

SOCIETY AND CULTURE

Department of Studies on Language and Culture

Call for Applications for the limited access to the Master's Degree Programme in

LANGUAGES FOR COMMUNICATION IN INTERNATIONAL ENTERPRISES AND ORGANIZATIONS (LACOM)

Modena campus – Class LM-38

Reserved for applicants with an Italian degree qualification, EU applicants, and non-EU applicants residing in Italy or an EU country with a foreign degree qualification

Academic Year 2024-2025

II EDITION

The programme is taught entirely in English

DEADLINES

Online application	18 September to 31 October 2024
List of applicants who meet the access requirements and admitted to the test	by 5 November 2024
Notification of assigned session for the test	by 8 November 2024
Notification of places available in the 2 nd edition of the call	by 8 November 2024
Entrance test – in person	11 November 2024
Publication of list of admitted candidates	by 15 November 2024
Enrolment of admitted applicants	15 November to 20 December 2024
Candidates' qualification and Esse3 update	by 20 December 2024
Closure of call for applications	31 December 2024

The **SECOND EDITION** of the call for applications to the Master's degree programme in Languages for Communication in International Enterprises and Organisations (LACOM) reserved for Italian candidates with an Italian degree programme, EU candidates (regardless of where they are residing) and non-EU candidates residing in Italy or in an EU country and in possession of a degree qualification obtained abroad, is hereby launched in order to fill the **60 REMAINING VACANCIES** from the FIRST EDITION.

The places indicated above are counted taking into account the number of candidates admitted to the degree programme with the first edition of the call, but may be increased by the places left vacant by candidates who do not enrol by 31 October 2024. **By 8 November 2024**, once the enrolment of the candidates admitted in the first edition of the call for applications has been completed, a notice will be published on www.unimore.it/bandi/StuLau-Avvisi.html with the exact number of places offered in the second edition.

Those who participated in the first edition of the call for applications may also participate in the second edition.

REFERENCE LINKS

<p>www.unimore.it/bandi/StuLau-Lau2.html</p>	<p>For any changes to dates or procedures of this call for applications</p>
<p>https://www.spid.gov.it/cittadini/ https://www.spid.gov.it/domande-frequenti/</p>	<p>For information on how to obtain a SPID (Public Digital Identity System) Please see the FAQ on SPID</p>
<p>https://www.unimore.it/servizistudenti/vediguida.html?gd=37</p>	<p>A Guide to LACOM application</p>
<p>www.unimore.it/bandi/StuLau-Avvisi.html</p>	<p>List of applicants who have successfully passed the verification of requirements and are eligible to take the entrance test Notice with the assigned group, date and time for the entrance test</p>
<p>https://www.unimore.it/bandi/StuLau-grad2.html</p>	<p>Ranking list of applicants admitted to the degree programme and able to enrol</p>
<p>https://www.dslc.unimore.it/site/home/didattica/corsi-di-laurea-magistrale/languages-for-communication-in-international-enterprises-and-organizations-lacom.html</p>	<p>Degree programme</p>
<p>www.dslc.unimore.it</p>	<p>Department of Studies on Language and Culture website</p>
<p>https://wss.unimore.it/public/albo</p>	<p>Online Register of the University for the legal publishing of the documents and provisions of this notice</p>

THE ESSENTIAL STEPS IN BRIEF

Register **using SPID credentials** and apply
by 31 October 2024,
from www.esse3.unimore.it
If registration is carried out correctly you will receive
UNIMORE credentials (user-id and password)

Check the website www.unimore.it/bandi/StuLau-Avvisi.html

By 5 November 2024 check if you are “*eligible*”, and therefore admitted to the entrance test.

By 8 November 2024 also check the venue, time, classroom you have been assigned to take
the test

Attend the test on **11 November 2024** and bring your UNIMORE credentials with you.

Pay the €55.00 fee by the day of the test.

See the ranking list published by **15 November 2024**

If you are ‘*admitted*’ and have graduated by 20 December 2024,
enrol and pay the first contribution instalment
by 20 December 2024.

1. Selection of applicants

The selection of applicants includes:

- assessment of their previous university career and, more specifically, verification that the entrance requirements indicated in section 2. "Entrance requirements" of this call for applications **are met by the applicant by the date on which the application for admission is submitted**. Then,

only positively assessed applicants are eligible to take

- the entrance test in 2 foreign languages (choosing between English, French, German, and Spanish)

Applicants who meet the following requirements can enrol in the LACOM Degree Programme:

1. they have been awarded at least a three-year university degree or a different university qualification obtained abroad and deemed suitable **by 20 December 2024** (this deadline is imperative for all applicants to the selection)
2. they are assessed as "*eligible*" for possessing the requirements listed in section 2 "Entrance requirements" of this call for applications
3. they pass the entrance test and are well placed in the rankings.

All applicants including those MOVING FROM ANOTHER UNIMORE DEGREE PROGRAMME or FROM A DIFFERENT UNIVERSITY must submit their APPLICATION FOR ADMISSION **by 31 October 2024** and be checked that they meet all the requirements for admission to the entrance test.

