



SOCIETY AND CULTURE

“Marco Biagi” Department of Economics (DEMB)
Call for Applications for limited access degree programmes 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 residing abroad and applying for a visa

Academic Year 2024-2025

DEADLINES	
Pre-enrolment on the University website	by 28 August 2024 on the website https://universitaly-private.cineca.it/index.php/login
Italian language proficiency test - remote	22 July 2024 - repeated on 2 September 2024
Mathematics test - remote	25 July 2024 - repeated on 5 September 2024
Deadline for payment of admission fee	before the mathematics test
Publication of admitted applicants' rankings	by 12 September 2024
Deadline for the enrolment	20 December 2024
Final closure of call for applications	23 December 2024

IMPORTANT: any amendments to the deadlines or procedures concerning this Call will be published on the website www.unimore.it/bandi/StuLau-Lau.html

1. Purpose

This Call for Applications is addressed to **non-EU applicants residing abroad and applying for a Visa at the Italian diplomatic or consular representations**, for the purpose of enrolment in academic year 2024-2025, year 1 of the “Marco Biagi” Department of Economics degree programmes. Degree programmes in BUSINESS ADMINISTRATION and MANAGEMENT, INTERNATIONAL ECONOMICS AND MARKETING, and ECONOMICS AND FINANCE have a limited number of places. In order to be admitted to the FIRST YEAR of the programme, there is a **mathematics TEST conducted remotely**, UNIQUE for the 3 degree programmes. Lectures are mainly delivered in **Italian**, but some teachings are taught in **English**.

This Call does not apply to Italian and foreign applicants with an Italian qualification, EU applicants (wherever they reside) and non-EU foreigners residing in Italy or in another EU country, in possession of a foreign qualification, as they must follow the procedure indicated in the specific Call for applications reserved for them (DEMB's three-year degree call for applications, where the TOLC-E is required).

2. Places available

The following places are available for the academic year 2024-2025

	Reserved to non-EU applicants residing abroad and applying for a visa
Business administration and management (CLEAM)	10
Economics and international marketing (CLEMI)	15
Economics and finance (CLEF)	15

3. Selection of applicants

Requirements for admission to the programmes:

- 1) **pre-enrolment on the UNIVERSITALY platform by 28 August 2024**, according to the ministerial circular for access to degree programmes by international students applying for visas, residing abroad, available at the link www.studiare-in-italia.it/studenti stranieri/ and attachment of documents listed in section 4. *Compliance* with this call for applications.
- 2) **passing 2 tests, held remotely:**
 - an Italian language test (except for exemptions)
that, if passed, allows students to take:
 - a mathematics test
- 3) **pay a fee of €55.00** before taking the maths test. Payment methods are indicated on www.unimore.it/ammissione/pagamenti.html

Please note that access to the degree programmes requires the **possession of a qualification, recognised as suitable**, awarded after at least 12 years of schooling, (for schooling of less than 12 years, see the above-mentioned circular) and the **passing of the academic proficiency test**, which may be required for access to university in the country of origin.

4. Compliance

Non-EU applicants residing abroad and requesting a visa must pre-enrol on the UNIVERSITALY website by clicking on the link <https://universitaly-private.cineca.it/index.php/login> by **28 August 2024**. The pre-enrolment application is automatically sent to UNIMORE for validation. Applicants shall upload the following documents on the University website:

- a valid ID

- any certification of linguistic competence in the Italian language that exempts them from the prescribed test (if the certification is at least B2 level) or demonstrate that they fall within the cases of exemption provided for in the circular available at www.studiare-in-italia.it/studenti stranieri/
- study documentation, (possibly translated and legalised by the Italian Embassy/Consulate in the country in which the qualification was obtained, that is, in the country in whose jurisdiction the school awarding the qualification belongs):
 - **high school diploma**
 - **proof of passing the academic proficiency test**, if required for university entrance in the country of origin
 - (for those in possession of one) **documents listed in chapter 8. Enrolment**

If applicants do not have the complete documentation at their disposal they must nevertheless enclose what they have in their possession, pertaining to their previous studies.

The Registrar's Office of the Department of Economics, on the basis of the pre-registrations received, will periodically notify the examining board of students' applications so that candidates can be contacted to take the scheduled tests and will provide applicants with their personal UNIMORE credentials (user-id and password), by mail.

