**SOCIAL SCIENCES AND HUMANITIES**
Department of Studies on Language and Culture
Call for Applications for the Bachelor's Degree Programme with limited admission in

## EUROPEAN LANGUAGES AND CULTURES (LCE)
Class L-12 - Modena Campus

**Academic Year 2025 - 2026**

| DEADLINES | |
|---|---|
| Application for admission | **by 1 September 2025** |
| Call for applicants to the computer labs, admission test registration times | **by 3 September 2025** |
| Entrance test – **in face-to-face mode** | **5 September 2025** |
| Publication of the list of admitted applicants | **by 12 September 2025** |
| Enrolment of admitted applicants | **12 to 18 September 2025** |
| Online application in case of second-round selection | **12 to 18 September 2025** |
| Publication of the list of admitted applicants through the 1st second-round selection | **by 24 September 2025** |
| Enrolment of applicants admitted through the 1st second-round selection | **24 to 29 September 2025** |
| Publication of admitted applicants through the 2nd second-round selection | **by 3 October 2025** |
| Enrolment of admitted applicants through the 2nd second-round selection | **3 to 8 October 2025** |
| Publication of admitted applicants through the 3rd second-round selection | **by 13 October 2025** |
| Enrolment of admitted applicants through the 3rd second-round selection | **13 to 17 October 2025** |
| Request for exemption from language placement tests *(admitted applicants)* | **12 September to 15 October 2025** |
| Final closing date of the call for applications | **28 October 2025** |

The degree programme in European Languages and Cultures (LCE) has limited admission. All students interested in enrolling must take an **ENTRANCE TEST** (in face-to-face mode), including those who are MOVING FROM ANOTHER UNIMORE PROGRAMME, or MOVING FROM ANOTHER UNIVERSITY, and
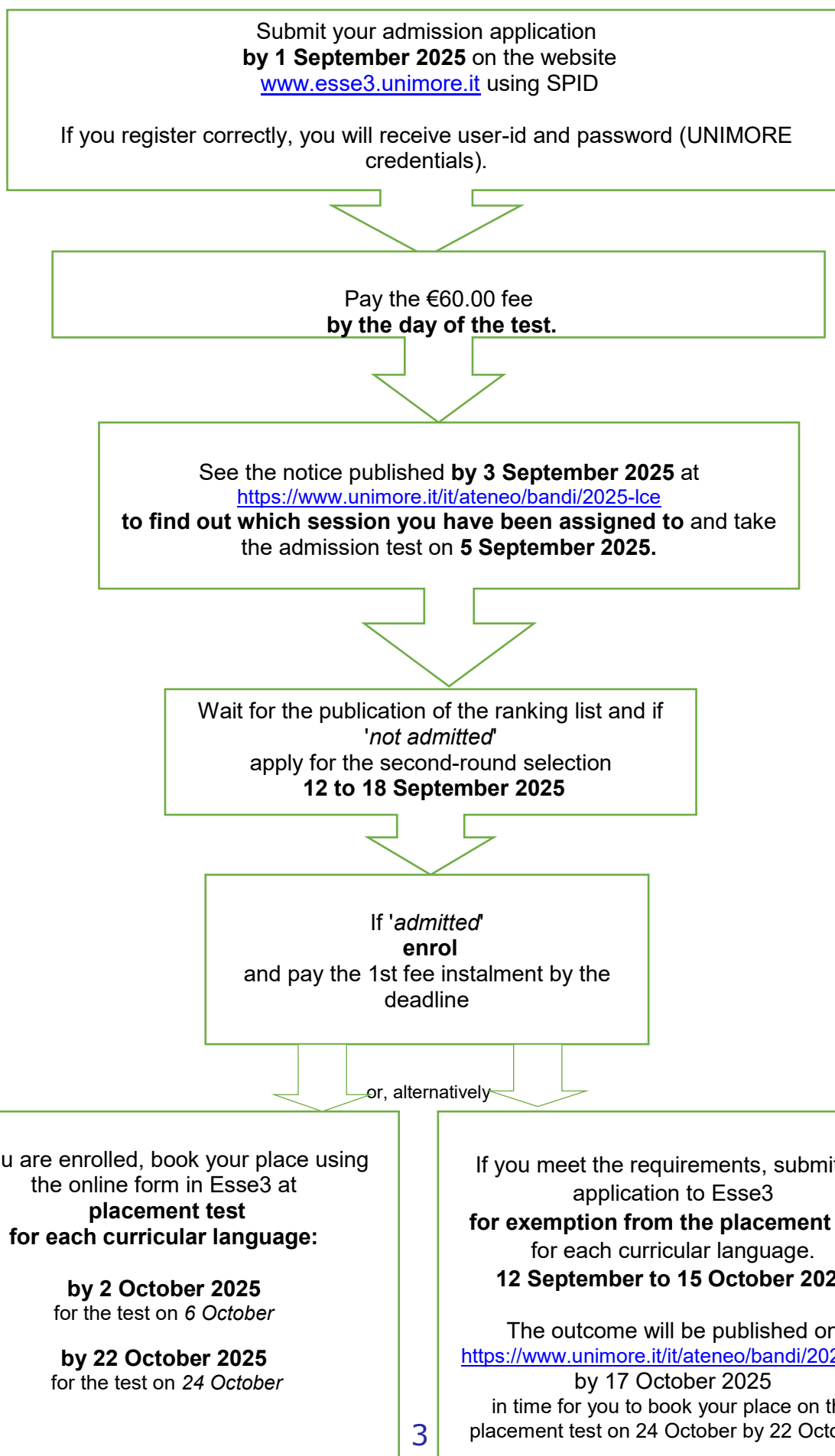
those who are not enrolled in any degree programme and intend to request RECOGNITION OF TEACHING ACTIVITIES in a previous academic career.

