



SOCIAL SCIENCES AND HUMANITIES

“Marco Biagi” Department of Economics

Call for applications
for the open access Master’s Degree Programme in

ECONOMICS and PUBLIC POLICY (EPP)

Economics and public policy

Class LM-56
Modena’s headquarters

Academic Year 2019 - 2020

The course is entirely taught in English

Application for evaluation for admission: **by 10 September 2019** on www.esse3.unimore.it
Transfers from other universities and students from other UNIMORE programmes: **by 31 October 2019**
Enrolment: **from 10 July to 20 December 2019**

IMPORTANT: any amendment to the deadlines or procedures concerning this Call for applications will be published exclusively on the webpage www.unimore.it/bandi/stulau.html. No personal communication will be provided

Contents

CONTENTS

1. Introduction	p.1
2. Requirements	p.2
2.1 Students with an Italian study qualification	
2.2 Students with a foreign study qualification	
3. Assessment of Personal Background	p.2
3.1 Students with an Italian study qualification	
3.2 Students with a foreign study qualification	
4. Submitting an online application for evaluation	p.3
4.1 Students with an Italian study qualification	
4.2 Students with a foreign study qualification	
5. Amending or reopening an application for evaluation	p.4
5.1 Students with an Italian study qualification	
5.2 Students with a foreign study qualification	
6. Assessment Results	p.4
7. Enrolment	p.5
7.1 Students with an Italian study qualification	
7.2 Students with a foreign study qualification	
8. Means of Payment	p.7
9. Transfers from other universities and students from other UNIMORE programmes	p.8
10. Contributions and benefits	p. 9
11. Person in charge of the procedure	p. 9
12. Reference offices	p. 9
APPENDIX	p. 9

1. Introduction

All candidates interested in the Master's Degree Programme in Economics and Public Policy (EPP) must submit their APPLICATION FOR EVALUATION **no later than 10 September 2019** by following the instructions described in this call for applications, and register for the assessment of their curricular requirements and individual background.

Applications may also be submitted by students who have not yet obtained their study qualification, which instead is mandatory for enrolling.

Requirements for admission and enrolment in the EPP Programme:

1. A Bachelor's degree or at least a three-year university degree, or a different qualification obtained abroad by 20 December 2019 and deemed suitable
2. Requirements as per section 2 in this Call for applications
3. Adequate individual background assessed under the procedures mentioned in section 3 of this call for applications.

The President of the degree programme is Professor Mario Forni mario.forni@unimore.it

2. Requirements

2.1 Students with an Italian study qualification

The requirements to enrol in the EPP programme are as follows:

- a) a university degree obtained (or that shall be obtained by 20 December 2019) in the following classes: L-18 or L-33 (D.M. 270/04) or 17 or 28 (D.M. 509/99), or four-year degree (ante D.M. 509/99) in the economic field

or, alternatively

a university qualification of at least three years (it may also be obtained by 20 December 2019), and the set number of training credits in at least 2 of the following subject fields:

- a. -economics and history: 12 credits
 - b. -mathematics and statistics: 12 credits
 - c. -business and law: 12 credits
- b) being the study programme entirely taught in English, applicants are required to have at least B2 in the English language, proven by an international language certificate, in accordance with the Common European Framework of Reference, obtained before the enrolment deadline (20 December 2019). For further information please refer to the **Appendix**.

2.2 Students with a foreign study qualification

Requirements for students willing to enrol in the EPP programme and holding a foreign university degree:

- a) assessment of the study curriculum stated in the application for evaluation and relevant documents attached. The selection board assesses the documentation submitted to check whether the applicant has a background knowledge in the subjects economics and history, mathematics and statistics, and business and law, equivalent to the ones required to students with an Italian qualification.

- b) being the study programme entirely taught in English, applicants are required to have at least B2 in the English language, proven by an international language certificate, in accordance with the Common European Framework of Reference, obtained before the enrolment deadline (20 December 2019). For further information please refer to the **Appendix**.

