



**UNIMORE**  
UNIVERSITÀ DEGLI STUDI DI  
MODENA E REGGIO EMILIA

## **SOCIETY AND CULTURE**

“Marco Biagi” Department of Economics  
Call for Applications for the open access Master’s Degree Programme in

### **INTERNATIONAL MANAGEMENT**

Modena campus – Class LM-77

**For applicants with an Italian study qualification EU applicants and non-EU applicants residing in Italy, in possession of a foreign study qualification**

Academic Year 2024 - 2025

#### **DEADLINES**

Online application: **by 30 August 2024**  
Assessment results: **by 16 September 2024**  
Enrolment: **10 July to 20 December 2024**

**The programme is taught entirely in English**

**IMPORTANT:** Any amendments to the deadlines or procedures concerning this Call will be published on the following website: <https://www.unimore.it/bandi/StuLau-Lau2V.html>

### **1. Purpose**

This Call for applications is addressed to **Italian and foreign applicants with an Italian study qualification, EU applicants (regardless of where they are residing) and non-EU applicants who are legally residing in Italy (not requiring a visa) with a study qualification obtained abroad** and intend to enrol in the Master’s Degree Programme in INTERNATIONAL MANAGEMENT (IM) for the Academic Year 2024-2025.

The requirements for admission and enrolment in the International Management Programme are as follows:

1. A Bachelor’s degree or at least a three-year university degree, or a different qualification obtained abroad by 20 December 2024 and recognised as appropriate
2. Requirements as per section 2 in this Call for applications
3. Adequate academic background assessed under the procedures mentioned in section 3 of this call for applications.

All applicants must submit their APPLICATION FOR EVALUATION **no later than 30 August 2024** and accept to be assessed on their academic background based on **the documental evidence provided; if necessary, an interview may also be requested**. Applications may also be submitted by students who have not yet been awarded their study qualification, which instead is mandatory for enrolling.

The contact person for the study programme is Prof. Federico Maria Mucciarelli [federicomaria.mucciarelli@unimore.it](mailto:federicomaria.mucciarelli@unimore.it)

Non-EU candidates resident abroad, with a foreign qualification, applying for a visa through the Italian Diplomatic-Consular Representations, are not included in this call for applications. A specific and separate competition procedure has been set up for them, published in January 2024 on the website

<https://international.unimore.it/bandilan.html>, with the possibility of applying until 24 March 2024. Therefore, no further applications from non-resident non-EU students will be considered.

## 2. Requirements

### 2.1 Students with an Italian study qualification

Application requirements:

1. Applicants must have been awarded a university degree (or must obtain it by **20 December 2024**) in the following classes: L-18 or L-33 (D.M. 270/04) or 17 or 28 (D.M. 509/99), or four-year degree (ante D.M. 509/99) in the economic field

**or, alternatively**

Students coming from other degree classes must have obtained:

at least 18 university credits in SECS-P/07 or SECS-P/08 or SECS-P/09 or SECS-P/10 or SECS-P/11 disciplinary sectors

at least 9 university credits in SECS-P/01 or SECS-P/02 or SECS-P/06 disciplinary sectors

at least 6 university credits in IUS/01 or IUS/04 or IUS/05 disciplinary sectors

at least 6 university credits in SECS-S/01 or SECS-S/03 or SECS-S/05 or SECS-S/06 disciplinary sectors

2. A 24/30 minimum weighted average of the exam grades is required. Applicants with a weighted average lower than 24/30 are not admitted to the degree programme.
3. IT skills certified by an ECDL diploma or equivalent IT level, at least base level, obtained during the degree programme.
4. At least a B2 level certification of the English language, as the degree programme is taught entirely in English.

### 2.2 EU students and non-EU students residing in Italy, in possession of a foreign study qualification

For those students with a foreign university degree, Bachelor's level, the admission to the master's degree programme is subject to an assessment of the study curriculum and university career stated in the application for evaluation and relevant documental evidence provided.

