This Call for Applications is addressed to international applicants residing abroad and 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 FIRST year of the Master’s Degree Programmes of the Marco Biagi Department of Economics for the Academic Year 2019/2020. The study programmes in BUSINESS ADMINISTRATION and MANAGEMENT, ECONOMICS and INTERNATIONAL MARKETING, ECONOMICS and FINANCE have a limited number of places available. A SELECTIVE TEST is provided for being admitted to the FIRST YEAR of the study programme. The test is the same for all the 3 degree programmes. Classes are mainly given in Italian, still some programmes are taught in English.

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 obtained in a foreign country shall apply for the degree programmes of the Department of Economics by following the procedure indicated in a specific Call for Applications reserved for them (TOLC-E).
For the academic year 2019/20, the places available for non-EU applicants, residing abroad, are as follows:

<table>
<thead>
<tr>
<th>Total</th>
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<tbody>
<tr>
<td>15</td>
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<td>20</td>
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<td>20</td>
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<td>55</td>
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<table>
<thead>
<tr>
<th>Reserved categories</th>
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<tbody>
<tr>
<td>5 places reserved to international foreign applicants; 5 places reserved to the “Marco Polo” programme, and 5 to the “China Vista Education Group” programme.</td>
</tr>
<tr>
<td>10 places reserved to international foreign applicants; 5 places reserved to the “Marco Polo” programme, and 5 to the “China Vista Education Group” programme.</td>
</tr>
<tr>
<td>10 places reserved to international foreign applicants; 5 places reserved to the “Marco Polo” programme, and 5 to the “China Vista Education Group” programme.</td>
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3. Requirements

International applicants requesting a visa and residing abroad shall follow the procedure described in the ministerial circular to obtain access to degree programmes. It is available at the link www.studiare-in-italia.it/studentistranieri/

Interested applicants shall pre-enrol to the study programmes by 24 July 2019, by contacting the Italian diplomatic/consular representation in their home country, who will notify the application of each student directly to UNIMORE.

Admission requirements:

1. high-school diploma, obtained after at least 12 years of school attendance, deemed suitable (please see the above-mentioned circular for school attendance of less than 12 years)
2. having passed the university proficiency test (if any) provided for accessing the university in the home country
3. knowledge of the Italian language

4. Admission test

4.1 Test assessing the knowledge of the Italian language

Applicants shall take a test assessing the knowledge of the Italian language, provided at the Marco Biagi Department of Economics, viale Berengario 51, Modena, on the following date:

- 2 September at 10:30 am
- 10 September at 10:30 am

However, applicants are exempt if they fall under specific agreements signed by UNIMORE with their respective home countries, or if they possess an international certification of the Italian language of at least level B2 of the European Framework of Reference. Such certification shall be submitted to the Registrar’s Office, Via Università 4, Modena.

The test of the Italian language includes an interview on topics of general knowledge. No fee is due.
IMPORTANT: Passing the Italian test is an essential prerequisite for enrolling in the study programmes. Unless they are exempt, students who have not passed the Italian language test are not admitted to take the selective test of mathematics and logic and enrol in the study programme.

4.2 Selective test of mathematics and logics

Applicants shall take the test of mathematics and logics that will be held at the IT laboratory of the Marco Biagi Department of Economics, viale Berengario 51, Modena, on the following date:

- 2 September 2019 at 11:30 am
  or, alternatively
- 10 September 2019 at 11:30 am

It is a written test to be completed within 40 minutes and made of 11 queries divided as follows:

a) ten queries of mathematics to which the following score is assigned:

- 3 points for each correct answer
- 0 points for each wrong answer
- -0.5 points for each answer not provided

b) a query of logics

to which a score ranging from 0 to 10 is assigned.

Mock tests of mathematics are available at the link dolly.economia.unimore.it

Applicants are admitted to take the test of mathematics and logics after paying a non refundable amount of 55.00 euros.

Please note that applicants are allowed to take the tests of the Italian language, and mathematics and logics one time only. Both tests are repeated on 10 September 2019 to give the opportunity to take the test to those applicants who are unable to come to Italy by 2 September 2019 for visa issues or other reasons.