There are 200 places reserved for Italian, EU and non-EU applicants residing in Italy, plus 10 places reserved for non-EU applicants residing abroad who require a visa, for a total of **210 places**.

# REFERENCE LINKS

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|---|---|
| https://www.spid.gov.it/cittadini/ <br><br> https://www.spid.gov.it/domande-frequenti/ | For information on how to obtain SPID (Sistema Pubblico di Identità Digitale) <br><br> Please see the FAQ on SPID |
| https://www.unimore.it/it/ateneo/bandi/2025-lce | For any changes to dates or procedures of this call for applications <br><br> To view the distribution of applicants in the computer labs and the schedule for the admission test <br><br> To view the rankings of admitted applicants |
| https://www.dslc.unimore.it/it/didattica/corsi-di-laurea/lingue-e-culture-europee <br><br> *in Admission and Enrollment* | To view the FAQs on the OFA and the placement tests for curricular languages |
| https://www.unimore.it/it/ateneo/bandi/2025-lce | To view the outcome of your request for exemption from the language placement tests (for admitted applicants) |
| https://www.dslc.unimore.it/it/didattica/corsi-di-laurea/lingue-e-culture-europee <br><br> www.dslc.unimore.it | For info on the Degree Programme <br><br><br> Website of the Department of Studies on Language and Culture |
| https://wss.unimore.it/public/albo <br> (type: '*Calls and Notices*' - field: '*Students')* | Online Register of the University for the legal publishing of the documents and provisions of this notice |

# THE MAIN STEPS IN BRIEF

Submit your admission application
**by 1 September 2025** on the website
www.esse3.unimore.it using SPID

If you register correctly, you will receive user-id and password (UNIMORE credentials).

Pay the €60.00 fee
**by the day of the test.**

See the notice published **by 3 September 2025** at
https://www.unimore.it/it/ateneo/bandi/2025-lce
**to find out which session you have been assigned to** and take the admission test on **5 September 2025.**

Wait for the publication of the ranking list and if
'*not admitted*'
apply for the second-round selection
**12 to 18 September 2025**

If '*admitted*'
**enrol**
and pay the 1st fee instalment by the deadline

or, alternatively

If you are enrolled, book your place using the online form in Esse3 at
**placement test
for each curricular language:**

**by 2 October 2025**
for the test on *6 October*

**by 22 October 2025**
for the test on *24 October*

If you meet the requirements, submit an application to Esse3
**for exemption from the placement test**
for each curricular language.
**12 September to 15 October 2025**

The outcome will be published on
https://www.unimore.it/it/ateneo/bandi/2025-lce
by 17 October 2025
in time for you to book your place on the placement test on 24 October by 22 October.

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## 1. REQUIRED QUALIFICATION

The educational qualification required for enrolment is a **secondary school diploma** issued by Italian educational institutions or another qualification obtained abroad, with at least 12 years of schooling, recognised as suitable in accordance with the circular of the Ministry of University and Research, available at the link www.studiare-in-italia.it/studentistranieri/.

## 2. SELECTION PROCEDURE

All applications (both Italian and foreign) will be selected through an **ENTRANCE TEST** that will take place IN FACE-TO-FACE mode at the computer labs of the Department of Studies on Language and Culture and possibly at another location to be determined based on the number of applicants. The test focuses on knowledge of a FOREIGN LANGUAGE (chosen from English, French, German or Spanish) as well as advanced writing and reading skills in ITALIAN.

In addition to the score obtained in the entrance test, the GRADE OBTAINED IN THE SECONDARY SCHOOL LEAVING EXAM will also be taken into account when drawing up the merit ranking. For applicants with a foreign qualification, this grade will be determined by the Examination Board based on the academic documentation submitted by the applicants to the Registrar's Office.

All applicants will be able to take the entrance test IN GROUPS, depending on the availability of the language laboratories. The location of the exam, the actual distribution of applicants among the various classrooms, and the time of arrival for identification procedures will be announced **by 3 September 2025,** via a NOTICE available at the link https://www.unimore.it/it/ateneo/bandi/2025-lce. No personal communication will be provided.

## 3. REQUIREMENTS FOR NON-EU APPLICANTS NOT RESIDING IN THE EU AND APPLYING FOR A VISA

Non-EU applicants not residing in Italy who require a visa and hold a foreign qualification **are eligible to take the ENTRANCE TEST (in face-to-face mode, in Modena) only if:**

- **they pre-register on the Universitaly website**
 in time to take the entrance test

- **they pass the Italian language test**
The test is only required for applicants who do NOT hold a language certificate of at least level B2 or who are NOT exempt from the test as indicated in the ministerial circular available at www.studiare-in-italia.it/studentistranieri/

### 3.1 Pre-enrolment on Universitaly

From the website https://universitaly-private.cineca.it/index.php/registration/firststep register and attach:

a) a valid ID

b) passport photo

c) any certification of language proficiency in Italian that exempts the applicant from the required test (if the certification is at least at B2 level)

d) documentation relating to studies (to assess whether the qualification obtained is suitable for admission to university and also to enable the Examination Board to convert the mark obtained into a mark out of 100 for the purposes of the merit ranking), in particular:

- high school diploma
- certificate listing the subjects taken *(transcript of records)*
- certificate that they have passed the university proficiency test (if any) provided for accessing the university in the home country
- *(for those who have it) documentation indicated in paragraph 10.2. Enrolment*

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

## 3.2 Test assessing the knowledge of the Italian language

Applicants who have pre-registered on Universitaly by **7 July 2025**, if they do not have a B2 level certificate in Italian or are not exempt from the test, will be contacted by the Examination Board at the email address they provided on Universitaly and invited to take the Italian language test. They will have to take part in a **remote interview** focusing on general knowledge topics.

