



## IL RETTORE

- Visto** lo Statuto dell'Università di Modena e Reggio Emilia pubblicato con Decreto del Rettore n. 3 del 6 febbraio 2012, Prot. 1788 del 6 febbraio 2012, pubblicato sulla Gazzetta Ufficiale della Repubblica Italiana n. 45 del 23 febbraio 2012;
- Visto** il Regolamento Didattico di Ateneo emanato con D.R. del 2 luglio 2015, 261 e successivamente modificato con D.R. del 14.09.2018, n. 499 e con D.R. del 10.07.2018, n.350;
- Vista** la legge 7 agosto 1990, n.241, "Nuove norme in materia di procedimento amministrativo e di diritto di accesso ai documenti amministrativi" e successive modifiche;
- Vista** la Legge 19.11.1990, n. 341 "Riforma degli ordinamenti didattici universitari";
- Vista** la Legge 2 agosto 1999, n.264, "Norme in materia di accessi ai corsi universitari", in particolare l'art. 2 nel quale si prevede tra l'altro la possibilità per le università della programmazione degli accessi a livello locale;
- Visti** i DD.MM. del 4 agosto 2000, del 28 novembre 2000, del 16 marzo 2007 e del 19 dicembre 2023 con i quali sono state determinate e ridefinite, rispettivamente, le classi delle lauree universitarie e le classi delle lauree magistrali;
- Visto** il D.M. 22 ottobre 2004 n. 270 "Modifiche al Regolamento recante norme concernenti l'autonomia didattica degli Atenei, approvato con Decreto M.I.U.R. 3 novembre 1999 n. 509";
- Vista** la Legge 30.12.2010, n. 240, "Norme in materia di organizzazione delle Università, di personale accademico e di reclutamento, nonché delega al Governo per incentivare la qualità e l'efficienza del sistema universitario";
- Visto** il Regolamento (UE) 2016/679 del Parlamento Europeo e del Consiglio del 27 aprile 2016 relativo alla protezione delle persone fisiche con riguardo al trattamento dei dati personali, nonché alla libera circolazione di tali dati;
- Visto** il D.M 7 gennaio 2019, n. 6 "Decreto autovalutazione, valutazione, accreditamento iniziale e periodico delle sedi e dei corsi di studio";
- Vista** la comunicazione della coordinatrice didattica del Dipartimento di Economia, dott.ssa Lara Liverani, in merito ai posti riservati agli studenti internazionali interessati alla LM International Management per i quali si prevede:
- a) un contingente di 99 posti, riservati a studenti extra-UE non soggiornanti richiedenti visto,
  - b) un ulteriore posto, riservato al vincitore del bando UNICORE 6.0 anno accademico 24-25 (qualora UNIMORE partecipi al progetto e qualora tra i corsi di studio aderenti il vincitore scelga la LM International Management)



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c) l'assegnazione dei complessivi 100 posti mediante specifico bando riservato ai candidati extra-UE non soggiornanti e procedura concorsuale distinta e separata da quella riservata ai candidati italiani, comunitari ed extra UE soggiornanti

**Vista** la nota di approvazione del bando di ammissione a International Management, riservato ai candidati extra-UE richiedenti visto, trasmessa dalla coordinatrice didattica del Dipartimento di Economia, dott.ssa Lara Liverani e dal referente del corso di studio, Prof. Federico Maria Mucciarelli

## **DECRETA**

### **Articolo 1**

L'approvazione ed emanazione del Bando di concorso per l'accesso al corso di laurea magistrale in International Management, riservato ai candidati extra-UE non soggiornanti richiedenti visto, A. A. 2024-2025 allegato al presente Decreto, di cui costituisce parte integrante e sostanziale.

Modena, 26 gennaio 2024

IL RETTORE  
Carlo Adolfo Porro

## **SOCIETY AND CULTURE**

"Marco Biagi" Department of Economics  
Call for Applications for the Master's Degree Programme

## **INTERNATIONAL MANAGEMENT**

Modena Campus - Class LM - 77

**for non-EU students residing abroad and applying for a visa**

Academic Year 2024/2025

**The course is entirely taught in English**

### **DEADLINES**

Online application: **by 24 March 2024**

Admitted applicant rankings: **by 6 May 2024**

Enrolment: **by 20 December 2024**

**Programme online presentation: 28 February 2023 at 3 pm CET, addressed to all international students**



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Any amendment to the deadlines or procedures concerning this Call will be published on the following website:  
[www.international.unimore.it/bandilan.html](http://www.international.unimore.it/bandilan.html)

## 1. Purpose

This Call for Applications is addressed to **non-EU applicants 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 2024-2025.