5. Test registration

The office collecting the applicants’ registrations to the tests is the Registrar’s Office, located in via Università 4, Modena. Opening times are available at the link www.unimore.it/servizistudenti/ufficiosstud.html?ID=ECOM.

The Registrar’s office provides for automatically registering to the tests those students who are listed as applicants to the enrolment by the Italian Embassies/Consulates.

Only those applicants reported by the Diplomatic/Consular representations are registered for the tests.

When pre-enrolling at the Italian Diplomatic Representations, international students may indicate only one study programme. However, as the selection of UNIMORE is the same for the 3 study programmes of the Department of Economics, the order of preference of the study programmes shall be communicated to the Registrar’s Office by 26 August 2019, sending an email to segrstud.economia@unimore.it.

If the Registrar’s office does not receive any communication by the deadline, it will automatically indicate the second and third choice study programmes.
Three programmes shall be indicated in order of preference to participate in the selection.

Upon their arrival in Italy, applicants shall personally go to the Registrar’s Office of the Department of Economics, in via Università 4, Modena, with their passport, during opening hours available at the link www.unimore.it/servizistudenti/ufficiosstud.html?ID=ECOM to submit the documents issued by the Italian authorities and any language certificate attesting their knowledge of Italian. If the documents submitted are incomplete, applicants are admitted to the tests “subject to confirmation”.

The study qualification obtained abroad shall be accompanied by relevant translation, legalisation and declaration of value by the diplomatic or consular Italian representation in the country where the qualification was obtained.

Payment of the 55,00 euro contribution is required to take the test of mathematics and logics on 2 September 2019, or alternatively, if applicants cannot be present on 2 September, to take the test on 10 September 2019. The payment form is available at the Registrar’s Office.

Payment shall be made by the day of the selective test of mathematics and logics and before the test is held, at any bank counter of the national territory, or by credit card from the applicant’s personal page in esse3, under the item “Taxes”, by entering the username and password issued by the Registrar’s office.

**IMPORTANT:** payments made after the above deadline shall not be valid for including the relevant applicant in the ranking list. Please read section 8. Means of payment

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.

6. Ranking criteria

The general rankings and those divided by each study programme, and differing for each reserved category of applicants (international students; “Marco Polo” programme and “China Vista Education Group” programme) are published by 12 September 2019 on the website www.unimore.it/bandi/StuLau-grad.html. They may be viewed by accessing the reserved area, logging in with the username and password provided by the Registrar’s Office.

Rankings are drawn up based on the score obtained in the test of mathematics and logics (11 queries). However, in the event of ex-aequo applicants, the highest score obtained in the logics query shall prevail, and in the event of another dead heat situation, the younger applicant shall prevail.

If there are no applicants belonging to a reserved category, the relevant ranking is not published. The unassigned places of each reserved category are made available to the other reserved categories are redistributed, in the first instance and until there are places available, in the following order respectively:

1) China Vista Education Group
2) International foreign applicants
3) Marco Polo Programme

Afterwards, places are assigned exclusively based on the merit ranking and the order of preference indicated.
Applicants who have been admitted to more than one study programme are listed in the ranking of their first-choice study programme, as well as in the rankings of the study programmes for which they have not been admitted.

Admitted applicants scoring up to 21/30 in the 10 queries of mathematics of the test of mathematics and logics are assigned an additional educational obligation (OFA), to be complied with by July 2020. Only after complying with that educational obligation they will be allowed to take the exam of “Mathematics and financial mathematics” provided in the first year of the programme. Those applicants not complying with the additional educational obligations by July 2020 will be enrolled in the academic year 2020/21 in the first year as “repeating students”, and for the entire year they will only be allowed to take the exams of the first year they have not yet passed.

On the other hand, admitted applicants who get a score higher than 21/30 in the 10 queries of mathematics of the test of mathematics and logics are exempt from additional educational obligations and will see it reported in esse3 on the digital transcript, after the enrolment.

