

SOCIAL SCIENCES AND HUMANITIES

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

INTERNATIONAL MANAGEMENT

Location Modena – Classe LM-77

For international students, residing abroad, applying for visas

Academic Year 2017/2018

The Master's Degree Programme is taught entirely in English

DEADLINES
Online Submission of Applications for Assessment: 30 June 2017
Publication of Assessment Results: 14 July 2017
Second Interview with the Applicant (only if required after the assessment): 31 August 2017
Enrolment: from 17 July to 21 December 2017

Any amendment to the deadlines or procedures concerning this Call will be published **EXCLUSIVELY** on the webpage <http://www.international.unimore.it/bandilan.html>.

1. Introduction

This Call for Applications is addressed to a maximum of 50 **international candidates, not residing in Italy, applying for a Visa at Italian Consulates and in possession of a foreign diploma awarded in a foreign country**, intending to enrol on the Master's Degree Programme in INTERNATIONAL MANAGEMENT for the Academic Year 2017/2018.

Applicants need to meet the following requirements in order to be admitted to and enrolled on the INTERNATIONAL MANAGEMENT Programme:

1. to be in possession of a Bachelor's Degree that is assessed as eligible
2. to demonstrate adequate personal competencies and skills assessed as per the provisions mentioned in Section 3 "Assessment of Personal Competencies and Skills".

All candidates are required to submit their APPLICATION FOR ASSESSMENT **no later than 30 June 2017 (CET -Central European Time)**. Assessment of personal competencies and skills will be based on **qualifications and, at the discretion of the examining board, an interview**. Applications can be submitted by students who have not yet obtained their Bachelor's degree, but the Bachelor's Degree is mandatory for enrolment.

The Coordinator of the Programme is Prof. Tiziano Bursi tiziano.bursi@unimore.it

Italian and foreign applicants with an Italian qualification as well as EU-citizens (wherever residing) and non-EU citizens regularly residing in Italy in possession of a foreign diploma awarded in another country need to refer to the requirements specified in the Call for Applications (*Bando di ammissione al corso di laurea magistrale*) in order to enrol on the International Management Master's Degree Programme.

2. Requirements

Applicants must meet the following requirements:

- a) to have earned, in due time so that the student can be properly enrolled, a Bachelor's Degree that has been assessed as eligible
- b) proficiency in written and spoken English, at least level B2 of the Common European Framework of Reference for Languages
- c) computer skills certified by an ECDL or other equivalent computer literacy certification (in cases in which these skills are not already recorded in the student's academic transcript)
- d) adequate knowledge of the following subjects: Business Economics, Marketing, International Marketing, Economics, Statistics, Mathematics, Foundations of Commercial/Private Law.
- e) personal competencies as well as academic and professional background meeting the admission requirements.

3. Assessment of Personal Competencies and Skills

Personal competencies and skills are assessed on the basis of the documentation annexed to the application and, when required, by an interview in English (where appropriate, via Skype).

Admission to the programme is subject to the possession of an **English language certification** of at least **level B2**. Language proficiency must be demonstrated by an international certification in line with the Common European Framework of Reference for Languages. Alternatively, **statements issued by the applicant's home University** (Language Centre, Department, etc.) certifying that the above-specified levels have been achieved can be accepted. These statements must be on official headed notepaper and in English.

Applicants can prepare for the interview by studying a number of academic texts that are currently available, including:

- David Boddy, Management: An Introduction, Pearson Education Limited; 6th Revised edition, (2014)
- Svend Hollensen, Global Marketing, Pearson, 2014. Part IV
- D.Pindyck & D.Rubinfeld, Microeconomics, 8th ed., Pearson-Prentice Hall
- Gregory J. Privitera (2015). Statistics for the Behavioral Sciences. Sage. Part 1, Part 2 and Part 3 (pages 1-351)

Applicants meeting all the requirements with the exception of level B2 of English language proficiency will not be called to interview, but need to obtain a certification confirming mentioned level released by a Certifying Body or by the University Language Centre (CLA) according to the modalities and deadlines posted on the webpage dedicated to the Degree Programme of the Department website.

4. How to Submit Your Application

Create your account at www.esse3.unimore.it (select the English version of the website) by clicking on the section called "**Registration**" to generate your username and password and to be able to access the Restricted Area. Please check that your email address has been correctly inserted for all communications.