The places available are **100 in total**, of which 1 is reserved to the applicant who wins the UNICORE 6.0 University Corridors for Refugees 2024-2025 call for applications (subject to the programme being activated, Unimore participating and the winner choosing International Management), available on the website <https://www.unimore.it/mobilita/unicore.html>

APPLICATIONS must be submitted **by 24 March 2024** and applicants shall be subject to a verification of their personal training that will be carried out **based on their study qualification with a possible interview by remote**.

The contact person for the study programme is Professor Federico Maria Mucciarelli  
[clm\\_internationalmanagement@unimore.it](mailto:clm_internationalmanagement@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 do not have to apply for admission and follow the instructions in this notice, although they do have to apply for evaluation and follow the procedure described in the call for applications specifically issued for them, which will be published approximately in April 2024 indicatively on the website <https://www.unimore.it/bandi/StuLau-Lau2V.html> .

## 2. Requirements

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

- a) a Bachelor's degree deemed suitable and **obtained before submitting the application for admission**
- b) language certification of at least level B2 of the Common European Framework of Reference, or alternatively, a declaration issued by the university to which the applicant belongs (Language Centre or Department) confirming the attainment of language proficiency level or the possession of a qualification awarded entirely in English,
- c) European Computer Driving Licence (ECDL - basic level), or alternatively, documentation attesting to computer skills, if not indicated in the degree programme
- d) basic knowledge in the following subjects: Business Administration, Marketing, Management, Economics, Statistics and Mathematics, Private Law.
- e) a personal preparation and training and professional experience relating to this specific type of Master's degree.

## 3. Submitting an online application



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From [www.esse3.unimore.it](http://www.esse3.unimore.it) proceed to "**Registration**" to obtain login credentials (username and password) and access 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 Registered/Student Area, then select "**Admission**" from the menu tab 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. **certificate of the qualification obtained**: indicate the type of study qualification, when and where it was obtained (in which university), the list of examinations taken with the relevant scores. Students may attach a copy of the university diploma (if available) and all documents that may be useful to prove knowledge and skills in the following fields: Business Administration, Marketing, Management, Economics, Statistics and Mathematics.
2. **an exam content outline** for each exam taken, in English
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](mailto:info.economia@unimore.it)
4. **an international language certificate** at least a level B2 (Common European Framework of Reference) language certificate, or **alternatively a declaration issued by the home university** (language centre or department) on University headed paper, written in English and reporting the level obtained. A candidate who has obtained an English-taught Bachelor's Degree can submit a certificate issued by his/her University, stating that English is the medium of instruction in that university/course/faculty. This certificate is accepted as the proof of proficiency in English.
5. **European Computer Driving Licence (ECDL-basic level)** or, alternatively, the documents certifying the applicant's IT skills, if not indicated in the study programme
6. **Personal paper** 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.).

**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 **24 March 2024**, please send an e-mail to the Registrar's Office [segrstud.economia@unimore.it](mailto:segrstud.economia@unimore.it)

## 4. Admitted applicant rankings



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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 will be available on the website <https://www.unimore.it/bandi/StuLau-grad2.html> by **6 May 2024**. 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 qualification and educational experience (more specifically basic knowledge of Business Administration, Marketing, Management, Economics, Statistics and Mathematics) and, in addition, IT skills and ECDL	<b>0 – 35</b>
	<i>Tot max 35</i>
Possession of international certification in the English language at level B2 (or a declaration from the university of origin proving the level that the qualification was obtained with a course taught entirely in English)	<b>0 – 20</b>
	<i>Tot max 20</i>
Personal paper written in English in which the applicant explains the reasons for applying <i>The following will be also assessed: clarity of expression, motivational drive, general/specific skills relating to the study programme, English speech skills, unique skills</i>	<b>0 – 10</b>
Reference letter <i>The general/specific features of the reference letters, as well as the credibility of the source and their writing date will be considered</i>	
	<i>Tot max 10</i>
Relevance between the previous education and the objectives of the study programme, that may be assessed by means of an interview <i>The university education and any extra-university activity will also be taken into consideration (internships, summer schools, jobs) if they are relevant with the objectives and the characteristics of the study programme</i>	<b>0 – 35</b>
	<i>Tot max 35</i>
<b>Final score</b>	<b>0-100</b>

The top 99 applicants in the rankings who have obtained a score higher than or equal to 60/100 will be admitted.