The Italian language test will be held on **10 July 2025** (Central European Summer Time).

Applicants will receive information by e-mail on the digital platform used for the interview and must have an Internet connection. The result of the test will be communicated to applicants directly by the Board.

Pre-enrolment applications submitted on Universitaly by applicants exempt from the Italian language test and applications submitted by applicants who pass the Italian language test will be validated by the UNIMORE Registrar's Office and forwarded to the Italian Consular Authority for the purpose of issuing an entry visa to Italy to take the admission test in Modena on 5 September 2025 and for the purpose of issuing a study visa, which is required for enrolment.

Applicants who are not exempt from the Italian language test, who **submit their application on Universitaly late** and therefore do not take the Italian language test on 10 July 2025, must have a **B2 level certificate** in order to take the admission test in face-to-face mode in Modena on 5 September 2025.

## 4. HOW TO APPLY

The application procedure varies depending on the status of the student.

### 4.1 Applicants with an Italian qualification - EU applicants, non-EU applicants residing in Italy or another EU country, with a foreign qualification.

Applications must be submitted online **by 1st September 2025.**

- Access the website 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 (Public System for Digital Identity) credentials by accessing '*Register with SPID*'.
    - Those who are minors or 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). If you were already a UNIMORE student, use your credentials from your previous career to login directly.

- Log in to access your personal Esse3 page.

- From the menu, select "*Admission*" and the degree programme from the list provided. You must provide details of your secondary school diploma, which must have been obtained by the date of submission of the application form. (See NOTE BELOW IN CASE OF FOREIGN QUALIFICATION) Please indicate: • type of diploma, • grade, • institution of origin, • year of attainment. **Upon expiry of the online application deadline, applicants who have not indicated their high school final grade will be automatically assigned a minimum grade of 60/100.**

- Please **indicate the language in which you wish to take the admission test**, choosing from English, French, German, and Spanish. **This choice CANNOT be changed later.** Please note that it is not possible to take the admission test in a language other than that indicated in the online application form, **under penalty of exclusion from the ranking list and cancellation of enrolment.** Furthermore, the language of the test must be one of the two languages included in the curriculum to be studied during the degree programme.

- **Check the application form and**, if you find any errors, contact the Registrar's Office immediately (email: segrstud.studilinguistici.culturali@unimore.it; office hours are available at the link https://www.unimore.it/en/services/registrar-and-student-offices/language-and-cultural-studies-secretariat?ID=LETF)

- **Please pay the non-refundable fee of €60.00 by the day of the test, and in any case before the test takes place.** The payment slip is generated automatically at the end of the online enrolment procedure and is available on the student's Esse3 page, under "Taxes" (Fees).

Providing false information will result in exclusion from the ranking list or cancellation of any registration.

## Note in the case of foreign qualifications

EU and non-EU applicants residing abroad with foreign qualifications must enter their qualifications in Esse3, but MUST NOT INDICATE ANY MARKS in the 'mark' field, as grades will be determined by the Examination Board on the basis of the study documentation that the applicant submits to the Registrar's Office. The Examination Board will evaluate the documentation submitted and **assign a corresponding mark out of 100** (min. 60, max. 100, with honours if applicable), which will be updated in Esse3 by the Registrar's Office in time for the ranking list to be drawn up.

**By 26 August 2025**, applicants with foreign qualifications must submit **documentation certifying their studies abroad**, indicating the grade obtained and the minimum and maximum grades required in that country, by emailing it to segrstud.studilinguistici.culturali@unimore.it (or delivering it to the Registrar's Office, located at Via Università 4, Modena, during opening hours available on the website https://www.unimore.it/en/services/registrar-and-student-offices/language-and-cultural-studies-secretariat?ID=LETF).

The documentation, as complete as possible, useful to the commission is as follows:

- *high school diploma* obtained with at least 12 years of schooling, in accordance with the provisions of Annex 1 and Annex 2 of the ministerial circular available at www.studiare-in-italia.it/studentistranieri/

translated and legalised 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

- *transcript of records* of the teachings attended in school education, translated and legalised by the Italian Embassy/Consulate or in the country where the qualification was obtained, or in the country to which the school issuing the qualification belongs

- *certificate that they have passed the university proficiency test* (if any) provided for accessing the university in the home country

- *(for those who have it) documentation indicated in paragraph 10.2. Enrolment*

If the documentation submitted is incomplete but sufficient to convert the mark obtained into cents, the mark will still be determined for the purposes of inclusion in the ranking. In the absence of information, or if no documentation certifying the studies completed is provided **by 26 August 2025**, the minimum mark of 60/100 will be assigned.

## 4.2 NON-EU applicants NOT RESIDING in the EU who require a visa and live abroad

The application for admission to the degree programme in European Languages and Cultures is automatically entered into Esse3 by the Registrar's Office for non-EU applicants residing abroad who have pre-registered on the Universitaly website, as indicated in paragraph 3. *Requirements for non-EU applicants who are not residents and require a visa.*

The Registrar's Office will contact applicants by email, both those who have passed the Italian language test and those who hold a B2 certificate or are exempt, in order to:
- provide the UNIMORE personal credentials required to access your personal page in Esse3 under the heading 'Taxes' (fees) to pay the €60.00 fee required to take the test
- know the foreign language in which they intend to take the admission test, to be chosen from English, French, German, or Spanish.