Applicants not enrolled in any study programme and wanting their previous UNIVERSITY STUDIES RECOGNISED must also submit an admission application.

The course referees are: Prof. Giuliana Diani giuliana.diani@unimore.it and Prof. Silvia Cavalieri silvia.cavalieri@unimore.it

2. Entrance requirements

By **31 October 2024**, all applicants must have reached in their previous university career a very good level in 2 foreign languages (choosing between English, French, German, and Spanish) indicated in the application for admission, and must meet the requirements indicated below.

The requirements differ according to whether the degree qualification is an Italian or a foreign one.

Requirements for applicants with an Italian degree qualification:

1. to hold a Bachelor's Degree (first-level degree), or obtain it **by and no later than 20 December 2024** in the following classes: L-11, L-12, L-15, L-16, L-18, L-20, L-36, L-37 (D.M. 270/04); or classes 11, 3, 39, 19, 17, 14, 15, 35 (M.D. 509/99); or a language university degree before MD 509/99
2. **by the date on which the application for admission is submitted**, to have obtained:
 - **at least 20 CFUs (university credits)** in the scientific disciplinary sectors related to foreign languages, corresponding to Italian SSDs (L-LIN/04, L-LIN/07, L-LIN/12, L-LIN/14) and additional
 - **34 CFUs** in the following SSDs: L-LIN/01, L-LIN/03, L-LIN/05, L-LIN/06, L-LIN/10, L-LIN/11, L-LIN/13, L-FIL-LET/12, M-FIL/01, M-FIL/05, M-GGR/02, M-STO/04, SECS-P/01, SECS-P/02, SECS-P/07, SECS-P/08, IUS/02, IUS/13. If the degree programme belongs to the old system (prior to MD 509/99), the examinations taken by the applicants must be related to the scientific disciplinary sectors indicated above.

3. As the study programme is in English, applicants are required to have at least a B2 knowledge in the English language when submitting their application for admission, regardless of the two languages of study they have chosen.

If not clearly indicated among the courses in their university career, the language level may be proven by

- an international language certification issued by certifying bodies referred to in Article 2 of Ministerial Decree of 7 March 2012 www.miur.gov.it/enti-certificatori-lingue-straniere

or

- a declaration issued by the home University. In this case, it is necessary, depending on the organisation of your university, to contact the University Language Centre, or a lecturer of English language, or the Director of the degree programme and obtain a signed declaration, written on headed letter, confirming the level of language competence achieved, **to be attached to the application.**

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

Applicants not eligible for the ENTRANCE TEST:

- Graduates and undergraduates coming from degree classes other than the ones listed above.
- Applicants not holding the CFUs indicated (or not related to the CFUs indicated) by the date on which the application is submitted.
- Applicants not providing documentation of at least a B2 level of English by the date on which the application is submitted, if the level is not indicated in their university career.

Requirements for applicants with a foreign degree qualification:

1. **to hold a Bachelor's Degree** deemed suitable, or **obtain it by and no later than 20 December 2024**
2. by the date of submission of the application, to have passed examinations in their past university career that are attributable to the following disciplinary areas: Modern language studies, Economics and marketing, Communication studies, International relations and political studies, Business administration, Tourism management
3. to have a B2 level of English proven by an international language certification or a certificate issued by the home University (Language Centre or a lecturer of English language or the Director of the degree programme), unless the level is indicated in their university career, regardless of the two languages chosen.

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

3. Submitting the Application

The procedure for submitting the application for admission depends on whether the qualification declared has been obtained in Italy or abroad.

3.1 Applicants with an Italian degree qualification

WILL NEED:

- documents relating to their UNIVERSITY CAREER, indicating all examinations passed, the scientific disciplinary sectors (corresponding to Italian SSDs), the marks obtained and dates in which they were taken because they have to be listed in the application for admission if they are not part of UNIMORE programmes;
- a self-certification, which is made available by many universities on their website (if it is different from the UNIMORE form) reporting all required information;
- Their CURRICULUM VITAE prepared according to the EUROPEAN MODEL downloadable from <https://www.funzionepubblica.gov.it/articolo/dipartimento/12-12-2016/curriculum-vitae-formato-europeo>
- LANGUAGE CERTIFICATION of at least a B2 level of ENGLISH language or a statement from the University of origin confirming this level, (issued by the University Language Centre, or by a lecturer of English language, or by the Director of the degree programme) to be attached to the application for admission only if the level of language skills required is not indicated among the teachings of the university career.

The attached documentation must be **in pdf format** and the file name must NOT contain any special characters (such as ' & % \$ " symbols)

The online application must be submitted by 31 October 2024

As reported in the Guide available on <https://www.unimore.it/servizistudenti/vediguida.html?gd=37>, the application (with an Italian degree qualification) is **made up of 2 parts**. The application is correctly submitted and visible to the Examination Board only if both parts are completed and closed.