3. Assessment of Personal Background

3.1 Students with an Italian study qualification

The personal background is deemed fully adequate if the applicant has a weighted average of the exam scores taken in his/her previous study career of at least **24/30**. If the weighted average of the scores is lower, the applicant must take a short written test and be interviewed. The Appendix of this call for applications contains a list of the topics that may be explored for the interview and the written test. The first interview will take place on **20 September 2019**, whereas the second and last interview is scheduled on **4 October 2019**.

3.2 Students with a foreign study qualification

The personal background is deemed fully adequate if the average score of the applicant's previous university career is at least **24/30**. Otherwise, the applicant must take a short written test and be interviewed. The Appendix of this call for applications contains a list of the topics that may be explored for the interview and the written test. The first interview will take place on **20 September 2019**, whereas the second and last interview is scheduled on **4 October 2019**.

4. Submitting an online application for evaluation

INFORMATION USEFUL FOR ALL APPLICANTS

All applicants (even when not yet graduated but who are going to get the degree by the enrolment deadline) must fill out and submit the application for evaluation by 10 September 2019 on the website www.esse3.unimore.it.

Applicants not submitting their application by that date will not be eligible for enrolment.

"Register" or sign in with the username and password already provided in a previous programme (for former Unimore students). After logging into the restricted area, from the menu on the left-hand side, select "**Application for evaluation**" and then fill out the application.

The procedure for submitting the application for evaluation varies based on the study qualification of the applicant.

4.1 Students with an Italian study qualification

After entering the data on the study qualification, saving and confirming the application for evaluation in esse3 by clicking on "Do you want to submit your application now?", select "completamento domanda" (completing the application) and go to the following link to attach the study certifications:

<https://siaweb.unimore.it/private/valutazionilm/default.aspx?aa=2019&TestId=63>

(the link takes to a page that prompts the user to re-enter username and password), as specified in esse3 and in the **Guide to the application for evaluation** for master's degree programmes, which can be downloaded from www.unimore.it/servizistudenti/guideesse3.html

Applicants must indicate:

- ✓ **The exams taken** and relevant score, credits (if required), exam date, scientific-disciplinary sector (if required) (**save for UNIMORE graduated/graduand students**)

- and also:
- ✓ **detailed programmes** (contents and bibliography) of each exam taken **(save for UNIMORE graduated/graduand students)**
 - ✓ European format **CV** with email address and telephone number **(also for UNIMORE graduated/graduand students)**
 - ✓ **language skills certificate**, if already available
(See APPENDIX - Admission criteria for the English language).
 - ✓ **reason for choosing the study programme** (max 1500 characters, including spaces) to be entered in the “notes” field of the summary page. **(also for UNIMORE graduated/graduand students).**

Please note that no certificates issued by the public administration may be attached, as pursuant to Art. 15 of law 183/2011 they cannot be submitted to public administrations.

IMPORTANT: the application is deemed actually submitted only **after the applicants have saved the data and answered YES to the question** “Do you want to submit your application now?” The application may now be printed and kept as a personal reminder.

4.2 Students with a foreign study qualification

After logging into the restricted area, from the menu on the left-hand side, select “**Application for evaluation**” and then fill out the application attaching all documents required.

In order to be assessed, applicants shall attach:

- **certificate of the qualification obtained.** Students who have not yet obtained the qualification must state the expected obtainment date. The list of the exams passed, the grades obtained and any future exams shall also be reported in the attachments.
- **a programme summary for each exam taken** (it may also be submitted in English)
- **European format CV** with email address and telephone number
- **language skills certificate**, if already available
(See APPENDIX - Admission criteria for the English language).
- **motivation letter** (max 1,500 characters, including spaces), indicating the reasons for choosing the study programme.

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 deemed actually submitted only **after the applicant has saved the data and answered YES to the question** “Do you want to submit your application now?” The application may now be printed and kept as a personal reminder (no need to hand it over to any office).

