UNIMORE
UNIVERSITÀ DEGLI STUDI DI
MODENA E REGGIO EMILIA

TECHNOLOGY AREA
Department of Sciences and Methods for Engineering

Call for Applications for the Master's Degree Programme
with no limited access, in

DIGITAL AUTOMATION ENGINEERING

(Class LM-25)

REGGIO EMILIA Campus
Academic Year 2022-2023

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

The programme is taught entirely in English

DEADLINES	
Online application for evaluation of the background knowledge	by 14 December 2022
Enrolment	from 11/07/2022 to 21/12/2022

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

Contents

1. Preliminary information

This Call for Applications is addressed to non-EU applicants with a foreign study qualification who are residing abroad and are applying for a Visa at the Italian Embassy/Consulate.

Admission to the Master's Degree in Digital Automation Engineering (class LM-25) is subject to an online application for evaluation of the background knowledge to be submitted by all applicants by **14 December 2022** based on the procedure described in this call for applications.

Enrolment must be completed no later than 21 December 2022.

To be admitted to the Master's Degree in Digital Automation Engineering, Italian citizens, EU citizens (anywhere resident) and non-EU citizens regularly staying in Italy must follow the procedure indicated in the specific call reserved to them, which will be published approximately in May 2022 on the website https://www.unimore.it/bandi/StuLau-Lau2V.html

2. Qualifications and knowledge required

Applicants are required to possess:

1.   **Bachelor's degree** deemed suitable and obtained or to be awarded by 14 December 2022 with a score higher than 2/3 of the maximum score in the system of the University of origin or placed within the best 30% of the reference group. Applicants shall be responsible for certifying the obtainment of the minimum scores indicated.

2.   an **adequate knowledge of the English language** not lower than the B2 level of the Common European Framework of Reference, required to use texts of the sector and follow lessons in this language. Knowledge of English must be documented as follows:
-       Language certification of at least level B2 of the Common European Framework of Reference. The main international certifications recognised by UNIMORE are listed at the following link: http://www.clamore.unimore.it/it/certifications/info
Alternatively:
-       University exams of English with a content equivalent to the B2 level with a declaration issued by the University of origin as documentary evidence (written in English on official University letterhead);
-       Bachelor's degree in English;

-        English mother-tongue countries of origin (foreign or Italian citizens who are fluent in their language of origin as a consequence of their family or language experience shall be considered of foreign mother tongue);

The curricular requirements for the enrolment will be evaluated by a specific Board, which will analyse the study curriculum submitted.

3. Assessment of the academic background

The academic background will be checked by a special Board, which will evaluate the knowledge acquired in the fields of mathematical analysis, geometry and algebra, rational mechanics, physics, chemistry, automatic controls, computer science, machine mechanics, electrical engineering, electrical machines and drives. Such knowledge will be verified by assessing the university career; an interview may also be necessary.

Based on specific procedures provided in the Educational Regulation of the Master's Degree Programme in Digital Automation Engineering, if the study programme is not perfectly consistent with the requirements, the Board will evaluate the need to integrate the curriculum with an extra programme borne by the student to be successfully completed by 14 December 2022.

4. Submitting an online application for evaluation

To submit their application, students must:

- register on the website www.esse3.unimore.it (upper left) to get the username and password required for access to the Restricted Area. Please check that the e-mail address provided is correct in order to receive any future communications;

- after logging in, choose Registered/Student Area from the menu tab and enter the reserved area, then choose "Assessments and tests";

- after choosing Digital Automation Engineering selection, answer 'Yes' to the question: "Are you an International student with a foreign degree, residing abroad, applying for a visa through the Italian Embassy/Consulate?" then fill in the online application and attach the documents listed below:

1.   **Certificate of the study qualification obtained and the degree mark.** Students who have not yet obtained the qualification must state the expected awarding date;
2.   **List of the exams passed** reporting the date, the score obtained and the duration of the teaching programme, in Italian or English;
3.   **List of any exams still to be taken;**
4.   **Certificate reporting the maximum degree score assigned by the University awarding the qualification;**

5. **Detailed programme of the exams:** for each teaching, indicate the topics studied and further examined;

6. **Language certification of level B2** or other document useful for the verification of language skills as required and indicated in point 2 of this call**;**

7. **Other skills acquired and useful for the assessment** (e.g. IT skills, work experience, etc.).

