



SOCIETY AND CULTURE

“Marco Biagi” Department of Economics
Call for Applications for the Master’s Degree Programme

INTERNATIONAL MANAGEMENT

Modena Campus - Class LM - 77

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

Academic Year 2023/2024

The course is entirely taught in English

DEADLINES

Online application: **by 4 April 2023**

Admitted applicant rankings: **by 4 May 2023**

Enrolment: **from 12 July to 20 December 2023**

Programme online presentation: 28 February 2023 at 3 pm CET, addressed to all international students

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. Purpose

This Call for Applications is addressed to **non-EU applicants 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 INTERNATIONAL MANAGEMENT for the Academic Year 2023-2024.

The places available are **100 in total**, of which 1 is reserved to the applicant who wins the UNICORE 5.0 University Corridors for Refugees 2023-2024 call for applications (subject to the programme being activated and Unimore participating), available on the website <https://www.unimore.it/mobilita/unicore.html>. The winner will be automatically admitted to the International Management programme.

APPLICATIONS must be submitted **by 4 April 2023** and applicants shall be subject to a verification of their personal training that will be carried out **based on their study qualification with a possible interview by remote**.

The contact person for the study programme is Prof. Elisa Martinelli elisa.martinelli@unimore.it

Italian and foreign applicants with an Italian study qualification, EU applicants (regardless of their residence), and foreign applicants who are legally residing in Italy and have a foreign study qualification eligible for the enrolment in International Management do not have to apply for admission and follow the instructions in this notice, although they do have to apply for evaluation and follow the procedure described in the call for applications specifically issued for them, which will be published approximately in March 2023 indicatively on the website <https://www.unimore.it/bandi/StuLau-Lau2V.html>.

2. Requirements

When submitting the application, international applicants **must possess**:

- a) a Bachelor's degree deemed suitable and **obtained before submitting the application for admission**
- b) language certification of at least level B2 of the Common European Framework of Reference, or alternatively, a declaration issued by the university to which the applicant belongs (Language Centre or Department) confirming the attainment of language proficiency level or the possession of a qualification awarded entirely in English,
- c) European Computer Driving Licence (ECDL - basic level), or alternatively, documentation attesting to computer skills, if not indicated in the degree programme
- d) basic knowledge in the following subjects: Business Administration, Marketing, Management, Economics, Statistics and Mathematics.
- e) a personal preparation and training and professional experience relating to this specific type of Master's degree.

3. Submitting an online application

From www.esse3.unimore.it proceed to "**Registration**" to obtain login credentials (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 Registered/Student Area, then select "**Admission**" from the menu tab 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. **certificate of the qualification obtained**: indicate the type of study qualification, when and where it was obtained (in which university), the list of examinations taken with the relevant scores. Students may attach a copy of the university diploma (if available) and all documents that may be useful to prove knowledge and skills in the following fields: Business Administration, Marketing, Management, Economics, Statistics and Mathematics.
2. **an exam content outline** for each exam taken in English
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. **an international language certificate** at least a level B2 (Common European Framework of Reference) language certificate, or **alternatively a declaration issued by the home university** (language centre or department) on University headed paper, written in English and reporting the level obtained. A candidate who has obtained an English-taught Bachelor's Degree can submit a certificate issued by his/her University, stating that English is the medium of instruction in that university/course/faculty. This certificate is accepted as the proof of proficiency in English.
5. **European Computer Driving Licence (ECDL-basic level)** or, alternatively, the documents certifying the applicant's IT skills, if not indicated in the study programme

6. **Personal paper** 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.).

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 the applicant need to reopen the application and correct the data or add extra documents before the deadline of **4 April 2023**, please send an e-mail to the Registrar's Office segrstud.economia@unimore.it

4. Admitted applicant rankings

The selection board, appointed by the Council of the "Marco Biagi" Department of Economics, examines the documentation attached to the application for the admission and draws up a ranking list based on merits (100 points maximum).

The ranking will be available on the website <https://www.unimore.it/bandi/StuLau-grad2.html> by **4 May 2023**.

It may be viewed only after logging in using the username and password received when submitting the online application.