5. Amending or reopening an application for evaluation

5.1 For applicants with an Italian study qualification

Before the evaluation results:

Should you need to open the application again to change any data or add documents within the deadline of **10 September 2019** and before you are assessed anyway, you may send an e-mail to Professor Luigi Brighi, luigi.brighi@unimore.it

5.2 For applicants with a foreign study qualification

Before the evaluation results:

Should you need to open the application again to change any data or add documents within the deadline of **10 September 2019** and before you are assessed anyway, send an e-mail to the Registrar's Office segrstud.economia@unimore.it

6. Assessment Results

The selection board, appointed by the Council of the "Marco Biagi" Department of Economics, examines the qualifications and the documentation attached to the application for the admission. Applications are evaluated in the same order as they were submitted. 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 above-mentioned page will show one of the following results **by 13 September 2019**:

- **PASS**: the student's personal background is deemed suitable and the curricular requirements are met, therefore the applicant may complete the final enrolment in the programme by following the instructions outlined in 7, provided that the study qualification has been obtained.
- **CREDIT OBLIGATIONS DUE**: although the curricular requirements are met, the board identifies any deficiencies in the personal background and invites the student to take an interview, anticipated by a written test (see section 3). Passing this assessment is mandatory for applicants to be eligible for enrolment in the study programme.
- **FAIL**: it is the result of not meeting the curricular requirements and/or deficiencies not overcome in the initial personal background. In this case, the applicant will not be allowed to enrol.
- **INCOMPLETE DOCUMENTATION**: if the Board decides that no assessment can be made as the required documentation is incomplete, the application is labelled as "incomplete documentation" and it is automatically reopened and labelled as "not final application". Applicants shall attach the missing documents and finally close the application for a new assessment by the **10 September 2019** deadline.
- **NOT FINAL APPLICATION**: if the student has not explicitly confirmed the application by answering YES in the specific field "Do you want to submit your application now?".
- **APPLICATION INCORRECTLY SUBMITTED**: the application for assessment is not taken into account because the student holding an Italian study qualification has not attached the documentation relating to his/her own studies by opening the link <https://siaweb.unimore.it/private/valutazionilm/default.aspx?aa=2019&TestId=63>

7. Enrolment

The enrolment procedure **differs according to the study qualification of the applicant. Part-time enrolment type is not available.**

7.1 Students with an Italian study qualification

After obtaining a PASS evaluation, starting from **10 July and until 20 December 2019**, applicants will be able to enrol via an entirely online procedure.

All students with an Italian study qualification may enrol by going to www.esse3.unimore.it, clicking on “Enrolments”, and following the instructions provided in the “Online enrolment” guide available on www.unimore.it/servizistudenti/guideesse3.html

Filling out the enrolment application and paying the first fee instalment does not automatically result in the student’s enrolment. Subject to a verification carried out by the relevant offices, the enrolment is deemed complete when a notification is sent to the applicant via email by seven working days following the payment receipt.

Any mistakes detected in the enrolment phase will be communicated to the email address provided by the student.

CHECK THE PAYMENT DEADLINE

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

Payment methods are indicated on www.unimore.it/ammissione/pagamentimav.html Please read section 8. “Payment methods” of this call for applications carefully.

Please note that the PAYMENT DATE SENT BY THE BANK or the PSP (Payment Service Provider, if the Pago PA circuit is used) 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.

7.2 Students with a foreign study qualification

Applicants will be able to enrol after obtaining a PASS evaluation, and starting from **10 July and until 20 December 2019**.

Students must go in person to the Registrar’s Office of the “Marco Biagi” Department of Economics located in Modena at the address via Università no. 4. Opening times are available at the link www.unimore.it/servizistudenti/segreteriestudenti.html

International students requesting a visa and residing abroad, are eligible for enrolment subject to a quota reserved to them and approved by the University. For the academic year 2019-20, **8 places** are available for international students, of which 4 are reserved to Chinese students of the “Marco Polo” project.

