



SOCIAL SCIENCES AND HUMANITIES

“Marco Biagi” Department of Economics

**CALL FOR APPLICATIONS FOR ADMISSION TO THE 2ND AND 3RD YEAR
TO BACHELOR’S DEGREE IN**

**ECONOMICS AND FINANCE (class L-33)
BUSINESS ADMINISTRATION AND MANAGEMENT (class L-18)
ECONOMICS AND INTERNATIONAL MARKETING (class L-18)**

2025-2026

DEADLINES	
Application for assessment of previous career	15 May to 27 August 2025
Publication of the merit ranking	by 1st September 2025
Assignment of places for the second and third years of the programme REMOTE	4 September 2025 at 11 a.m.
Requirements for retaining your assigned place	by 12 September 2025
Final closing date of the call for applications	23 September 2025

This call for applications is aimed at applicants with a previous academic background who are seeking admission to the **SECOND** or **THIRD** year of the Bachelor’s degree programmes offered by the ‘Marco Biagi’ Department of Economics (DEMB): BUSINESS ADMINISTRATION and MANAGEMENT (CLEAM) - ECONOMICS and FINANCE (CLEF) - INTERNATIONAL ECONOMICS and MARKETING (CLEMI).

1. PLACES AVAILABLE

Degree programme	Places available in the second year	Places available in the third year
BUSINESS ADMINISTRATION AND MANAGEMENT (CLEAM)	16	23
ECONOMICS and FINANCE (CLEF)	48	44
ECONOMICS AND INTERNATIONAL MARKETING (CLEMI)	22	32

2. PREVENTIVE CAREER ASSESSMENT

All those interested in being admitted to the second and third years must undergo an assessment in order to be placed on the merit list. The following types of students must therefore have their previous academic career assessed: graduates, students from other universities or other UNIMORE courses, students with previous uncompleted careers (who have lost their student status or have withdrawn), students who have

taken individual courses, UNIMORE students already enrolled in the Department of Economics 'Marco Biagi' in a three-year degree programme pursuant to Ministerial Decree 270/04.

Admission to years subsequent to the first year is only possible on the basis of the merit ranking (see POINT 4 - MERIT GRADUATORY) if **at least 30 credits are awarded for the chosen degree programme** and, in particular, one can compete for admission:

- **in the second year of the programme** in case of validation of at least 30 ECTS credits and up to 86 ECTS credits on the chosen degree programme
 - **in the third year of the programme** in case of validation of at least 87 ECTS credits on the chosen degree programme
- a) Students regularly enrolled in the 2024/2025 academic year in a degree programme under Ministerial Decree 270/04 at the 'Marco Biagi' Department of Economics may submit a request to transfer to a different degree programme ONLY if they have fulfilled **their educational deficit in Mathematics by July 2025 and are up to date with the payment of tuition fees and additional charges.**
- b) Students who are not enrolled in a degree programme of the "Marco Biagi" Department of Economics and who intend to transfer or switch programmes or request the recognition of previously held teaching activities, for one of the 3 degree programmes, and obtain the recognition of their previous career **of a maximum of 29 credits** may not participate in the allocation of places on the second and third year. On the other hand, in the event of recognition of **at least 30 credits** from their previous career on their chosen course of study, they are NOT required to fulfil the requirements for admission to the first year, but may participate in the allocation of places, following the requirements set out in this call for applications.

Part-time enrolment is not available for the degree programmes offered by the "Marco Biagi" Department of Economics.

2.1 Students with an Italian study qualification

For assessment purposes, students must submit an application for assessment of their previous academic career **between 15 May 2025 and 27 August 2025** at the latest.

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 <https://www.spid.gov.it/cittadini/> and see the FAQ available on <https://www.spid.gov.it/domande-frequenti/>

Those who are minors or do not have an Italian document must register in Esse3 using the '*Registration*' button.

In both cases, if registration was carried out correctly, applicants will receive their UNIMORE credentials (user-id and password). Those who have already been UNIMORE students can use the credentials from their previous career. If you do not remember them, write to webhelp@unimore.it to retrieve them and attach an identity document to the e-mail.

Follow the instructions provided in the guide available at <https://www.unimore.it/en/university/calls/2025-call-for-applications-to-transfer-cleam-clemi-clef> The first part of the application form must be completed on the Esse3 portal, while the second part must be completed on the page <https://sia2.unimore.it/riconoscimentoEsami2/Default.aspx?AAid=2025&TestId=90> (the link opens a screen that requires you to re-enter your login credentials).

