

SOCIETY AND CULTURE

“Marco Biagi” Department of Economics (DEMB)
Call for applications to degree programmes with limited access in

BUSINESS ADMINISTRATION AND MANAGEMENT (class L-18)
ECONOMICS AND INTERNATIONAL MARKETING (class L-18)
ECONOMICS AND FINANCE (class L-33)

Reserved to non-EU applicants applying for a visa and residing abroad

Academic Year 2022-2023

DEADLINES	
Pre-enrolment on the University website	by 1 September 2022 on the website https://www.university.it/index.php/registration/firststep
Test assessing the knowledge of the Italian language - remotely	18 July 2022 - repeated on 5 September 2022
Test of mathematics - remotely	22 July 2022 - repeated on 9 September 2022
Deadline for paying the admission fee	before the test of mathematics
Publication of the list of admitted applicants	by 13 September 2022
Deadline for paying of 1st instalment for enrolment	21 December 2022
Final closing date of the call for applications	30 December 2022

IMPORTANT: Any amendment to the deadlines or procedures concerning this Call for applications will be published on the webpage www.unimore.it/bandi/StuLau-Lau.html

1. Preliminary information

This Call for Applications is addressed to **non-UE applicants residing abroad and applying for a visa at the Italian diplomatic or consular representations**, willing to enrol in the FIRST year of the Master's Degree Programmes of the Marco Biagi Department of Economics for the Academic Year **2022-2023**. The study programmes in BUSINESS ADMINISTRATION and MANAGEMENT, ECONOMICS and INTERNATIONAL MARKETING, ECONOMICS and FINANCE have a limited number of places available. A **remote TEST of mathematics** is provided for being admitted to the FIRST YEAR of the study programme. The test is the same for the 3 degree programmes.

Classes are mainly given **in Italian**, still some programmes are taught **in English**.

Italian and foreign applicants with an Italian qualification, as well as EU-citizens (regardless of their residence) and Non-EU citizens regularly residing in Italy or other EU country and possessing a degree obtained in a foreign country shall apply for the degree programmes of the Department of Economics by following the procedure indicated in a specific Call for Applications reserved for them (call for applications of the DEMB three-year degree programme, in which passing the TOLC-E examination is required).

2. Places available

For the academic year 2022-2023, the places available are as follows

	Total	Reserve
Business administration and management (CLEAM)	10	<i>reserved to non-EU applicants applying for a visa and residing abroad</i>
Economics and International marketing (CLEMI)	15	<i>reserved to non-EU applicants applying for a visa and residing abroad</i>
Economics and finance (CLEF)	15	<i>reserved to non-EU applicants applying for a visa and residing abroad</i>
Total places	40	

Applicants will be selected after taking a test of mathematics.

3. Selection of applicants

For admission to the programmes, applicants shall:

- 1) **pre-enrol on the UNIVERSITALY website by 1 September 2022** as indicated in the ministerial circular letter to obtain access to degree programmes. It is available at the link www.studiare-in-italia.it/studentistranieri/. Please also attach the documentation described in section 4. *Obligations* under this call for applications.
- 2) **pass 2 tests, held remotely:**
 - an Italian language test (except for exempted students)
after passing this test, applicants will be entitled to take:
 - a test of mathematics
- 3) **pay a fee of €55.00 for expenses** before taking the test of mathematics. Payment methods are indicated on www.unimore.it/ammissione/pagamenti.html

Please note that to access to the degree programmes students must hold a **study qualification deemed suitable** and obtained after at least 12 years of schooling (alternatively, please refer to the circular letter indicated above) and **have passed the university proficiency test**, if provided for accessing the home university.

4. Obligations

Non-EU applicants residing abroad and requesting a visa shall pre-enrol on the UNIVERSITALY website clicking on the link <https://www.universitaly.it/index.php/registration/firststep> by **1 September 2022**. The pre-enrolment application is automatically sent to UNIMORE for validation. Applicants have to upload the following documents on the Universitaly website:

- valid id

- Italian language certification - if any - exempting them from taking the test (only for at least B2 level) or show that they fall within the exemption cases provided in the circular letter available on www.studiare-in-italia.it/studenti stranieri/
- the documentation on their previous studies, possibly translated and legalised by the Italian Embassy/Consulate of the country where the degree was obtained, or to which the school issuing the qualification belongs:
 - **high-school diploma** obtained after at least 12 years of schooling, pursuant to what indicated in *Annex 1* of the ministerial circular letter mentioned above
 - **certificate** containing the list of the teachings taken in school education
 - **certificate that they have passed the university proficiency test** (if any) provided for accessing the university in the home country
 - **declaration of value** (if any) 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 CERTIFICATE 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

Should the applicants not have all the documents required (e.g. they do not have the declaration of value, or if they are waiting for the legalisation by the competent diplomatic-consular authority, or the ENIC-NARIC centre certificate, or the comparability certificate, etc.), **in any case they shall attach anything they have available relating to their previous studies.**

However, please note that the documentation listed above is essential for the enrolment, along with the entry visa for Italy.