The students' curriculum will be evaluated based on the following knowledge: Business Administration, Marketing, Management, Economics, Statistics, Basic concepts of commercial/private law. Good knowledge of the English language, both written and oral.

**When submitting the application**, applicants must be able to prove the skills and qualifications listed above, except for the degree and the English language skills that shall be submitted by the enrolment deadline.

## 3. Assessment of academic background

### 3.1 Students with an Italian study qualification

The appropriateness of the academic background is verified based on **the documental evidence provided and possibly interviewing the single applicants**, taking into account their university curriculum, with

specific reference to the degree class, the university training credits obtained in the scientific and disciplinary sectors of economic and business areas, and the weighted average of the grades obtained at the exams.

The evaluation board decides whether an **interview in English is required** if, when submitting the application, the applicant has a **weighted average of the grades obtained in the exams ranging from 24/30 to 25/30**.

The interview will be held in English on the following topics:

- Economics and business management
- Marketing and international marketing
- Economics and microeconomics
- Statistics

Such topics may be studied on different texts that are currently available, and among them:

- F. Fontana, M. Caroli, Economia e Gestione delle Imprese, McGraw Hill Education, 2017
- Kerin R.A., Hartley S.W., Rudelius W. E Pellegrini L. "Marketing", McGraw-Hill, MI, 2010
- T. Bursi G. Galli, Marketing internazionale, McGraw Hill, 2012
- D.Pindyck & D.Rubinfeld, Microeconomics, 8th ed., Pearson-Prentice Hall
- Borra S. & Di Ciaccio A. (2008) Statistica. Metodologie per le scienze economiche e sociali. Second edition, McGraw-Hill, Milan (except chapters 7, 10, 15, 17, and 18) or Milioli M.A., Riani M. & Zani S. (2011) Introduzione all'analisi dei dati statistici. Pitagora Editrice, Bologna or Cerioli A. & Milioli M.A. (2004) Introduzione all'inferenza statistica senza (troppo) sforzo. Second edition, Uni.nova, Parma.

### **3.2 EU students and non-EU students residing in Italy, in possession of a foreign study qualification**

The academic background of applicants with a foreign qualification, residence permit and currently residing in Italy is assessed on the basis of their university studies and documental evidence attached to the application and, when required, **by means of an interview in English** that may be held even by using electronic systems (Skype).

The topics of the interview may be studied on the texts indicated for applicants with an Italian study qualification and on other texts that are currently available, such as:

- David Boddy, Management: An Introduction, Pearson Education Limited; 6th Revised edition, (2014)
- Kotler P., Keller K., Chernev A., Marketing Management, 16<sup>th</sup> edition, Pearson
- Svend Hollensen, Global marketing, Pearson, 2014. Part IV
- D.Pindyck & D.Rubinfeld, Microeconomics, 8<sup>o</sup>ed., Pearson-Prentice Hall
- Gregory J. Privitera (2015). Statistics for the Behavioral Sciences. Sage. Part 1, Part 2 and Part 3 (pages 1-351)

### **3.3 English language skills required for all applicants**

All applicants, both with Italian or foreign study qualification, must prove **English language skills of at least B2 level**. Such skills shall be demonstrated by providing:

- a) an **international language certificate**, in accordance with the Common European Framework of Reference. A list of the main language certificates recognised by UNIMORE is available on the website <https://www.cla.unimore.it/site/home.html>  
**alternatively,**
- b) applicants may submit a **declaration issued by the home University** (Language Centre or Department), confirming the required language skill level  
**alternatively,**
- c) they may take a **level test** at the University Language Centre of UNIMORE, specifically scheduled for students who have applied for the IM assessment. Further information on how to book the test is available on the Department website <https://www.economia.unimore.it/it> or on the web page of the degree programme <https://www.economia.unimore.it/it/didattica/corsi-di-laurea-magistrale-informazioni-general/international-management-im>

#### PLEASE NOTE

Applicants not attaching any language certificate to the application by **30 August 2024** as they are awaiting to obtain the international language certificate issued by certification bodies, or they are awaiting to take the level test at the University Language Centre (CLA) of UNIMORE will initially get the assessment "ADDITIONAL REQUIREMENTS".