The UNICORE 6.0 - University Corridors for Refugees 2024-2025 ranking list, if UNIMORE participates in the project, will be published on <https://www.unimore.it/bandi/StuLau-unicore.html>. The winning applicant will be ex officio admitted to International Management, for a total of **100 admitted applicants**.

Rankings will also be available on the website <https://wss.unimore.it/public/albo/?O=&T=&A=Studenti>

On the other hand, 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 event of a tied score, precedence shall be given to the applicant with a higher score in the first section "Study qualifications and curriculum vitae" and in suborder, to the youngest applicant.



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The score will be assigned based on the documentation attached to the application for admission, and, if needed, applicants may be invited to take an **interview with the examining board to be held on Skype, Meet, or Zoom.**

The knowledge of the English language at least of level B2 is an essential requirement.

If not clearly indicated in the study programme, the knowledge of the English language may be proven by means of international language certificates or declarations issued by the home University (language centre or department) drawn on University headed paper, written in English and reporting the level obtained or indicating that English is the vehicular language of the degree programme (if it was delivered in English).

The examining board reserves the right to invite even English mother tongue students to take an interview.

A list of the main language certificates recognised by UNIMORE is available at the following link:  
[www.clamore.unimore.it/it/certifications/info](http://www.clamore.unimore.it/it/certifications/info)

## 5. Study programme online presentation

All international applicants who are interested in the master's degree programme in International Management are invited to attend the presentation of the degree programme that will be held on

**28 February 2024 at 3pm CET**

**The event will take place on TEAMS at the following link:**

[https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F%23%2F%2Fmeetup-join%2F19%3AK-tiM8tnLL5UQndZv\\_bDG9eQ2WSWI\\_J\\_xR4y8J5reiY1%40thread.tacv2%2F1674642677472%3Fcontext%3D%257b%2522Tid%2522%253a%2522e787b025-3fc6-4802-874a-9c988768f892%2522%252c%2522Oid%2522%253a%2522d040d63a-33a7-4cb2-98a7-13741478d01a%2522%257d%26anon%3Dtrue&type=meetup-join&deeplinkId=424897a6-3d1a-4490-a3e0-684a0c5c6a7a&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true](https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F%23%2F%2Fmeetup-join%2F19%3AK-tiM8tnLL5UQndZv_bDG9eQ2WSWI_J_xR4y8J5reiY1%40thread.tacv2%2F1674642677472%3Fcontext%3D%257b%2522Tid%2522%253a%2522e787b025-3fc6-4802-874a-9c988768f892%2522%252c%2522Oid%2522%253a%2522d040d63a-33a7-4cb2-98a7-13741478d01a%2522%257d%26anon%3Dtrue&type=meetup-join&deeplinkId=424897a6-3d1a-4490-a3e0-684a0c5c6a7a&directDI=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true)

or

[Click here to join the meeting](#)

Attendees must book their seat by sending an e-mail to [lara.liverani@unimore.it](mailto:lara.liverani@unimore.it)

## 6. Application on University website for the purpose of obtaining the study visa

As indicated in the Italian ministerial circular for access to study programmes, which is published every year on the website [www.studiare-in-italia.it/studentistranieri/](http://www.studiare-in-italia.it/studentistranieri/), Non-EU applicants residing abroad must request a visa on the UNIVERSITY website by clicking on the link <https://www.university.it/index.php/registration/firststep>.

Their 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:



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- their passport
- their photo (passport size)

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

- **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 certificates released by CIMEA, as described in paragraph 7. Enrolment.

Please contact the reference diplomatic and consular representations as soon as possible to check the requirements and the documents needed for the visa to be issued.

## 7. Enrolment

Enrolment in the master's degree programme is allowed by **20 December 2024** to the students "admitted" in the rankings who:

- have completed the application on the university website
- obtain the entry visa in Italy for study reasons on time for the enrolment.

