



SOCIETY AND CULTURE

Marco Biagi Department of Economics
Call for Applications for the Master's Degree Programme

INTERNATIONAL MANAGEMENT (IM)

Headquarters of Modena - Class LM - 77

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

Academic Year 2020- 2021

The programme is entirely taught in English

DEADLINES

Online application: by May 4th 2020

Assessment results: by May 29th 2020

Enrolment: from July 13th to December 21st 2020

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

1. Preliminary information

This Call for Applications is addressed to **non-EU applicants who are not residing in Italy, are applying for a Visa at the Italian Embassy or Consulate, have a study qualification obtained abroad**, and intend to enrol in the Master's Degree Programme in International Management (IM) for the academic year 2020/2021. Available places: 50

The enrolment to IM programme is available for non-EU applicants with:

1. a Bachelor's Degree deemed suitable
2. the requirements listed in section 2. "Requirements" of this Call for Applications
3. adequate personal competencies and skills assessed as mentioned in section 3 "Assessment of personal competencies and skills" of this Call for Applications.

All applicants must submit their APPLICATION FOR ASSESSMENT **no later than May 4th 2020** (CET). All the documents provided by the applicants will be useful to evaluate the academic background, the study qualifications and the personal preparation. If necessary, they will be interviewed.

The Programme coordinator is Professor Elisa Martinelli elisa.martinelli@unimore.it

Italian and foreign applicants with an Italian academic qualification, as well as EU-applicants (regardless of their residence) and Non-EU applicants regularly residing in Italy and possessing a degree issued in a foreign country shall apply for IM programme by following the procedure indicated in a specific Call for Applications reserved for them.

2. Requirements

The entry requirements are:

- a) a Bachelor's Degree deemed suitable, obtained by December 21st 2020
- b) at least a B2 level of English language proficiency of the Common European Framework of Reference (CEFR)
- c) European Computer Driving Licence (ECDL), or other equivalent computer literacy certification (if not recorded in the student's academic transcript)
- d) Adequate knowledge in the following subjects: Business Administration, Marketing, Management, Economics, Statistics and Mathematics.
- e) Personal preparation, training and professional experience relating to this specific type of Master's Degree.

3. Assessment of personal competencies and skills

Applicants' competencies and skills will be assessed on the basis of their academic background as described in the documents attached to the application. Based on the submitted documents, the Examination board may request **an interview, via Skype**.

Applicants must provide evidence of B2 of the CEFR English language proficiency if it is not clearly indicated in the Bachelor's Degree Transcript of Records. Therefore applicants should provide **international language certificates** or, alternatively, **statements issued by the applicant's home University** (Language Centre or relevant Department) certifying that the required English level has been achieved. The above-mentioned statements must be drafted on official University letterhead and written in English.

The Examination board may also request an interview to assess mother tongue students' language competences.

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

4. Submitting an online application for evaluation

In order to submit the online application applicants must:

- create an account at www.esse3.unimore.it by clicking on "*Registration*" section (on the Menu tab) to get personal username and password required to access to the Restricted Area. Applicants are strongly invited to check that the e-mail address provided is correct in order to receive any future communication.
- log in and select "*Student area*" (on the Menu tab) and then "**Application for evaluation**"
- select the IM application and answer "Yes" to the following question: "*Are you an International student with a foreign degree, residing abroad, applying for a visa through the Italian Embassy/Consulate?*"
- fill out the online application and attach the documents listed below:
 1. **Study qualification certificate:** it shall indicate the study qualification type, when and where (in which University) it was obtained (or is going to be obtained), the list of the passed exams (or to be

taken) and the relevant scores. Students shall also attach a **copy of the University diploma** (if available), as well as any documents that may be useful to prove their knowledge and skills in the following fields: Business Administration, Marketing, Management, Economics, Statistics and Mathematics.

2. **Programme syllabus** (written in English) providing course contents and learning outcomes of the passed exams by the student
3. **A reference letter** (preferably written by a University Professor) that may be attached to the online application or e-mailed by the Referee to info.economia@unimore.it
4. **International English language certificate** at least a B2 level (Common European Framework of Reference), or alternatively a declaration issued by the University confirming the required language skill level. (If not recorded in the student's academic transcript of records)
5. **European Computer Driving Licence (ECDL)** or other equivalent computer literacy certification (if not recorded in the student's academic transcript of records)
6. **Motivational letter**, written in English, in which the applicant explains the reasons for applying
7. **Curriculum vitae**, written in English in accordance with the Europass model
8. **Any other qualifications** that applicants want to be considered for admission purposes (e.g. internships, university master programmes, further education, etc.).

At www.unimore.it/servizistudenti/guideesse3.html applicants can download the **Guide to the evaluation procedure** for admission to Master's Degree Programmes.

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?".

If the applicant need to re-open the submitted application in order to change any data or to add documents they should send an e-mail to the Registrar's Office segrstud.economia@unimore.it within the deadline of **May 4th 2020** and before they are assessed.

5. Assessment results

The assessment results will be available to applicants at www.unimore.it/bandi/StuLau-esiti.html

The following results **will be published by May 29th 2020**:

- **PASS:** the applicant's academic background is appropriate. Enrolment is allowed if the Bachelor's Degree is obtained.
- **ADDITIONAL REQUIREMENTS:** the applicant's language skills in English language cannot be assessed from the submitted documents. Therefore, the Examination board will interview the applicant on an agreed date, via Skype.
- **FAIL:** the applicant does not meet the requirements and the Examination board explains why the competencies and skills have been considered unsuitable; therefore enrolment is not allowed.