7. Enrolment

Enrolment shall be made from 12 to 19 September at 1.00 pm the Registrar’s Office of the “Marco Biagi” Department of Economics located in Modena at the address via Università no. 4. Opening times are available at the link www.unimore.it/servizistudenti/segreteriestudenti.html

In accordance with the procedures for accessing the university study programmes reserved to students with a foreign study qualification, available at the link www.studiare-in-italia.it/studentistranieri/ the following documents are required:

a) original copy (or authenticated copy) of the high school diploma, translated and legalised by the Italian Embassy/Consulate of the country where the qualification was obtained
b) certification of validity of the high school diploma, issued by the Italian Embassy/Consulate, as outlined above
c) copy of the post office receipt, certifying the deposit for the residence permit request
d) passport with “study” visa
e) 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 the above deadline shall not be valid for including the relevant applicant in the ranking list. Please read section 8. Means of payment.

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.

Applicants are responsible for:

1. Carefully checking the information contained in the enrolment application issued by the registrar’s office, and immediately report any errors.
2. Checking on their personal Esse3 page, under the “Tax” section, that the payment has been received. If the payment is not posted on the esse3 website AFTER 4 WORKING DAYS since the payment date, applicants shall IMMEDIATELY submit the payment receipt to the registrar’s office at the address via Università, 4 (MO), also sending a copy via email to segrstud.economia@unimore.it attaching a valid ID. Applicants are also advised to check that their payment has been correctly made, by contacting the agency taking charge of it.

3. Make sure you have received the confirmation email for your successful enrolment.

Applicants placed lower in the rankings and eventually selected will receive an email and invited to appear at the Registrar’s Office in via Università n.4, Modena.

8. 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 voucher (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. If the applicant pay online, a confirmation email will be sent to the address s/he provided upon registration to the website, or to her/his 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.

9. International student services

International 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 facilities
- access to the accommodation search and housing services
- certificate of proof of suitability of accommodation for the diplomatic representation

All students are invited to register to the 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 - Phone: 059 2058171

10. English language test

All applicants willing to enrol in the three-year degree programmes of Economics shall take a test for the English language. For information, please contact the Registrar's Office segrstud.economia@unimore.it
The dates of the test are available on the website www.economia.unimore.it

Please note that the level of language skills achieved in the English test does not affect in any way the score for accessing the degree programmes in Economics.

11. 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 providing the documentation on the family income. The documents required are listed on the website www.er-go.it/index.php?id=6620. Applicants who do not submit the online application shall pay the tax fee of 2,200 euros approximately.
Online requests may be submitted from mid July 2019, even before the enrolment in the course. Note: pay attention to the various deadlines!
For further information, please go to www.er-go.it/index.php?id=5963 or Ergo Contact Center: www.er-go.it/scrivici/index.php?lang=en

12. Person in charge of the procedure

The office responsible is the Registrar's Office of the Marco Biagi Department of Economics (tel. 059/2056459; email segrstud.economia@unimore.it). The person in charge of the procedure is Ms. Elda Toschi, reference officer at the Registrar's Office of the Marco Biagi Department of Economics.

13. Reference offices

For information on the enrolment procedure, please contact: segrstud.economia@unimore.it

For IT issues and 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 information on teachings, please contact the Teaching Office of the Marco Biagi Department of Economics (via Berengario 51, Modena), offices 23-25-31-33 West wing, e-mail: info.economia@unimore.it
For detailed information on degree programmes www.economia.unimore.it

For administration issues and information on the call for applications contact the Registrar’s Office, Via Università 4, 41125 – Modena
The opening hours are available at the link www.unimore.it/servizistudenti/segreteriestudenti.html
e-mail segrstud.economia@unimore.it

Welcome Office for Disabled and Dyslexic Students
Tel. +059 2058311 - e-mail disabilita@unimore.it
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

For information on the study programmes and educational offer, please contact:
Informastudenti: email: informastudenti@unimore.it
In Modena:
- Via Università, 4 - 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 Marco Biagi Department of Economics is closed from 5 to 16 August 2019

Modena 29/04/2019