



**SOCIAL SCIENCES AND HUMANITIES**  
Department of Studies on Language and Culture  
Call for Applications for the Master's Degree Programme

**LANGUAGES FOR COMMUNICATION  
IN INTERNATIONAL ENTERPRISES AND ORGANIZATIONS (LACOM)**

Modena's headquarters – Class - LM 38

**for international students living abroad and applying for a visa**

Academic Year 2018/2019

**The programme is fully in English**

**SUMMARY OF DEADLINES**

Online application: <b>by 15 May 2018</b>
Publication of Assessment Results: <b>by 30 May 2018</b>
Publication of any further assessment: <b>by 12 September 2018</b>
Enrolment: <b>from 23 July to 21 December 2018</b>

Any amendment to the deadlines or procedures concerning this Call will be published EXCLUSIVELY on the webpage [www.international.unimore.it/bandilan.html](http://www.international.unimore.it/bandilan.html)

**1. Subject**

This Call for Applications is addressed to **international candidates who are not residing in Italy and are applying for a Visa at the Italian diplomatic or consular representations**. Applicants must have a **study qualification obtained abroad** and be willing to enrol in the Master's Degree Programme in LANGUAGES FOR COMMUNICATION IN INTERNATIONAL ENTERPRISES AND ORGANISATIONS (LACOM) for the academic year 2018/2019. **Places available: 50**

International applicants' requirements for admission and enrolment in the LACOM Programme:

1. Bachelor's Degree deemed suitable
2. Adequate personal competencies and skills assessed under the procedures mentioned in section "3. Assessment of Personal Competencies and Skills" of this call for applications.

All candidates must submit their APPLICATION FOR ASSESSMENT **no later than 15 May 2018**. Assessment of their personal competencies and skills will be based on **the documental evidence provided and, upon request of the examining board, on an interview**.

**Applications may also be submitted by students who have not yet obtained their Bachelor's Degree, which is mandatory for enrolling.**

The Programme coordinator is professor Franca Poppi [franca.poppi@unimore.it](mailto:franca.poppi@unimore.it)

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

## 2. Requirements

Applicants' requirements are as follows:

- a) Bachelor's degree deemed suitable and obtained before the enrolment
- b) Adequate proficiency in the first and second language of study to be chosen by the student (French, Spanish, English or German): level C1 for the first language and level B2 for the second language according to the Common European Framework of Reference for Languages
- c) Good knowledge of the English language (at least level B2), regardless of the chosen languages of study, as the Degree Programme is entirely in English
- d) A personal preparation and training and professional experience relating to this specific type of Master's degree.

## 3. Assessment of Personal Competencies and Skills

Personal competencies and skills are assessed on the basis of the university studies and documentation attached to the application and, **when required, by means of an interview that may be done even by using electronic systems (Skype).**

The assessment of the student's academic background will be based on their knowledge of foreign languages (French, Spanish, English or German) with a specific focus on competences concerning the analysis of syntactic, lexical, textual and pragmatic structures of the language, as well as on the different levels and registers of verbal and written communication.

The examining board will verify that the applicants are in possession of **international language certifications** in 2 foreign languages (English, French, German or Spanish): Level C1 (advanced) of the Common European Framework of Reference for Languages in the first chosen language, and Level B2 (intermediate-advanced) in the second chosen language. Alternatively, **declarations issued by the applicant's home University** (Language Centre, Department, etc.) certifying that the above-specified levels have been achieved will be accepted. The afore-mentioned declarations must be drafted on official University letterhead and in English.

The main international certifications recognized by UNIMORE are listed at the following link: [www.clamore.unimore.it/it/certifications/info](http://www.clamore.unimore.it/it/certifications/info)

An **interview is mandatory** for candidates who:

- do not submit international language certifications or declarations issued by the applicant's home University/Department language centre certifying the linguistic level required
- provide certifications or declarations concerning languages other than English

On the basis of the submitted documentation, the examining board may either request or waive any additional interview for English native speakers.

The examining board members are: professor Franca Poppi ([franca.poppi@unimore.it](mailto:franca.poppi@unimore.it)) for English; professor Chiara Preite ([chiara.preite@unimore.it](mailto:chiara.preite@unimore.it)) for French; professor Ernst Kretschmer ([ernst.kretschmer@unimore.it](mailto:ernst.kretschmer@unimore.it)) for German, and professor Flavio Angelo Fiorani ([flavioangelo.fiorani@unimore.it](mailto:flavioangelo.fiorani@unimore.it)) for Spanish.