Then,

- The result of the level test taken at the University Language Centre (CLA) will be automatically acquired by the examination Board, which will update the eligibility or non-eligibility of the student to the degree programme.
- International language certificates obtained after **30 August 2024** and therefore not enclosed to the application must be sent to [lara.liverani@unimore.it](mailto:lara.liverani@unimore.it) by **16 December 2024**, in good time to update the student's eligibility status and enable his/her enrolment by **20 December 2024**.

#### NOTE FOR UNIMORE INTERNAL APPLICANTS

Applicants coming from the following degree programmes are considered to possess B2 level in the English language, and therefore they do not need to further prove their language skills:

- three-year degree programme in *International Economics and Marketing*, DM 270/04, having passed the 2nd English language exam with a mark not lower than 27/30
- three-year degree programme in *Business Economics*, DM 270/04 and *Economics and Finance*, having passed the 2nd English language exam (free choice exam) with a mark not lower than 27/30
- three-year degree programme in *International Economics and Marketing*, DM 509/99, having passed the 3rd English language exam with a mark not lower than 27/30
- three-year degree programme in *Business Economics*, DM 509/99 and *Economic and social sciences*, having passed the 2nd and 3rd English language exams (free choice exams) with a mark not lower than 27/30
- three-year degree programme in *Languages and European Cultures*, DM 270/04, having passed the exams in English language, Language, culture and institutions of English speaking countries, Linguistics, Translation and mediation in English.

## 4. Submitting an online application for evaluation

#### USEFUL INFORMATION FOR ALL APPLICANTS

All applicants (even if they have not graduated yet and are going to get the degree by the enrolment deadline) must fill in and submit the application for evaluation by **30 August 2024** on the website [www.esse3.unimore.it](http://www.esse3.unimore.it).

**Applicants not submitting their application for evaluation by that date will not be eligible for enrolment.**

Access the website [www.esse3.unimore.it](http://www.esse3.unimore.it) to register.

Those who are of legal age and in possession of an Italian document (identity card, passport, driving licence) must use SPID credentials (Digital Identity Public System) by accessing 'Register with SPID'. For further information on how to get a SPID, please visit the website <https://www.spid.gov.it/cittadini/> and see the FAQ available on <https://www.spid.gov.it/domande-frequenti/>

Those who do not have an Italian document can register in Esse3 using the 'Registration' button.

In both cases, if the registration is carried out correctly, you will receive UNIMORE credentials (user-id and password).

Former UNIMORE students, may use their credentials from their previous career.

After logging in, go to the *Menu* tab and access the *Registered/Student* area, then select “**Application for evaluation**” and fill in the application.

The procedure for submitting the application for evaluation varies based on the study qualification of the applicant.

## 4.1 Students with an Italian study qualification

After entering the data on the study qualification, saving and confirming the application for evaluation in Esse3 by clicking on “Do you want to submit your application now?”, select “*completamento domanda*” (completing the application) and go to the following link to attach the study certifications: <https://siaweb.unimore.it/private/valutazionilm/default.aspx?aa=2024&TestId=88> (the link takes to a page that prompts the user to re-enter username and password), as specified in Esse3 and in the **Guide to the application for evaluation** for master’s degree programmes, which can be downloaded from <https://www.unimore.it/it/servizi/guide-alle-procedure-line>

Applicants must attach:

- the exams taken and relevant score, credits (CFUs), exam date, scientific-disciplinary sector (SSD). **(save for UNIMORE graduates/graduating students)**  
(students/applicants coming from a degree programme of the former degree system, with no CFUs and SDS shall enter “0”. A digit must necessarily be entered)

and also attach:

- Summary programmes (contents, credits, and bibliography) of each exam taken **(save for UNIMORE graduates/undergraduates)**
- European format CV with email address and telephone number, **(also for UNIMORE graduates/undergraduates)**
- English language certificate  
*or, alternatively,*  
declaration by the home university stating the English level achieved, if not inferable from the study programme **(also for UNIMORE graduates/undergraduates)**
- documents proving the level of IT skills (unless included in the self-certification of the university degree) **(also for UNIMORE graduates/undergraduates)**  
and finally enter in the “notes” field of the summary page:
- reason for choosing the study programme (max 4,000 characters, including spaces) **(also for UNIMORE graduates/undergraduates).**

Please note that certificates issued by the public administration may not be attached, as pursuant to Art. 15 of law 183/2011 they cannot be submitted to public administrations. Only self-certifications may be attached.

**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?”** The application may now be printed and kept as a personal reminder.

## 4.2 EU students and non-EU students residing in Italy, in possession of a foreign study qualification

For assessment purposes, EU applicants and non-EU students with a foreign study qualification, but with a valid resident permit and currently residing in Italy or EU country, must attach the following documents:

- **certificate of study qualification.** Students who have not yet obtained the qualification must state the expected awarding date. The list of the exams passed, the grades obtained and any future exams shall also be reported in the attachments. We recommend attaching all documents you think may be useful to prove your knowledge and skills in the following fields: Business Administration/Economics and Business Management, Marketing, Management, Economics, Statistics, and Basic concepts of commercial law.
- **a programme summary (Syllabus) for each exam taken** (it may also be submitted in English)
- **European format CV** with email address and telephone number
- **English language certificate**  
*or, alternatively,*  
**declaration by the home university** stating the English level achieved
- **European Computer Driving Licence (ECDL) at least of base level** or, alternatively, the documents certifying the applicant’s IT skills, if not indicated in the study programme
- **motivation letter**, indicating the reasons for choosing the study programme
- **any other qualifications** that applicants want to be considered for admission purposes (e.g. internships, university master programmes, further education, etc.).
- **residence permit - permesso di soggiorno** - (non EU students residing in Italy)

From <https://www.unimore.it/it/servizi/guide-alle-procedure-line> you can download the “**Guide to the application for evaluation** for Master’s Degree Programmes”.

**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?”** The application may now be printed and kept as a personal reminder.

Any applications submitted by non-EU non-resident candidates applying for visas will not be considered. Non-EU candidates resident abroad, with a foreign qualification, visa applicants through the Italian Diplomatic-Consular Representations, could apply for admission to the course by 24 March 2024 following the procedure indicated in the specific notice dedicated specifically to them, published on the website [www.international.unimore.it/bandilan.html](http://www.international.unimore.it/bandilan.html) in January 2024.

## 5. Amending or reopening an application for evaluation

### 5.1 Students with an Italian study qualification

Before the evaluation results:

Should you need to open the application again to change any data or add documents within the deadline of **30 August 2024** and before you are assessed anyway, you may send an e-mail to the reference person of the study programme, Prof. Federico Maria Mucciarelli [federicomaria.mucciarelli@unimore.it](mailto:federicomaria.mucciarelli@unimore.it) or to the e-mail address of the degree programme [clm\\_internationalmanagement@unimore.it](mailto:clm_internationalmanagement@unimore.it)

### 5.2 EU students and non-EU students residing in Italy, in possession of a foreign study qualification

Before the evaluation results:

Should you need to open the application again to change any data or add documents within the deadline of **30 August 2024** and before you are assessed anyway, please send an e-mail to the Registrar's Office [segrstud.economia@unimore.it](mailto:segrstud.economia@unimore.it)

## 6. Assessment Results

The assessment results will be made available to applicants on [www.unimore.it/bandi/StuLau-esiti.html](http://www.unimore.it/bandi/StuLau-esiti.html).