Log in and then enter the Restricted Area clicking on the "**Application for Evaluation**" section of the menu and positively answer the question: "*Are you an International Student, with a foreign degree, residing abroad,*

applying for a visa through the Italian Consulate?”. Then fill in the application form enclosing the following documents:

1. **Qualification Certificate.** If you have not yet graduated you need to state the expected graduation date. You also need to list the exams passed, grades obtained and any exams you still have to take. It is recommended to annex the appropriate documentation in order to certify your knowledge and competencies concerning the following subjects: Business Economics, Marketing, International Marketing, International Economics, Statistics, and Foundations of Commercial Law.
2. **Exam content outline** of all the exams taken by the student, preferably in English
3. **Reference letter** (preferably produced by a university professor) that must be enclosed to the online application or sent by email by the Referee at info.economia@unimore.it
4. **International language certifications**, at least **B2** level of the Common European Framework of Reference for Languages, or alternatively a statement issued by your home University confirming you possess the required language skills.
5. **ECDL computer skills certification** or equivalent computer literacy certification (in cases in which these skills are not already recorded in the student's academic transcript)
6. **Personal statement** in English, explaining the reasons why you are choosing this Programme
7. **Curriculum Vitae** in English, using the Europass CV Template
8. **Any other qualifications** you wish to have assessed for the purposes of admission (e.g. internships, short vocational masters, specialisation courses, curriculum vitae).

At <http://www.unimore.it/servizistudenti/vediguide.html?gd=29> you can download the “**Guide to the online evaluation procedure** for admission to Master's Degree Programmes”.

IMPORTANT: the application will be deemed to have been submitted only once the applicant **has saved the data and explicitly confirmed the application** by clicking on the field “explicit confirmation of validity of the application”.

If you have to reopen the application to modify any data or add enclosed documents, send an e-mail to the Registrar's Office segrstud.economia@unimore.it by the deadline of **30 June 2017** and before the assessment takes place.

5. Assessment Results

The results of the assessment will be notified to the students at <http://www.unimore.it/bandi/StuLau-esiti.html> and by e-mail to the address indicated during registration.

Candidates' eligibility will be specified, in the form of an **Invitation Letter**, to the Italian Consulate in charge of releasing the Visa in order to facilitate the procedure

The above-mentioned page may show (**by 14 July 2017**) one of the following results:

- **IDONEO/PASS:** applicant's personal competencies and skills are appropriate. The student may proceed with the registration procedure if he/she has already been awarded the Bachelor's Degree.

- DEBITI RILEVATI/ADDITIONAL REQUIREMENTS: as applicant's personal competencies and skills have been assessed as not fully adequate:
 - a) the examining board will call the applicant to schedule **an interview** and will ask him/her to complete a personal study plan concerning specific texts. **Before 31 August 2017**, applicants will be required to attend **a second interview** that has to be passed for the purposes of enrolment on the Programme
OR
 - b) applicant's personal competencies and skills have been assessed as adequate, but the B2 level language knowledge certification (or statement issued by the home University) is missing. This documentation has to be submitted in due time so that the student can be properly enrolled.
- NON IDONEO/FAIL: the applicant does not meet the requirements and the examining board indicates the reasons why it considers the student's personal competencies and skills to be insufficient. In this case the applicant will not be allowed to enrol.
- INCOMPLETE APPLICATION: if the board verifies that it is not possible to proceed with assessment as some mandatory documentation is missing, the application will be automatically reopened with the status "Application not final". The applicant must annex the missing documentation and close and confirm the application to allow assessment.
- APPLICATION NOT FINAL: the student has not confirmed the application by clicking on the field "explicit confirmation of the validity of the application" and it is therefore impossible to proceed with assessment.

6. Enrolment

In order to enrol on the International Management Programme, applicants must:

- have duly submitted their application to the Italian diplomatic or consular offices in their home country concerning pre-registration to the international Management Programme

AND, moreover

- have their application approved and sent to the Registrar's Office by the Italian diplomatic or consular offices in their home country, consequently receiving a Student Visa in due time so that the student can be properly enrolled.

Procedures and deadlines concerning the pre-registration of candidates applying for Visas are to be found at <http://www.studiare-in-italia.it/studentistranieri>. Applicants are advised to check the website for updates on the academic year 2017/18.

In order to complete the enrolment procedure students need to go in person to the **Registrar's Office** of the Marco Biagi Department of Economics, via Università 4, Modena, **from 17 July 2017 to 21 December 2017**. The office opening hours are published at the following link: <http://www.unimore.it/servizistudenti/segreteriestudenti.html>

The following documentation has to be presented:

- Bachelor's Degree diploma, translated and legalised by the Italian Embassy/Consulate
- Declaration of value of your Bachelor's degree issued by the Italian Embassy/Consulate

- Degree Certificate/Transcript, issued by the University where you graduated (in English, French, Spanish, German or Chinese)
- Copy of the receipt issued by the post office confirming that your residence permit application has been submitted
- Passport
- One passport-size photo

The Registrar's Office verifies the correctness and completeness of the documentation submitted by the student, issues the fee payment slips and finalises the registration only once the first instalment has been paid.