International students requesting a visa and residing abroad, who have submitted their online application for assessment before submitting their pre-enrolment request to the study programme at the Italian Embassy/Consulate must necessarily submit their enrolment application at the Italian diplomatic or consular representations in the country of origin, which will issue the entry visa and forward their application to the University.

International applicants residing abroad who have not pre-enrolled in the programme through the diplomatic or consular representations, will not be able to enrol in any way. Under no circumstances, the University PASS evaluation notification for the personal background will replace the required procedure at the Embassies/Consulates.

As provided for in the ministerial circular on the procedures for access to the university study programmes of students with a foreign study qualification, available at the link www.studiare-in-italia.it/studentistranieri, the following documents are required:

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 or, alternatively, statement issued by official foreign institutions or ENIC NARIC centres
3. degree certificate, issued by the University in which the degree was obtained (it is also accepted in English, French, Spanish, German and Chinese)
4. diploma supplement drawn up according to the European Commission template, for university qualifications issued by Institutions of countries participating in the European higher education area
5. copy of the residence permit or alternatively a copy of the post office receipt, certifying the filing of the residence permit request.
6. valid ID
7. 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.

CHECK THE PAYMENT DEADLINE

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

Payment methods are indicated on www.unimore.it/ammissione/pagamentimav.html Please read section 8. "Payment methods" of this call for applications carefully.

Please note that the PAYMENT DATE SENT BY THE BANK or the PSP (Payment Service Provider, if the Pago PA circuit is used) 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.

8. Means of payment

The amounts due may be paid as follows (all instructions are also available on www.unimore.it/ammissione/pagamentimav.html):

- online by credit card, directly from the Esse3 website at the end of the electronic procedure
- at any bank counter in Italy (also using teller machines, phone-banking and internet banking of the banks providing such services), by filling in the specific MAV payment slip (i.e. payment by notice)
- through the *Pago PA* circuit, which allows for **online** payments (choosing your Payment Service Provider - **PSP**) or, alternatively, **by printing the payment notice** and handing it over in person to Banks, ATM counters, or SISAL, Lottomatica and ITB sales points. For online payments, a confirmation email will be sent to the address provided by the applicant upon registration to the

website, or to the relevant University email address, if any. Applicants will be able to print the payment receipt from their reserved area in Esse3 under the Tax section.

Check the payment deadline, in particular when making online transactions

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 admission to the test or the enrolment.

9. Transfers from other universities and students from other UNIMORE programmes

Students enrolled in other master's degree programmes at UNIMORE or other universities, who are willing to move to the EPP master's degree programme are subject to the evaluation procedure as per what provided for in this call for applications. Students who have obtained a PASS evaluation must comply with the procedure below **by 31 October 2019**.

Applicants moving between two UNIMORE study programmes must:

1. pay the first university fee instalment for academic year 2019/20 and make sure they have paid the university fees and any additional taxes of previous academic years
2. **file the request for moving to a different study programme at the HOME registrars' office** by submitting the specific form available at the link www.unimore.it/servizistudenti/modulistica.html

Applicants moving from a different Italian university must:

1. file the transfer request at their HOME university
2. enrol by going to www.esse3.unimore.it.
After logging in and entering username and password:
 - go to "Enrolments" and follow the instructions in section 7 ENROLMENT, attaching a passport photo and a valid ID
 - **select "Trasferimento in ingresso" (Incoming transfer) as enrolment type** and continue by entering the data of the home University
 - **attach the "Richiesta di trasferimento in ingresso" (Incoming transfer request) form**, after downloading it from the website www.unimore.it/servizistudenti/modulistica.html and duly filling it out

If all fields have been filled in, the MAV slip of the 1st instalment of the university fees may be printed.

3. pay the first instalment of UNIMORE university fees.

