

SOCIAL SCIENCES AND HUMANITIES

“Marco Biagi” Department of Economics (DEMB)

Call for applications to degree programmes with limited access in

BUSINESS ADMINISTRATION AND MANAGEMENT (class L-18)
ECONOMICS AND FINANCE (class L-33)
ECONOMICS AND INTERNATIONAL MARKETING (class L-18)

Reserved for applicants with an Italian qualification, EU applicants (wherever they reside) and non-EU resident applicants with a foreign qualification

Academic Year 2025-2026

This call for applications is open to **Italian and foreign applicants with an Italian qualification, EU citizens (wherever they reside) and foreigners regularly residing abroad** who are interested in enrolling in the FIRST YEAR of the degree programmes of the “Marco Biagi” Department of Economics (DEMB). The degree programmes in BUSINESS ADMINISTRATION and MANAGEMENT (CLEAM) - ECONOMICS and FINANCE (CLEF) - INTERNATIONAL ECONOMICS and MARKETING (CLEMI) have a **limited number of places** available.

In order to be admitted to the FIRST YEAR of the programme, there is a single online procedure for the 3 programmes, henceforth referred to as SELECTION. The selection described in this call for applications ends on **22 August 2025**. If there are still vacancies, a **second call for applications will be published and a second selection will be held**, of which notice will be given as soon as possible (in any case **by 22 August 2025**) on the website <https://www.unimore.it/it/ateneo/bandi-e-gare/bando-ed-esiti-ii-edizione-economia-aziendale-e-management-cleam-economia-e>

PLACES AVAILABLE

	Total	Reserved for Italian, EU and non-EU students residing in Italy <i>(subject of this call for applications)</i>	Reserved for non-EU students applying for a visa, residents abroad <i>(managed by a separate competition procedure and a specific call for applications)</i>
Business administration and management (CLEAM)	250	240	10
Economics and finance (CLEF)	200	185	15
International Economics and Marketing (CLEMI)	250	235	15

This call for applications does not apply to **non-EU applicants residing abroad**, holding a foreign qualification, applying for a visa through the Italian Diplomatic-Consular Representations. They must follow the procedure indicated in the **specific notice reserved for them, which will be published on the website** <https://www.unimore.it/it/ateneo/bandi-e-gare/bando-ed-esiti-bando-riservato-agli-studenti-extra-ue-richiedenti-visto>

DEADLINES

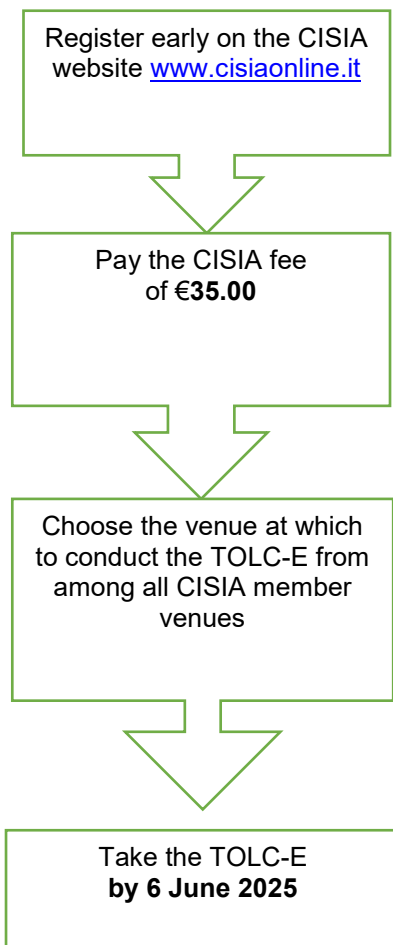
Application for admission	by 9 June 2025
Deadline for taking the TOLC-E	by 6 June 2025
Deadline for payment of the contribution towards expenses of €25.00	by 9 June 2025
Publication of list of admitted applicants	by 16 June 2025
Second-round application	16 to 24 June 2025
Enrolment of admitted applicants	from 8 to 18 July 2025
Publication of ranking list admitted with the first second-round selection	by 24 July 2025
Enrolment of applicants admitted with the first second-round selection	24 to 30 July 2025
Publication of ranking list admitted with second second-round selection	by 4 August 2025
Enrolment of applicants admitted with the second second-round selection	4 to 8 August 2025
Deadline for first edition of DEMB three-year degree programme call for applications	22 August 2025
Notice of possible launch of 2nd edition of DEMB's call for applications to three-year degrees	by 22 August 2025