**The choice of foreign language CANNOT be changed at a later date.** Please note that it is not possible to take the admission test in a language other than that indicated in the online application form, **under penalty of exclusion from the ranking list and cancellation of enrolment.** Furthermore, the language of the test must be one of the two languages included in the curriculum to be studied during the degree programme.

| PLEASE NOTE |
| --- |
| ALL APPLICANTS participating in the entrance test are required to pay a fee of €60,00 **by the day of the entrance test, and in any case before the test takes place.**<br><br>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 inclusion in the ranking list.<br><br>PLEASE NOTE: 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. |

## 5. SUPPORT FOR APPLICANTS WITH DISABILITIES or SLDs

### A) Applicants with disabilities

Pursuant to Law 17/99 supplementing and amending Law No. 104 of 5 February 1992, applicants with a disability certificate and/or certification pursuant to Law 104/92 who intend to request aids and/or compensatory measures to take the admission test must attach the appropriate application and suitable medical certification to the portal www.esse3.unimore.it when submitting their APPLICATION.

## B) Applicants with a diagnosis of SLD

Pursuant to Law no. 170 of 8 October 2010, applicants suffering from Specific Learning Disorders (SLD), proven by proper certification issued in the last 3 years by institutions of the National Health Care System or specialists and facilities accredited by it and wanting to apply for aids and/or compensatory and dispensatory measures to do the entrance test, are given compensatory and dispensatory measures (Art. 11 M.D. no. 85 of 5 February 2014) upon request.

To that purpose, the relevant request and suitable certification must be uploaded on the website www.esse3.unimore.it together with the ADMISSION APPLICATION.

Depending on the type of disability, it will be mandatory to attach:

- Diagnosis of SLD
- Statement of legal disability
- Certification under Law 104
- Application form for compensatory and dispensatory measures

The documents attached in Esse3 must also be handed over or digitally sent to:

UNIMORE Welcome Office for Disabled and SLD Students

Via Vignolese 671 - 41125 MODENA
-website www.asd.unimore.it
-tel. 059 2058311
-email disabilita@unimore.it
-opening hours https://www.unimore.it/en/services/registrar-and-student-offices/welcoming-students-disabilities-modena-campus?ID=ASDM

Based on the documents received, the Rector's Delegates for Disability and Specific Learning Disorders, together with the Selection Board, will define the compensatory measures and the additional time agreed for taking the entrance test.

Disabled students wanting to apply for the exemption or the reduction of university fees must submit an online request through the website www.er-go.it.

## 6. ENTRANCE TEST

The entrance test will take place **in several rounds on 5 September 2025.**

**By 3 September 2025,** a NOTICE will be published at the link https://www.unimore.it/it/ateneo/bandi/2025-lce announcing the venue, the actual distribution of applicants in the classroom and the time of presentation for the identification procedures. **No personal communication will be provided.**

**The assigned group may not be changed in any way.**

Applicants must arrive for identification procedures at the location, classroom and time indicated in the notice published at the link above, bringing with them:

- receipt of payment of the tuition fee towards expenses, if not acquired in Esse3.

Alternatively, self-certification is accepted
- a valid ID
- **UNIMORE personal credentials (user ID and password) released by Esse3, which are essential for taking the test.** These credentials are automatically generated by Esse3 upon registration. For non-EU students who are not residing in Italy and require a visa, credentials are provided by the Registrar's Office. Applicants who have lost them may follow the steps described at the link https://iam.unimore.it/cambia_password/login.php. In case of problems, please write to webhelp@unimore.it well in advance to retrieve them.

Possession of the above-mentioned documents will be checked by the Examination Board before the test starts. Applicants failing to provide the documents listed above cannot take the test.

The entrance test lasts 90 minutes and consists of four parts, divided as follows:

part A: Italian test (25 points)
Part B: language test, vocabulary and grammar exercises (20 points)
part C: language test, reading comprehension (25 points)
part D: language test, cloze test (30 points)

The following score will be assigned:

1 point for each correct answer
-0.5 points for each wrong answer
0 points for each answer not provided

Total 100 points

During the test, applicants are not permitted to communicate with each other verbally or in writing, or to interact with anyone other than the supervising staff or members of the Examination Board. Applicants will not be allowed to bring with them bags or rucksacks, books or notes, paper, mobile phones, calculators and other digital devices; applicants shall drop them off before the test starts. Anyone found in possession of the above items will be excluded from the test.

## 7. MOCK TEST

**From 12 May to 1 September 2025,** applicants may take a **mock test** available for each of the four languages (English, French, German, and Spanish). Before taking the mock test, applicants must:

1) have completed registration for the entrance test in Esse3 (up to the printing/receipt of the application)
2) go to the website https://concorsi.unimore.it/course/view.php?id=4633
3) enter your **personal UNIMORE credentials** (user ID and password) issued by Esse3 after registration.
The mock test is in no way binding for the choice of language for the entrance test or for the ranking list for admission to the degree programme.

## 8. EXAMINATION BOARD

The Examination Board consists of no fewer than three and no more than seven members, chosen from among the lecturers of the degree programme. The functions of Chair of the Board are performed by Professor Adriana Orlandi, adriana.orlandi@unimore.it
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## 9. RANKINGS

The rankings of those admitted are made public **by 12 September 2025** on the website https://www.unimore.it/it/ateneo/bandi/2025-lce. They can be viewed by means of restricted access using UNIMORE personal credentials.

The final score takes into account the weighted, normalised average[1] of the mark obtained in the admission test (which accounts for 85%) and the mark obtained in the final school exam (which accounts for 15%).
In the event of a tie, preference will be given to the applicant with the highest score in the entrance test. If there is still a tie, preference will be given to the younger applicant.

Applicants who are ranked in the merit list will be eligible for enrolment.