FIRST PART

1. Access to 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 credentials by accessing to 'Register with SPID'. Those who are minors or 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). The credentials obtained must be kept in order to take the admission test and access to other services (e.g. using Wi-Fi or the UNIMORE App). If you already have UNIMORE credentials, please log in directly.
2. after logging into the reserved area, select "**Ammissione**" (Admission) from the menu
3. in addition to the degree class, also indicate the mark and date when the university degree was obtained, or the presumed university degree, if it has not yet been obtained;
4. select the LACOM call for applications and indicate **two foreign languages** choosing between English, French, German, and Spanish, which will be the languages of the ENTRANCE TEST and those studied during the degree programme
5. answer "Yes" to the option "*Conferma esplicita di validità della domanda*" (Do you want to submit your application now?) and on the next screen select "*Salva i dati*" to save your data.

Now it is possible to access to the SECOND PART

1. Select "*Completamento domanda*" (complete the application) to connect to the link <https://siaweb.unimore.it/private/valutazionilm/default.aspx?aa=2024&TestId=64> (the link opens a page that prompts the user to re-enter username and password);
2. attach your **CURRICULUM VITAE IN EUROPEAN FORMAT** – compulsory for all applicants, including UNIMORE graduates and undergraduates

3. attach the **ENGLISH LANGUAGE CERTIFICATION of at least B2 level** or, alternatively, a certificate issued by the home University and stating the required level of knowledge (Language Centre or a lecturer of English language, or the Director of the degree programme). These documents are required **only if the English language skills are not reported in the list of examinations taken in the university career**;
4. additional **NOTES** may be included, to be submitted to the Evaluation Board
5. as for the **UNIVERSITY CAREER**, please note: the procedure differs depending on whether the DEGREE has been awarded (or will be awarded) from UNIMORE or from ANOTHER UNIVERSITY.
 - a) UNIMORE graduates and undergraduates who have properly completed the previous stages of the admission application will see their UNIMORE university career data AUTOMATICALLY RETRIEVED with the date and time of the submission of their LACOM application. They will have to check whether all the information retrieved from Esse3 is correct and report any mistakes to segrstud.studilinguistici.culturali@unimore.it
 - b) On the other hand, graduates and undergraduates of OTHER UNIVERSITIES must:
 - **ATTACH their self-certification of the examinations taken**, preferably downloaded online from the website of the home university, **in the “carriera” (career) section**, so that the Evaluation Board can verify the possession of the requirements.
 - **ENTER In the “carriera dello studente” (student career) section the details of the above examinations**, relating to their university career, and report any credits, SSDs and marks obtained. There is no need to attach the study programmes.

PLEASE NOTE

The Evaluation Board will not be able to count the exams in the calculation of credits required to meet the curricular requirements if an SSD is wrong or missing. As a consequence, this could jeopardise the eligibility and participation in the entrance test.

If the course/module does not have ANY REFERENCE SSD (e.g. an internship), type NN. Please use the indefinite sector code (NN) only where no specific SSD is actually assigned to the course/module.

6. **Finalise application** by selecting the appropriate button.

IN BRIEF - THE APPLICATION HAS BEEN PROPERLY SUBMITTED if:

FIRST PART

- you have answered “yes” to the option “*conferma esplicita di validità della domanda*” (Do you want to submit your application now?) and selected “*salva i dati*”

SECOND PART

- you have accessed to the “*completamento domanda*” section

(at the link <https://siaweb.unimore.it/private/valutazionilm/default.aspx?aa=2024&TestId=64>)

- you have attached your Curriculum Vitae (European format) in PDF format

- you have attached (if level B2 is not indicated in the career) the PDF format of English B2 certification or University statement

- (for graduates or undergraduates from other universities) if you have attached the self-certification of your career with the examinations taken in PDF format

- (for graduates or undergraduates from other universities) if you have entered all examinations taken with SDS, marks, and CFUs

- (for graduates or undergraduates from UNIMORE) if you have checked that the career retrieved automatically from Esse3 is correct

- if you have closed the application by selecting the “*Rendi definitiva la domanda*” (Finalise the application) button

PLEASE NOTE

-If when accessing to the application you can still see the buttons “*Esci senza rendere definitiva la domanda*” (Exit without finalising the

application) and “*Rendi definitiva la domanda*” (Finalise the application), it means that the application is not closed, so it cannot be assessed by the Board, but you can make changes, within the deadline
-If the application has been confirmed, you will see the message “*Domanda Definitiva*” (Final Application).

3.2 Applicants with a foreign degree qualification

EU and non-EU applicants residing in Italy and with a foreign qualification must submit their application **no later than 31 October 2024** and, specifically, they must:

1. Access to 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 credentials by accessing to 'Register with SPID'. Those who are minors or 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). The credentials obtained must be kept in order to take the admission test and access to other services (e.g. using Wi-Fi or the UNIMORE App). If you already have UNIMORE credentials, please log in directly.
2. after logging into the reserved area, select “**Ammissione**” (Admission) from the menu
3. indicate if the degree qualification has been awarded or will be awarded
4. select the LACOM call for applications and indicate two foreign languages choosing between English, French, German, and Spanish, which will be the languages of the ENTRANCE TEST and those studied during the degree programme
5. attach a **certificate of the degree obtained, or the study programme for undergraduates**, including a list of all the exams taken and the marks obtained.
6. attach a **copy of an English language certification of at least B2 level, in the English language** or, alternatively, a **certificate** issued by the home University (Language Centre or a lecturer of English language or the Director of the degree programme), in which the required level of knowledge is stated (**only if B2 level in the English language is not indicated in your university career**).
7. attach a **copy of the residence permit** (only for non-EU applicants residing in Italy)
8. after entering the annexes required, answer "Yes" to the option “**Conferma esplicita di validità della domanda**” (**Do you want to submit your application now?**) and on the next screen select “*Salva i dati*” to save your data.