Taking into account the pre-enrolments received, the Registrar's office of the Department of Economics will periodically report the students' applications to the examining board, so that the applicants will be contacted to take the tests scheduled and receive their credentials (user-id and password) to access their personal page in Esse3.

IMPORTANT

As the study programmes share the SAME competition procedure, applicants shall communicate their second and third option study programmes to the Registrar's Office of the Department of Economics segrstud.economia@unimore.it – via Università 4, Modena. Failure to communicate these options, the Registrar's Office will choose the study programmes on behalf of the student and will notify the interested persons.

5. Test assessing the knowledge of the Italian language

Non-EU applicants residing abroad will be contacted by the board at the email address provided in the University database to take the remote **Italian language test** scheduled on:

18 July 2022

The test will be repeated on

5 September 2022 for those applicants who have not taken it on 18 July.

In any case, it may be taken only once.

Applicants will receive an email a few days before the test with the link to which they must connect and the time of the test.

The test includes an **interview on topics of general knowledge**. The results of the test will be communicated directly to the applicants, after the interview.

No fees are due.

IMPORTANT: Passing the Italian test **is an essential prerequisite** for admission to the following tests. Unless they are exempt, students who have not passed the Italian language test are not admitted to take the test of mathematics and enrol in the study programmes.

Exemptions from taking the Italian language test include applicants holding an Italian language certificate of at least level B2 (or higher), issued within the CLIQ (Certificazione Lingua Italiana di Qualità) system, to which current certification bodies participate (University for foreign students of Perugia, University for foreign students of Siena, Università Roma Tre, Società “Dante Alighieri”), or issued by the University for foreign students “Dante Alighieri” of Reggio Calabria, also in partnership with the Italian cultural institutions abroad or other accredited entities. Such certificates may be obtained in the home country, in the appointed examination centres all over the world. Further exemptions are indicated in the ministerial circular letter available on <https://www.studiare-in-italia.it/studenti stranieri/> The main international certifications recognised by UNIMORE are listed at the following link: www.clamore.unimore.it/it/certifications/info

For any queries please send an email to segrstud.economia@unimore.it and check whether you may be exempted from taking the Italian language test.

6. Test of mathematics

All non-EU applicants residing abroad who have passed the Italian language test (except for the exemption cases) shall take the **test of mathematics** that will be held remotely on

22 July 2022

The test will be repeated on

9 September 2022 for those applicants who have not taken it on 22 July.

In any case, the test of mathematics may be taken only once.

Applicants will receive an email a few days before the test with the link to which they must connect and the time of the test.

Before taking the test, students must pay a **non-refundable** fee of **€55.00**. To make the payment, please use the credentials (user-id and password) sent by the Registrar’s Office. Login to www.esse3.unimore.it and select *Registered/Student Area* from the *Menu* tab, then go to the **Tax** section. Payment methods are indicated on www.unimore.it/ammissione/pagamenti.html

Students are not allowed to take the test if they have not paid the amount due.

The platform used will be **Google Meet**.

To take the test of mathematics, students must have a PC (desktop or laptop) with video camera, microphone, speakers, and a tablet/smartphone with camera and microphone.

If you do not have the IT equipment listed above please communicate it immediately by sending an email to info.economia@unimore.it.

The test must be completed within 40 minutes, and includes

ten queries of mathematics to which the following score is assigned:

3 points for each correct answer

0 points for each wrong answer

0.5 penalty points for each missing answer

Mock tests of mathematics are available on the website moodle.unimore.it > Marco Biagi Department of Economics

7. Rankings of admitted applicants

The general rankings and those divided by each degree programme are published on the website www.unimore.it/bandi/StuLau-grad.html by

13 September 2022

They may be viewed by accessing the reserved area, logging in with the username and password provided by the Registrar's Office and generated when Registering in esse3.

Rankings are drawn up based on the score obtained in the test of mathematics. However, **in the event of a tie**, the younger applicant shall prevail.

