



SOCIAL AREA

Department of Studies on Language and Culture
Call for Applications for the Master's Degree Programme

LANGUAGES FOR COMMUNICATION IN INTERNATIONAL ENTERPRISES AND ORGANIZATIONS (LACOM)

Modena's headquarters – Class - LM 38

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

Academic Year 2019- 2020

The course is entirely taught in English

DEADLINES
Online application: by 8 July 2019
Assessment results: by 31 July 2019
Enrolment: from 10 July to 20 December 2019

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. Preliminary information

This Call for Applications is addressed to **non-EU applicants who are not residing in Italy, are applying for a Visa at the Italian diplomatic or consular representations, have a study qualification obtained abroad**, and are willing to enrol in the Master's Degree Programme in LANGUAGES FOR COMMUNICATION IN INTERNATIONAL ENTERPRISES AND ORGANISATIONS (LACOM) for the academic year 2019/2020. Places available: 20

The LACOM course is open for the enrolment of non-EU applicants with:

1. A Bachelor's Degree deemed suitable
2. Adequate personal competencies and skills assessed under the procedures mentioned in section "3. Assessment of personal competencies and skills" of this call for applications.

All applicants must submit their APPLICATION FOR ASSESSMENT **no later than 8 July 2019** (CET), indicating two foreign languages (choosing among English, French, German, and Spanish). They will be assessed on their academic background as described in **the documents provided. If necessary, they will be interviewed.**

In order to submit the application for assessment, applicants must hold a Bachelor's degree.

The Programme coordinator is Professor Giuliana Diani giuliana.diani@unimore.it

Italian and foreign applicants with an Italian academic qualification, as well as EU-applicants (regardless of their residence) and Non-EU applicants regularly residing in Italy and possessing a degree issued in a foreign country shall apply for LACOM by following the procedure indicated in a specific Call for Applications reserved for them.

2. Requirements

Applicants are required:

- a) to hold a Bachelor's degree deemed suitable;
- b) to have language skills equivalent to C1 and B2 in the chosen first and second language respectively (among French, Spanish, English and German), according to the Common European Framework of Reference for Languages;
- c) to master the English language, at least B2, regardless of the two chosen languages, as the course is entirely taught in English;
- d) to have an academic background and training/professional experience relating to this specific type of course.

3. Assessment of personal competencies and skills

Applicants' competencies and skills will be assessed on their academic background as described in **the documents** attached to the application and, **if necessary, they will be interviewed via Skype.**

Applicants' academic background will be assessed on their knowledge of foreign languages (French, Spanish, English or German) with a specific focus on competences concerning syntactic, lexical, textual and pragmatic features of the language(s) studied, as well as on the different registers of spoken and written language.

Applicants must provide evidence of C1 and B2 of the Common European Framework of Reference in the chosen first and second language respectively, if it is not clearly indicated in the courses of study followed. They must provide **international language certificates** or, alternatively, **statements issued by the applicant's home University** (Language Centre or relevant Department) certifying that the required levels have been achieved. The above-mentioned statements must be drafted on official University letterhead and written in English.

Being the course entirely taught in English, regardless of the chosen languages, applicants are required to have at least B2 in the English language, proven by an international language certificate or a statement issued by the home University (Language Centre or relevant Department).

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

An **interview is mandatory** for applicants who:

- do not submit international language certificates or statements issued by the applicant's home University (Language Centre or Department), certifying the linguistic level required; or the documents enclosed do not clearly state the level of language skills in the chosen language(s);
- provide certificates or statements relating to languages other than English; therefore, the interview is aimed at assessing the applicant's skills in English.

Based on the submitted documents, the Examination board may either request or waive any additional interview for native speakers.

The Examination 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 Marco Cipolloni (marco.cipolloni@unimore.it) for Spanish.

4. Submitting an online application for evaluation

Create your account at www.esse3.unimore.it by clicking on the “Registration” section to get username and password required to access to 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 Restricted Area, then select “**Application for evaluation**” from the menu on the left 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(s) of academic qualification(s) obtained** containing the following information: type of study qualification, when and where it was obtained (in which university), date and final score, list of examinations taken with relevant scores. Documents are accepted in English, French, German and Spanish; for other languages, a translation of an official translator is required.
2. **copy of the international language certificates stating C1 and B2** of the Common European Framework of Reference in the first and second language respectively, choosing among English, French, German, and Spanish. Regardless of the two chosen languages, applicants must attach a certificate stating at least B2 in English.
Alternatively
statements issued by the home University (University Language Centre or Department) certifying that the applicant has achieved the above-mentioned language levels.
3. **personal statement** written in English, in which the applicant explains why s/he wishes to apply for this course.
4. **curriculum vitae**, written in English in accordance with the Europass model.
5. **reference letter** written by a university professor who is asked to comment on the applicant’s academic suitability for the chosen course.
6. **any other qualifications** that applicants want to be considered for admission (e.g. internships, university master programmes, further education, etc.).

At www.unimore.it/servizistudenti/guideesse3.html you can download the **Guide to the evaluation procedure** for admission to Master’s Degree Programmes.

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 re-open the application to change any data or add documents within the deadline of **8 July 2019** and before s/he is assessed, please send an e-mail to the Registrar’s Office segrstud.studilinguistici.culturali@unimore.it

5. Assessment results

The assessment results will be made available to applicants on www.unimore.it/bandi/StuLau-esiti.html and also sent via e-mail to the address indicated in the registration phase.