Applicants must state:

- their university status (graduate, withdrawn, resigned, enrolled in another course, individual courses, etc.)
- the Degree Programme and the Home University
- the year of enrolment
- the degree programme chosen from Business Administration and Management, Economics and Finance, International Economics and Marketing (only one choice allowed)
- all exams taken with grades, credits (only if applicable), date of completion, scientific disciplinary sector (only if applicable)
- brief description of each teaching

and attach in pdf format:

- the summary syllabus (contents and bibliography) of each examination taken
- self-certification of academic career, downloaded online from the database of the home university

If your previous career was carried out at the University of Modena and Reggio Emilia, after having chosen the UNIMORE career, indicate the teachings for which you would like to request recognition. In the case of multiple careers in UNIMORE such as degree programmes and single courses, fill in the 'Notes' field:

When you have finished entering all examinations, select '*Go to Summary*' and then, at the top, '*Final Application*'.

The application is submitted in a 'non-final' state and is considered effectively submitted **ONLY when the applicant has explicitly confirmed it**. No further changes are permitted thereafter. The application can only be submitted once and cannot be reopened once it has been closed. Only applications finally closed by **27 August 2025** will be considered.

Random checks will be carried out on the data entered in Esse3.

In the event of false declarations, the student will be removed from the ranking list or forfeited from enrolment.

The outcome of the evaluation can be found on the University website under the link <https://www.unimore.it/en/university/calls/2025-call-for-applications-to-transfer-cleam-clemi-clef> with the credentials issued upon registration and on your Esse3 page.

2.2 Students with a foreign study qualification

Non-EU students regularly residing in Italy and EU students who have pursued their previous academic career abroad cannot apply for assessment independently, but **must contact the Registrar's Office of the Department of Economics**, located in via Università 4, Modena, email segrstud.economia@unimore.it - opening hours available at <https://www.unimore.it/en/services/registrar-and-student-offices/marco-biagi-economics-secretariat>

ALL applicants with a foreign qualification, from 15 May to 27 August 2025, must report to segrstud.economia@unimore.it the degree programme they have chosen and send the following documentation (possibly complete) together with a copy of their identity document:

1. **high school diploma**, obtained with at least 12 years of schooling, translated and legalised (or apostilled) by the Italian Embassy/Consulate in the country where the qualification was obtained, or in the country to whose system the school that issued the qualification belongs
2. **certificate of passing the academic eligibility exam** (*for countries where this is required*)

3. **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 regarding the diploma issued by ENIC-NARIC centres certifying the level and years of schooling

or, alternatively,

diploma-related documentation issued by CIMEA - www.cimea.it - in particular:

a) CERTIFICATE OF CORRESPONDENCE downloadable directly on the 'Ardi' platform at <https://ardi.cimea.it/it> (for countries that are signatories to 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 <https://cimea.diplo-me.eu>

Please note: 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 <https://cimea.diplo-me.eu>.

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

4. **certificate listing the subjects taken** in the course of study(*transcript of records*) issued by the foreign university, translated into Italian and legalised
5. **detailed programmes of the examinations** taken, translated into Italian
6. **residence permit or receipt, issued in Italy by the post office**, certifying the filing of the application for residence permit (if non EU)
7. **ID** or passport
8. **passport photo**

The application, for all applicants with foreign qualifications, is automatically submitted by the Registrar's Office.

If the application documentation is incomplete, applicants will be admitted to the selection process 'with reserve' but will only be able to enrol if they provide the necessary documentation by the deadline.

The outcome of the evaluation can be found on the University website under the link <https://www.unimore.it/en/university/calls/2025-call-for-applications-to-transfer-cleam-clemi-clef> by logging in with Esse3 credentials.

All applicants are reminded that:

Only the careers attached to the application form will be evaluated, within the deadlines specified.

Each student may submit a single application for assessment for a single three-year degree programme.

Applications that are not definitively confirmed will not be considered.

Applications received in a manner and timeframe other than those indicated in this call for applications will not be considered.

4. MERIT RANKING

The data relating to previous academic careers, entered into Esse3 by each applicant and, in the case of foreign qualifications, by the Registrar's Office, are assessed by a special committee for the purpose of validating exams for the preparation of the merit ranking list.

The ranking list for admission to the second and third years, which can be consulted for each degree programme by inserting the appropriate filter, will be published **by 1 September 2025** on the University website at the link:

<https://www.unimore.it/en/university/calls/2025-call-for-applications-to-transfer-cleam-clemi-clef> and also on the University's online notice board at the link <https://wss.unimore.it/public/albo>

(type: "Rankings and Approval of Acts" - field: "Students")

The merit ranking takes into account the number of credits awarded and the average of the corresponding marks. In particular, the score is given 1/3 by the number of recognised credits and 2/3 by the weighted average of the marks achieved in the recognised credits. Rounding is done to three decimal places.