REFERENCE LINKS

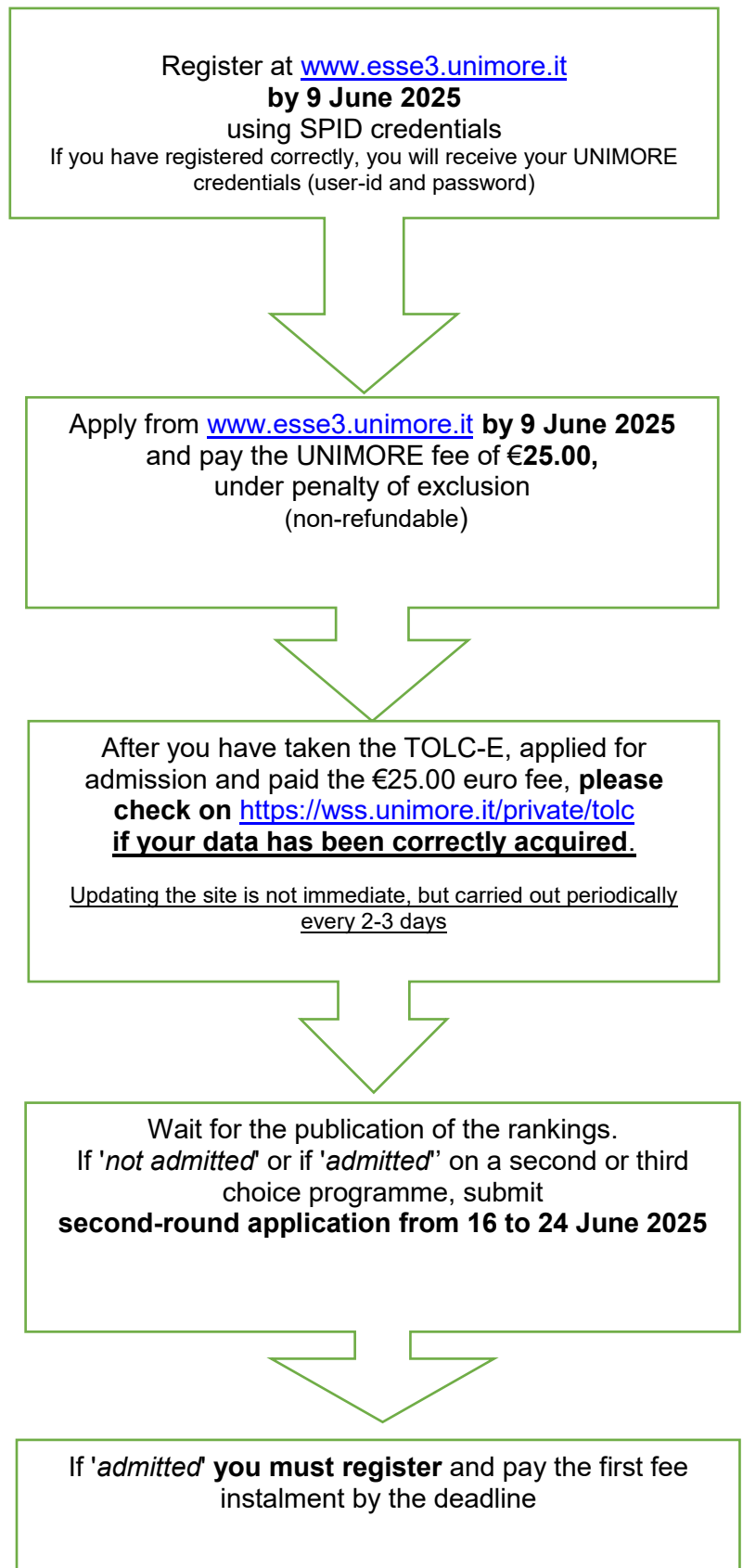
https://www.spid.gov.it/cittadini/ https://www.spid.gov.it/domande-frequenti/	<p>for information on how to obtain a SPID (Public Digital Identity System)</p> <p>to consult the SPID FAQ</p>
https://wss.unimore.it/private/tolc	<p>to check whether the TOLC-E and the payment of €25.00, required to participate in the selection, are correctly acquired by UNIMORE</p>
https://www.unimore.it/en/university/calls/call-applications-and-results-i-edition-business-administration-and-management	<p>to consult:</p> <ul style="list-style-type: none"> - the rankings of the applicants admitted in this selection - any notices concerning this selection
https://wss.unimore.it/public/albo (type: 'Calls and Notices' - field: 'Students')	<p>online Register of the University for the legal publishing of the documents and provisions of this call for applications</p>
www.economia.unimore.it	<p>"Marco Biagi" Economics Department website</p>
https://www.unimore.it/it/ateneo/bandi-e-gare/bando-ed-esiti-ii-edizione-economia-aziendale-e-management-clean-economia-e	<p>to consult the <i>Second Edition</i> of the DEMB's Call for applications to the three-year degree programmes (<i>if places remain from the first edition</i>)</p>
https://www.unimore.it/it/ateneo/bandi-e-gare/bando-ed-esiti-bando-trasferimenti-lammissione-al-ii-e-iii-anno-di-economia	<p>to consult the <i>call for transfers</i> for admission to the second and third years of the Bachelor's degrees of the DEMB (published indicatively in May 2025)</p>

THE MAIN STEPS IN BRIEF

CISIA



UNIMORE



WHAT YOU CAN DO

If you are.....	then you can.....	but, you can't.....
<p>'graduating student'</p> <p>(i.e. you are about to graduate from high school)</p>	<p>apply for admission</p> <p>(you must indicate in esse3 that you have not yet obtained the qualification)</p>	<p>enrol</p> <p>(even if in the ranking list you are '<i>admitted</i>', because you must have graduated from high school)</p>
<p>'graduating student' at the time of application and 'graduate' upon publication of the list of those admitted</p>	<p>enrol</p> <p>(you must indicate in esse3 that you have obtained the qualification)</p>	
<p>'graduate'</p>	<p>apply for admission</p> <p>enrol by the deadline</p>	
<p>'Admitted' to the degree programme of first choice</p>	<p>enrol by the deadline</p> <p>(otherwise you permanently lose your place in the ranking list and can no longer register because you are considered to have withdrawn)</p>	<p>apply for second-round selection</p> <p>(even if you did not register because you had already been given the highest preference)</p>
<p>'Admitted' to the degree programme of second or third choice</p>	<p>enrol on your assigned programme by the deadline</p> <p>(otherwise you lose your place in the ranking of your assigned programme)</p>	
<p>'Admitted' to the degree programme of second or third choice</p>	<p>apply for second-round selection</p> <p>(to try to be placed on a programme of higher preference, even if you have already enrolled on your second or third choice programme)</p>	
<p>'Admitted' to the degree programme of first choice or second or third choice</p>	<p>participate in the 2nd edition of the DEMB's call for applications to the Bachelor's degree programme, in case it is held</p> <p>(you may only participate if you have NOT registered with the competition procedure described in this call for applications)</p>	
<p>'Enrolled' in the first or second or third choice degree programme following the competition procedure described in this call for applications</p>		<p>participate in the 2nd edition of the DEMB's call for applications to the Bachelor's degree programmes, in case it is held</p>
<p>'Enrolled' in a second or third choice degree programme and, following second-round selection, moved automatically to the programme of highest preference</p>		<p>ask to return to their original degree programme</p> <p>(the order of preference is binding and the automatic transfer, following the assignment of a place of greater preference, is irrevocable)</p>
<p>'Not admitted' following the competition procedure described in this call for applications</p>	<p>participate in the 2nd edition of the DEMB's call for applications to the Bachelor's degree programme, in case it is held</p>	