Places reserved for non-EU applicants who are not residents and remain vacant will be made available to Italian, EU and non-EU applicants who are residents, in accordance with the ranking list.

## 10. ENROLMENT

Applicants who are successfully ranked in the list published on 12 September 2025 must enrol in accordance with the procedures indicated below **from 12 to 18 September 2025.**

The enrolment procedure depends on the study qualification of the applicant.

### 10.1 How to enrol with an Italian qualification

Enrolment with an Italian qualification is carried out entirely online, therefore, we recommend that you obtain the following in DIGITAL FORMAT in advance:
- 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 13. *Changing the degree programme within UNIMORE, transfers, withdrawal from studies, request for exam validation for previous university career).*

The guide to enrolment is available at the link https://www.unimore.it/en/university/calls/2025-lce .

1. **Fill in the online enrolment application.** From the website www.esse3.unimore.it, go to your personal esse3 page and confirm the data previously entered for submitting the application. Then log in and go to 'Enrolments'.

2. **Enclose the required documentation:** (passport photo, double-sided copy of your identity document, residence permit and, if applicable, if you wish to request validation of exams, enclose the duly completed "*Recognition of teaching activities*" form or the "*Incoming transfer*" form if you are transferring

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[1] The mathematical formula used to normalise the final exam mark is as follows: (final exam mark – 60) /41 * 100. To calculate the total score for the ranking, you must: a) calculate the weighted value of the result obtained in the admission test, then multiply the score obtained in the test by 0.85; b) calculate the weighted value of the high school diploma, multiplying the normalised score of the high school diploma by 0.15; c) add the two weighted values together.

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.

3. **Confirm the languages you wish to study.** The degree programme requires the study of at least two foreign languages. As English is compulsory, applicants who have taken the entrance test in English must indicate their second language, choosing from: French, Spanish and German. Those who took the test in French, German or Spanish must indicate English as their second language.

4. **Only if interested, fill in the 'Dichiarazioni Aggiuntive' (*Additional Declarations)* optional 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 students can attend 2 degree programmes at the same time and graduate in 2 study curricula at the same time. Applicants wishing to take advantage of this opportunity must enter the information concerning the programme and the academic institution (University or AFAM Institution - Higher Education in Art, Music and Dance) in which they are already enrolled, to enable UNIMORE to assess whether they meet the legal requirements. You must **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.

5. **Pay the first instalment of the fee by the deadline, <u>otherwise you will be excluded from the ranking.</u>** After completing the enrolment application, go to your personal Esse3 page, under 'Taxes' (Fees) to view the amounts due. Payment methods are indicated on https://www.unimore.it/en/education/enrolment-and-admission/paying-university-tuition-fees

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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.

PLEASE NOTE: 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.

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6 **Check that the payment made is correctly recorded in Esse3.** Applicants must ensure that the payment made has been received by checking their personal page in Esse3, "Taxes" (fees) section. If the payment has not been posted on the esse3 website **2 WORKING DAYS AFTER the payment date**, applicants should **immediately** submit the payment receipt to the Registrar's Office by going to the office in via Università, 4 - Modena, or by sending a copy via email to segrstud.studilinguistici.culturali@unimore.it, attaching a valid ID. Applicants are also advised to check that their payment has been correctly made, by contacting the Bank taking charge of it.

7 **Check the e-mails (if any) sent by the Enrolment Staff.** Completing the enrolment application and paying the first instalment via Esse3 will result in conditional enrolment. The Enrolment Staff checks the data entered by applicants and, if the documentation attached by the student is incomplete (e.g. the back of the identity document is missing) or inadequate (e.g. the passport photo is blurred), they will promptly notify the student at the email address entered in Esse3. After 15 days of payment without receiving an e-mail requesting completion, the registration is considered final.

## 10.2 How to enrol with a foreign study qualification

In the case of a qualification obtained abroad, enrolment <u>is made in personat the Student Office, at the address via Università 4, Modena.</u> The opening hours of the offices and how to access the services can be found on the website [https://www.unimore.it/en/services/registrar-and-student-offices/language-and-cultural-studies-secretariat](https://www.unimore.it/en/services/registrar-and-student-offices/language-and-cultural-studies-secretariat) - email [segrstud.studilinguistici.culturali@unimore.it](mailto:segrstud.studilinguistici.culturali@unimore.it).

EU students, non-EU applicants residing in the EU and non-EU applicants residing outside the EU with qualifications obtained abroad, who are successfully classified in the ranking list published by 12 September 2025, must enrol by submitting the following documentation to the Registrar's Office by **18 September 2025.** (Please note: on Thursday 18 September 2025, access to the Registrar's Office is only possible after an appointment has been agreed by e-mail to [segrstud.studilinguistici.culturali@unimore.it](mailto:segrstud.studilinguistici.culturali@unimore.it))

### Required documentation

As stipulated in the ministerial circular on procedures for international students' access to university programmes, available at [www.studiare-in-italia.it/studentistranieri](www.studiare-in-italia.it/studentistranieri) 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 whose system the school that issued the qualification belongs to

   *or, alternatively,*

   **statement regarding the diploma issued by ENIC-NARIC centres** certifying the level and years of schooling

   *or, alternatively,*

   **diploma-related documentation issued by CIMEA** - [www.cimea.it](www.cimea.it) - in particular:

   a) CERTIFICATE OF CORRESPONDENCE downloadable directly on the '*Ardi*' platform at [https://ardi.cimea.it/it](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](https://cimea.diplo-me.eu)
   <u>Please note</u>: 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](https://cimea.diplo-me.eu).
   More information at [https://www.cimea.it/pagina-attestati-di-comparabilita-e-verifica-dei-titoli](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 residence permit

6. **passport**

7. **passport photo**

Once the Registrar's Office has verified that the documentation submitted by the student is correct and complete, it will issue the fee payment slips and, after receiving payment, will finalise the enrolment.

