



SOCIAL SCIENCES AND HUMANITIES
"Marco Biagi" Department of Economics
Call for Applications for the Master's Degree Programme

INTERNATIONAL MANAGEMENT

Headquarters of Modena - Class LM - 77

for international students living abroad and applying for a visa

Academic Year 2018/2019

The Master's Degree Programme is entirely taught in English

SUMMARY OF DEADLINES
Online application: by 6 April 2018
Assessment results: by 30 April 2018
Enrolment: from 23 July to 21 December 2018

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

1. Subject

This Call for Applications is addressed to **international candidates 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 2018/2019. **Places available: 50**

APPLICATIONS must be submitted **by 6 April 2018** (CET) and applicants shall be subject to a verification of their personal training that will be carried out **based on their study qualifications**.

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 follow the procedure described in the call for applications specifically issued for them.

2. Requirements

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

- a Bachelor degree deemed suitable
- at least a B2 level (Common European Framework of Reference) English language certificate, or alternatively a declaration issued by their university confirming the required language skill level.
- European Computer Driving Licence (ECDL), or other equivalent computer literacy certification (if these skills are not recorded in the student's academic transcript)

- d) Adequate knowledge in the following subjects: Business Administration, Marketing, Management, Economics, Statistics and Mathematics.
- e) 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 username and password 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 "**Admission**" 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. **Study qualification certificate:** it shall indicate the study qualification type, when and where (in which University) it was obtained, the list of the exams taken and the 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 following fields: Business Administration, Marketing, Management, Economics, Statistics and Mathematics.
2. **Exam content outline** (written in English) of all the exams taken by the student
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. **International English language certificate** at least a B2 level (Common European Framework of Reference), or alternatively a declaration issued by their university confirming the required language skill level.
5. **European Computer Driving Licence (ECDL)** or other equivalent computer literacy certification (if these skills are not recorded in the student's academic transcript)
6. **Motivational letter**, 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 at <http://www.unimore.it/servizistudenti/vediquida.html?gd=12>

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 **6 April 2018**, s/he has to send an e-mail to the Registrar's Office segrstud.economia@unimore.it

4. Assessment Results

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 is available on the Unimore website: <https://www.unimore.it/bandi/StuLau-grad2.html> by **30 April 2018**. 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 Mathematics) and, in addition, IT skills and ECDL	0 – 40
	<i>Tot max 40</i>
B2 level English language international certificate	0 – 20
	<i>Tot max 20</i>
Motivational letter, written in English in which the applicant explains the reasons for applying: <i>Clarity of expression, motivational drive, general/specific skills relating to the study programme, English proficiency and distinctiveness will also be assessed</i>	0 – 10
Reference letter <i>The general/specific focus of the reference letter, as well as the credibility of the sources and date will be considered</i>	
	<i>Tot max 10</i>
Relevance of the previous education in relation to the objectives of the study programme: <i>The university education and any extra-curricular activities will also be taken into consideration (internships, summer schools, jobs) if they are relevant to the objectives and the characteristics of the study programme</i>	0 – 30
	<i>Tot max 30</i>
<i>Final score</i>	0-100

The top 50 applicants in the ranking who have obtained a score higher than 60/100 will be admitted. 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 case of equal scores, priority is given to the applicant obtaining a higher score in the first section “Study qualifications and educational experience”.

5. Requirements and Obligations

a) Keeping the assigned place

Admitted applicants - as per the ranking order available on the website <https://www.unimore.it/bandi/StuLau-grad2.html> - must necessarily do the following to keep the assigned place:

pay a CONFIRMATION DEPOSIT of 60.00 euros by 15 May 2018

**Failure to pay the deposit by the deadline
will result in losing the place in the ranking and the eligibility for enrolling**

How to pay the deposit

The deposit **may only be paid by credit card** (Visa, Master card or American Express), log on your personal page in Esse3 (www.esse3.unimore.it), and select the “taxes” section.

The deposit is a down payment of the study programme enrolment fees, and therefore all applicants who have paid the deposit but cannot complete the enrolment procedure because of objective and verifiable reasons (i.e. Embassy Visa Refusal) can request a refund by sending an email to Unimore Registrar’s Office (segrstud.economia@unimore.it). Please note that no refunds are guaranteed if the recipients are residing in countries where restrictive measures provided for by the competent authorities apply.

b) Further assignment of places

Vacancies resulting from the delay or non-payment of the deposit will be filled by next ranking candidates.