The ranking criteria are as follows:

Study qualification and educational experience (more specifically basic knowledge of Business Administration, Marketing, Management, Economics, Statistics and Mathematics) and, in addition, IT skills and ECDL	0 – 35
	<i>Tot max 35</i>
Possession of international certification in the English language at level B2 (or a declaration from the university of origin proving the level that the qualification was obtained with a course taught entirely in English)	0 – 20
	<i>Tot max 20</i>
Personal paper written in English in which the applicant explains the reasons for applying <i>The following will be also assessed: clarity of expression, motivational drive, general/specific skills relating to the study programme, English speech skills, unique skills</i>	0 – 10
Reference letter <i>The general/specific features of the reference letters, as well as the credibility of the source and their writing date will be considered</i>	0 – 10
	<i>Tot max 10</i>
Relevance between the previous education and the objectives of the study programme, that may be assessed by means of an interview <i>The university education and any extra-university activity will also be taken into consideration (internships, summer schools, jobs) if they are relevant with the objectives and the characteristics</i>	0 – 35

<i>of the study programme</i>	
	<i>Tot max 35</i>
Final score	0-100

The top 99 applicants in the rankings who have obtained a score higher than or equal to 60/100 will be admitted.

The UNICORE 5.0 - University Corridors for Refugees 2023-2024 ranking list, if UNIMORE participates in the project, will be published on <https://www.unimore.it/bandi/StuLau-unicore.html>. The winning applicant will be ex officio admitted to International Management, for a total of **100 admitted applicants**.

Rankings will also be available on the website <https://wss.unimore.it/public/albo/?O=&T=&A=Studenti>

On the other hand, applicants obtaining a score lower than 60/100 (i.e. up to 59/100) will not be admitted as they are not deemed suitable for enrolment and therefore finally excluded.

In the event of a tied score, precedence shall be given to the applicant with a higher score in the first section "Study qualifications and curriculum vitae" and in suborder, to the youngest applicant.

The score will be assigned based on the documentation attached to the application for admission, and, if needed, applicants may be invited to take an **interview with the examining board to be held on Skype, Meet, or Zoom**.

The knowledge of the English language at least of level B2 is an essential requirement.

If not clearly indicated in the study programme, the knowledge of the English language may be proven by means of international language certificates or declarations issued by the home University (language centre or department) drawn on University headed paper, written in English and reporting the level obtained or indicating that English is the vehicular language of the degree programme (if it was delivered in English).

The examining board reserves the right to invite even English mother tongue students to take an interview.

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

5. Study programme online presentation

All international applicants who are interested in the master's degree programme in International Management are invited to attend the presentation of the degree programme that will be held on

28 February 2023 at 3pm CET

The event will take place on TEAMS at the following link:

https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2F%2Fmeetup-join%2F19%3AK-tiM8tnLL5UQndZv_bDG9eQ2WSWI_J_xR4y8J5reiY1%40thread.tacv2%2F1674642677472%3Fcontext%3D%257b%2522Tid%2522%253a%2522e787b025-3fc6-4802-874a-9c988768f892%2522%252c%2522Oid%2522%253a%2522d040d63a-33a7-4cb2-98a7-13741478d01a%2522%257d%26anon%3Dtrue&type=meetup-join&deeplinkId=424897a6-3d1a-4490-a3e0-684a0c5c6a7a&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true

or

[Click here to join the meeting](#)

Attendees must book their seat by sending an e-mail to lara.liverani@unimore.it

6. Application on university website for the purpose of obtaining the study visa

As indicated in the Italian ministerial circular for access to study programmes, which is published every year on the website www.studiare-in-italia.it/studentistranieri/, Non-EU applicants residing abroad and requesting a visa must pre-enrol on the UNIVERSITY website by clicking on the link <https://www.universitaly.it/index.php/registration/firststep>.

The pre-enrolment application is automatically sent to UNIMORE for validation. UNIMORE will inform the Italian Consular Authority of the admission to the study programme.

Applicants shall upload the following documents on the University website:

- their passport

Any further documents may also be attached, including:

- **declaration of value**, issued by the Italian Embassy/Consulate in the country to which the school issuing the qualification belongs
or, alternatively
- **statements issued by ENIC-NARIC centres** such as the *certificate of comparability and the certificate of verification* issued by the *Centro di informazione sulla mobilità e le Equivalenze accademiche* (CIMEA) - website www.cimea.it/it/index.aspx For further information, visit the website www.cimea.it/it/servizi/attestati-di-comparabilita-e-certificazione-dei-titoli/attestati-di-comparabilita-e-di-verifica-dei-titoli-diplome.aspx

Please contact the reference diplomatic and consular representations as soon as possible to check the requirements and the documents needed for the visa to be issued.

