



UNIMORE
UNIVERSITÀ DEGLI STUDI DI
MODENA E REGGIO EMILIA

TECHNOLOGY AREA
“Enzo Ferrari” Department of Engineering

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

SUSTAINABLE INDUSTRIAL ENGINEERING

(class LM-33)

Modena campus (Technopolo Carpi)
Academic Year 2023-2024

for 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 13/12/2023
Transfers and students coming from other programmes	by 20/12/2023
Enrolment	12/07/2023 to 20/12/2023

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

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1. Purpose

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.

For admission to the Master's Degree in Sustainable Industrial Engineering (class LM-33) all applicants must submit an online application for evaluation of the academic background; the evaluation of the admission requirements will take place by **13 December 2023** based on the procedure described in this call for applications.

Enrolment must be completed no later than **20 December 2023**.

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 the Master's Degree Programme in Sustainable Industrial Engineering (class LM-33) shall follow the procedure described in the call for applications specifically issued for them, which will be published in May 2023 indicatively on the website <https://www.unimore.it/bandi/StuLau-Lau2V.html>

2. Qualifications and knowledge required

The academic background will be evaluated by a dedicated Board that will assess the knowledge of the basic subjects (Mathematics, Physics...) that are typical of Engineering and of those typical of Industrial Engineering with specific reference to the basic knowledge of Mechanics. 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 Sustainable Industrial 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 13 December 2023. As specified in the following paragraph, the study qualification obtained abroad must have a grade higher than the 2/3 of the maximum score in the system of the home university. For the conversion of the degree score applies the conversion formula of foreign scores published on the website of the Ministry of the University to the following page http://attiministeriali.miur.it/media/240734/allegato_5.pdf.

3. Assessment of the academic background

A dedicated Board will assess the student's background knowledge and knowledge will be deemed to have been met if the applicant has

1. a Bachelor's level academic qualification deemed suitable obtained abroad by 13 December 2023, and if the student's career meets **at least** one of the following conditions:
 - degree with mark higher than $\frac{2}{3}$ of the prescribed maximum
 - average exam marks higher than $\frac{2}{3}$ of the prescribed maximum (if the qualification has not yet been obtained at the time of assessment)
 - degree with grade equivalent to D or higher on ECTS scale
 - degree with equivalent Grade Point Average of 2.0 or higher
 - degree with a grade above the 10th percentile for the department or university.
2. Level B2 (Common European Framework of Reference) language certificate, or alternatively a declaration by the university in which the applicant is enrolled confirming the required language skill level.
The following are accepted:
 - International certificates recognised by UNIMORE, listed at the link <http://www.cla.unimore.it/site/home/certificazioni.html>
 - University English exams providing B2 level, with a declaration issued by the home University as documental evidence;
 - 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);

For the conversion of the degree score applies the conversion formula of foreign scores published on the website of the Ministry of the University to the following page http://attiministeriali.miur.it/media/240734/allegato_5.pdf.

The requirements and the knowledge will be verified by assessing the university career and possibly holding and interview. Applicants are required to submit an online application in order to be assessed.

4. Submitting an online application for evaluation

To submit their application, students must:

- register on the website www.esse3.unimore.it 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 "Application for evaluation".

(At <https://www.unimore.it/servizistudenti/vediallegato.html?al=1101> you can download the guide "On-line evaluation procedure for admission to Master's Degree Programmes").

- after choosing Sustainable Industrial Engineering (Class LM-33) selection, answer 'Yes' to 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 examinations passed written in Italian or English** reporting the date, the score obtained and the duration of the teaching programme;

3. **List of any examinations still to be taken;**
4. **Certificate reporting the maximum degree score assigned by the foreign University awarding the qualification;**
5. **Detailed programme of the examinations written in Italian or English:** for each teaching, indicate the topics studied and further examined;
6. **Other skills acquired and useful for the assessment** (e.g. IT skills, language skills, work experience, etc.).

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

Should the applicant need to reopen the application and correct the data or add extra documents before the deadline of 13 December 2023, please send an e-mail to the Registrar’s Office segrstud.ingegneria@unimore.it.