PLEASE NOTE

If the applicant with a foreign qualification does not confirm the application by clicking on the field “*Conferma esplicita di validità della domanda*” and “*Salva i dati*”, the application **cannot be assessed**.

4. Amending or reopening the application

Should the applicant need to reopen the application and correct the data or add extra documents before the deadline of **31 October 2024**, he/she may send a request.

PLEASE NOTE

Requests sent a few days before the deadline for submitting an application may not be considered by the appropriate offices in time to allow the applicant to make the necessary changes and properly close the application again by **31 October 2024**.

The reopening of the application is not guaranteed if the request is sent a few days before the deadline.

Applicants with an Italian degree qualification

In order to reopen the application, applicants with an Italian degree qualification must send a request via email to webhelp@unimore.it

Applicants with a foreign degree qualification

In order to reopen the application, applicants with a foreign degree qualification must send an email requesting it to the Registrar's Office – email: segrstud.studilinguistici.culturali@unimore.it or, alternatively, they may contact the Registrar's Office desk in via Università n.4, Modena.

5. Results of the requirement assessment – Assignment of admitted applicants to groups for the entrance test

5.1 Results of the requirement assessment

The Evaluation Board checks whether the applicants who have submitted and finalised the application hold the necessary requirements and, **by 5 November 2024**, decides whether they are eligible to take the ENTRANCE TEST.

The assessment results will be made available to applicants by posting a notice on the website at the link www.unimore.it/bandi/StuLau-Avvisi.html

The above-mentioned website will show one of the following results:

- IDONEO (PASS): the applicant has the necessary requirements and is admitted to the test (code 2)
- NON IDONEO (FAIL): the applicant cannot take the test because s/he did not satisfy the requirements (code 1)

The status of the application may also **NOT ALLOW** the applicant to take the entrance test for one of the following reasons:

DOMANDA NON DEFINITIVA (APPLICATION NOT FINAL): the applicant did not explicitly confirm and save the data in the first part of the application. Therefore, the Evaluation Board could not view the application submitted.

DOMANDA NON VALUTABILE (APPLICATION THAT CANNOT BE VALUED): the applicant did not finalise the application in the second part. Therefore, the application was still pending and the Evaluation Board could not view the application submitted.

5.2 Assigned groups to applicants admitted to the entrance test

By **8 November 2024**, the following information will be made available on the website www.unimore.it/bandi/StuLau-Avvisi.html: the room of the test, the actual layout of the applicants in the classroom, the time when applicants must arrive for identification procedures.

No personal communication will be made.

The assigned group may not be changed **IN ANY WAY**.

6. Support for applicants with disabilities or SLDs

6.1 Applicants with disabilities

Pursuant to law no. 17/99 that amended and supplemented Law no. 104 of 5 February 1992, applicants holding a disability certificate and/or certification as provided for by Law no. 104/92 and wanting to request aids and/or compensatory and dispensatory measures for taking the entrance test must upload suitable medical certificate and a relevant request on the website www.esse3.unimore.it when submitting their APPLICATION.

6.2 Applicants with Specific Learning Disorders

Pursuant to Law no. 170 of 8 October 2010, applicants suffering from Specific Learning Disorders (SLD), proven by proper certification issued in the last 3 years by institutions of the National Health Care System or specialists and facilities accredited by it and wanting to apply for aids and/or compensatory and dispensatory measures to do the test, are given compensatory and dispensatory measures (Art. 11 M.D. no. 85 of 5 February 2014) upon request.

To that purpose, the relevant request and suitable certification must be uploaded on the website www.esse3.unimore.it when submitting the APPLICATION.

Depending on the disability, the following documents shall be provided:

- Diagnosis of SLD
- Statement of legal disability
- Certification under Law 104
- Application form for compensatory and dispensatory measures available on <http://www.asd.unimore.it/site/home/articolo760030992.html>

The documents attached in Esse3 must also be handed over or digitally sent to:

UNIMORE Welcome Office for Disabled and SLD Students

Via Vignolese 671 - 41125 MODENA

-website www.asd.unimore.it

-tel. 059 2058311

-email disabilita@unimore.it

-opening hours <https://www.unimore.it/servizistudenti/ufficiostud.html?ID=ASDM>

Based on the documents received, the Rector's Delegates for Disability and Specific Learning Disorders, together with the Selection Board, will define the compensatory measures and the additional time agreed for taking the tests.

Disabled applicants wanting to apply for the exemption or the reduction of university fees must submit an online request through the website www.er-go.it.

