with the Examination Board. Applicants will receive information by e-mail on the digital platform used for the interview and must have an Internet connection.

The result of the test will be communicated to applicants directly by the Board.

Applicants not passing the Italian language test cannot register in any way.

Those who are already in possession of the documents listed above, which are required for registration, can attach them directly to Universitaly.

The pre-enrolment application submitted on Universitaly by applicants will be validated by the UNIMORE Registrar's Office and sent to the Italian Consular Authority for the purposes of issuing the study visa, which is necessary for enrolment together with the documentation described above.

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

Students enrolled in other master's degree programmes, at UNIMORE or at other universities, students with a previous academic career (graduates, students who have lost their student status or students who have taken single courses) who intend to be admitted to the Master's degree programme in Business Management and Consulting are subject to the assessment procedure in accordance with the procedures set out in this call for applications. Students who have obtained a PASS evaluation must comply with the procedure below.

Applicants moving from a different programme as they are enrolled in other degree programmes at UNIMORE must:

- 1. pay the first tuition fee instalment for the academic year 2024-2025 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
- file the request for moving to a different study programme at the HOME Registrars' Office by 22
 December 2025 by submitting the specific form available at the link
 https://www.unimore.it/it/servizi/segreterie-e-uffici-studenti/modulistica-studenti

Applicants moving from a different degree programme because they are enrolled at other universities must:

- 1. file the transfer request at their HOME university
- 2. enrol **by 22 December 2025** by entering the reason '*for transfer*' at <u>www.esse3.unimore.it.</u> After logging in and entering username and password:
 - go to 'Enrolment' and follow the instructions in section 7. ENROLMENT, attaching a passport photo and a valid ID
 - select "Trasferimento in ingresso" (Incoming transfer) as enrolment type and continue by entering the data of the home University
 - attach the 'Richiesta di trasferimento in ingresso' (Incoming transfer request) form, after downloading it from the website <u>https://www.unimore.it/it/servizi/segreterie-e-uffici-studenti/modulistica-studenti</u> _ and duly filling it out
 - The enrolment receipt can be printed out once all the fields have been filled in correctly.
 - Then access <u>www.esse3.unimore.it</u>, *log in*, from the *Menu* tab select *Registered/Student* Area and go to *Taxes* to view the expected amounts and **pay the tuition fees by 22 December 2025**, under penalty of exclusion. Payment may only be made through the Pago PA circuit. Details on means of payment are indicated on <u>https://www.unimore.it/it/didattica/iscrizioni-e-tasse/pagamenti</u>

Applicants enrolled in other Universities or UNIMORE who intend to WITHDRAW from their studies must:

- 1. submit the relevant request for withdrawal to the home university or the Registrar's Office for the UNIMORE Degree Programme in which they are enrolled
- 2. fill in the online enrolment application by selecting the '*Withdrawal*' option and pay the first instalment of tuition fees **by 22 December 2025.**

 attach the '*Riconoscimento attività didattiche*' (Recognition of academic activities) form, which can be downloaded from <u>https://www.unimore.it/it/servizi/segreterie-e-uffici-studenti/modulistica-studenti</u> if they have taken exams and request their validation.

Applicants with a previous academic career, for example, who are GRADUATES or have taken INDIVIDUAL COURSES or have LOST THEIR STUDENT STATUS

- must enrol by 22 December 2025, following the procedures indicated in paragraph 7. ENROLMENT of this call for applications. Means of payment are indicated on <u>https://www.unimore.it/it/didattica/iscrizioni-e-tasse/pagamenti</u>
- 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 available form is on https://www.unimore.it/it/servizi/segreterie-e-uffici-studenti/modulistica-studenti. Alternatively, they may submit the above-mentioned documents to the Registrar's Office.

The exams taken in their previous career are assessed and possibly validated by resolution of the Department Executive Committee. Students may be admitted to the 2nd year only if **at least 27 credits** of their previous career are deemed valid.

There is a fee for requesting validation of teaching activities, which will be charged by the Registrar's office ONLY AFTER receipt of the necessary forms and documentation and will be available on the student's page, in Esse3, under '*fees*'.

9. Costs and allowances

The amount of tuition fees is based on the ISEE 2025 (Indicator of the Equivalent Financial Situation) certifying the financial situation of the applicant's family. A NO TAX AREA exemption is provided for, currently set at EUR 27,000, but please refer to the benefits call for applications to be published soon (June/July 2025). Beyond the set threshold, tuition fees are calculated on a progressive scale.

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 <u>https://www.er-go.it/index.php?id=7262</u>. 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 <u>www.er-go.it</u> strictly by the deadlines set in the **Call for Benefit Applications**, even before the enrolment in the study programme. The Call for Benefit Applications will be published approximately in July 2025. Applicants are invited to check the various deadlines.

Tuition fees are paid in instalments; for more information and to check the deadlines set by UNIMORE and updates for the 2025-26 academic year, please visit <u>https://www.unimore.it/it/servizi/tasse-e-benefici</u>..

The information provided above is up-to-date as of today's date; it may be subject to update/change/integration based on the Decisions of the University bodies made after this call is published. Any update/change/integration will be published and disclosed on the website <u>www.unimore.it</u>

10. Person in charge of the procedure

Pursuant to Law no. 241/1990, the person in charge of the procedure is Ms Elda Toschi, reference officer at the Registrar's Office. The office responsible is the Registrar's Office for the Marco Biagi Department of Economics: tel. 059/2056459; e-mail: elda.toschi@unimore.it

Appeals against the content of this provision may be lodged with the Administrative Court of the Emilia-Romagna Region or an extraordinary appeal to the President of the Republic within the time limits provided for by law. Any appeal shall be notified to this Administration exclusively by sending an e-mail to the following certified e-mail address: <u>direzionelegale@pec.unimore.it</u>

This call for applications is written in Italian and English. In the event of discrepancies, the Italian language version shall prevail.

11. Contacts

Registrar's Office - For information on the call for applications and enrolment in the degree programme Via Università, 41125 – 41125 Modena The opening hours are available at the link <u>https://www.unimore.it/en/services/registrar-and-student-offices/marco-biagi-economics-secretariat</u> e-mail <u>segrstud.economia@unimore.it</u>

Teaching Office - For information on teaching Via Berengario 51 – Modena- offices 23-25-31-33 West Wing at 'Marco Biagi' Department of Economics e-mail: <u>info.economia@unimore.it</u> For information on transfers <u>trasferimenti.economia@unimore.it</u> Department website: <u>www.economia.unimore.it</u>

For computer issues related to the online enrolment procedure or retrieving access credentials to esse3 please write to webhelp@unimore.it

Assistance service opening hours: Monday to Thursday from 9 a.m. to 3 p.m. and on Fridays from 9 a.m. to 2 p.m.

Welcome Office for Disabled and Dyslexic Students

Tel. 059 2058311 - e-mail disabilita@unimore.it

For issues with the online application benefits

Contacts at <u>https://www.er-go.it/contatti</u> Website for submitting the application for benefits <u>www.er-go.it</u>

Informastudenti - For study guidance

e-mail: <u>informastudenti@unimore.it</u> For opening hours see <u>https://www.unimore.it/en/services/registrar-and-student-offices/office-study-orientationinformastudenti</u>

The Registrar's Office is closed from 11 to 16 August 2025

Modena, 31 March 2025

The Rector Carlo Adolfo Porro