IMPORTANT

Since the degree programmes are managed with ONE competition procedure, applicants must inform the Registrar's Office of the Department of Economics segrstud.economia@unimore.it - via Università 4, Modena which degree programmes they choose as their second and third option. Failure to communicate the alternative options will result in the choice made ex officio by the Registrar's Office and communicated to those concerned.

5. Italian language proficiency test

Non-EU applicants residing abroad will be contacted by the board at the e-mail address indicated in the University database in order to take the **Italian language proficiency test** on

22 July 2024

The test will be repeated on

2 September 2024 for applicants not taking it on the 22 July.

In any case, the Italian language test may only be taken once.

Applicants will receive an email a few days before the test, providing the link to connect to and the time of the test.

The test consists of an interview on topics of general culture. The test result will be communicated directly to the applicants after the interview.

No fee is due.

IMPORTANT: Passing the Italian test is a **prerequisite for admission** to the subsequent tests. Those who have not passed the Italian language test, unless exempted, cannot take the mathematics test and enrol in the degree programmes.

Applicants may be **exempted from the Italian language test** if they hold a language certificate in the Italian language of at least level B2 (or higher), issued as part of the CLIQ (Certificazione Lingua Italiana di Qualità) quality system, which brings together the current certifying bodies (University for Foreigners of Perugia, University for Foreigners of Siena, University Roma Tre, Società "Dante Alighieri"), as well as issued by the University for Foreigners "Dante Alighieri" of Reggio Calabria, also in agreement with the Italian Cultural Institutes abroad or other accredited bodies. These certifications can be obtained in the country of origin, at affiliated examination centres around the world. Further cases of exemption are indicated in the ministerial circular available at <https://www.studiare-in-italia.it/studentistranieri/>. A list of the main international certifications recognised by UNIMORE is available at the following link: www.clamore.unimore.it/it/certifications/info

For any doubts, please email segrstud.economia@unimore.it to check whether you fall within the exemption cases of the Italian test.

6. Mathematics test

All non-EU applicants residing abroad who have successfully passed the Italian language test (except in cases of exemption) must take the **mathematics test**, which will be held remotely on

25 July 2024

The test will be repeated on

5 September 2024 for applicants not taking it on the 25 July.

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

Applicants will receive an email a few days before the test, providing the link to connect to and the time of the test.

A **€55.00 non-refundable fee must be paid before taking the test**. Use the credentials (user-id and password) provided by the Registrar's Office to make the payment. Login to www.esse3.unimore.it. Select *Reserved Area* from the *Menu* tab, then go to the **Tasse (Fees)** section. Payment methods are indicated on www.unimore.it/ammissione/pagamenti.html

The test cannot be taken without having paid the prescribed amount.

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

To take the maths test, you need to be in possession of a PC (fixed or portable) equipped with a camera, microphone, speakers for audio and a tablet/smartphone equipped with a camera and microphone.

Those who are not in possession of such computer equipment are invited to report this immediately to the e-mail address info.economia@unimore.it.

The 40-minute test includes

ten mathematics questions to which the following marks will be awarded:

3 points for each correct answer
0 points for each wrong answer
0.5 points for each missing answer

Maths test simulations are available at <https://moodle.unimore.it> "Marco Biagi" Department of Economics.

7. Admitted applicant rankings

The general merit list and the rankings for individual degree programmes are made public on the website www.unimore.it/bandi/StuLau-grad.html by

12 September 2024

They can be viewed by logging in to the reserved area using the UNIMORE credentials communicated by the Registrar's Office.

The rankings are formulated on the basis of the total score in the mathematics test; however, **in the event of ex-aequo**, the youngest age will be taken into account.

An applicant who is successfully ranked for admission to more than one programme shall be included in the ranking list for the programme to which he/she has given the highest preference, and also in the ranking lists of programmes for which he/she is not successfully ranked.