7. Mock test

From 18th October to 9th November 2024, applicants may take a **mock test** available for each of the four languages (French, English, Spanish, and German). Before taking the mock test, applicants must:

- 1) submit the LACOM application for admission, in the Esse3 website
- 2) go to the website <https://concorsi.unimore.it/course/view.php?id=4376>
- 3) enter **Unimore credentials**, issued by Esse3 during registration.

Applicants who have lost their credentials may follow the steps described at the link https://iam.unimore.it/cambia_password/login.php If this function does not work, please send an email to webhelp@unimore.it.

Taking mock test is not binding at all for the LACOM ranking list.

8. Entrance test

Applicants with an Italian degree qualification and those with a foreign degree qualification who have satisfied the requirements have to take the **ENTRANCE TEST** in the two foreign languages indicated in the application for admission (chosen between English, French, German, and Spanish).

A **€55.00 fee** must be paid before taking the test. The payment slip is generated at the end of the application and can be downloaded from www.esse3.unimore.it by logging in and entering UNIMORE credentials, then going to the “Tasse” (Fees) section

Depending on the group assigned to the applicant, the test takes place on **11 November 2024**.

Check the notice posted on www.unimore.it/bandi/StuLau-Avvisi.html by 8th November 2024 to see the venue of the test and the time when applicants must arrive for identification procedures.

The assigned group may not be changed IN ANY WAY.

ALL APPLICANTS TAKING the ENTRANCE TEST are required to pay a €55.00 fee by the day of the entrance test, or in any case before taking the test.

Late or non-payment of the above-mentioned non-refundable fee, will result in the exclusion from the entrance test and the ranking. Payment methods are indicated on <https://www.unimore.it/ammissione/pagamenti.html>

Applicants must arrive in the classroom at the exact time indicated in the notice published at the link provided above, for identification purposes, with the following documents:

- a valid ID
- **UNIMORE credentials released by the Esse3, necessary to take the test.** These credentials are issued automatically if registration at www.esse3.unimore.it is successful. Applicants who have lost them may follow the steps described at the link https://iam.unimore.it/cambia_password/login.php If this function does not work, please send an email well in advance to webhelp@unimore.it.
- receipt of payment of the €55.00 fee, if payment is not recorded in esse3

Possession of the above-mentioned documents is checked by the Evaluation Board before the test starts. Applicants failing to provide the documents listed above cannot take the test.

Applicants are responsible for checking the news published on the University website. Any amendment to the dates, venues or procedures concerning this Call for applications will be published exclusively on the webpage www.unimore.it/bandi/StuLau-Lau2.html

The entrance test is carried out electronically: The test lasts 2 hours and 30 minutes in total. The maximum time for the completion of each test in the two chosen foreign languages (between English, French, German, and Spanish) is 75 minutes. Once the test in a language has been completed, a test follows in the second language chosen.

During the test, applicants are not allowed to communicate with each other verbally or in writing, or to get in touch with others, except with the supervisors or with the members of the Evaluation Board. Applicants are not allowed to keep bags or rucksacks, books or notes, paper, mobile phones, calculators and other digital devices

with them; applicants must deposit them off before the test starts. Any applicants found with the above-mentioned objects will be excluded from the test.

The test consists of 60 multiple-choice questions for each of the languages selected. It is divided into 3 parts:

- 1) lexical and grammar exercises (20 points)
- 2) reading comprehension exercises (10 points)
- 3) cloze-type exercises (30 points)

TOTAL 60 points

The score is assigned as follows:

- 1 point for each correct answer
- 0 points for each answer not provided
- a penalty of 0.25 points for each wrong answer

The Board members are: Professor Giuliana Diani (giuliana.diani@unimore.it) for English; Professor Chiara Preite (chiara.preite@unimore.it) for French; Professor Ulrike Kaunzner (ulrike.kaunzner@unimore.it) for German, and Professor Gloria Julieta Zarco (gloriajulieta.zarco@unimore.it) for Spanish.

9. Rankings

The ranking of the admitted applicants will be posted on the Website www.unimore.it/bandi/StuLau-grad2.html by **15 November 2024**. It may also be viewed in the reserved area by accessing with UNIMORE login and password generated by the Esse3 information system.

The ranking is drawn up according to the score obtained in each language test. The final score of the entrance test is the sum of the scores obtained in each language test and is expressed in a 120-point scale.

THE MINIMUM SCORE to pass each test is 24/60.

The maximum score of EACH test is 60/60.

To be eligible and therefore placed in the ranking of merit, applicants must pass BOTH tests with a minimum score of 24/60, otherwise they are not eligible and are not included in the ranking.

In case of a tie, priority will be given to applicants who, respectively:

- have obtained a higher score in the cloze-type exercises (taking into account the sum of the cloze-type exercise results in both languages)
- have obtained a higher score in the lexical and grammar exercises (taking into account the sum of the lexical and grammar exercise results in both languages)
- have obtained a higher score in the reading comprehension exercises (taking into account the sum of the reading comprehension exercise results in both languages)
- are younger.

10. Enrolment

The enrolment procedure depends on the degree qualification of the applicant. Please also note that, as a preliminary condition, all applicants must obtain their degree qualification **by and no later than 20 December 2024**, under penalty of exclusion from the ranking or forfeiture of the enrolment.