7. Enrolment

Enrolment in the master's degree programme in International Management is allowed to the students "admitted" in the rankings who:

- have completed the application on the university website
- obtain the entry visa in Italy for study reasons on time for the enrolment.

Enrolment: **from 12 July to 20 December 2023.**

The office responsible for enrolments is the Registrar's Office of the Marco Biagi Department of Economics located in via University n.4, Modena. Email: segrstud.economia@unimore.it

Opening times are available at the link <https://international.unimore.it/regoffices.html>

The following documents must be submitted for enrolment:

1. Bachelor degree diploma, translated and legalised by the Italian Embassy/Consulate
2. Declaration of value of the university degree, issued by the Italian Embassy/Consulate in the country to which the school issuing the qualification belongs
or alternatively

a declaration issued by ENIC-NARIC centres such as the *Comparability Certificate* and the *Verification certificate* issued by the *Centro di informazione sulla mobilità e le Equivalenze accademiche* (CIMEA) website www.cimea.it/it/index.aspx

3. Degree certification, issued by the University awarding the degree
4. Receipt issued by the post office in Italy, certifying the filing of the application for a residence permit
5. Passport
6. Passport photo

After verifying the correctness and completeness of the documents submitted by the student, the Registrar's Office issues the slips for the tuition fee for a.y. 2023-2024 and confirms the enrolment once the first instalment has been paid.

Means of payment 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 20 December 2023 on the receipt will not be deemed valid for enrolment purposes.

PLEASE NOTE According to AgID (Agency for Digital Italy), the payment may be made by the payment service provider on the day following the payer's request. This would preclude the enrolment.

8. International student services

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

- residence permit request
- application for a tax code
- opening a bank account
- health insurance
- transport facilities
- access to the accommodation searching and housing services
- certificate of suitability of accommodation for the Embassy/Consulate

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 Telephone: 059 2058171

9. Tuition fees and benefits

In order to obtain a tax exemption or to request additional other benefits (study grant, accommodation in university residences, food services and other benefits), international students residing abroad and requesting a visa need to submit an online application by the end of August 2023. Online applications need to be submitted on the website www.er-go.it before enrolment.

Students need to have the documents translated and legally certified, stating their financial situation at the link <https://www.er-go.it/index.php?id=6620>. For further information, please refer to <https://www.er-go.it/uploads/media/F.A.Q. parte generale REV EN 03.pdf> and <https://www.international.unimore.it/fees.html>

The Call for Benefit Applications will be published approximately at the beginning of **July 2023**. Students are invited to check the deadlines. For further information and to check any update on the academic year 2023-2024, please visit the website www.unimore.it/ammissione/tasse.html and <https://international.unimore.it/fees.html>.

Students failing to submit the online application will pay the tuition fees in full, for the amount of EUR 2.200,00 approximately, divided into 4 instalments.

The information provided above is up-to-date as of today's date; it may be subject to update/change/integration based on the Decisions of the University bodies made after this call is published. Any update/change/integration will be published and disclosed on the website www.unimore.it

10. Person in charge of the procedure

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: 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

11. Reference offices

Registrar's Office, via Università 4, 41125 – Modena, for study programme enrolments

e-mail segrstud.economia@unimore.it

Tel. 059/2056404

For opening hours please refer to <https://international.unimore.it/regoffices.html>

Department Educational Office via Berengario, 51, Modena, for info on teaching activities

Opening hours: Tuesdays and Thursdays 9:30am to 12:30pm

e-mail info.economia@unimore.it

Department website www.economia.unimore.it

Informastudenti for information on study programmes, assessment and enrolment procedures

email: 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 52 355

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

Welcome Office for Disabled and Dyslexic Students

e-mail disabilita@unimore.it

Tel. 059 2058311

For IT issues on the application or to recovery 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

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

Modena, 26 January 2023

The Rector
Prof. Carlo Adolfo Porro