REQUIREMENTS FOR PARTICIPATION

1. What to do to take part in the selection

In order to participate in the selection and enter the ranking list, you must:

1. **take the TOLC-E by 6 June 2025 and achieve a score of 13 or higher** (excluding the score obtained in the English section).
2. **register online** for the UNIMORE selection process at www.esse3.unimore.it by **9 June 2025**.
You can apply for the selection even if you have not yet obtained your high school qualification or other foreign recognised qualification, which are indispensable for enrolment. You can apply even before you have taken the TOLC-E, as long as it is done by 6 June 2025.
3. **pay UNIMORE's non-refundable contribution to expenses of €25.00 by 9 June 2025, under penalty of exclusion.**

2. The TOLC-E: *tolc@home* and *tolc@uni* modes

The TOLC-E is a computerised test managed and organised by the CISIA Inter-University Consortium, offered in several universities. At the link <http://tolc.cisiaonline.it/calendario.php> you can consult all participating venues. You can take the test at any participating venue.

Registration for TOLC-E is made at www.cisiaonline.it where **training tests** and information on the organisation of the test are available. You can repeat the TOLC-E but not more than once in a calendar month.

Pay attention to the deadline for registering for the TOLC-E. CISIA requires **payment of €35.00** and also sets a deadline of 6/7 days before the date of each test.

In ANNEX 1 of this call for applications you will find more information about the test and you can check the dates on which the “Marco Biagi” Department of Economics organises the TOLC-E.

You can take the TOLC-E either in face-to-face mode at a university location (*tolc@uni* mode) or directly from your home (*tolc@home* mode) with specific technologies and organisational procedures.

Whichever way you take the test for the purposes of this call for applications, **the TOLC-E taken as of January 2024, at any participating venue, obtained with a score of 13 or higher (excluding the English section) is valid.**

If you repeat the test several times, regardless of the mode, the one with the **best score** is considered. If you repeated the test several times with the same score (excluding the English section), the one with the highest score in the mathematics area is taken into account.

A score above 4/13 in the *Mathematics* area (which exempts you from debt in Mathematics) achieved in a TOLC-E which, however, is not the one with the highest score, is not taken into account. If you have repeated the test several times, the one with the best score is taken into account (subject to the entry requirement of a minimum score of 13/36 and excluding the English section), regardless of the result obtained in the maths section. **It is not possible to express a preference for a test under any circumstances.**

English TOLC-E is not valid for the purposes of this selection.

3. Submitting the Application

3.1 How to apply

You must apply to UNIMORE **by 9 June 2025**.

You must indicate the order of preference of the **three degree** programmes in your application. The stated order is **binding** and cannot be subsequently changed.

- **Access the website www.esse3.unimore.it** to register. If you are of legal age and in possession of an Italian document (identity card, passport, driving licence), you must use SPID credentials by accessing the '*Register with SPID*' button. If you are a minor or do not have an Italian document, you can register in Esse3 using the '*Registration*' button. In both cases, if registration has been carried out correctly, you will obtain UNIMORE credentials (user-id and password). The credentials obtained should be kept for accessing other services (e.g. using WiFi or the UNIMORE App).
- **Select '*Admission*'** from the menu and choose from the list the entry relating to the Bachelor's degree programmes of the "Marco Biagi" Department of Economics. Complete the procedure by indicating the details of the high school qualification: - if obtained or in hypothesis - type of diploma - grade (in the case of a degree obtained) - Institute - year of achievement. **A school-leaving certificate is not required to apply for the selection, but is indispensable for enrolling in the degree programme.**
See the note below for qualifications obtained abroad.
- **Indicate the order of preference of the 3 programmes.** Transfers from one degree programme to another are not possible throughout the three-year period except within the number of programmed places made available and allocated in accordance with the procedures set out in the call for applications to the second and third years (*call for transfers*), which can be consulted indicatively from May 2025 at <https://www.unimore.it/it/ateneo/bandi-e-gare/bando-ed-esiti-bando-trasferimenti-lammissione-al-ii-e-iii-anno-di-economia>
- **Check** the content of the application-receipt issued by Esse3, **in particular ANAGRAPHICAL DATA AND TAX CODE** and ensure that it **matches exactly** with the personal data indicated on the Cisia website www.cisiaonline.it. Report any discrepancies to segrstud.economia@unimore.it
- **Pay the fee of €25.00 by 9 June 2025 under penalty of exclusion.** The payslip is generated automatically at the end of the online procedure and is visible on your personal page in Esse3, under '*Fees*'. Payment methods are indicated on <https://www.unimore.it/it/didattica/immatricolazioni-e-iscrizioni/pagamenti>

IMPORTANT

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

Payments whose date on the payment receipt (RT) is later than the due date will not be considered valid for inclusion in the ranking list.