10.1 Applicants with an Italian degree qualification

Admitted applicants must enrol between **by 20 December 2024** by following an online procedure.

Eligible applicants who do not complete their enrolment **by 20 December 2024** in accordance with the procedure described below will be deemed to have withdrawn and finally lose their place in the ranking.

Go to www.esse3.unimore.it, log in and select “Area Registrato/Studente” (Registered user/Student Area) from the *Menu* tab, then go to “*Immatricolazioni*” (Enrolments), and follow the instructions described in the “Guide to the online enrolment” available on the website www.unimore.it/servizistudenti/guideesse3.html

1. Before starting the procedure, applicants should **make sure they have the following documents available IN AN ELECTRONIC FORMAT**:
 - passport photo
 - double-sided copy of a valid ID
 - *copy of the residence permit or receipt of the renewal request (for non-EU applicants residing in Italy)*
 - any forms duly filled in such as: “**Riconoscimento Attività Didattiche**” (Recognition of academic activities) form, to request the recognition of any academic activities carried out (e.g. university degree, university career not yet completed, single courses, etc.) or the “**Trasferimento in ingresso**” (Incoming transfer) form if you are moving from a different university. They are both downloadable from the link www.unimore.it/servizistudenti/modulistica.html Please note that a fee shall be paid for the validation of the academic activities.
2. **Fill in the online enrolment application.** Go to your personal Esse3 website page and confirm the data previously entered for submitting the application for admission. Go to www.esse3.unimore.it, log in and select *Area Registrato/Studente* (Registered user/Student Area) from the *Menu* tab, then go to “*Immatricolazioni*” (Enrolments).
3. **Update the Esse3 page about the obtainment of the degree qualification**, if it had not yet been obtained when submitting the application for admission. Enter the mark and the awarding date. The degree qualification must be obtained **by and no later than 20 December 2024**. Obtaining the degree qualification and updating Esse3 accordingly by that date is a preliminary requirement for enrolment, under penalty of exclusion. From the website www.esse3.unimore.it, log in and access to the personal page in Esse3. In the menu, expand section “*Area Registrato*” (Registered user area) (if they have never been a UNIMORE student before) or “*Area Studente*” (Student Area) (if they have already been enrolled in UNIMORE), then select “*Titoli di Studio*” (Degree Qualifications). Then go to “*Modifica*” (Change) and enter the data when the required degree qualification was awarded.
4. **Attach the requested documents**: passport photo, double-sided copy of the ID, residence permit (for non-EU students living in Italy), “*Riconoscimento Attività Didattiche*” (Recognition of academic activities) form - if any - (when applying for the validation of academic activities already completed or the form “*Trasferimento in ingresso*” (Incoming transfer) if moving from a different university). Certificates issued by the Public Administration are not valid because, as pursuant to Art. 15 of law 183/2011, they cannot be submitted to Public Administrations.
5. **Confirm the two languages that will be studied** and have been indicated in the application.
6. **Fill in the section “Additional declaration”** (only if interested) related to:
DOUBLE ENROLMENT
As regulated by Law no. 33 of 12 April 2022 and Ministerial Decree 930 of 29 July 2022, enrolment at 2 Academic Institutions is allowed. Candidates intending to simultaneously attend and graduate in 2 degree

programmes, already enrolled at UNIMORE or at another institution (University/AFAM institution), must indicate the institution, name and class of the degree programme of their first enrolment and also attach the study plan of the first enrolment programme, complete with credits (cfu) and Scientific Disciplinary Sectors (SSD), in order to allow UNIMORE to verify whether the legal requirements are met and thus confirm enrolment in LACOM (second enrolment). The curricular plan may possibly be sent to the student secretariat at segrstud.studilinguistici.culturali@unimore.it or handed in at the counter. The Department Council has to decide on the differentiation of the two degree programmes by at least 2/3, as provided for by the regulations.

7. **Pay the first instalment of tuition fees, only via the Pago PA system, by and no later than 20 December 2024. Failure to do so will lead to the exclusion of the applicant from the ranking.** After filling in the enrolment application, the amount due may be paid on the reserved area in Esse3. Login to www.esse3.unimore.it. Select *Area Registrato/Studente* (Registered user/Student Area) from the *Menu* tab, then go to the **Tasse** (*Fees*) section. Payment methods are indicated on www.unimore.it/ammissione/pagamenti.html.

IMPORTANT

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.

PagoPA is not a UNIMORE payment circuit.

UNIMORE is not liable for payments due to a PagoPa system or a general platform failure. Please note that in addition to online payments, PagoPa payment notices may be printed (from the personal page in Esse3, Tax section) and taken to a bank, ATMs, and Sisal, Lottomatica and ITB points of sale.