## 4. Submitting an online application

Create your account at [www.esse3.unimore.it](http://www.esse3.unimore.it) by clicking on the “Registration” section to generate get username and password and access the Restricted Area. Please check that the e-mail address provided is correct in order to receive any future communication

Log in and access the Restricted Area, then select “**Application for evaluation**” from the menu on the left 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. **Qualification Certificate:** it shall indicate the study qualification type, when and where (in which University) it was obtained. You shall also attach a **copy of the University diploma**, if available. If you have not yet graduated you must state the expected graduation date. You must also list the exams passed, the grades obtained and any exams you still have to take.
2. **Copy of the international language certifications**, stating **level C1 and B2** in the first and second language of study respectively. Alternatively **a declaration issued by the home University/Department** confirming the above-indicated language levels. This declaration, drafted on the letterhead of the university, may also be produced in English, French, German, Spanish or Chinese. Alternatively, an official translation in Italian or English is requested.
3. Any other qualifications that applicants want to be considered for admission purposes (e.g. internships, university master programmes, further education, etc.).
4. Reference letter (preferably written by a university professor) that shall be enclosed to the online application.

At [www.unimore.it/servizistudenti/vediguida.html?gd=29](http://www.unimore.it/servizistudenti/vediguida.html?gd=29) you 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?”.

Should you need to open the application again to change any data or add documents within the deadline of **15 May 2018** and before being assessed anyway, send an e-mail to the Registrar’s Office [segrstud.studilinguistici.culturali@unimore.it](mailto:segrstud.studilinguistici.culturali@unimore.it)

## 5. Assessment Results

The results of the assessment will be made available to students at [www.unimore.it/bandi/StuLau-esiti.html](http://www.unimore.it/bandi/StuLau-esiti.html) and also sent via e-mail to the address indicated during registration.

The above-mentioned page will show one of the following results **by 30 May 2018:**

- **PASS:** the applicant’s personal competencies and skills are appropriate. The student may enrol if he/she is already in possession of the Bachelor’s Degree.
- **ADDITIONAL REQUIREMENTS:** the board notifies that the applicant’s language skills in the chosen language(s) cannot be obtained from the submitted documents, or no certificates or language

documentation issued by the home university have been attached, or the applicant has chosen languages other than English and requests the student to schedule **an interview** on a date agreed with the board. If the results of the interview are not considered satisfactory, the board invites the candidate to overcome the educational shortcomings by studying on suggested books. Applicants will be then required to take **a further assessment interview** (notified by e-mail by the professor in charge) **by 12 September 2018**. Passing this second assessment is mandatory for candidates to be eligible for enrolment in the study programme.

- **FAIL:** the applicant does not meet the requirements and the examining board indicates why the personal competencies and skills have been judged to be unsuitable. **In this case the applicant will not be allowed to enrol.**
- **INCOMPLETE APPLICATION:** the examining 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 and finally close the application for a new assessment.
- **APPLICATION NOT FINAL:** the student has not confirmed the application by clicking on the field “Do you want to submit your application now?” and therefore it cannot be assessed.

## 6. Enrolment

### 6.1 University pre-enrolment in order to get the study visa

UNIMORE will send an Admission Notification to the admitted candidates so that visas issue may be facilitated.

However, each candidate 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 2018/19 are available on the website <http://www.studiare-in-italia.it/studentistranieri/>

**Enrolment prerequisites are:**

**pre-enrolling at the Italian diplomatic or consular representations and choosing UNIMORE.**

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

### 6.2 Enrolment

Enrolment may be made **from 23 July to 21 December 2018 at the Registrar's Office** of the Department of Studies on Language and Culture located in Modena at the address via Università no. 4. The office opening hours are available at the following link: [www.unimore.it/servizistudenti/segreteriestudenti.html](http://www.unimore.it/servizistudenti/segreteriestudenti.html)

Candidates need to appear in person with the following documents:

1. Bachelor degree diploma, translated and legalised by the Italian Embassy/Consulate

2. certification of university degree validity, 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, German and Chinese)
4. post office receipt, certifying the deposit for the residence permit request
5. passport
6. passport photo

The Registrar's Office, after verifying the correctness and completeness of the documents submitted by the student, issues the tax slips and confirms the enrolment once the first instalment has been paid.