ATTENTION: According to AgID (Digital Italy Agency) instructions, the payment could be made by the payment service provider on the day following the payer's request.

Any malfunctions during online payment operations through PagoPA are not attributable to UNIMORE. Payments can also be made at banks, ATM counters, sisal, lottomatica and ITB outlets, which act as 'payment service providers' for the PagoPA circuit.

Note in the case of a qualification obtained abroad

If you have any difficulties entering your foreign qualification data in Esse3, you can contact the Student Office by sending an e-mail to segrstud.economia@unimore.it.

In order to check whether the study documentation in your possession is complete and sufficient for future enrolment, you can request a **prior assessment** from the Student Office, Via Università n. 4 - Modena, Opening hours can be found at www.unimore.it/servizistudenti/ufficiostud.html?ID=ECOM

Send to segrstud.economia@unimore.it:

- foreign qualification, accompanied by translation, legalisation and Declaration of Value issued by the Italian diplomatic or consular representation in the country in which the qualification was awarded, or to whose system the school that awarded the qualification belongs
- a valid ID
- tax code
- the valid residence permit or the receipt for its renewal (for non-EU resident applicants).

If your study documentation is incomplete, you are admitted to the selection '*with reserve*', but you will only be able to register if you are in possession of the necessary documentation by the deadline. (See section 5.2 *How to enrol with foreign qualification*)

3.2 Check the correct acquisition of the TOLC-E and the payment made

After you have applied for admission to UNIMORE and taken the TOLC-E, you must check on the website <https://wss.unimore.it/private/tolc> whether the University has automatically acquired both the result of the TOLC-E, taken by 6 June 2025, and the payment of the UNIMORE fee of €25.00, due by 9 June 2025, both of which are indispensable to enter the rank list.

PLEASE NOTE: the site is progressively updated every 2/3 days and your position is only visible after you have applied for admission to UNIMORE. Therefore, please wait for the site to be updated.

If you check from the above-mentioned site that the outcome of the TOLC-E has not been automatically acquired (in case of discrepant data in Esse3 and in the Cisia portal) or, that the payment of the €25.00 fee has not been acquired:

by 11 June 2025 you must send an e-mail to segrstud.economia@unimore.it enclosing:

- TOLC-E CERTIFICATE downloaded from your personal area on the Cisia portal and your FISCAL CODE
- or
- RECEIPT certifying payment made by the due date
 - COPY of an identity document.

4. Ranking criteria

The general rankings and those divided by each degree programme are published on the website <https://www.unimore.it/it/ateneo/bandi-e-gare/bando-ed-esiti-i-edizione-economia-aziendale-e-management-clean-economia-e> by **16 June 2025**. You will be able to view them by means of restricted access using the credentials issued when you submitted your application via the web.

The rankings are also published on the University's online notice board at <https://wss.unimore.it/public/albo> (type: '*Calls and Notices*' - field: '*Students*')

If you have obtained a score of 13 or above (excluding English) and have been successfully ranked for admission to more than one programme, you will be placed on the ranking list for the programme to which you have given the highest preference, and also on the ranking lists of courses for which you have not been successfully ranked.

The ranking is based on the score achieved in the TOLC-E, excluding the score achieved in the English section). In the event of ex aequo, those who respectively:

- have the highest mark in the Mathematics section
- have the highest mark in the Logics section
- are of a younger age

If you score 4/13 or lower in the '*Mathematics*' area, you will be assigned an **additional learning requirement (OFA)** which you must fulfil by **September 2026**. Only after fulfilling this educational debt will you be able to take the first-year '**General and Financial Mathematics**' (CLEAM and CLEMI programmes) or '**General Mathematics**' (CLEF programme) examination. If you do not clear your debt by September 2026, you will be enrolled in the academic year 2026-2027 in the first year of your programme as a repeating student and for the whole year you will only be able to take the examinations of the first year that you have not yet passed.

5. Enrolment

If you have been successfully ranked in the study programme list published by 16 June 2025, you must register as follows **from 8 to 18 July 2025**.

You must have obtained an **high school diploma** issued by Italian educational institutions or another qualification obtained abroad, recognised as suitable in *accordance with the circular of the Ministry for Universities and Research*, available at www.studiare-in-italia.it/studentistranieri. The enrolment procedure depends on the study qualification of the applicant.

Part-time enrolment is not permitted.

5.1 How to enrol with an Italian qualification

You must register using the entirely online procedure, therefore, obtain the following IN DIGITAL FORMAT:

- passport photo
 - double-sided copy of a valid ID
 - *copy of residence permit (for foreign resident students)*
 - any duly completed forms, downloadable at www.unimore.it/servizistudenti/modulistica.html such as, for example, the "*Recognition of Teaching Activities*" form to request recognition of training activities already carried out or the "*Incoming Transfer*" form in the case of a transfer from another university (see section 8. *Changing the degree programme within UNIMORE, transfers, withdrawal from studies, request for exam validation for previous university career*).
- **Fill out the online enrolment application.** Log on to www.esse3.unimore.it and enter your personal page to confirm the data already entered when submitting your application. After '*Login*' enter '*Enrolments*'.
- **Enclose the required documentation** (passport photo, front and back of identity document, *residence permit*) and, if necessary, if you wish to request the validation of examinations, enclose the duly completed "*Recognition of teaching activities*" form or the "*Incoming transfer*" form if you are transferring from another university. Any certificates issued by the Public Administration shall not be valid, as pursuant to Art. 15 of law 183/2011 they cannot be submitted to Public Administrations.
- **Only if you are interested, fill in the 'Dichiarazioni Aggiuntive' (Additional Declarations) section in Esse3 related to:**

DOUBLE ENROLMENT (Law No. 33 of 12/04/22 - MD 930/2022).