In the event of a **tie**, preference will be given to those who:

- are already enrolled in a three-year degree programme at the "Marco Biagi" Department of Economics
- are of a younger age.

5. ALLOCATION OF PLACES ON THE 2ND AND 3RD YEAR OF THE PROGRAMME

Places will be allocated on a single date, **Thursday 4 September 2025, at 11 a.m., remotely**, BY VIDEO CALL, using the **Google MEET platform**.

On **1 September 2025, at 12 noon**, i.e. on the Monday before the actual allocation of places, a **test connection** will be made with all applicants on the ranking list. Report any problems to trasferimenti.economia@unimore.it

Applicants can connect to the platform via a PC or mobile phone and must have a valid ID document available to show for identification purposes.

Applicants who are unable to participate in the video call on **4 September 2025** may delegate a third party by sending an email to trasferimenti.economia@unimore.it indicating the name of the delegate and attaching a copy of a valid identity document of both the delegator and the delegate.

Places will be allocated based on the merit ranking published by **1 September 2025**, until all available places are filled for each degree programme. Each applicant will only be considered for the degree programme for which they have applied.

Regardless of their position in the ranking, failure to participate in the video call on **4 September 2024 at 11 a.m.** will be considered a **definitive withdrawal** from admission to the second or third year, with the consequent loss of their position in the merit ranking.

6. REQUIREMENTS FOR RETAINING YOUR ASSIGNED PLACE

All applicants must comply with the requirements listed below, for which the forms available on the University website at the link <https://www.unimore.it/en/services/registrar-and-student-offices/student-forms> must be used

a) Those assigned places, **INSIDE UNIMORE**, i.e. already enrolled in a degree programme at the "Marco Biagi" Department of Economics or enrolled in other degree programmes at UNIMORE, must, **by 12 September 2025**:

- submit the "Degree Programme Transfer Request" form to the Registrar's Office of their current degree programme, complete with a €16 revenue stamp, **having first paid the first instalment of the 2025-2026 contribution for the degree programme in which they are enrolled and any additional fees.**

- self-certify that the transfer application has been submitted by delivering it to the Registrar's Office of the Department of Economics, located at Via Università, 4 in Modena, and emailing it to segrstud.economia@unimore.it the form "*Declaration of successful submission of transfer application*" (except for students enrolled in programmes at the "Marco Biagi" Department of Economics, as they have already submitted their transfer application to the same office)

The required forms can be sent by email to the relevant student office, attaching a valid identity document.

b) Those who have been assigned places and are **ENROLLED at OTHER UNIVERSITIES** must, **by 12 September 2025**:

- submit the transfer request at their home university. If clearance is required, applicants may self-certify that they have been admitted to one of the three three-year degree programmes offered by the "Marco Biagi" Department of Economics.
- register with UNIMORE on the assigned programme, paying the first instalment of the academic year 2025-2026. To view the amount due, log into www.esse3.unimore.it, select *Registered/Student Area* from the *Menu* tab, then go to the **Taxes (fees)** section. Payment methods are indicated on <https://www.unimore.it/en/education/enrolment-and-admission/paying-university-tuition-fees>
- submit the 'Request for incoming transfer' form to the Registrar's Office of the Economics Department at Via Università, 4 in Modena, or send it to segrstud.economia@unimore.it together with a valid identity document.

c) Assignees of places who do NOT transfer from another university but who have a **PREVIOUS ACADEMIC CAREER**, whether in Italy or abroad, whether completed (as graduates) or not completed (in the case of those who have withdrawn, been disqualified or taken individual courses) **by 12 September 2025**, must:

- register for the assigned programme by paying the first instalment of the 2025-2026 tuition fees. To view the amount due, log into www.esse3.unimore.it, select *Registered/Student Area* from the *Menu* tab, then go to the **Taxes (fees)** section. Payment methods are indicated on <https://www.unimore.it/en/education/enrolment-and-admission/paying-university-tuition-fees>
- Submit the 'Recognition of teaching activities' form to the Registrar's Office of the Department of Economics at Via Università, 4, or send it by email to segrstud.economia@unimore.it, together with a valid identity document.

Regardless of the reasons justifying the delay, failure to fulfil the above requirements by the deadline of **12 September 2025** will be considered as a **definitive waiver** of admission to the second or third year, with the consequent loss of position in the merit ranking.

ANYONE WHO DOES NOT COMPLY WITH THE ABOVE REQUIREMENTS BY 12 SEPTEMBER 2025 WILL DEFINITELY LOSE THEIR PLACE.