**The office responsible for enrolments is the Registrar's Office** of the Marco Biagi Department of Economics located in via University n.4, Modena. Email: [segrstud.economia@unimore.it](mailto:segrstud.economia@unimore.it)  
Opening times are available at the link <https://international.unimore.it/regoffices.html>

The following documents must be submitted for enrolment:

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 issued by ENIC-NARIC centres  
*or, alternatively*  
documents issued by CIMEA - <https://www.cimea.it/> - concerning the degree obtained (more information available at [www.cimea.it/it/servizi/attestati-di-comparabilita-e-certificazione-dei-titoli/attestati-di-comparabilita-e-di-verifica-dei-titoli-diplome.aspx](http://www.cimea.it/it/servizi/attestati-di-comparabilita-e-certificazione-dei-titoli/attestati-di-comparabilita-e-di-verifica-dei-titoli-diplome.aspx) ), in particular:
  - a) STATEMENT OF CORRESPONDENCE downloaded directly by the candidate on the "Ardi" platform at <https://ardi.cimea.it/it> (for Lisbon Convention countries) or, if the country in which the degree was obtained is not among those listed on the "Ardi" platform CERTIFICATE OF COMPARABILITY to be requested from CIMEA by registering on the site <https://cimea.diplo-me.eu> .  
Attention: CIMEA does not issue the Certificate of Comparability if the Certificate of Correspondence is available.
  - b) CERTIFICATE OF VERIFICATION to be requested from CIMEA by registering on the <https://cimea.diplo-me.eu> website.
3. Degree certification, issued by the University awarding the degree
4. Receipt issued by the post office in Italy, certifying the filing of the application for a residence permit
5. Passport
6. Passport photo





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After verifying the correctness and completeness of the documents submitted by the student, the Registrar's Office issues the slips for the tuition fee for A.Y. 2024-2025 and confirms the enrolment once the first instalment has been paid.

Means of payment are indicated on [www.unimore.it/ammissione/pagamenti.html](http://www.unimore.it/ammissione/pagamenti.html)

#### **IMPORTANT**

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

**Payments reporting a date later than 20 December 2024 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. International student services**

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

- residence permit request
- 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](http://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](mailto:internationalwelcomedesk@unimore.it) Telephone: 059 2058171

## **9. Tuition fees and benefits**

In order to obtain an exemption from tuition fees or to request other additional benefits (scholarships, accommodation in a university residence, food services or other benefits), international students residing abroad and requesting a visa need to submit an online application by the end of August 2024. Online applications need to be submitted on the website [www.er-go.it](http://www.er-go.it) before enrolment.





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Students need to have the documents translated and legally certified, stating their financial situation. For further information please go to [www.unimore.it/ammissione/tasse.html](http://www.unimore.it/ammissione/tasse.html) or <https://www.international.unimore.it/fees.html>

The Call for Benefit Applications will be published approximately at the beginning of **July 2024**. Students are invited to check the various deadlines. For further information and to check any update on the academic year 2024-2025, please visit the website <https://www.international.unimore.it/fees.html> and [www.unimore.it/ammissione/tasse.html](http://www.unimore.it/ammissione/tasse.html). Students who do not submit the online application will pay the university 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](http://www.unimore.it)

## 10. Person in charge of the procedure

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: tel. 059-2056459; e-mail: [elda.toschi@unimore.it](mailto:elda.toschi@unimore.it). 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](mailto:direzionelegale@pec.unimore.it)

## 11. Reference offices

**Registrar's Office**, via Università 4, 41125 – Modena, **for study programme enrolments**

e-mail [segrstud.economia@unimore.it](mailto:segrstud.economia@unimore.it)

Tel. 059/2056404

For opening hours please refer to <https://international.unimore.it/regoffices.html>

**Department Educational Office** via Berengario, 51, Modena, **for info on teaching activities**

Opening hours: Tuesdays and Thursdays 9:30am to 12:30pm

e-mail [info.economia@unimore.it](mailto:info.economia@unimore.it)

Department website [www.economia.unimore.it](http://www.economia.unimore.it)

**Informastudenti** for information on study programmes, assessment and enrolment procedures

email: [informastudenti@unimore.it](mailto:informastudenti@unimore.it)

In Modena:

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

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

In Reggio Emilia:

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

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

**Welcome Office for Disabled and Dyslexic Students**

e-mail [disabilita@unimore.it](mailto:disabilita@unimore.it)

Tel. 059 2058311

**For IT issues** on the application or to recovery the esse3 log on credentials please e-mail [webhelp@unimore.it](mailto: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



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**For issues relating to the benefit online application** e-mail [servizi.studenti@unimore.it](mailto:servizi.studenti@unimore.it)  
Website for submitting the application for benefits [www.er-go.it](http://www.er-go.it)