Simultaneous enrolment in 2 Academic Institutions is permitted, so you can attend 2 degree programmes at the same time and graduate in 2 study paths at the same time. If this is your intention, enter the information concerning the programme and the academic institution (University or AFAM Institution) in which you are already enrolled so that UNIMORE can assess whether you meet the legal requirements. Remember to **enclose the study plan of your first enrolment programme**, complete with ECTS credits (CFU) and Scientific Disciplinary Sectors (SDS), or hand it in to the Student Office. The two study paths must be of different classes and two-thirds different. The Department Executive Committee will have to decide on this differentiation.

- **Pay the first contribution instalment** by the **deadline, under penalty of exclusion from the ranking list**. After filling out your application form, enter your personal Esse3 page and go to 'Tasse' (Fees) to view the amounts due. Payment methods are indicated on <https://www.unimore.it/it/didattica/immatricolazioni-e-iscrizioni/pagamenti>

IMPORTANT

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

Payments whose date on the payment receipt (RT) is later than the due date will not be considered valid for registration.

ATTENTION: According to AgID (Digital Italy Agency) instructions, the payment could be made by the payment service provider on the day following the payer's request.

Any malfunctions during PagoPA payment operations are not attributable to UNIMORE. Payments can also be made at banks, ATM counters, sisal, lottomatica and ITB outlets, which act as 'payment service providers' for the PagoPA circuit.

- **Verify in Esse3 the acquisition of the payment made.** Check from your personal Esse3 page, in the 'Tasse' (Fees) section, that the payment has been made. If **after 2 WORKING DAYS from the date of payment the payment** is not registered in Esse3, immediately send it to the Student Office at via Università, 4 Modena, segrstud.economia@unimore.it, the receipt of payment, together with a valid identity document. Please also check the regularity of the payment made, at the institute that issued the payment.
- **Check the e-mails (if any) sent by the Enrolment Staff.** The enrolment staff will check the data you have entered in Esse3 and will send you an email to the address you have entered in Esse3 if the enclosed documentation is incomplete (e.g. back of ID card missing) or inadequate (e.g. blurred passport photo). After 15 days of payment without receiving an e-mail requesting completion, the registration is considered final.

IMPORTANT

If you are admitted on the FIRST CHOICE degree programme and do not complete the above-mentioned steps for enrolment and do not pay the contribution by the enrolment deadline, you are considered to have withdrawn. You have permanently lost your place on the ranking list **and cannot compete for any vacancies**.

If you are admitted on SECOND or THIRD CHOICE courses and do not enrol and pay the fee by the enrolment deadline, you lose your place in the ranking for the assigned programme, **but you may compete for any vacancies for the courses of your highest preference**.

5.2 How to enrol with a foreign study qualification

In the case of a qualification obtained abroad, enrolment is made in person at Student Office, at the address via Università 4, Modena.

Counter opening hours and access to services can be found at <https://www.unimore.it/it/servizi/segreteria-e-uffici-studenti/segreteria-economia-marco-biagi>
email segrstud.economia@unimore.it

If you are an EU student or a non-EU resident with a qualification obtained abroad and you are *admitted* to the programme in the ranking list published on 16 June 2025, you must submit your study documents **by 18 July 2025**.

Required documentation

As stipulated in the ministerial circular on procedures for international students' access to university programmes, available at www.studiare-in-italia.it/studenti stranieri the following documentation is required for enrolment:

1. **high school diploma**, obtained with at least 12 years of schooling, translated and legalised (or apostilled) by the Italian Embassy/Consulate in the country where the qualification was obtained, or in the country to whose system the school that issued the qualification belongs
2. **certificate of passing the academic eligibility exam** (*for countries where this is required*)
3. **declaration of value** of the diploma, issued by the Italian Embassy/Consulate in the country in which the qualification was awarded or in the country to whose system the school that issued the qualification belongs
or, alternatively,
declaration, inherent to the diploma, **issued by ENIC-NARIC centres** certifying the level and years of schooling *alternatively*
documentation, inherent to the diploma, **issued by CIMEA** - www.cimea.it - in particular:
 - a) CERTIFICATE OF CORRESPONDENCE downloadable directly on the 'Ardi' platform at <https://ardi.cimea.it/it> (*for countries that are signatories to the Lisbon Convention*) or, if the country in which the qualification was obtained is not among those listed, CERTIFICATE OF COMPARABILITY, to be requested from CIMEA by registering at <https://cimea.diplo-me.eu>
Attention: CIMEA does not issue the Certificate of Comparability if the Certificate of Correspondence is available
 - b) VERIFICATION CERTIFICATE to be requested from CIMEA by registering at <https://cimea.diplo-me.eu>.
 More information at <https://www.cimea.it/pagina-attestati-di-comparabilita-e-verifica-dei-titoli>
4. **certificate listing the subjects taken** in the course of study (*transcript of records*)
5. **residence permit** or receipt, issued in Italy by the post office, certifying the filing of the application for renewal of the residence permit
6. **passport**
7. **passport photo**

Once the student office has verified the correctness and completeness of the documentation handed in by the student, it will proceed to finalise enrolment once the payment of the first instalment has been received.