The following results **will be published by 31 July 2019**:

- PASS: the applicant's academic background is appropriate. S/he can enrol.
- ADDITIONAL REQUIREMENTS: the applicant's language skills in the chosen language(s) cannot be assessed from the submitted documents, or no international language certificates or statements issued by the home university have been provided. Therefore, the Examination board will interview the applicant on an agreed date via Skype.
- FAIL: the applicant does not meet the requirements and the Examination board explains why the competencies and skills have been considered unsuitable; therefore enrolment is not allowed.
- INCOMPLETE APPLICATION: no assessment can be made because the applicant has not uploaded the required documents (certificate of academic qualification obtained and list of examinations taken with relevant scores; personal statement; curriculum vitae; reference letter). In this case, the online application is automatically re-opened so that the applicant can upload the missing documents and finally close the application for a new assessment.

If the message displayed is instead:

- NOT FINAL APPLICATION: the applicant has not submitted the application by clicking on "Do you want to submit your application now?" and therefore the Board cannot assess it.
- FOR ASSESSMENT: the application has been correctly submitted by the applicant, but the Examination board has not yet assessed the submitted application.

6. Enrolment

6.1 University pre-enrolment in order to get the study visa

UNIMORE sends via email a letter of eligibility of enrolment to eligible applicants, in order to facilitate the issue of the study visa.

However, each applicant must compulsorily:

**PRE-ENROL
at the Italian diplomatic or consular representations and choose UNIMORE**

The procedure and the deadlines provided for in the ministerial circular for the access of international students applying for a university study visa for the academic year 2019/20 are available on the website www.studiare-in-italia.it/studentistranieri/

Enrolment requirements are pre-enrolling at the Italian diplomatic or consular representations and choosing UNIMORE.

Please contact the reference diplomatic representations as soon as possible to check the requirements and the documents needed for the pre-enrolment procedure and to get the visa.

6.2 Enrolment

Enrolments shall be made **from 10 July to 20 December 2019 at the Registrar's Office** of the Department of Studies on Language and Culture in Modena at the following address: via Università no. 4. Office opening hours are available on the following website: www.unimore.it/servizistudenti/segreteriestudenti.html

Applicants are required to go to the Registrar's Office and hand in the following documents:

1. Bachelor degree diploma, translated and legalised by the Italian Embassy/Consulate
2. Declaration of value, issued by the Italian Embassy/Consulate
3. degree certificate, issued by the University in which the degree was obtained (it is also accepted in English, French, Spanish, and German)
4. post office receipt, certifying the deposit for the residence permit request
5. passport
6. passport photo

After verifying the correctness of the documents submitted by the applicant, the Registrar's Office will issue the tax slips and confirms the enrolment once the first instalment has been paid.

IMPORTANT: Payments made **after 20 December 2019** shall not be valid for enrolment.

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

For the university year 2019/2020 the *Pago PA* circuit is available and allows for **online** payments (choosing your Payment Service Provider - **PSP**) or, alternatively, **printing the payment notice** and handing it over in person to Banks, ATM counters, or SISAL, Lottomatica and ITB sales points. If the applicant pay online, a confirmation email will be sent to the address s/he provided upon registration to the website, or to her/his University email address if any.

The applicant will be able to print the payment receipt from her/his reserved area in Esse3 under the *Tax* section.

Please note that the PAYMENT DATE SENT BY THE BANK or the PSP making the payment serves as proof of payment.

For online payments, please check the bank or PSP terms and payment processing times, as to prevent the payment request from not being taken over and recorded on subsequent days, thus precluding the enrolment.

7. Student services

Non-EU foreign students applying for this call may contact the UNIMORE **International Welcome Desk** for assistance with administrative formalities such as:

- residence permit request
- tax code request
- opening of a current account
- health insurance
- transport facilities
- access to accommodation facilities and housing services
- certificate of proof of suitability of accommodation for the diplomatic representation

All applicants are invited to register to the www.isu-services.it/it/universities/universita-di-modena to book services.

Office opening hours:

-in Modena at the following address: Via S. Geminiano, 3. Mondays, Wednesdays and Fridays from 9:30am to 3:00pm

-in Reggio Emilia at the following address Via Allegri, 15 (Students services department) on Wednesdays every two weeks and depending on the specific requirements.

Email: internationalwelcomedesk@unimore.it Phone: 059 2058171

8. Contributions and benefits

Applicants willing to apply for university accommodation, grants and university tax exemption must submit an online request on the website www.er-go.it providing the documentation on the family income. The documents required are listed on the website www.er-go.it/index.php?id=6620. Applicants who do not submit the online application shall pay the tax fee of 2,200 euros approximately.

Online requests may be submitted from **mid July 2019**, even before the enrolment in the course.

Note: pay attention to the various deadlines!

For further information please see www.er-go.it/index.php?id=5963

or the Ergo Contact Center web site www.er-go.it/scrivici/index.php?lang=en

9. Person in charge of the procedure

The person in charge of the procedure is Mrs. Elda Toschi, officer in charge at 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

10. Reference offices

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

e-mail segrstud.studilinguistici.culturali@unimore.it

Tel. 059/2056408

For opening hours please see www.unimore.it/servizistudenti/segreteriastudenti.html

Teaching Office of the Department of Studies of Language and Culture Largo S. Eufemia 19, Modena -, for information on teaching

e-mail: segreteria.studilinguistici@unimore.it

Teaching coordinator: angela.piroddi@unimore.it

Department website www.dslc.unimore.it

Welcome Office for Disabled and Dyslexic 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 benefit online application e-mail servizi.studenti@unimore.it

For information, please see the website: www.er-go.it/scrivici/index.php?lang=en

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

Informastudenti for information on study courses, 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 3555

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

The above-mentioned offices are closed **from 12 to 16 August 2019**

The Department of Studies on Language and Culture is closed **from 5 to 23 August 2019**