In this evaluation phase, students can self-certify the required data. The original documentation is essential, however, to complete the registration (see next point 7.2).

At   https://www.unimore.it/servizistudenti/vediallegato.html?al=1101   the guide to request the "Initial assessment for second-level master's degree programmes with unlimited access" is available for download.

> **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?"

5. Amending or reopening an online application for evaluation

Before the evaluation results:
Should the applicant need to reopen the application and correct the data or add extra documents before the deadline of 14 December 2022, please send an e-mail to the Registrar's Office segrstud.scienzemetodi.ingegneria@unimore.it.

6. Assessment Results

The Examination Board, appointed by the Board of the Department of Sciences and Methods for Engineering evaluates the qualifications and the documental evidence provided.
Applications will be evaluated based on the order of submission. The Board normally meets every 3 weeks. The results of the assessment will be made available to students at http://www.unimore.it/bandi/StuLau-esiti.html and also sent via e-mail to the address indicated during registration.
The above-mentioned page will show one of the following results:

- PASS: the student's background knowledge is deemed suitable and the curricular requirements are met; as a consequence, if the study qualification has been awarded, the applicant may complete the final enrolment in the programme by following the instructions outlined in 7.

– ADDITIONAL REQUIREMENTS: after considering the admission requirements and the suitable initial preparation, the Board will indicate any weaknesses (so called educational debt) and the means to comply with them. Any educational debt shall be complied with before the enrolment and in any case by 14 December 2022 to ensure that the applicant has enough time to enrol by 21 December 2022.

- FAIL: in this case the examination board will state the reasons for evaluating the student's academic background as not suitable, or the curricular requirements have not been met. In this case, applicants will not be allowed to enrol.

- INCOMPLETE APPLICATION: if the Board decides that no assessment can be made as the required documentation is incomplete, the application will be labelled as "incomplete documentation" and it will be automatically reopened with status "not final application". The applicant shall attach the missing

documents and finally close the application for a new assessment.

The following may also appear:

-       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?", hence the application cannot be assessed.

-       FOR ASSESSMENT: the application has been submitted by the applicant, but the examination Board has not yet assessed the application

The Board referent is prof. Manuel Iori (manuel.iori@unimore.it , didattica.dismi@unimore.it) .

7. Enrolment procedure (degree programme)

Foreign citizens residing abroad and applying for a visa must follow the provisions and deadlines relating to academic year 2022-23 indicated in the circular of the Ministry of University and Research on https://www.studiare-in-italia.it/studentistranieri/ relating to access to study programmes. They must also comply with the annual definition of the quota reserved for them, approved by the University. For the Academic Year 2022/2023 the quota is of **no. 5 places reserved to non-EU students applying for a visa.**

7.1 Pre-enrolment on Universitaly for the purpose of obtaining a student visa

As indicated in the ministerial circular for access to study programmes, Non-EU applicants residing abroad and requesting a visa must pre-enrol on the UNIVERSITALY website by clicking on the link https://www.universitaly.it/index.php/registration/firststep.
The pre-enrolment application is automatically sent to UNIMORE for validation. UNIMORE will notify the Italian Consular Authority in the event of admission to the study programme.

Applicants have to upload the following documents on the Universitaly website:
- their passport
- a passport photo

Any further documents relating to their academic qualification may also be attached, including:
- original title and its translation
- **declaration of value**, 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 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

Please contact the reference Embassy/Consulate as soon as possible to check the requirements and the documents needed for the visa to be issued.

7.2 Enrolment

Enrolment to the Master's Degree Programme in Digital Automation Engineering is reserved to "suitable applicants" who:

- have completed the pre-enrolment procedure on the Universitaly website
- obtain a student visa for Italy in time for the enrolment.

Enrolment: **11 July to 21 December 2022.**

The office responsible for enrolments is the Registrar's Office for the Department of Sciences and Methods for Engineering, viale Allegri n.15 a Reggio Emilia - email: segrstud.scienzemetodi.ingegneria@unimore.it
Opening times are available at the link http://www.unimore.it/servizistudenti/segreteriestudenti.html

The following documents must be submitted in advance to the Registrar's Office for enrolment: segrstud.scienzemetodi@ingegneria@unimore.it :

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 in the country to which the school issuing the qualification belongs or alternatively a declaration by ENIC-NARIC centres. Fur further information, please 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

3. Degree certificate, issued by the University awarding the degree
4. Copy of the residence permit or alternatively a copy of the post office receipt, certifying the filing of the residence permit request.
5. Valid ID
6. Passport photo
7. Visa for study.