6. Second-round application – Assigning places left vacant

The second-chance selection procedure described below allows for the acceptance of a number of applicants equal to the number of places that may remain vacant at the end of the enrolment of the admitted applicants, for each degree programme. Any notification that the repechage will NOT take place will be indicated on the website <https://www.unimore.it/it/ateneo/bandi-e-gare/bando-ed-esiti-i-edizione-economia-aziendale-e-management-cleam-economia-e> with the publication of the ranking list, no later than 16 June 2025, if the number of admitted applicants is lower than the number of places.

If you have participated and have not been admitted and wish to **express your interest in enrolling**, or if you are favourably ranked on your second or third choice programme and wish to be re-eligible for a programme of higher preference (even if you have already enrolled on your second or third choice), you may apply for second-round selection.

On the other hand, you may not apply for second-round selection if you are favourably ranked in the degree programme of your first choice, whether you have enrolled or not.

The second-round application can be submitted **from 16 to 24 June 2025** from www.esse3.unimore.it. After *logging in*, from your personal Esse3 page, go to *Admission* and then to '*Presenta domanda*' (*Apply*) next to the 'Marco Biagi' Economics three-year degree programme entry.

If you are admitted following the second-round selection and do not enrol, you are tacitly considered to have withdrawn, you lose your ranking position on the assigned degree programme and your right to enrol.

PLEASE NOTE

If you are enrolled on the programme of your second or third choice, and as a result of your second-round application you are assigned a seat of higher preference, you will be **automatically moved** to your assigned programme.

If, after the first allocation of places, you are assigned a further place of higher preference than the one already assigned, you will be **transferred again automatically**.

As the order of preference of the degree programmes indicated in the selection application is binding, the **automatic transfer** after the assignment of a higher preference place **is irrevocable**.

First allocation of vacant places

The rankings for each degree programme containing the names of the admitted applicants, reformulated according to the order of the ranking and the second-round applications presented, can be viewed by 24 July 2025 on the website <https://www.unimore.it/it/ateneo/bandi-e-gare/bando-ed-esiti-i-edizione-economia-aziendale-e-management-clean-economia-e>. Admitted applicants must enrol **from 24 to 30 July 2025**.

Second assignment of vacant places

A second allocation of vacancies is planned in case there are additional places to be assigned. The rankings of additional successful applicants will be published by 4 August 2025 on the website <https://www.unimore.it/it/ateneo/bandi-e-gare/bando-ed-esiti-i-edizione-economia-aziendale-e-management-clean-economia-e>. Those admitted must enrol **from 4 to 8 August 2025**.

If you own an Italian study qualification:

enrol by following the procedure outlined in the paragraph. 5.1 *How to enrol with an Italian qualification* in the current call for applications.

If you hold a foreign qualification:

enrol by following the procedure outlined in the paragraph. 5.2 *'How to enrol with a foreign study qualification'* of this notice. Study documents must be forwarded in good time to the student office for the necessary evaluation.

Check from your personal Esse3 page, under the 'Taxes' section, that the payment has been made. If **after 2 WORKING DAYS from the date of payment the payment** is not registered in Esse3, immediately send it to the Student Office at via Università, 4 Modena, segrstud.economia@unimore.it, the receipt of payment, together with a valid identity document.

Please also check the regularity of the payment made, at the institute that issued the payment.

7. Admission to the 2nd and 3rd year of the degree programme

To be admitted to the second and third year of the programme (in the case of previous academic career), you must participate in the competitive procedure described in the 'Call for applications for transfers' published approximately in **may 2025** on the website <https://www.unimore.it/it/ateneo/bandi-e-gare/bando-ed-esiti-bando-trasferimenti-lammissione-al-ii-e-iii-anno-di-economia> and on the Department's website www.economia.unimore.it. As the application for participation in the *Call for applications for transfers* expires on **27 August 2025** and places on the 2nd and 3rd year will be allocated on **4 September 2025** it is preferable to participate in any case in the selection process for admission to the first year, by respecting the procedures and deadlines set out in this call for applications, in order to avoid the chance of being excluded from both years 2 and 3, and year 1.

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

A) If you are admitted to the programme and you make a DEGREE PROGRAMME TRANSFER, as you are enrolled in another UNIMORE programme, you do NOT have to enrol, but by the enrolment deadline (i.e. by **18 July 2025** if admitted with the publication of the rank list, or, by **30 July 2025** if admitted with the first second-round selection; or by **8 August 2025** if admitted with the second second-round selection):

