



SOCIETY AND CULTURE

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

INTERNATIONAL MANAGEMENT

Headquarters of Modena - Class LM - 77

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

Academic Year 2022/2023

The course is entirely taught in English

DEADLINES

Online application: **by 4 April 2022**

Admitted applicant rankings: **by 4 May 2022**

Enrolment: **from 11 July to 21 December 2022**

Programme online presentation: 3 March 2022 at 12 pm CET, addressed to all international students

Any amendment to the deadlines or procedures concerning this Call will be published on the following website:
www.international.unimore.it/bandilan.html

1. Subject

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 2022-2023.

The places available are **100** in total, of which 1 is reserved to the applicant who wins the UNICORE 4.0 University Corridors for Refugees 2022-2023 call for applications of UNIMORE, 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 2022** and applicants shall be subject to a verification of their personal training that will be carried out **based on their study qualifications 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, **shall not apply to this call**, but they shall apply and follow the procedure described in the call for applications specifically issued for them, which will be published approximately in March 2022, on the website <https://www.unimore.it/bandi/StuLau-Lau2V.html>.

2. Requirements

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

- a) a Bachelor degree deemed suitable and **obtained before submitting the application for admission**
- b) at least a B2 level (Common European Framework of Reference) English language certificate, or alternatively a declaration by the university (Language Centre or Department) in which the applicant is enrolled confirming the required language skill level or confirming that the candidate possesses an English-taught Bachelor's Degree
- c) an European Computer Driving Licence (ECDL- basic level), or alternatively the documents certifying the applicant's IT skills, should they have not been indicated in the study programme
- d) basic knowledge in the following subjects: Business Administration, Marketing, Management, Economics, Statistics.
- e) a personal preparation, training and professional experience relating to this specific type of Master's degree.

3. Submitting an online application

Register to the website www.esse3.unimore.it and get your username and password to access to the Registered/Student 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. **a 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.
2. **an exam content outline** (written in English) for each exam taken
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 English language certificate** at least a B2 level (Common European Framework of Reference) 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. **an European Computer Driving Licence (ECDL – basic level)** or, alternatively, the documents certifying the applicant's IT skills, should they have not been 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.).

The **Application guide** for admission to master's degree programmes is available and can be downloaded on <https://www.unimore.it/servizistudenti/vediguia.html?gd=11>

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 2022**, s/he has to 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 list will be available on the website: <https://www.unimore.it/bandi/StuLau-grad2.html> **by 4 May 2022**. 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 qualifications and educational experience (more specifically basic knowledge of Business Administration, Marketing, Management, Economics, Statistics) and, in addition, IT skills and ECDL	0 – 35
	<i>Tot max 35</i>
Level B2 English language international certificate (or declaration issued by the home university or certified Bacheor fully taught 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 proficiency, unique skills</i>	0 – 10
Reference letter <i>The general/specific features of the reference letters, as well as the credibility of the sources and their writing date will be considered</i>	

	<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 of the study programme</i>	0 – 35
	<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 ranking list of the call for applications UNICORE 4.0 - University Corridors for Refugees 2022-2023 of UNIMORE will be published on <https://www.unimore.it/bandi/StuLau-unicore.html>

The winner is automatically admitted to the International Management programme. The total number of admitted applicants is 100.

The ranking lists will available even at the web site <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 the same score obtained by multiple applicants, priority is given to the applicant obtaining a higher score in the first section “Study qualification and educational experience” and, subsequently, to the youngest candidate.

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.**

Knowledge of the English language at least at 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 stating that English is the medium of instruction in that university/course/faculty (if a candidate has obtained an English-taught Bachelor’s Degree).

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

3 March 2022 at 12 pm CET

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

https://teams.microsoft.com/l/meetup-join/19%3ahlaRPVH-5hQ7mCu_erRRvyuR7YKz1aKznZ46HArWHfY1%40thread.tacv2/1642420000950?context=%7b%22Tid%22%3a%22e787b025-3fc6-4802-874a-9c988768f892%22%2c%22Oid%22%3a%22d040d63a-33a7-4cb2-98a7-13741478d01a%22%7d

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 the study programmes, which is published every year on the website www.studiare-in-italia.it/studenti stranieri/, Non-EU applicants residing abroad and requesting a visa must pre-enrol on the UNIVERSITALY 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 *Comparability certificate* and the *Verification of qualifications* 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 sent a regular pre-enrolled request on the University website
- obtain the entry visa in Italy for study reasons on time for the enrolment.

Enrolment: **from 11 July to 21 December 2022**

The office responsible for enrolments is the Registrar's Office of the "Marco Biagi" Department of Economics located in via Università n.4, Modena. E-mail segrstud.economia@unimore.it

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

The following documents must be submitted for the 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, declarations by ENIC-NARIC centres
3. degree certificate, issued by the University
4. Italian post office receipt, certifying the filing of the residence permit request
5. passport
6. photo, passport size

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. 2022-2023 and confirms the enrolment once the first instalment has been paid.

Payment methods are indicated on www.unimore.it/ammissione/pagamenti.html

IMPORTANT

Please note that the PAYMENT DATE indicated on the electronic payment receipt will be deemed valid

Payments reporting a date later than 21 December 2022 on the receipt will not be deemed valid for enrolment purposes.

ATTENTION According to AgID (Digital Italy Agency) instructions, the payment could be made by the payment service provider on the day following the payer's request, thus precluding the enrolment.

8. International student services

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

- information on quarantine
- 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 on 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. Contributions 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 2022. Online applications need to be submitted on the website www.er-go.it, even before the 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 go to <https://www.er-go.it/index.php?id=5963>

The Allowance Call for Applications will be published approximately at the beginning of **July 2022**.

Students are invited to check the various deadlines. For further information and to check any update on the academic year 2022-2023, please visit the website www.unimore.it/ammissione/tasse.html and <https://international.unimore.it/fees.html>

Students not submitting the online application shall pay the university fees in full, for the amount of EUR 2.200,00 approximately, split in 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 the publication of this call. 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

Against the content of this provision, an appeal may be lodged before the Administrative Court of Regione Emilia Romagna or extraordinary appeal 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

The opening hours are available on <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

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 - Fax 059 2058309 –

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, 24 gennaio 2022

The Rector
Carlo Adolfo Porro