Admitted applicants who score up to and including 21/30 on the 10 mathematics questions of the test are assigned an **additional educational obligation (OFA)**, to be fulfilled **by September 2025**. Only after fulfilling this educational debt they will be able to take the **'General and Financial Mathematics' exam**, which is scheduled in the first year of the degree programme. Those who do not fulfil their OFAs by September 2025 will be enrolled in the 2025/26 academic year in the first year as 'repeaters' and for the entire year will only be able to take the first-year examinations they have not yet passed.

Admitted applicants, on the other hand, who score more than 21/30 in the test have their OFAs fulfilled and will see this recorded in the computer booklet, in esse3, after enrolment.

8. Enrolment

Non-EU applicants residing abroad who are *admitted* in the merit ranking may enrol in person **by 20 December 2024** at the Registrar's Office in via Università 4 – Modena. Opening times are available at the link <https://www.unimore.it/servizistudenti/ufficiostud.html?ID=ECOM>

They will be enrolled if:

- A) they have completed the pre-enrolment procedure on the University portal as outlined in section 4 of this call for applications.
- B) they have obtained an entry visa for Italy issued by the competent diplomatic-consular authority, in time to carry out the enrolment.
- C) they have the documentation required:
 - **high school diploma** awarded after at least 12 years of schooling, in accordance with the ministerial circular available at www.studiare-in-italia.it/studenti/stranieri/ translated and

legalised by the Italian Embassy/Consulate in the country in which the qualification was obtained, or in the country to whose system the school that issued the qualification belongs

- **transcript of records** of the teachings taken at school, translated and legalised by the Italian Embassy/Consulate in the country in which the qualification was awarded, i.e. in the country to whose system the school that awarded the qualification belongs
- **proof of passing the academic proficiency test**, if required for university entrance in the country of origin
- **declaration of value** issued by the Italian Embassy/Consulate in the country to which the school issuing the qualification belongs, or alternatively,

alternatively

declaration issued by ENIC-NARIC centres

or, alternatively

documents issued by CIMEA - <https://www.cimea.it/> in particular:

1. 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.

2. CERTIFICATE OF VERIFICATION to be requested from CIMEA by registering on the <https://cimea.diplo-me.eu> website.

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)

- **receipt of the application for a residence permit**, issued by the post office in Italy
- **passport**
- **passport photo**

D) **pay the 1st instalment of fees by 20 December 2024**

In order to be able to pay the minimum amount as indicated at <https://www.er-go.it/index.php?id=7816> the application for benefits must be submitted by August on the website www.er-go-it

After applying for benefits, if admitted to the degree programme, the amount to be paid for enrolment is visible in Esse3. Login to www.esse3.unimore.it. Select *Reserved Area* from the *Menu* tab, then go to the **Tasse (Fees)** section. Payment methods are indicated on

www.unimore.it/ammissione/pagamenti.html

9. 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 platform to book services.

Office opening hours:

-in Modena, at the address Via S. Geminiano, n.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: 059 2058171

10. Costs and allowances

Students who wish to take advantage of scholarships, accommodation in university residences, fee reductions and other benefits, must submit an online application by August 2024 from www.er-go.it by the deadline set out in the Ergo Notice of Competition (Regional body for the right of education), published indicatively at the beginning of July 2024, and attach the documentation concerning their family's financial situation.

The documents required by Ergo in the event of foreign study qualification are listed at: <https://www.er-go.it/studenti-internazionali> . For further information contact Ergo info@er-go.it

The information provided above is correct as of today's date; it may be subject to updates/changes/integrations 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 2024-25, 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 for the Marco Biagi Department of Economics: tel. 059/2056459; e-mail 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 how to register, 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 teaching information, please contact the Department Educational Office of the Marco Biagi Department of Economics (Via Berengario 51 - Modena) off. 23-25-31-33 west wing,
e-mail info.economia@unimore.it
For specific information on degree programmes www.economia.unimore.it

For administrative issues and information on the call for applications, please contact the Registrar's Office, Via Università 4, 41125 - Modena
Opening hours are available at the link www.unimore.it/servizistudenti/segreteriastudenti.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 online application for benefits e-mail servizi.studenti@unimore.it
Website for submitting the application for benefits www.er-go.it

For information on degree programmes and training 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

The above-mentioned reference offices are closed to the public from 12 to 16 August 2024

Modena, 26 March 2024

THE RECTOR
Carlo Adolfo Porro