- pay the 2025-2026 first instalment for the programme in which you are enrolled and check that you have paid your fees and any surcharges for previous years.
 - submit the “*Programme transfer*” form, which can be downloaded from the website www.unimore.it/servizistudenti/modulistica.html, to the Student Office complete with a EUR 16.00 revenue stamp (to be purchased at the tobacconist's)
 - send the form ‘Declaration of submission of the application for programme transfer’ to the ‘Marco Biagi’ Economics Student Office, via Università 4, Modena, Italy, at the email address segrstud.economia@unimore.it. The form can be downloaded at the link www.unimore.it/servizistudenti/modulistica.html, together with a valid identity document, to self-certify the deposit.
- B) If you are admitted to the course and you make a TRANSFER because you are enrolled in ANOTHER UNIVERSITY, you must enrol by the deadline (i.e. by **18 July 2025** if admitted with the publication of the rank list, or by **30 July 2025** if admitted with the first second-round selection; or by **8 August 2025** if admitted with the second second-round selection):
- **file the transfer request at the Registrar’s Office of the HOME university.** If you are required to obtain *transfer clearance*, you must self-certify your admission to degree programmes at the ‘Marco Biagi’ Department of Economics
 - enrol in UNIMORE, according to the procedures outlined in section 5.1 “*ow to enrol with an Italian qualification*” of this call for applications and select “*for transfer*” as the reason for enrolment. Enter in ESSE3 the home university and the academic years of previous enrolments
 - attach in Esse3, or send to segrstud.economia@unimore.it the “*Richiesta di trasferimento in ingresso*” (Incoming transfer request) form downloadable from <http://www.unimore.it/servizistudenti/modulistica.html>
- NOTE: If you enrolled by transfer and are admitted to a degree programme of higher preference as a result of second-round selection, you will be moved automatically by the Student Office.
- C) If you have been admitted to the degree programme, but are enrolled at another university or on another UNIMORE degree programme intend to WITHDRAW FROM THE PROGRAMME, you must enrol by the deadline. (i.e. by **18 July 2025** if admitted with the publication of the rank list, or by **30 July 2025** if admitted with the first second-round selection; or by **8 August 2025** if admitted with the second second-round selection):
- submit a formal request for withdrawal to the home university or, if a UNIMORE student, submit the “*Rinuncia agli studi*” (Withdrawal from studies) form that can be downloaded from <http://www.unimore.it/servizistudenti/modulistica.html> complete with a 16.00 euro revenue stamp, to the Student Office of the degree programme in which you are enrolled
 - enrol in UNIMORE, according to the procedures outlined in section 5.1 “*How to enrol with an Italian qualification*” of this call for applications and select “*withdrawing student*” as the reason for enrolment
 - if you have taken examinations and intend to request their validation, attach the “*Riconoscimento attività didattiche*” (Recognition of academic activities) form in Esse3, or send it to segrstud.economia@unimore.it. The form can be downloaded from www.unimore.it/servizistudenti/modulistica.html.
- D) If you are admitted to the degree programme and you have a previous academic career—for example, if you are a GRADUATE or have LOST STUDENT STATUS, or if you have completed SINGLE TEACHING COURSES—you must complete your enrolment by the specified deadline (i.e. by **18 July 2025** if admitted with the publication of

the rank list or by **30 July 2025** if admitted with the first second-round selection; or by **8 August 2025** if admitted with the second second-round selection):

- enrol in UNIMORE, according to the procedures outlined in section 5.1 "*How to enrol with an Italian qualification*" of this call for applications
- if you have taken examinations and intend to request their validation, attach the "*Riconoscimento attività didattiche*" (Recognition of academic activities) form in Esse3, or send it to segrstud.economia@unimore.it. The form can be downloaded from www.unimore.it/servizistudenti/modulistica.html.

E) If you intend to apply for recognition of TEACHING ACTIVITIES CARRIED OUT ABROAD:

- in addition to the documentation certifying your university studies, submit to the Student Office of Economics 'M. Biagi' at Via Università 4, Modena, the summaries of the exams you have taken, translated into Italian if possible. If the languages are different, ask for their acceptance by sending an e-mail to info.economia@unimore.it.
- submit the "*Riconoscimento attività didattiche*" (*Recognition of Learning Activities*) form to the Student Office, downloadable from the website www.unimore.it/servizistudenti/modulistica.html,

There is a fee for requesting validation of teaching activities, which will be charged by the student office ONLY AFTER receipt of the necessary forms and documentation and will be available on the student's page, in Esse3, under 'fees'.

9. English language proficiency - language certifications

The score obtained in the '*English language*' section of the TOLC-E does not in any way affect the rankings for access to the degree programmes in Economics, but is taken into account in determining whether or not to attend the lectureship, which is an integral part of the ENGLISH LANGUAGE teaching activity provided in the first year of the programme.

Only those who obtain a score between 24 and 30 are exempt from the 1st semester lectureship, otherwise you will have to attend the annual lectureship (1st and 2nd semester).

Only students who hold an international English language certification at least at the B1 level (Common European Framework of Reference) may have the English language course recognised.

The application for recognition must be submitted to the TEACHING OFFICE, located at via Berengario 51 in Modena, **from October 2025**. For information, please contact the teaching office info.economia@unimore.it

Please note: only international certificates issued by recognised bodies are accepted, as listed at <https://www.cla.unimore.it/site/en/home/certifications.html>

The acquisition of the language skills addressed in the lecture courses is compulsory in order to be able to take the relevant English language examination. Recognition, in lieu of the lectureship test, grants exemption from attending lectures and taking the relevant test.

10. Costs and allowances

The amount of tuition fees is based on the ISEE 2025 (Indicator of the Equivalent Financial Situation) certifying the financial situation of the applicant's family. A NO TAX AREA exemption is provided for, currently set at EUR 27,000, but please refer to the benefits call for applications to be published soon (June/July 2025). Beyond the set threshold, tuition fees are calculated on a progressive scale.

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** strictly by the deadlines set in the **Call for Benefit Applications**, even before the enrolment in the study programme. The Call for Benefit Applications will be published approximately in July 2025. Applicants are invited to check the various deadlines.

Tuition fees are paid in instalments; for more information and to check the deadlines set by UNIMORE and updates for the 2025-26 academic year, please visit <https://www.unimore.it/en/services/fees-and-benefits>.

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

The office responsible is the Student Office of the Marco Biagi Department of Economics. Tel. 059/2056404; mail: segrstud.economia@unimore.it. The person in charge of the procedure is Ms Elda Toschi, reference officer at the Student 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

This call for applications is written in Italian and English. In the event of any discrepancy, the Italian version shall prevail.