8. **Check that the payment made is correctly recorded in Esse3.** Applicants must ensure that the payment made has been received by checking their personal page in esse3, "Taxes" section. If the payment has not been posted on the Esse3 website 2 WORKING DAYS AFTER the payment date, applicants should IMMEDIATELY submit the electronic payment receipt to the registrar's office by going to the office in via Università, 4 - Modena, or by sending a copy via email to segrstud.studilinguistici.culturali@unimore.it, attaching a valid ID. Applicants are also advised to check that their payment has been correctly made, by contacting the PSP (Payment Service Provider) taking charge of it.
9. **Check for any e-mails sent by the enrolment staff requesting to complete the enrolment.** Filling in the enrolment application and paying the first fee instalment only lead to a *conditional enrolment* that will become final only after it has been checked successfully by the offices in charge. If the documents enclosed by the applicant are incomplete (e.g. the back of the ID is missing) or unsuitable (e.g. the passport photo is blurred), the applicant will be immediately informed by an email sent to the address entered in Esse3. The enrolment is final after 15 days since the payment date if no email is received requesting for the enrolment to be completed.

10.2 EU and non-EU applicants residing in Italy, with a foreign degree qualification

Applicants with a university degree qualification obtained abroad may enrol in person at the Registrar's Office in via Università 4 - Modena, **by 20 December 2024**.

The following documents are required:

1. Original (or certified copy) of the **Bachelor degree diploma**, translated and legalised by the Italian Embassy/Consulate translated and legalised by the Italian Embassy/Consulate in the country in which the qualification was obtained, that is, in the country in whose jurisdiction the school awarding the qualification belongs
 2. **Declaration of value** of the university degree, issued by the Italian Embassy/Consulate released by the Italian Embassy/Consulate in the country in which the qualification was obtained, that is, in the country in whose jurisdiction the school awarding the qualification belongs
or, alternatively
declaration issued by ENIC-NARIC centres certifying the level and years of schooling of the degree programme
or, alternatively
documents issued by CIMEA - <https://www.cimea.it/> - concerning the degree obtained in particular:
 - a) STATEMENT OF CORRESPONDENCE downloaded directly by the candidate on the "Ardi" platform at <https://ardi.cimea.it/it> (for Lisbon Convention countries) or, if the country in which the degree was obtained is not among those listed on the "Ardi" platform, CERTIFICATE OF COMPARABILITY to be requested from CIMEA by registering on the site <https://cimea.diplo-me.eu> .
Attention: CIMEA does not issue the Certificate of Comparability if the Certificate of Correspondence is available.
 - b) CERTIFICATE OF VERIFICATION to be requested from CIMEA by registering on the <https://cimea.diplo-me.eu> website.
- More information available at <https://www.cimea.it/pagina-attestat-di-comparabilita-e-verifica-dei-titoli>
3. **Degree certification** with the subjects taken in the degree programme (transcript of records) or Diploma Supplement (where adopted)
 4. **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)
 5. **Passport**
 6. **Passport size photo**

After verifying the correctness and completeness of the documents submitted by the student, the Registrar's Office automatically posts the enrolment fees in the Reserved Area of Esse3 under the Tax section. **The fees must be paid through the Pago PA system.** As soon as the payment of the first instalment has been received, the Registrar's Office will confirm that the enrolment is final. Payment methods are indicated on www.unimore.it/ammissione/pagamenti.html

IMPORTANT

Please note that the PAYMENT DATE indicated on the ELECTRONIC PAYMENT RECEIPT applies. **Payment receipts reporting a date later than the deadline 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.

PagoPA is not a UNIMORE payment circuit.

UNIMORE is not liable for payments due to a PagoPa system or a general platform failure. Please note that in addition to online payments, PagoPa payment notices may be printed (from the personal page in Esse3, Tax section) and taken to a bank, ATMs, and Sisal, Lottomatica and ITB points of sale.

Eligible applicants with a degree qualification obtained abroad and not completing the above-mentioned enrolment procedure by **20 December 2024** will be deemed to have withdrawn and finally lose their place in the ranking.

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

A) Applicants with status "admitted" in the ranking and MOVING BETWEEN TWO UNIMORE PROGRAMMES as they are enrolled in other UNIMORE degree programmes do not need to enrol; but, **by 20 December 2024** they 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. Payment methods are indicated on <https://www.unimore.it/ammissione/pagamenti.html>
2. **deliver or send by email to the Registrar's Office of the university of ORIGIN** the *Passaggio di corso* (Degree Programme Transfer) form downloading it from www.unimore.it/servizistudenti/modulistica.html, complete with a €16.00 revenue stamp, to be purchased at the tobacconist's (it cannot be charged online)
3. **send** the form "*Dichiarazione di avvenuta consegna della domanda di passaggio di corso*" (Delivery statement of the programme transfer) downloadable from www.unimore.it/servizistudenti/modulistica.html **to the Registrar's Office of the Dept. of Studies on Language and Culture, via Università, 4 - Modena** at segrstud.studilinguistici.culturali@unimore.it together with a valid ID, for self-certification purposes.