The results will be published on the page above **by 16 September 2024** as follows:

- **PASS:** the applicant's academic background is appropriate. Students may enrol if they have already been awarded the Bachelor's Degree, by following the procedure as in 7. Enrolment of this call for applications.
- **ADDITIONAL REQUIREMENTS:** the evaluation Board reports an educational debt.
  - a) The board invites the applicant to take an interview that will be held in **September 2024**. The credit obligations must be complied with by means of individual study on suggested books. A positive assessment of the interview is mandatory for applicants to be eligible for enrolment in the degree programme.  
*or*
  - b) Applicant's academic background is considered appropriate, but s/he is awaiting to obtain the international English language certificate or to take the level test at the CLA of UNIMORE.
- **FAIL:** the student does not meet the curriculum requirements and the evaluation board indicates why the personal preparation has been considered unsuitable. In this case the applicant will not be allowed to enrol.
- **INCOMPLETE APPLICATION:** the evaluation board states that no assessment can be made as some mandatory documentation is missing. In this case, the online application is re-opened so that the applicant can attach the missing documents and finally close the application **by 30 August 2024**, for a new assessment.
- **APPLICATION NOT FINAL:** the student has not confirmed the application by clicking on the field "Do

you want to submit your application now?" and therefore it cannot be assessed.

## 7. Enrolment

The enrolment procedure **differs according to the study qualification of the applicant.**

**Part-time enrolment is not available.**

### 7.1 Students with an Italian study qualification

After obtaining a positive evaluation, starting from **10 July and until 20 December 2024**, applicants will be able to enrol via a procedure entirely online.

All students with an Italian study qualification may enrol by going to [www.esse3.unimore.it](http://www.esse3.unimore.it), clicking on "Enrolments", and following the instructions provided in the "Online enrolment" guide available on <https://www.unimore.it/it/servizi/guide-alle-procedure-line>

Fill in, only if interested, the section "Additional Declarations" concerning:

DOUBLE ENROLLMENT (Law n.33 of 12/04/22 - DM 930/2022).

Simultaneous enrolment in 2 Academic Institutions is allowed, therefore, one may attend 2 Degree Programmes at the same time and graduate in 2 different degree programmes at the same time. Candidates wishing to benefit from this opportunity must include information regarding the course and the academic institution (University or AFAM Institution) in which they are already enrolled, in order to allow UNIMORE to assess whether they meet the legal requirements. It is necessary to attach the curriculum of the first enrolment programme, including credits (cfu) and Scientific Disciplinary Sectors (SSD), or deliver it to the Registrar's Office. The two degree programmes must be of different classes and differ by two-thirds. The Faculty Board will deliberate on this distinction.

After filling in the enrolment application, go to [www.esse3.unimore.it](http://www.esse3.unimore.it), log in and select *Registered/Student Area* from the *Menu* tab, then go to the *Tax* section to view the amounts due. Pay the first instalment of tuition fees by **20 December 2024**, under penalty of exclusion. Payment may only be made through the Pago PA circuit.

Means of payment are indicated on <https://www.unimore.it/it/didattica/iscrizioni-e-tasse/pagamenti>

The enrolment application must be completed in Esse3 and the first instalment of tuition fees must be paid by **20 December 2024**. However, filling in the enrolment application and paying the first fee instalment only lead to a *conditional enrolment* that will become final only after the checks by the offices in charge have been carried out successfully. The enrolment is final after 15 days since the payment date if no email is received requesting for the enrolment to be completed.