The ranking list will be constantly updated on the Unimore website: <https://www.unimore.it/bandi/StuLau-grad2.html> **by 22 May 2018.**

In order to keep the place assigned to them, candidates admitted through the second place assignment must:

pay a CONFIRMATION DEPOSIT of 60.00 euros by 6 June 2018 CET

**Failure to pay the deposit by the deadline
will result in losing the place in the ranking and the eligibility for enrolling**

How to pay the deposit

The deposit **may only be paid by credit card** (Visa, Master card or American Express), log on your personal page in Esse3 (www.esse3.unimore.it), and select the “taxes” section.

The deposit is a down payment of the study programme enrolment fees, and therefore all applicants who have paid the deposit but cannot complete the enrolment procedure because of objective and verifiable reasons (i.e. Embassy Visa Refusal) can request a refund by sending an email to Unimore Registrar’s Office (segrstud.economia@unimore.it). Please note that no refunds are guaranteed if the recipients are residing in countries where restrictive measures provided for by the competent authorities apply.

If there are any places left once the above procedure is closed, the list of admitted candidates and the deadline for paying the deposit of 60.00 euros will be posted on the website <https://www.unimore.it/bandi/StuLau-grad2.html>

This procedure will end on **10 August 2018.**

c) University pre-enrolment in order to get the study visa

UNIMORE will send an Admission Notification to the admitted candidates who have duly paid the admission deposit so that visas issue may be facilitated

Each candidate 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 2018/19 are available on the website <http://www.studiare-in-italia.it/studentistranieri/>

Enrolment prerequisites:
pre-enrolment at the Italian diplomatic or consular representations choosing UNIMORE.

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

6. Enrolment

Eligible candidates for the Master's Degree Programme in International Management are:

- admitted candidates who have duly paid the deposit by the set deadlines
- students who have pre-enrolled at the Italian diplomatic or consular representations and have chosen UNIMORE
- students obtaining the study visa for Italy on time for the enrolment.

Enrolment may be made **from 23 July to 21 December 2018 at** 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 on the link: <http://www.unimore.it/servizistudenti/segreteriestudenti.html>.

Candidates need to appear in person with the following documents:

1. Bachelor degree diploma, translated and legalised by the Italian Embassy/Consulate
2. certification of university degree validity, 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, German and Chinese)
4. post office receipt, certifying the deposit for the residence permit request
5. passport
6. passport photo

The Registrar's Office, after verifying the correctness and completeness of the documents submitted by the student, issues the tax slips and confirms the enrolment once the first instalment has been paid.

IMPORTANT: payments made **after 21 December 2018** shall not be valid for the purpose of the enrolment.

Please note that the PAYMENT DATE SENT BY THE BANK receiving the payment applies. For online payments please check the terms and the times in which the bank processes the payment, as to prevent the payment request from not being taken over and recorded on subsequent days, thus precluding the enrolment.

7. International student services

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

- residence permit request
- tax code request
- opening of a current account
- health insurance
- transport facilitations
- access to the accommodation search and housing services
- accommodation certificate 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: +39 059 2058171

8. Contributions and benefits

Students 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 <https://www.er-go.it/index.php?id=6620> Students not submitting the online application shall pay the tax fee of 2,200 euros approximately.

Online requests may be submitted from mid July 2018, even before the enrolment in the programme.

Note: pay attention to the various deadlines!

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

9. Person in charge of the procedure

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. +39 059/2056459; fax: +39 059/2056422, e-mail: elda.toschi@unimore.it

10. Reference offices

Informastudenti for information on the study programmes, the assessment and enrolment procedures
email: informastudenti@unimore.it

In Modena:

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

- via Campi 213/B ground floor tel. +39 059 205 8255

In Reggio Emilia:

- Viale A. Allegri, 15 - ground floor - tel. +39 0522 52 355

The opening hours are available on <http://www.orientamento.unimore.it/site/home/orientamento-allo-studio-e-tutorato.html>

Registrar's Office at the address via Università 4, 41125 – Modena, for enrolling and submitting study documents

e-mail segrstud.economia@unimore.it

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

The opening hours are available on <http://www.unimore.it/servizistudenti/segreteriestudenti.html>

Department Educational Office via Berengario, 51, Modena, for info on teachings
Opening hours: Tuesdays and Thursdays 9:30am to 12:30pm
e-mail info.economia@unimore.it
Department website www.economia.unimore.it

Disable and dyslexic students welcome office

e-mail disabilita@unimore.it
Tel. +39 059 2058311 - Fax +39 059 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

<p>The Registrar's Office and Informastudenti are closed from 13 to 17 August 2018 The Marco Biagi Department of Economics is closed from 30 July to 17 August 2018</p>