B) Applicants with "*admitted*" status in the ranking who intend to TRANSFER from OTHER UNIVERSITIES must:

enrol in UNIMORE **by 20 December 2024** and in particular they must:

1. **file the transfer request at the Registrar's Office of the HOME university.** If the home registrar's office requires the transfer approval, applicants must make a self-certification stating that they have been admitted to the LACOM degree programme
2. **fulfil the transfer enrolment in UNIMORE by accessing www.esse3.unimore.it.** Log in by entering username and password:
 - go to 'Enrolment' and follow the instructions in section 10. 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 <http://www.unimore.it/servizistudenti/modulistica.html> and duly filling it out

Once all fields have been filled in, the system generates the slip for the first instalment of the tuition fees, which can be viewed on the personal Esse3 page under "Fees"

3. **pay the first instalment of UNIMORE tuition fees by 20 December 2024, under penalty of exclusion from the ranking.** Payment methods are indicated on www.unimore.it/ammissione/pagamentimav.html

C) Applicants with status "*admitted*" in the ranking who are enrolled in other Universities or other UNIMORE degree programmes and want to WITHDRAW FROM THEIR STUDIES must:

enrol **by 20 December 2024** and in particular they must:

1. **submit the relevant request for withdrawal to the Registrar's Office of the home university** or the university in which they are enrolled by delivering the "Withdrawal from studies" form, downloadable from <http://www.unimore.it/servizistudenti/modulistica.html>, complete with a €16.00 revenue stamp.
2. **enrol** following the procedures mentioned in section 10. ENROLMENT of this call for applications and choose "*Re-enrolment after withdrawal*" as enrolment type.

3. go to www.unimore.it/servizistudenti/modulistica.html, download the form “Riconoscimento attività didattiche” (Recognition of academic activities), fill it in and attach it to the application if they have taken examinations and want them to be validated.

D) Applicants with “*admitted*” status in the ranking, who are not enrolled in a degree programme but have a previous university career as, for example, they have GRADUATED or have attended SINGLE COURSES or have LOST THEIR STUDENT STATUS must:

1. **enrol by 20 December 2024** (following the procedure outlined in section 10). ENROLMENT of this call for applications, under penalty of exclusion from the ranking. Payment methods are indicated on <https://www.unimore.it/ammissione/pagamenti.html>
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 form is available on www.unimore.it/servizistudenti/.html. Alternatively, they may submit the above-mentioned documents to the Registrar's Office.

E) Applicants with “admitted” status in the ranking and requesting the recognition of academic activities carried out abroad,

by 20 December 2024 must:

deliver the documents reporting their university studies carried out and preferably with a short description of the examinations taken to the Registrar's Office in via Università 4, Modena. The documents should preferably be translated into Italian.

Please note that a €55.00 fee shall be paid when applying for the validation of the teaching activities. The payment may be made in Esse3 under the *Tax* section of the Registrar's Office and will be charged by the Registrar's Office ONLY AFTER the required paperwork has been received.

12. Costs and allowances

The amount of tuition fees is based on the ISEE 2024 (Indicator of the Equivalent Financial Situation) certifying the financial situation of the applicant's family. Up to the ISEE threshold of €24,500.00, a NO TAX AREA exemption applies. Above that threshold, tuition fees are calculated on a progressive basis.

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 will be published around the beginning of July 2024. Applicants are invited to check the various deadlines.

The payment of tuition fees is divided into three instalments; for further information and to check UNIMORE deadlines and any update on the academic year 2024-25, please visit the website <https://www.unimore.it/ammissione/tasse.html>

13. Person in charge of the procedure

Pursuant to Law no. 241/1990, the person in charge of the procedure is Ms. Elda Toschi, Manager of the Registrar's Office. The competent office is the Registrar's Office of the Department of Studies on Language and Culture: tel. 059/2056459 e-mail: elda.toschi@unimore.it

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.

14. Contacts

Registrar's Office at the address via Università 4, 41125 – Modena, for information and the enrolment of applicants with a foreign degree qualification
e-mail segrstud.studilinguistici.culturali@unimore.it
Tel. +39 059/2056408
For opening hours please go to www.unimore.it/servizistudenti/segreteriestudenti.html

For information about the Master's degree programme: Teaching Office of the Department of Studies of Language and Culture Largo S. Eufemia 19, Modena
e-mail segreteria.studilinguistici@unimore.it
Teaching coordinator: angela.piroddi@unimore.it
Department website www.dslc.unimore.it

International Welcome Desk for advice and assistance with paperwork for requesting residence permits, tax code, registration with the National Health Service (SSN), health insurance, opening of bank accounts and housing.

email: internationalwelcomedesk@unimore.it

Phone: 059 2058171

In Modena:

- Via S. Geminiano, 3

Monday - Wednesday - Friday - 9:30am to 3:00pm

In Reggio Emilia:

- Via Allegri, 15 (Students services department) on Wednesdays every two weeks and depending on the specific requirements.

Welcome Office for Disabled and SLD Students

e-mail disabilita@unimore.it

Tel. 059 2058311

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 online application for benefits e-mail servizi.studenti@unimore.it

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

Informa-studenti for information on study programmes, assessment and enrolment procedures

e-mail: informastudenti@unimore.it

In Modena:

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

- Via Campi 213/B ground floor tel. 059 205 8255

In Reggio Emilia:

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

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

Modena, 16 September 2024

The Rector
Carlo Adolfo Porro