Payments made **after 21 December 2017** will **not be considered valid** for the purposes of enrolment.

For the University, THE DATE OF PAYMENT CERTIFIED BY THE BANK at which the payment was made constitutes proof of payment. Please carefully verify the conditions and timing of your bank's home banking services, as your payment request may be accepted by the bank but only processed on the following working day, possibly affecting your enrolment.

7. Services for International Students

The International Welcome Desk (IWD) offers a wide variety of services to international students enrolling at the University of Modena and Reggio Emilia. The IWD provides assistance concerning:

- Immigration and Visa procedures
- Permit to stay
- Tax identification number
- Bank account opening
- Purchase of health insurance
- Information on possible discounts for transport
- Access to accommodation service and monitoring of contracts
- Accommodation certificates to be submitted to the Italian Consulates

In order to receive customized assistance that will meet your needs and requirements, please register at the following link: www.isu-services.it/it/universities/universita-di-modena

International Welcome Desk e-mail: internationalwelcomedesk@unimore.it

Opening times:

Modena

Via San Geminiano 3 – 41121, Modena

Monday, Wednesday and Friday (9.30-15.00)

Tel: +39 059 2058171

Reggio Emilia

Via Allegri 15 – 42121, Reggio Emilia

Every other Wednesday (once every two weeks) and by appointment

Tel: +39 0522 522138

8. Fees and Scholarships

Students are required to submit the documentation concerning family income, property and assets in order to determine the amount due for Tuition Fees. This documentation (full list of documents available at

<https://www.er-go.it/index.php?id=6620>) is required to be translated and legalized. Students who are not able to submit all the required documents will be asked to pay the maximum amount of Tuition Fees, around EUR 2,200 (two thousand, two hundred euros).

Online applications to determine the amount due for Tuition Fees, as well as applications for Scholarships, Accommodation, Board Service and other benefits can be submitted before enrolment.

Applications concerning the above mentioned benefits must be submitted exclusively online at www.er-go.it by the deadlines laid down in the *Benefits: Call for applications* that will be available online indicatively from mid-July 2017. Please carefully verify the various deadlines.

Students are invited to periodically check the page <http://www.er-go.it/index.php?id=5963> as well as <http://www.unimore.it/ammissione/tasse.html> for updates in order to obtain further information about the academic year 2017/18.

5 International students assessed as particularly deserving by the examining board may receive a scholarship in the form of Tuition Fees exemption, stamp duty and regional tax excluded. These students will be exempted from the payment of the Tuition Fees of the second year of the Programme (stamp duty and regional tax excluded) in cases in which they are awarded 10 credits no later than 10 August 2018.

(Rectoral Degree no. 132/2017 - 58781 – Dated: 13/04/2017)

9. Procedure Manager

Pursuant to Italian Law no. 241/1990, the Procedure Manager of this Call for Applications is Elda Toschi, head of the Registrar's Office. The competent office is the Registrar's Office – Marco Biagi Department of Economics: Tel. +39 059/2056459; fax: + 39 059/2056422 e-mail: elda.toschi@unimore.it

10. Offices and Links

For information on degree programmes, assessment and registration procedures please contact:

Informastudenti

E-mail: informastudenti@unimore.it

Modena:

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

- via Campi 213/B - ground floor Tel. +39 059 205 8255 (service available from 5 June to 30 October 2017)

Reggio Emilia:

- Viale A. Allegri, 15 - ground floor - Tel. +39 0522 52 2010

Opening hours: <http://www.orientamento.unimore.it/site/home/orientamento-allo-studio-e-tutorato.html>

For information on enrolment procedures:

Registrar's Office, Via Università 4, 41121 – Modena

e-mail segrstud.economia@unimore.it

Tel. +39 059/2056404 Fax +39 059/2056422

Opening hours <http://www.unimore.it/servizistudenti/segreteriestudenti.html>

For information on teaching:

The Teaching Office of the Marco Biagi Department of Economics, viale Berengario 51, Modena

Service is open on Tuesday and Thursday from 9:30 to 12:30

e-mail info.economia@unimore.it;

Department Website www.economia.unimore.it

Services for Disabled and Dyslexic Students

e-mail disabilita@unimore.it

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

For technical problems concerning your application for assessment, the online registration procedure or to recover your ESSE3 username and password: webhelp@unimore.it;
Service is available from Monday to Thursday from 9.00 a.m. to 5.00 p.m. and Friday from 9.00 a.m. to 2.00 p.m. CET

For problems concerning your on-line application for benefits contact: servizi.studenti@unimore.it
Website for benefits applications www.er-go.it

The Registrar's Office and Informastudenti **will be closed from 14 August to 20 August 2017**

The Marco Biagi Department of Economics **will be closed from 31 July to 20 August 2017**