After verifying the correctness and completeness of the documents submitted by the student, the forms for the payment of tuition fees (academic year 2022-2023) will be made available on the applicant's personal page on Esse3 and the Registrar's Office will confirm the enrolment once the first instalment has been paid.

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

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IMPORTANT

Please note that the payment date indicated on the ELECTRONIC PAYMENT RECEIPT applies.

Regardless of the justifications provided, payments reporting a date later than 21 December 2022 on the receipt will not be deemed valid for enrolment purposes.

PLEASE NOTE According to AgID (Agency for Digital Italy), the payment may be made by the payment service provider on the day following the payer's request. This would preclude the enrolment.

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8. Means of payment

As indicated on the information notice published on www.unimore.it/ammissione/pagamenti.html, login to www.esse3.unimore.it and go to the *Tax* section to view the amounts due and access the pagoPA system for payment. The amounts due shall be paid only through the PagoPA system, which allows for:

A) **online payments** (choosing your Payment Service Provider - **PSP**). A payment 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.

or, alternatively

B) **printing the payment notice** and paying the amount through Banks, ATM counters, or SISAL, Lottomatica and ITB sales points, namely payment service providers for the PagoPA system that will issue a receipt of the payment request.

Please note that charges due may vary based on the chosen PSP.

9. International student services

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

- information regarding possible quarantine
- 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: +39 059 2058171

10. Costs and allowances

In order to obtain or to request additional benefits (study grant, accommodation in university residences, food services and other benefits), international students residing abroad and requesting a visa must submit an online application by the end of August 2022. Online applications need to be submitted on the website www.er-go.it before enrolment.

Students need to have the documents translated and legally certified, stating their financial situation at the link https://www.er-go.it/index.php?id=6620. For further information, please go to https://www.er-go.it/index.php?id=5963

The Call for Benefit Applications will be published approximately at the beginning of **July 2022**.
Students are invited to check the deadlines. For further information and to check any update on the academic year 2022-2023, please visit the website www.unimore.it/ammissione/tasse.html and https://international.unimore.it/fees.html. Students failing to submit the online application will pay the tuition fees in full, for the amount of EUR 2.200,00 approximately, divided into 4 instalments.

The information provided above is up-to-date as of today's date; it may be subject to updates/changes/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

11. Person in charge of the procedure

Pursuant to Law no. 241/1990, the person in charge of the procedure is Ms. Marialetizia Burani, in charge of the Registrar's Office. The office in charge is the Registrar's Office of the Master's Degree Programme in Digital Automation Engineering (tel. 0522/522204; e-mail: segrstud.scienzemetodi.ingegneria@unimore.it).

12. Offices and reference links

For information on the call for applications contact the Registrar's Office for the Department of Sciences and Methods for Engineering, Viale Allegri 15 – 42121 Reggio Emilia Tel. +39 0522/522204 fax: +39 0522/522205 - email: segrstud.scienzemetodi.ingegneria@unimore.it
Opening hours are available on http://www.unimore.it/servizistudenti/segreteriestudenti.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 9:00am to 5:00pm and on Fridays from 9:00am to 2:00pm

For information on teaching activities (such as study programme, teachings, class timetables, reference professors) please contact the Teaching Office for the Department of Sciences and methods for engineering, Via Amendola, 2 – Reggio Emilia
Contacts: https://www.dismi.unimore.it/site/home/dipartimento/contatti.html
Department website: www.dismi.unimore.it

Welcome Office for Disabled and SLD Students

Tel. +39 059 2058311 - Fax +39 059 2058309 – e-mail disabilita@unimore.it

For the online application for benefits and other allowances, 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**: e-mail**:** informastudenti@unimore.it Tel. 059 2058255 and 0522 523555

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

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The Registrar's Office and Informastudenti will be closed from 15 to 19 August 2022

Reggio Emilia, 8 June 2022

THE RECTOR

Professor Carlo Adolfo Porro