### 7.2 EU students and non-EU students residing in Italy, in possession of a foreign study qualification

**From 10 July and until 20 December 2024** applicants who have obtained a positive assessment will be able to enrol in presence at the Registrar's Office of the "Marco Biagi" Department of Economics located in Modena at the address via Università no. 4. Opening times are available at the link <https://www.unimore.it/it/servizi/segreterie-e-uffici-studenti>



Students must deliver the following documents

- **Bachelor degree diploma**, 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
- **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 in particular:
  - a) **CERTIFICATE 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.  
More information available at <https://www.cimea.it/pagina-attestati-di-comparabilita-e-verifica-dei-titoli>
- **Degree certification** (*transcript of records*), issued by the University awarding the degree, or *Diploma Supplement* for university qualifications issued by Institutions of countries participating in the European Higher Education Area
- **Residence permit**
- **Passport**
- **Photo** (passport size)

In order to ensure that the study documentation is complete and sufficient for the future enrolment, students are invited to ask the Registrar's Office to **EXAMINE IT IN ADVANCE**.

After verifying the correctness of the documents submitted by the applicant, the Registrar's Office will issue the invoice for the fees due and confirms the enrolment once the first instalment has been paid.

Means of payment are indicated on <https://www.unimore.it/it/didattica/iscrizioni-e-tasse/pagamenti>

#### **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. Changing the degree programme within UNIMORE, transfers, withdrawal from studies, request for exam validation for previous university career.**

Students enrolled in other master's degree programmes, at UNIMORE or other universities, students with previous academic career (graduates, students who have lost their student status or have attended single courses) willing to be admitted to the IM master's degree programme shall undergo the evaluation procedure in accordance with the procedures set out in this call for applications. Students who have been deemed eligible must comply with the procedure outlined below.

Applicants moving between two UNIMORE programmes must:

- pay the first tuition fee instalment for the academic year 2024-2025 relating to the degree programme in which they are enrolled and make sure they have paid the tuition fees and any additional fees of previous academic years
- file the request for moving to a different study programme at the HOME registrars' office **by 20 December 2024**, submitting the specific form available at the link <https://www.unimore.it/it/servizi/segreteria-e-uffici-studenti/modulistica-studenti>

Applicants *moving* from a different university must:

- file the transfer request at their HOME university
- enrol **by 20 December 2024** on [www.esse3.unimore.it](http://www.esse3.unimore.it) and indicating the reason "*transfer*"  
After logging in and entering username and password:
  - go to "Enrolment" and follow the instructions in section 7. ENROLMENT, attaching a passport photo and a valid ID
  - **select "Trasferimento in ingresso" (Incoming transfer) as enrolment type** and continue by entering the data of the home University
  - from <https://www.unimore.it/it/servizi/segreteria-e-uffici-studenti/modulistica-studenti> download the "**Richiesta di trasferimento in ingresso**" (Incoming transfer request) form, fill it in and attach it to the application.
  - afterwards, go to [www.esse3.unimore.it](http://www.esse3.unimore.it), log in and select *Registered/Student Area* from the *Menu* tab, and go to the *Tax* section to view the amounts due. **Pay the tuition fees by 20 December 2024**, under penalty of exclusion. Payment may only be made through the Pago PA circuit. Details on means of payment are indicated on <https://www.unimore.it/it/didattica/iscrizioni-e-tasse/pagamenti>

Applicants enrolled in other Universities or UNIMORE who intend to WITHDRAW from their studies must:

- submit the relevant request for withdrawal to the home university or the Registrar's Office for the UNIMORE Degree Programme in which they are enrolled
- fill in the online enrolment application by selecting the "*Withdrawal*" option and pay the first instalment of tuition fees **by 20 December 2024**.
- if they have taken examinations and want them to be validated, the "*Recognition of teaching activities*" form must be attached, duly filled in, to the enrolment application. The form may be downloaded from the website <https://www.unimore.it/it/servizi/segreteria-e-uffici-studenti/modulistica-studenti> .