Applicants who have been admitted to more than one study programme are listed in the ranking of their first-choice study programme, as well as in the rankings of the study programmes for which they have not been admitted.

Admitted applicants scoring up to 21/30 in the 10 queries of mathematics of the test of mathematics are assigned an **additional credit obligation (OFA)**, to be complied with **by September 2023**. Only after complying with that credit obligation they will be allowed to take **the exam of "Mathematics and financial mathematics"** provided in the first year of the programme. Applicants not complying with the additional educational obligations by September 2023 will be enrolled in the academic year 2023/24 in the first year as "repeating students", and for the entire year they will only be allowed to take the exams of the first year they have not yet passed.

On the other hand, admitted applicants who get a score higher than 21/30 are exempt from additional credit obligations and will see it reported in esse3 on the digital record book, after the enrolment.

8. Enrolment

By 21 December 2022, the Registrar's Office will enrol non-EU applicants residing abroad who have been *admitted* in the merit ranking if:

A) they have the following documentation required:

- **high-school diploma** obtained after at least 12 years of schooling, pursuant to what indicated in *Annex 1* of the ministerial circular letter available on www.studiare-in-italia.it/studentistranieri/ translated and legalised by the Italian Embassy/Consulate to which the school issuing the qualification belongs
- **transcript of records** of the teachings attended in school education, translated and legalised by the Italian Embassy/Consulate or in the country where the qualification was obtained, or in the country to which the school issuing the qualification belongs
- **certificate that they have passed the university proficiency test** (if any) provided for accessing the university in the home country
- **declaration of value** (if any) 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 CERTIFICATE** 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

B) they pay the 1st fee instalment **by 21 December 2022**

In order to pay the minimum amount as indicated on <https://www.er-go.it/index.php?id=7816> students need to submit the request for benefits on www.er-go-it by the end of August:

After submitting the application for benefits, and provided they are admitted to the degree programme, the amount due is available in Esse3. Login to www.esse3.unimore.it and select *Registered/Student Area* from the *Menu* tab, then go to the **Tax** section. Payment methods are indicated on www.unimore.it/ammissione/pagamenti.html

C) they have pre-enrolled on the University portal as indicated in section 4 of this call for applications.

D) they have obtained the entry visa for Italy by the competent diplomatic-consular authority

9. International student services

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

- any quarantine period required after arriving in Italy
- application for residence permit
- application for a tax code
- opening a bank account
- health insurance
- transport facilities
- access to the accommodation searching and housing services
- certificate of suitability of accommodation for the Embassy/Consulate

All students are invited to register to 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 - Phone: 059 2058171

10. Tuition fees and benefits

Students who intend to apply for benefits: scholarship, accommodation in university residences, fee reduction and other allowances, shall submit an online request by the end of August 2022 on the www.er-go.it website strictly by the deadlines set in the Call for Applications, published approximately in July 2022, and attach the documentation on their family income.

The documents required by Ergo for foreign study qualifications are listed on: <https://www.er-go.it/index.php?id=6620> Relevant deadlines are available on <https://www.er-go.it/index.php?id=7816>

For further information www.er-go.it/index.php?id=5963 or contact Ergo www.er-go.it/scrivici/index.php?lang=en

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 this call is published. Any update/change/integration will be published and disclosed on the website www.unimore.it

For further information on the means of payment and to check any update on the academic year 2022-23, please visit the website www.unimore.it/ammissione/tasse.html and <https://www.international.unimore.it/fees.html>

11. Person in charge of the procedure

The office responsible is the Registrar's Office of the Marco Biagi Department of Economics (tel. 059/2056459; email segrstud.economia@unimore.it). 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.

An appeal may be lodged against the content of this call before the Administrative Court of Emilia Romagna Region or an extraordinary appeal may be lodged 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

12. Contacts

For information on the enrolment procedure, please contact: segrstud.economia@unimore.it

For IT issues and 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 information on teachings, please contact the Teaching Office of the Marco Biagi Department of Economics (via Berengario 51, Modena), offices 23-25-31-33 West wing, e-mail: info.economia@unimore.it
For detailed information on degree programmes 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
The opening hours are available at the link www.unimore.it/servizistudenti/segreteriestudenti.html

e-mail segrstud.economia@unimore.it

Welcome Office for Disabled and Dyslexic Students

Tel. +059 2058311 - Fax +059 2058309 – 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

For information on the study programmes and educational offer, 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 52 3555

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

Offices are closed from 16 to 19 August 2022

Modena, 28 March 2022

THE RECTOR

Carlo Adolfo Porro