



SOCIETY AND CULTURE

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 2020-2021

The course is entirely taught in English

DEADLINES
Online application: by May 11 th 2020
Assessment results: by June 5 th 2020
Enrolment: from July 13 th to December 21 st 2020

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 Embassy or Consulate, 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 2020/2021. Places available: 20

The enrolment to the MA's degree programme in LACOM is reserved to non-EU applicants with:

1. a Bachelor's Degree deemed suitable
2. the requirements listed in section 2. "Entry requirements" of this Call for Applications
3. adequate personal competencies and skills as 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 May 11th 2020** (CET), indicating the two foreign languages they intend to study (chosen among English, French, Spanish, German). They will be assessed on their academic background as described in **the documents provided. If necessary, they will be interviewed.**

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 to LACOM by following the procedure indicated in a specific Call for Applications reserved for them.

2. Entry requirements

The entry requirements are:

- a) a Bachelor's degree deemed suitable;
- b) adequate knowledge in the two foreign languages applicants intend to study as first- and second-language choice (English, French, Spanish, German);
- c) at least a B2 level of English language proficiency of the Common European Framework of Reference (CEFR), regardless of the two foreign languages chosen to be studied, as the course is entirely taught in English;
- d) adequate academic background and training/professional experience relating to this specific Master's Degree.

3. Assessment of personal competencies and skills

Applicants' competencies and skills will be assessed on the basis of their academic background as described in the documents attached to the application. Based on the submitted documents, the Examination Board may request an interview, via Skype.

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

Being the course entirely taught in English, regardless of the two foreign languages chosen to be studied, applicants are required to have at least a B2 level of English language proficiency of the Common European Framework of Reference (CEFR), proven by an international language certificate, or alternatively by a statement issued by the applicant's home University, certifying that the required level has been achieved. The above-mentioned statement must be drafted on official University letterhead and written in English.

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

The Examination Board members are: professor Giuliana Diani (giuliana.diani@unimore.it) (English language); professor Chiara Preite (chiara.preite@unimore.it) (French language); professor Ulrike Kaunzner (ulrike.kaunzner@unimore.it) (German language); professor Marco Cipolloni (marco.cipolloni@unimore.it) (Spanish language).

4. Submitting an online application for evaluation

In order to submit an online application, applicants must:

- create an account at www.esse3.unimore.it by clicking on "Registration" section (on the Menu tab) to get username and password required to access to the Restricted Area. Applicants are strongly invited to check that the e-mail address provided is correct in order to receive any further communication.
- log in and select "Student area" (on the Menu tab) and then "Application for evaluation".
- select the LACOM application 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. study qualification certificate containing the following information: study qualification type, when and where it was obtained (in which university), date and final score, list of examinations taken with relevant scores. Students shall also attach a **copy of the University diploma** (if available), as well as any documents that may be useful to prove their knowledge and skills in the foreign languages (English, French, Spanish, German). Documents are accepted in English, French, Spanish and German; for other languages, a translation of an official translator is required.

2. copy of the International English language certificate stating at least a B2 level of the Common European Framework of Reference, or alternatively a statement issued by the applicant's home University, certifying that the required level has been achieved. The above-mentioned statement must be drafted on official University letterhead and written in English.

3. personal statement written in English, in which the applicant explains why s/he wishes to apply for the MA.

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 applicants 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?".

If applicants need to re-open the submitted application in order to change any data or to add documents, they can send an e-mail to the Registrar's Office segrstud.studilinguistici.culturali@unimore.it by **May 11th 2020** and before they are assessed.

5. Assessment results

The assessment results will be available to applicants on www.unimore.it/bandi/StuLau-esiti.html

The following results **will be published by June 5th 2020**:

- **PASS:** the applicant's academic background is appropriate. S/he can enrol.
- **ADDITIONAL REQUIREMENTS:** the applicant's language skills in the chosen languages cannot be assessed from the submitted documents, or no international language certificates or statements issued by her/his 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 will explain the reasons why her/his 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; copy of the international English language certificate; 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.

The following messages might also be displayed:

- **NOT FINAL APPLICATION:** the applicant has not submitted the application by clicking on “Do you want to submit your application now?” and therefore the Examination 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 to eligible applicants a *Letter of Eligibility to enrolment - Lettera di idoneità all’immatricolazione*, in order to facilitate the issue of the Study Visa.

However, each applicant must compulsorily:

PRE-ENROL

at the Italian Embassy or Consulate 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 2020/2021 are available on the website www.studiare-in-italia.it/studentistranieri/

The Pre-Enrolment procedure at the Italian Embassy or Consulate in the applicant’s home country is a mandatory requirement for enrolment

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 Study visa.

6.2 Enrolment

Enrolment shall be made **from July 13th to December 21st, 2020 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’s 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 documents handed in by the applicant, the Registrar's Office will issue the tuition fees and confirms the enrolment once the first instalment has been paid. On *Esse3 Reserved area* the applicant will find her/his tuition fees at the "*Taxes*" section (from menu tab and then *Student Area*).

IMPORTANT: Payments made **after December 21st 2020** shall not be valid for enrolment.

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

Please check the payment processing times and terms, so as to prevent the payment request from not being taken over or recorded on subsequent days, thus precluding the enrolment.

7. Student services

Applicants may contact the UNIMORE **International Welcome Desk** for assistance concerning administrative formalities such as:

- residence permit request
- tax code request
- opening of a bank 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: +39 059 2058171

8. Contributions and benefits

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

Online requests may be submitted from **mid-July 2020**, even before the enrolment in the MA's degree programme.

Note: pay attention to the various deadlines!

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

or the Ergo Contact Centre website 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. +39 059 2056459 e-mail: elda.toschi@unimore.it

10. Reference offices

Registrar's Office, Via Università 4, 41121 – Modena, in charge of the enrolment procedure
e-mail segrstud.studilinguistici.culturali@unimore.it
Tel. +39 059 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.+39 059 2058311

Informastudenti for information on study courses, assessment and enrolment procedures

Email: informastudenti@unimore.it

In Modena:

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

In Reggio Emilia:

- Viale A. Allegri, 15 - ground floor - tel. +39 0522 52 3555

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

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 9:00 am to 5:00 pm and on Fridays from 9:00 am to 2:00 pm

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

The above-mentioned offices are closed **from 10th to 14th August 2020**

The Department of Studies on Language and Culture is closed **from 3rd to 21st August 2020**