Enrolling in more than one university at the same time is illegal.

Please submit the transfer request to the home University BEFORE starting the UNIMORE online procedure of "Enrolment for transf. from another Un."

Students may be admitted to the 2nd year only if **at least 27 credits** of their previous career are deemed valid. The exams taken in their previous career are assessed and possibly validated by resolution of the Department Council, as soon as the home university sends the student's career to the UNIMORE registrar's office.

Please note that a fee shall be paid when applying for the validation of the education activities.

10. Contributions and benefits

The university fee amount is calculated based on the ISEE 2019 (Indicator of the Equivalent Financial Situation) certifying the economic situation of the student's household. Up to the ISEE threshold of € 23,000 euros, the NO TAX AREA rule applies, i.e. the payment of 159.05 euros (made of stamp duty and regional tax). Above that threshold, university fees are calculated on a progressive basis. For the calculation of the university fees based on the student's economic situation, an online application shall be submitted by the deadlines set in the relevant call for applications. Students failing to submit the online application by the set deadlines or whose ISEE statement is higher than the threshold indicated in the call for applications will not benefit from a reduction of university fees.

The online application for determining the university fees, as well as the application for the scholarship, accommodation in university residences, hospitality services and other allowances, may be submitted online from the website www.er-go.it strictly by the deadlines set in the **Allowance Call for Applications**, even before the enrolment in the study programme.

The **Call for Applications** will be published around mid July 2019. Students are invited to check the various deadlines.

For further information and to check any update on the academic year 2019-20, please visit the website www.unimore.it/ammissione/tasse.html

11. Person in charge of the procedure

Pursuant to Law no. 241/1990, the person in charge of the procedure is Ms. Elda Toschi, reference officer at the Registrar's Office. The office responsible is the Registrar's Office of the Marco Biagi Department of Economics: tel. 059/2056459; e-mail: elda.toschi@unimore.it

12. Reference offices

For IT issues on the application for evaluation, the online enrolment procedure or to retrieve the esse3 log on credentials, please send an 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 information on teachings, please contact the Teaching Office of the Marco Biagi Department of Economics located in via Berengario 51, Modena
Opening hours: Tuesdays and Thursdays 9:30am to 12:30pm
e-mail info.economia@unimore.it
Department website www.economia.unimore.it ;

For administration issues and information on the call for applications, please contact the Registrar's Office, Via Università 4, 41125 – Modena
Tel. 059/2056404 e-mail segrstud.economia@unimore.it
For opening hours please go to www.unimore.it/servizistudenti/segreteriastudenti.html

Welcome Office for Students with Disability and Specific Learning Disorders

Tel. 059 2058311 - 0522 523506 e-mail disabilita@unimore.it

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

Students may contact the International Welcome Desk for advice and assistance with paperwork for requesting residence permits, tax code, registration with the National Health Service (SSN), health insurance, opening of bank accounts and housing.

email: internationalwelcomedesk@unimore.it

Phone: 059 2058171

In Modena:

-Via S. Geminiano, 3

Monday - Wednesday - Friday - from 9:30am to 3:00pm

In Reggio Emilia:

- Via Allegri, 15 at the Students' Services Office

On Wednesdays every two weeks and depending on the specific requirements.

For information on the study programmes, the assessment and enrolment procedures please contact: **Informastudenti:** 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 523 555

Opening hours are available at the link 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 Marco Biagi Department of Economics is closed **from 5 to 16 August 2019**

APPENDIX

a) INTERVIEW

An interview will be scheduled for applicants with an average score lower than 24/30 for the three-year degree, and will deal with topics relating to one of the 5 subjects listed below:

Applicants shall agree the topic of the interview in advance with the contact points of the board.

Before the interview, applicants will take a **short written test** (25 minutes) on the topic agreed. A written test facsimile is available under request.