- **INCOMPLETE APPLICATION:** no assessment can be made because the applicant has not uploaded the required documents (certificate of academic qualification obtained and list of taken examinations with relevant scores; motivational letter; curriculum vitae). In this case, the online application is automatically re-opened so that the applicant can upload the missing documents and finally close the application for a new assessment.

The message displayed might also be:

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

6. Enrolment

6.1 University pre-enrolment in order to get the Study Visa

UNIMORE sends via email to eligible applicants a *Letter of Eligibility to enrolment - Lettera di idoneità all’immatricolazione*, in order to facilitate the issue of the Study Visa.

However, each applicant must compulsorily:

PRE-ENROL

at the Italian diplomatic or consular representations and choose UNIMORE

The procedure and the deadlines provided for in the ministerial circular for the access of international students applying for a university Study Visa, for the academic year 2020/2021, are available on the website www.studiare-in-italia.it/studentistranieri/

The Pre-Enrolment procedure at the Italian Embassy or Consulate in applicant’s home country is a mandatory requirement for enrolment

Please contact as soon as possible the diplomatic representations to check the requirements and the documents needed for the pre-enrolment procedure and to get the Study Visa.

6.2 Enrolment

Enrolments shall be made **from July 13th to December 21st, 2020 at the Registrar’s Office** of the “Marco Biagi” Department of Economics in Modena at the following address: via Università no. 4. Office opening hours are available on the following website: www.unimore.it/servizistudenti/segreteriestudenti.html

Applicants are required to go to the Registrar’s Office and hand in the following documents:

1. Bachelor’s degree diploma translated and legalised by the Italian Embassy/Consulate
2. Declaration of Value issued by the Italian Embassy/Consulate
3. Degree certificate issued by the University in which the degree was obtained (it is also accepted in English, French, Spanish, and German)
4. Post office receipt, certifying the deposit for the residence permit request
5. Passport
6. Passport photo

After verifying the documents handed in by the applicant, the Registrar's Office will issue the tuition fees and confirms the enrolment once the first instalment has been paid. On esse3 *Reserved Area* the applicants will find their tuition fees at the "Taxes" section (from the *menu* tab and then, *Student Area*)

IMPORTANT: Payments made **after December 21st 2020** shall not be valid for enrolment.

Payment methods are indicated on www.unimore.it/ammissione/pagamentimav.html

Please check the payment processing times and terms, as to prevent the payment request from not being taken over or recorded on subsequent days, thus precluding the enrolment.

7. Student services

Applicants may contact the UNIMORE **International Welcome Desk** for assistance regarding administrative formalities such as:

- residence permit request
- tax code request
- opening of a bank account
- health insurance
- transport facilities
- access to accommodation facilities and housing services
- certificate of proof of suitability of accommodation for the diplomatic representation

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

Office opening hours:

-in Modena at the following address: Via S. Geminiano, 3. Mondays, Wednesdays and Fridays from 9:30am to 3:00pm

-in Reggio Emilia at the following address Via Allegri, 15 (Students services department) on Wednesdays every two weeks and depending on the specific requirements.

Email: internationalwelcomedesk@unimore.it Phone: +39 059 2058171

8. Contributions and benefits

Applicants willing to apply for university accommodation, grants and university tax exemption must submit an online request on the website www.er-go.it providing the documentation on the family income. The required documents are listed on the website www.er-go.it/index.php?id=6620. Applicants who do not submit the online application shall pay the tuition fees of 2,200 euros approximately.

Online requests may be submitted from **mid July 2020**, even before the enrolment in the programme.

Note: pay attention to the different deadlines!

For further information please see www.er-go.it/index.php?id=5963

or the Ergo Contact Center web site www.er-go.it/scrivici/index.php?lang=en

9. Person in charge of the procedure

The person in charge of the procedure is Mrs. Elda Toschi, officer in charge at the Registrar's Office. The competent office is the Registrar's Office of the Marco Biagi Department of Economics: tel. +39 059 2056459 e-mail: elda.toschi@unimore.it

10. Reference offices

Registrar's Office, Via Università 4, 41121 – Modena, in charge of the enrolment procedure

e-mail segrstud.economia@unimore.it

Tel. +39 059 2056404

For opening hours please see www.unimore.it/servizistudenti/segreteriastudenti.html

Teaching Office of the Department of Marco Biagi Department of Economics, Via Berengario 51, 41121 Modena -, for information on teaching

e-mail: info.economia@unimore.it

Teaching coordinator: lara.liverani@unimore.it

Department website www.economia.unimore.it

Welcome Office for Disabled and Dyslexic Students

e-mail disabilita@unimore.it

Tel.+39 059 2058311

Informastudenti for information on study courses, assessment and enrolment procedures

Email: informastudenti@unimore.it

In Modena:

-Via Università, 4 - ground floor tel. +39 059 205 8255

In Reggio Emilia:

- Viale A. Allegri, 15 - ground floor - tel. +39 0522 52 3555

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

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

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

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

The above-mentioned offices are closed **from August 10th to 14th 2020**

The Marco Biagi Department of Economics is closed **from August 3rd to 14th 2020**