All applicants eligible for enrolment who do not complete the above procedures by the enrolment deadline will be considered to have withdrawn and will permanently lose their place in the ranking list. In the event of vacancies, they will not be eligible for reassignment.

<div style="border:1px solid">

PLEASE NOTE

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.

PLEASE NOTE: 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.

</div>

## 11. SECOND-ROUND APPLICATION – ASSIGNING PLACES LEFT VACANT

The second-round selection procedure described below will allow 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 admitted applicants, according to the **order of merit ranking**. Places reserved for non-EU applicant visa holders residing abroad, if not filled, will be made available to Italian, EU and non-EU applicants residing in Italy.

The second-round selection application is UNIQUE and valid for the first and second assignment of vacant places.

Applicants need to go to www.esse3.unimore.it, *log in* by accessing the personal page in Esse3, go to '*Admission*' , and then "*Presenta domanda"* (Submit application) next to the study programme they are applying to. The guide is available at the link https://www.unimore.it/it/ateneo/bandi/2025-lce.

**Applicants not following the procedure described above when submitting their second-round selection application are excluded from the ranking and CANNOT be admitted to cover any available places.**

### First allocation of vacant places

The ranking list containing the names of the admitted applicants, revised according to the ranking order and the applications submitted for second-round selection, will be available by 24 September 2025 on the website https://www.unimore.it/it/ateneo/bandi/2025-lce

Admitted applicants shall enrol entirely online **from 24 to 29 September 2025.**

### Second assignment of vacant places

A second allocation of vacancies is planned in case there are additional places to be assigned. The ranking list of additional assignees will be published by 3 October 2025 on the website https://www.unimore.it/it/ateneo/bandi/2025-lce

Those admitted must enrol **from 3 to 8 October 2025.**

**Third and final allocation of vacancies**

A third and last allocation of vacancies is planned in case there are additional places to be assigned. The ranking list of additional assignees will be published by 13 October 2025 on the website https://www.unimore.it/it/ateneo/bandi/2025-lce

Admitted applicants shall enrol **from 13 to 17 October 2025**.

- Applicants with an Italian study qualification:
  must enrol following the procedures mentioned in section 10.1 "*Enrolment*" of this call for applications.

- Applicants with a foreign study qualification:
  must enrol following the procedures mentioned in section 10.2 "*Enrolment*" of this call for applications. Study documents must be forwarded in good time to the Registrar's Office for the necessary assessment.

All applicants are required to check the payment status on their personal page on Esse3, in the "Taxes" (Fees) section. If **after 2 WORKING DAYS from the date of payment the payment** is not registered in Esse3, they must send the payment receipt immediately to the Registrar's Office at via Università, 4 Modena, segrstud.studilinguistici.culturali@unimore.it, together with a valid identity document. Please also verify that the payment has been made correctly with the issuing institution.

## 12. BINDING REQUIREMENTS FOR ADMITTED STUDENTS - CURRICULAR LANGUAGE PLACEMENT TEST

### 12.1 Curricular language placement test

ALL ADMITTED APPLICANTS must take the **placement test in both languages** indicated at the time of enrolment (except in cases of exemption) in order to assess their level of language proficiency in the two languages of study and, if necessary, assign an additional learning requirement (OFA), to be completed by **30 September 2026**.
Applicants not complying with the additional learning requirements (OFAs) by **30 September 2026** will be enrolled in the academic year 2026-2027 in the first year as "repeating students", and for the entire year they will only be allowed to take the exams of the first year they have not yet passed.

Placement tests in both languages of the curriculum **are mandatory (except in cases of exemption)**, but they do not affect the admission ranking for this call for applications.
For further information, please consult the OFA FAQs on the website of the Department of Studies on Language and Culture https://www.dslc.unimore.it/it/didattica/corsi-di-laurea/lingue-e-culture-europee

### 12.2 How to register for curricular language placement tests

Reservations must be made through the student's online record www.esse3.unimore.it. Therefore, students MUST BE ENROLLED.

From the website www.esse3.unimore.it:
- "*Login*" and access your personal page.
- from the menu, choose the "*Examination dates*" item
- scroll through the courses listed in your online student record and register for the exam "*Obblighi formativi aggiuntivi…*" (Additional learning requirements) relating to your language of study.
- repeat the same procedure for the second curricular language.

Placement tests are administered by the University Language Centre (CLA), located at Largo Sant'Eufemia 19, in Modena, on the dates indicated below:

- **6 October 2025** (online student record booking from 12 September to 2 October 2025) for applicants admitted with the publication of the ranking list and the 1st second-round selection.

- **24 October 2025** (online student record booking from 3 to 22 October 2025) aimed at applicants admitted with the 2nd and 3rd second-round selection and any applicants unable to attend the test on 6 October.

Applicants who have successfully booked their test will be able to view the test location and will receive notification of the time. **Only applicants who have correctly booked a place can take the test.**

**The placement test, once taken, cannot be repeated in the next session.**

If the courses are not listed in the online student record and you are therefore unable to book, please contact the Registrar's Office immediately or send an email to segrstud.studilinguistici.culturali@unimore.it or webhelp@unimore.it

Admitted applicants who enrol and do not take the placement test, either because they did not book the test, were unable to attend, or because they are complete beginners, are automatically required to take additional learning requirements (OFA).