1. *Microeconomics*

- a. Consumers' behaviour
- b. Production and costs
- c. Perfectly competitive markets
- d. Monopoly

and may be prepared (or reviewed) on a standard introduction test, such as: Bernheim and Whinston, *Microeconomics*, McGraw-Hill.

2. *Macroeconomics*

- a. Basic notions on national accountancy
- b. National income and the short-term balance
- c. The IS-LM model
- d. The job market
- e. Open economics

and may be prepared (or reviewed) on a standard introduction test, such as: Blanchard, *Scoprire la Macroeconomia*, volume I. Bologna, Il Mulino.

3. Public economics

- a. Welfare economics and causes of market failures
- b. Public finance in Italy and the tools for the annual budgetary manoeuvre
- c. Tax theory
- d. Welfare state expenditure (pensions, healthcare, assistance and education)

and may be prepared (or reviewed) on a standard introduction test, such as: P. Bosi (curated by), *Corso di scienza delle finanze*, Bologna, Il Mulino.

4. Statistics

- a. Descriptive statistics
- b. Probability and casual variables
- c. Sampling and sample distributions
- d. Point estimate and estimate at intervals

and may be prepared (or reviewed) on a standard introduction test, such as: Borra, S., Di Ciaccio, *Statistica. Metodologie per le scienze economiche e sociali*, McGraw-Hill, Milano

5. Mathematics

- a. Sets
- b. Equations and inequalities
- c. Real functions of a real variable
- d. Limits, continuity and differentials calculation

and may be prepared (or reviewed) on a standard introduction test, such as: G. Ricci, *Matematica generale*, McGraw Hill, Milano

b) ADMISSION CRITERIA FOR THE ENGLISH LANGUAGE

Eligible applicants for the Master's Degree Programme in Economics and Public Policy must have an excellent knowledge of the English language at level B2.

Applicants are eligible for the enrolment provided that:

1) they have an English language certification, issued by International Certification Entities.

The main certifications accepted by UNIMORE are available on the website of the University Language Centre (CLA) at the link:

www.clamore.unimore.it/downloads/page_attachments/0000/1324/tabella_certificazioni_novembre_2017_in_glese.pdf

or

2) they pass the level test organised by the CLA of UNIMORE for academic year 2019-20, reserved to those applicants who have submitted to Economics and Public Policy their application for evaluation by the deadlines.

Certifications must be submitted by the deadline set for enrolments (20 December 2019).

Students of the “Marco Biagi” Department of Economics:

coming from a three-year degree programme in International Economics and Marketing, MD 270/04 who have passed the 2nd English language exam and obtained a score of at least 27/30 are deemed equivalent to level B2

coming from a three-year degree programme in Business Economics, MD 270/04 and Economics and Finance who have passed the 2nd English language exam (free choice exam) and obtained a score of at least 27/30 are deemed equivalent to level B2

□ coming from a three-year degree programme in International Economics and Marketing, MD 509/99 who have passed the 3rd English language exam and obtained a score of at least 27/30 are deemed equivalent to level B2

□ coming from a three-year degree programme in Business Economics, MD 509/99 and Economic and social sciences who have passed the 2nd and 3rd English language exams (free choice exams) and obtained a score of at least 27/30 are deemed equivalent to level B2

Students of the Department of Studies on Language and Culture at UNIMORE:

□ coming from a three-year degree programme in European languages and cultures, MD 270/04 who have passed the exams in English language, Language, culture and institutions of English speaking countries, Linguistics, Translation and mediation in English are deemed equivalent to level B2;

For applicants coming from other Universities, statements issued by the University of origin reporting that the applicant owns all the language knowledge required is also accepted.

All students not falling into the categories listed above receive a fail evaluation and must take the level test provided for the EPP by the Language University Centre (CLA) or obtain the international language certification. The certificates listed above shall be submitted to Lara Liverani, lara.liverani@unimore.it by the deadline set of the enrolment.

For specific cases not included in the section above, please contact the Professor of the study programme, Mario Forni mario.forni@unimore.it .