Please note that applicants on the ranking list who accept the position assigned will be required to pay a fee for the validation of teaching activities. This contribution will be made available in Esse3 on the student's personal page, under "Taxes", by the Registrar's Office, upon receipt of all necessary documentation.

Please note that the payment date indicated on the ELECTRONIC PAYMENT RECEIPT applies.
Payments reporting a date later than the deadline on the receipt will not be deemed valid.

Please note According to AgID (Digital Italy Agency) instructions, the payment may be made by the payment service provider on the day following the payer's request, thus precluding the enrolment.

7. SCROLLING THROUGH THE RANKING LIST

If the assignees of the places do not fulfil the above requirements and, therefore, places are still available on one or more degree programmes, the merit ranking list for the degree programme with available places will be used.

The remaining places will be assigned to applicants on the ranking list, who will be notified **by email to the address provided in the database**, with details of the requirements for assigning the place.

Once the necessary checks have been carried out on the applicants' self-certifications and compliance with the requirements has been verified, the exams will be validated. Admission to the second and third years is formalised by a resolution of the Department Executive Committee. The Registrar's Office will update the electronic student records as soon as the decision is made available.

8. WHAT TO DO if you are not assigned a place on the second or third year of the programme

Applicants who, during the allocation of places in years following the first, are NOT admitted to the second or third year, may enrol in the first year of the programme **ONLY if they participate in the call for admission to the first year of the programme** and are placed in a useful position in the ranking list.

The first edition of the call for applications for admission to the first year of the programme is available at the following website <https://www.unimore.it/en/university/calls/eng-ecotri2025-1edizione-cleam-clemi-clef> (application deadline by 9 June 2025). If, at the end of the selection process, there are still places available, a second edition of the call for applications for admission to the first year of the DEMB three-year degree programmes will be published by 22 August 2025 (application deadline: 4 September 2025).

The selection procedure for admission to the first year requires students to take the TOLC-E test, organised by Cisia. Information is available at www.cisiaonline.it

Therefore, all students who are not enrolled in a degree programme at the “Marco Biagi” Department of Economics are requested to follow the admission procedures for first-year students IN ALL CASES, in accordance with the methods and deadlines set out in the calls for applications, in order to avoid being excluded from both the second and third years and from the first year of the degree programme.

In accordance with the decision of the Department Council of 9 November 2011, those who do not have at least 30 ECTS credits for admission to the 2nd year and are applying for admission to the 1st year will not be able to request recognition of the Mathematics exam if they fail the Mathematics section of the TOLC-E test. The debt incurred in the test proves that you do not have the necessary mathematical skills.

9. ACADEMIC COMMITTEE FOR THE RECOGNITION OF PRIOR LEARNING

The Admissions Assessment Committee for entry into the second and third year is composed of the following lecturers:

- prof. Ludovica Leone
- prof. Simone Scagliarini
- prof. Alberto Rinaldi

10. CONTRIBUTIONS AND BENEFITS

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 <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 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 <https://www.unimore.it/en/services/fees-and-benefits>.

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 www.unimore.it

11. PERSON IN CHARGE OF THE PROCEDURE

The office responsible is the Registrar's Office of the "Marco Biagi" Department of Economics (tel. 059/2056404). The person in charge of the procedure is Ms Elda Toschi, elda.toschi@unimore.it, tel. 059/2056459.

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

12. FINAL CLOSING DATE OF THE CALL FOR APPLICATIONS

This call for applications is written in Italian and English. In the event of any discrepancy, the Italian version shall prevail. The call for applications for admission to the second and third year of the Bachelor's degree programmes of the "Marco Biagi" Department of Economics will close definitively on **23 September 2025**.

13. INFORMATION

TEACHING OFFICE OF THE "MARCO BIAGI" DEPARTMENT OF ECONOMICS

(offices 23-25-31-33 west side, via Berengario 51)

It is open to the public on Tuesdays and Thursdays from 9.30 a.m. to 12.30 p.m.

e-mail: trasferimenti.economia@unimore.it

REGISTRAR'S OFFICE - For information on the call for applications and enrolment in the degree programmes

Via Università 4, 41125 – 41125 Modena

The opening hours are available at the link <https://www.unimore.it/en/services/registrar-and-student-offices/marco-biagi-economics-secretariat>

e-mail segrstud.economia@unimore.it

INFORMASTUDENTI - For study guidance

e-mail: informastudenti@unimore.it

For opening hours visit the website <https://www.unimore.it/en/services/registrar-and-student-offices/office-study-orientationinformastudenti>

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

Modena, 14 May 2025

THE RECTOR
Carlo Adolfo Porro