Applicants with a previous university career as, for example, they have GRADUATED or have attended SINGLE COURSES or have LOST THEIR STUDENT STATUS must:

- enrol **by 20 December 2024** following the procedures outlined in section 7. ENROLMENT of this call for applications. Payment methods are indicated on [www.unimore.it/ammissione/pagamentimav.html](http://www.unimore.it/ammissione/pagamentimav.html)
- in order to have the previously passed examinations validated, applicants must attach the form "**Richiesta riconoscimento attività didattiche**" (Recognition of academic activities) to the enrolment application in Esse3, together with the documents to be validated. The form is available on <https://www.unimore.it/it/servizi/segreteria-e-uffici-studenti/modulistica-studenti>. Alternatively, they may submit the above-mentioned documents to the Registrar's Office.

The exams taken in their previous career are assessed and possibly validated by resolution of the Department Council. Students may be admitted to the 2nd year only if **at least 27 credits** of their previous career are deemed valid.

Please note that a €55.00 fee shall be paid when applying for the validation of the teaching activities. The payment may be made in Esse3 under the *Tax* section of the Registrar's Office and will be charged by the Registrar's Office ONLY AFTER the required paperwork has been received.

## 9. Costs and allowances

The amount of tuition fees is based on the ISEE 2024 (Indicator of the Equivalent Financial Situation) certifying the financial situation of the applicant's family. Up to the ISEE threshold of €27,000.00, a NO TAX AREA exemption applies. Above that threshold, tuition fees are calculated on a progressive basis.

For the calculation of the tuition fees based on the applicant's financial situation, an **online application shall be submitted** by the deadlines set in the **ER-GO Call for Benefit Applications**, (Regional Authority for the Right to Higher Education in Emilia Romagna) available on <https://www.er-go.it/index.php?id=7262>. Applicants failing to submit the online application by the set deadlines or whose ISEE statement is higher than the threshold indicated in the call for applications will not benefit from a reduction of tuition fees.

**The application for determining the tuition fees**, as well as the application for a scholarship, accommodation in university residences, hospitality services and other allowances, must be submitted **online from the website [www.er-go.it](http://www.er-go.it)** strictly by the deadlines set in the **Call for Benefit Applications**, even before the enrolment in the study programme. The Call will be published around July 2024. Applicants are invited to check the various deadlines.

The payment of tuition fees is divided into instalments; for further information and to check UNIMORE deadlines and any update on the academic year 2024-25, please visit the website <https://www.unimore.it/it/didattica/iscrizioni-e-tasse/pagamenti>

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 <https://www.unimore.it/it>

## 10. Person in charge of the procedure

Pursuant to Law no. 241/1990, the person in charge of the procedure is Ms. Elda Toschi, officer in charge of the Registrar's Office. The office responsible is the Registrar's Office for 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. Contacts

**Registrar's Office** at the address via Università 4, 41125 – Modena, for information and the enrolment of applicants with a foreign study qualification  
e-mail [segrstud.economia@unimore.it](mailto:segrstud.economia@unimore.it)

Tel. 059/2056404

Opening hours are available on <https://www.unimore.it/it/servizi/segreteria-e-uffici-studenti>

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

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

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

Department website <https://www.economia.unimore.it/it>

**International Welcome Desk** for advice and assistance with paperwork for requesting residence permits, tax code, registration with the National Health Service (SSN), health insurance, opening bank accounts and housing.

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

Phone: 059 2058171

In Modena:

-Via S. Geminiano, 3

Monday - Wednesday - Friday - from 9:30am to 3:00pm

In Reggio Emilia:

- Via Allegri, 15 at the Students' Services Office

On Wednesdays every two weeks and depending on the specific requirements.

**Welcome Office for Students with Disability and Specific Learning Disorders**

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

Tel. 059 2058311 - 0522523506

**For IT issues** on the application or to retrieve 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

**For issues relating to the online application for benefits** 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)

**Informa-studenti** for information on study programmes, assessment and enrolment procedures

e-mail: [informastudenti@unimore.it](mailto: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 52 355

The opening hours are available on <https://www.unimore.it/it/servizi/orientamento>

**The Registrar's Office and Informastudenti will be closed from 12 to 16 August 2024.**

Modena, 22 April 2024

The Rector

Carlo Adolfo Porro