## 12.3 How to be exempted from curricular language placement tests

Applicants who submit a specific EXEMPTION REQUEST and who, upon enrolment, choose the same foreign languages as those listed below as curricular languages in their LCE study programme are exempt from the placement test (and therefore have their OFA fulfilled):

a) hold a language certificate at level B1 (or higher) of the Common European Framework of Reference for Languages in English or a certificate at level A2 in other languages (French, German, Spanish) obtained no more than 5 years ago, if recognised as suitable at the end of the **assessment procedure described below**.
*or, alternatively,*
b) have completed an integrated training programme during secondary school, culminating in the award of a double degree (e.g. ESABAC Diploma or Bachillerato), choose as their curricular language the language they studied in depth during the integrated training programme (in the case of the ESABAC diploma, French) and **self-certify their qualification as described below**.
*or, alternatively,*
c) have already passed, in their previous academic career, the relevant first-year examinations (of at least 9 ECTS credits) in both of their chosen curricular languages, or in only one of the two languages,*(LCE Council resolution of 16 January 2018*) and **comply with the requirements** described in 13. *"Course transitions, transfers, withdrawal from studies, request for validation of examinations for previous academic careers".*

In order to be exempted from the placement test in the foreign language indicated in the language certificate, or in which the double degree was obtained, and to have the OFA recognised and fulfilled in the same language, students must submit a REQUEST FOR EXEMPTION **from 12 September to 15 October 2025** for each language.

From the website www.esse3.unimore.it:
- "*Login*" and access your personal page

- select "*Assessments and tests*",
- select the radio button next to 'LCE - language ..."Request exemption from placement test"
- please attach:

      a) front and back of the language certificate held

        *or*

      (b) the form "*Declaration in lieu of certification*" available at https://www.unimore.it/en/services/registrar-and-student-offices/student-forms in which you must self-certify that you have completed an integrated training course that ended with the award of a double degree (e.g. ESABAC Diploma or Bachillerato), entering the name of the double qualification, the institute where it was awarded, the city and address where the institute is located, the date and grade at which the double degree was awarded.
- close the application by selecting the buttons "Make application final" and "Save data".

Repeat the same procedure for the second curricular language.

**A specific application for exemption must be submitted in Esse3 for each language**.

Applications are assessed by the relevant lecturers as and when applicants submit their requests for exemption. The assessment results will be updated regularly and made available to students by publication on https://www.unimore.it/it/ateneo/bandi/2025-lce.
**by 17 October 2025**

- *Successful* applicants will see their OFAs fulfilled, in the same language, in the online student record which will be updated by the Registrar's Office once the assessment of the applications submitted has been completed.

- *Unsuccessful* applicants must book themselves in the online student record for the placement test. In any case, they must reserve their place by 22 October 2025, as the last placement test will be held on 24 October 2025

## Exemption from the placement test in case of previous academic career

Applicants who have taken first-year examinations <u>in each of the two</u> curricular languages who enrol in LCE as a result of:

- TRANSFER, as they are enrolled at another university
- MOVING FROM ANOTHER UNIMORE PROGRAMME, as enrolled in another UNIMORE programme
- ABBREVIATION OF THE DEGREE PROGRAMME due to Previous Graduation, Withdrawal, Lapse of Student Status, or Attendance of Single Courses

<u>They do NOT need to submit a specific request for exemption from</u> the placement test in order to have their OFA discharged if each course taken **is at least 9 ECTS credits**, but they do have to fulfil the mandatory requirements set out in the following chapters (see section 13. *Course transfers, transfers, withdrawal from studies, requests for validation of exams taken during previous academic careers*

The Registrar's Office will update the online student record, entering the OFA completed, as soon as the resolution validating the teaching activities undertaken is available.

Those who have <u>only</u> taken examinations in <u>one curricular language</u> (at least 9 ECTS credits) in their previous academic career must register for the placement test in the other language.

A) Those who are eligible in the ranking and <u>MOVE FROM ANOTHER UNIMORE PROGRAMME</u>, as they are enrolled in other UNIMORE degree programmes.

are NOT required to enrol but, **by the enrolment deadline** (i.e. by **18 September 2025** if admitted with the publication of the ranking list, or by **29 September 2025** if admitted with the 1st second-round selection; or by **8 October 2024** if admitted with the 2nd second-round selection, or by **17 October 2025** if admitted with the 3rd second-round selection) they must:

1. **pay the first tuition fee instalment for the academic year 2025-2026 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 Payment methods are indicated on https://www.unimore.it/en/education/enrolment-and-admission/paying-university-tuition-fees

2. **deliver or send by email to the Registrar's Office of the university of ORIGIN** the *Passaggio di corso* (Degree Programme Transfer) form downloading it from https://www.unimore.it/it/servizi/segreterie-e-uffici-studenti/modulistica-studenti , complete with a €16.00 revenue stamp, to be purchased at the tobacconist's

3. **send** the form "*Dichiarazione di avvenuta consegna della domanda di passaggio di corso*" (Delivery statement of the programme transfer) downloadable from www.unimore.it/servizistudenti/modulistica.html, **to the Registrar's Office of the Dept. of Studies on Language and Culture, via Università, 4 - Modena** at segrstud.studilinguistici.culturali@unimore.it, together with a valid ID, for self-certification purposes.

B) Those who place in the ranking and <u>TRANSFER because they are enrolled at OTHER UNIVERSITIES</u>

must enrol at UNIMORE **by the deadline for enrolment** (i.e. **by 18 September 2025** if admitted with the publication of the ranking, or by **29 September 2025** if admitted with the first second-round selection; or **by 8 October 2024** if admitted with the second second-round selection, or by **17 October 2025** if admitted with the third second-round selection) and, in particular, must:

1. **submit the transfer application to the Registrar's office of the UNIVERSITY OF ORIGIN.** If the office of origin requests authorisation for the transfer, students must self-certify their admission to the degree programme in European Languages and Cultures.