6. Assessment Results

The Examination Board of the Master’s Degree in Sustainable Industrial Engineering (class LM-33) of the “Enzo Ferrari” Department of Engineering, evaluates the qualifications and the documental evidence attached to the application.

The result of the assessment will be made known to students by means of a notice published at <http://www.unimore.it/bandi/StuLau-esiti.html> by logging in with the credentials issued when registering on the ESSE3 portal and by email 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 13 December 2023 to ensure that the applicant has enough time to enrol by 20 December 2023.
- **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, applicant 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 from the following day 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

You can contact the examining board at: info.sie@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 2023-2024 indicated in the circular of the Ministry of University and Research on <https://www.studiare-in-italia.it/studentistranieri/> relating to access to degree programmes. They must also comply with the annual definition of the quota reserved for them, approved by the University.

For the Academic Year 2023/2024 the quota is of no. 15 places reserved to non-EU students applying for a visa.

7.1 Pre-enrolment on University 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 UNIVERSITY 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 University website:

- their passport
- a passport photo

Any further documents relating to their academic qualification may also be attached, including:

- **Original title of study certificate 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
- **The list of examinations taken in Italian or English**
- **Any language certifications issued in English**

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 Sustainable Industrial Engineering (class LM-33) is reserved to "suitable applicants" who:

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

Enrolment: **12 July to 20 December 2023.**

The office responsible for enrolments is the Registrar's Office for the "Enzo Ferrari" Department of Engineering located in via Campi no. 213/b, Modena. Email address: segrstud.ingegneria@unimore.it
Opening times are available at the link <http://www.unimore.it/servizistudenti/segreteriestudenti.html>

The following documentation is required for registration and must be sent in advance by e-mail to the Registrar's Office segrstud.ingegneria@unimore.it:

1. Bachelor degree diploma, translated and legalised by the Italian Embassy/Consulate
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. For 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

2. degree certificate with examinations in Italian or English, issued by the university where the degree was obtained
3. copy of the residence permit or alternatively a copy of the post office receipt, certifying the filing of the residence permit request.
4. valid ID;
5. passport photo;
6. Study visa
7. Any language certifications issued in English

Once the Registrar's Office has verified the correctness and completeness of the documentation submitted by the student, it will make the contribution slips for the 2023-2024 academic year available on the personal page in Esse3, under the heading "Fees", and finalise enrolment after payment of the first instalment.

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

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 20 December 2023 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.

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: 059 2058171

10. Costs and allowances

In order to obtain or to request additional other 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 2023. 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/uploads/media/F.A.Q._parte_generale_REV_EN_03.pdf and <https://international.unimore.it/fees.html>

The Call for Benefit Applications will be published approximately at the beginning of **July 2023**.

Students are invited to check the deadlines. For further information and to check any update on the academic year 2023-2024, please visit the website www.unimore.it/ammissione/tasse.html Students who do not submit the online application will pay the tuition fees in full, for the amount of 2,200.00 EUR 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 Giuseppe Milano, who is responsible for the Registrar's Office. The office in charge is the Registrar's Office for the "Enzo Ferrari" Department of Engineering, Master's Degree Programme in Sustainable Industrial Engineering (class LM-33) tel. 059/2055637; email: segrstud.ingegneria@unimore.it

12. Offices and reference links

For information on the call for applications contact the Registrar's Office of the "E. Ferrari" Department of Engineering, Via Campi 213/b 41125 - Modena tel. +39 059/2055637; email: segrstud.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 (such as study programme, teachings, class timetables, reference professors) please contact the Teaching Office of the "E. Ferrari" Engineering Department, Via Pietro Vivarelli, 10 – 41125 - Modena www.ingmo.unimore.it. email: didattica.dief@unimore.it

Welcome Office for Disabled and Dyslexic 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, the assessment and enrolment procedures please contact: **Informastudenti:**

e-mail: informastudenti@unimore.it

Tel. 059 2058255 and 0522 523555

Opening hours are available on <https://poa.unimore.it/informastudenti/>
<https://www.orientamento.unimore.it/site/home/orientamento-allo-studio-e-tutorato.html>
<https://www.unimore.it/servizistudenti/orientamento.html>

The Registrar's Office and Informastudenti will be closed from 14 to 18 August 2023