12. Contacts

Student Office - For information on the call for applications and enrolment in the degree programme

Via Università, 41125 – 41121 Modena

The opening hours are available at the link www.unimore.it/servizistudenti/segreteriastudenti.html

e-mail segrstud.economia@unimore.it

Teaching Office - For information on teaching

Via Berengario 51 – Modena- offices 23-25-31-33 West Wing at 'Marco Biagi' Department of Economics

e-mail: info.economia@unimore.it

For information on transfers trasferimenti.economia@unimore.it

Department website: www.economia.unimore.it

For computer issues related to the online enrolment procedure or retrieving access credentials to esse3 please write to webhelp@unimore.it

Assistance service opening hours: Monday to Thursday from 9 a.m. to 3 p.m. and on Fridays from 9 a.m. to 2 p.m.

Welcome Office for Disabled and Dyslexic Students

Tel. 059 2058311 - e-mail disabilita@unimore.it

For issues with the online application benefits

<https://https://www.er-go.it/contatti/contatti>

Website for submitting the application for benefits www.er-go.it

Informastudenti - For study guidance

e-mail: informastudenti@unimore.it

For opening hours visit the website <https://www.unimore.it/en/services/registrar-and-student-offices/office-study-orientationinformastudenti>

The Student Office is closed from 11 to 16 August 2025

Modena, 12 March, 2025

THE RECTOR
Carlo Adolfo Porro

Annex 1

THE TOLC-E

The TOLC is a **guidance** and **assessment** test designed to **verify aptitude and preparedness for studies**. It is administered on the digital platform managed by the Inter-University Consortium for Integrated Access Systems (CISIA). These are individual tests, differing from student to student, consisting of questions automatically and randomly selected from the CISIA TOLC database through proprietary software, implemented and maintained by CISIA. All the TOLC-Es generated are similarly difficult. The CISIA TOLC database, containing the questions used for the test, is protected and validated by scientific committees established by CISIA.

The CISIA Online Test (TOLC-E) consists of 36 questions divided into 3 sections:

Sections	Number of Questions	Time (minutes)
MATHEMATICS	13	30
LOGICS	13	30
VERBAL COMPREHENSION	10	30

The time available for the test is 1 hour and 30 minutes. The test result is immediate if the test is taken at a university location (tolc@uni) or, it is available within 48 hours, if taken in tolc@casa mode.

CISIA issues a certificate showing the scores obtained in the individual sections of the test.

As part of the test, there is also an **English language** section, consisting of 30 questions, which involves an additional 15 minutes: the score for the English language test does not affect the outcome of the test.

The result of each individual test is determined by the number of right, wrong and not given answers, which determines an absolute score, derived from:

- **1 point** for each correct answer
- **0 points** for each answer not given

- **penalty of 0.25 points** for each incorrect answer

Students enrolled in the 4th or 5th year of upper secondary school or already in possession of an upper secondary school diploma are eligible for the test.

The TOLC-E may be repeated, but the student may take a maximum of one test per calendar month.

For more information, please consult the 'Marco Biagi' Department of Economics website page <https://www.economia.unimore.it/it/didattica/corsi-di-laurea-informazioni-general/colc-e> or the CISIA website www.cisiaonline.it.

The 'Marco Biagi' Department of Economics (DEMB) is holding the TOLC-E on the following dates for participation in the selection described in this call for applications:

February

Wednesday 19 and Friday 21 February 2025

March

Wednesday 19 and Friday 21 March 2025

April

Friday 11 and Wednesday 16 April 2025

May

Friday 16, Friday 23 and Friday 30 May 2025

June

Wednesday 4 and Friday 6 June 2025

and further dates to participate in the second DEMB selection:

July

Wednesday 23 and Wednesday 30 July 2025

August

Wednesday 27 and Friday 29 August 2025

September

Wednesday 3 September 2025

Any changes to the above dates and further dates for the TOLC-E at the DEMB will be indicated on the CISIA website and on the Department's website.

Students with disabilities or specific learning disorders

Applicants with disabilities or specific learning disorders (SLD) pursuant to Law 17/99 supplementing and amending Law no. 104 of 5 February 1992 and pursuant to Law no. 170 of 8 October 2010 may make an explicit request, in relation to their disability or specific learning disorder, for aids and/or compensatory measures, as well as any additional time to take the TOLC-E. Please note that these conditions must be proven by appropriate medical certification issued by the competent health authorities. Students with specific learning disorders are defined as students diagnosed with: dyslexia, dysgraphia, dyscalculia, dysorthography. These conditions must be certified by a medical certificate issued no more than three years previously by the NHS (National Health Service) or by specialists and organisations accredited by the NHS.

Students with disabilities or specific learning disorders **must tick this option when registering in the TEST area of the CISIA portal**. In the registration confirmation email they will find a link that will send them to a *form* where they

can specify the location where they want to carry out the TOLC, the type of disability or SLD, the types of support they need and an area where they can upload the necessary documents. This documentation will be sent to the competent office of the university chosen to hold the test.

For the University of Modena and Reggio Emilia the relevant office is:

[Welcome Office for Disabled and Dyslexic Students](#)

- Via Vignolese 671 - 41125 MODENA
- Website www.asd.unimore.it
- tel. 059 2058311
- e-mail disabilita@unimore.it
- the office opening hours are available at the link <https://www.unimore.it/servizistudenti/ufficiostud.html?ID=ASDM>

On the basis of the documentation received, the Rector's Delegates for Disabilities and SLDs, in consultation with the selection committee, will decide on the compensatory measures to be adopted and the additional time allowed for the test.