IMPORTANT: payments made **after 21 December 2018** shall not be valid for the purpose of the enrolment.

Please note that the PAYMENT DATE SENT BY THE BANK receiving the payment applies. For online payments please check the terms and the times in which the bank processes the payment, as to prevent the payment request from not being taken over and recorded on subsequent days, thus precluding the enrolment.

## 7. International student services

International foreign students may contact the **International Welcome Desk** of UNIMORE for assistance with administrative formalities such as:

- residence permit request
- tax code request
- opening of a current account
- health insurance
- transport facilitations
- access to the accommodation search and housing services
- accommodation certificate for the diplomatic representation

All students are invited to register on the [www.isu-services.it/it/universities/universita-di-modena](http://www.isu-services.it/it/universities/universita-di-modena) platform to book services.

Office opening hours:

-in Modena at the address Via S. Geminiano, 3. Mondays, Wednesdays and Fridays from 9:30am to 3:00pm  
-in Reggio Emilia at the address Via Allegri, 15 (Students services department) on Wednesdays every two weeks and depending on the specific requirements.

Email: [internationalwelcomedesk@unimore.it](mailto:internationalwelcomedesk@unimore.it) Telephone: +39 059 2058171

## 8. Contributions and benefits

Students willing to apply for university accommodation, grants and university tax exemption must submit an online request on the website [www.er-go.it](http://www.er-go.it) providing the documentation on the family income. The documents required are listed on the website <https://www.er-go.it/index.php?id=6620> Students not submitting the online application shall pay the tax fee of 2,200 euros approximately.

Online requests may be submitted **from mid July 2018**, even before the enrolment in the programme.

Note: pay attention to the various deadlines!

For further information please go to [www.er-go.it/index.php?id=5963](http://www.er-go.it/index.php?id=5963)

## 9. Person in charge of the procedure

The person in charge of the procedure is Ms. Elda Toschi, reference officer at the Registrar's Office. The competent office is the Registrar's Office - Department of Studies on Language and Culture: tel. +39 059/2056459; fax: +39 059/2056422, e-mail: [elda.toschi@unimore.it](mailto:elda.toschi@unimore.it)

## 10. Reference offices

**Informastudenti** for information on the study programmes, the assessment and enrolment procedures  
email: [informastudenti@unimore.it](mailto:informastudenti@unimore.it)

In Modena:

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

- via Campi 213/B ground floor tel. +39 059 205 8255

In Reggio Emilia:

- Viale A. Allegri, 15 - ground floor - tel. +39 0522 52 355

The opening hours are available on <http://www.orientamento.unimore.it/site/home/orientamento-allo-studio-e-tutorato.html>

**Registrar's Office**, Via Università 4, 41121 – Modena, to enrol

e-mail: [segrstud.studilinguistici.culturali@unimore.it](mailto:segrstud.studilinguistici.culturali@unimore.it)

Tel. +39 059/2056408 Fax +39 059/2056422

For opening hours please go to <http://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](mailto:segreteria.studilinguistici@unimore.it)

Teaching coordinator: [angela.piroddi@unimore.it](mailto:angela.piroddi@unimore.it)

Department website: [www.dslc.unimore.it](http://www.dslc.unimore.it)

**Disable and dyslexic students welcome office**

e-mail: [disabilita@unimore.it](mailto:disabilita@unimore.it)

Tel. +39 059 2058311 - Fax +39 059 2058309 –

**For IT issues** on the application or to retrieve the esse3 log on credentials please e-mail [webhelp@unimore.it](mailto:webhelp@unimore.it)

Assistance service opening hours: Monday to Thursday from 9:00am to 5:00 pm and on Fridays from 9:00 am to 2:00 pm

**For issues relating to the benefit online application** e-mail [servizi.studenti@unimore.it](mailto:servizi.studenti@unimore.it)

Website for submitting the application for benefits [www.er-go.it](http://www.er-go.it)

The Registrar's Office and Informastudenti are closed **from 13 to 17 August 2018**