2. enrol for transfer by going to www.esse3.unimore.it. Log in by entering username and password:
   go to "*Immatricolazioni*" (Enrolments) and follow the instructions in section 10. *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
   attach the "*Richiesta di trasferimento in ingresso*" (Incoming transfer request) form, after downloading it from https://www.unimore.it/it/servizi/segreterie-e-uffici-studenti/modulistica-studenti and duly filling it out
   Once all fields have been filled in, the system generates the slip for the first instalment of the tuition fees, which can be viewed on the personal Esse3 page under "Taxes" (Fees)

3. **pay the first instalment of the UNIMORE tuition fees, strictly within the deadline for enrolment**, <u>under penalty of exclusion from the ranking</u>. Payment methods are indicated on https://www.unimore.it/it/didattica/immatricolazioni-e-iscrizioni/pagamenti

C) Applicants who are well placed in the ranking of this call for applications, are enrolled in other Universities or other UNIMORE degree programmes and want to <u>WITHDRAW FROM THEIR STUDIES</u> must:

must enrol by the deadline (i.e. by **18 September 2025** if admitted with the publication of the ranking list, or by **29 September 2025** if admitted through the 1st second-round selection; or by **8 October 2024** if admitted through the 2nd second-round selection; or by **17 October 2025** if admitted through the 3rd second-round selection) and, in particular, must:

1. **submit the relevant request for withdrawal to the Registrar's Office of the home university** or the university in which they are enrolled by delivering the "Withdrawal from studies" form, downloadable from https://www.unimore.it/it/servizi/segreterie-e-uffici-studenti/modulistica-studenti, complete with a €16.00 revenue stamp.

2. **enrol** following the procedures mentioned in section 10. *Enrolment* of this call for applications and choose "*studente rinunciatario*" (Re-enrolment after withdrawal) as enrolment type.

3. go to https://www.unimore.it/it/servizi/segreterie-e-uffici-studenti/modulistica-studenti**,** download the "Riconoscimento attività didattiche" (Recognition of academic activities) form, fill it in and attach it to the application if they have taken examinations and want them to be validated.

D) Students who are well placed in the ranking and are not enrolled in any degree programme but have a previous university career as, for example, they are <u>GRADUATES or have attended SINGLE COURSES or have LOST THEIR STUDENT STATUS</u> must:

1. must enrol **by the deadline for enrolment** (i.e. **by 18 September 2025** if admitted with the publication of the ranking, or by **29 September 2025** if admitted with the first second-round selection; or **by 8 October 2024** if admitted with the second second-round selection, or by **17 October 2025** if admitted with the third second-round selection) following the procedures indicated in paragraph 10. "Enrolment" of this call for applications, under penalty of exclusion from the ranking list. Payment methods are indicated on https://www.unimore.it/it/didattica/immatricolazioni-e-iscrizioni/pagamenti

2. 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/segreterie-e-uffici-studenti/modulistica-studenti. Alternatively, they may submit the above-mentioned documents to the Student Office.

E) Applicants requesting recognition of teaching activities carried out abroad must submit documentation certifying their university studies and, if applicable, a summary of the exams taken to the Registrar's Office at Via Università 4, Modena.

The documents should preferably be translated into Italian.

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

> PLEASE NOTE
> Students failing to comply with the above-mentioned obligations and by the set deadlines will be tacitly deemed to have withdrawn, regardless of their reasons for the delay, and will lose their position in the ranking and their right to enrol.

## 14. 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). 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 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 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

## 15. PERSON IN CHARGE OF THE PROCEDURE

The person in charge of the procedure is Ms Elda Toschi, head of the Student Office of the Department of Studies on Language and Culture. Email elda.toschi@unimore.it Tel.059/2056459.

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.

## 16. CLOSING OF THE CALL FOR APPLICATIONS

The deadline for applications for admission to the degree programme in European Languages and Cultures is **28 October 2025**.

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

## 17. OFFICES TO CONTACT

**Registrar's Office**, via Università 4, 41125 – Modena. **For information on the call for applications and the enrolment of applicants with a foreign study qualification**
e-mail segrstud.studilinguistici.culturali@unimore.it
Tel. 059/2056408. The opening hours are available at the link:
https://www.unimore.it/en/services/registrar-and-student-offices/language-and-cultural-studies-secretariat

**Curricular language placement test**
consult the FAQ-OFA at https://www.dslc.unimore.it/it/didattica/corsi-di-laurea/lingue-e-culture-europee (in Admission and Enrolment). Contact person in charge of tutoring: Prof. Adriana Orlandi adriana.orlandi@unimore.it

**Teaching Office of the Department** of Studies on Language and Culture Largo S. Eufemia 19, Modena -, **For information on teaching**
e-mail: segreteria.studilinguistici@unimore.it
Teaching coordinator: angela.piroddi@unimore.it
Department website www.dslc.unimore.it

**Study plan guidance –** **for information on validation of exams of previous career**
https://www.dslc.unimore.it/it/servizi/tutorato (select "Lingue e Culture Europee").

**International Welcome Desk - aimed at international students -** for advice and assistance with paperwork for requesting residence permits, tax code, registration with the National Health Service (SSN), health insurance, opening of bank accounts and housing.
e-mail: internationalwelcomedesk@unimore.it Phone: 059 2058171.

**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**
Contacts at https://www.er-go.it/contatti
Website for submitting the application for benefits www.er-go.it

**Informastudenti - For study guidance**
e-mail: informastudenti@unimore.it
For opening hours see
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, 30 April 2025                                         The Rector
                                                            Carlo Adolfo Porro