

SOCIAL SCIENCES AND HUMANITIES

“Marco Biagi” Department of Economics
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

SECOND EDITION

The **SECOND EDITION** of the call for admission to the three-year degree programmes of the Department of Economics "Marco Biagi" (DEMB), aimed at allocating the **VACANCIES RESERVED IN THE FIRST EDITION**, is launched.

This call for applications is reserved for **Italian and foreign applicants with an Italian qualification, EU applicants (wherever they are domiciled) and legally residing in Italy with qualifications obtained abroad** who are interested in enrolling in the **FIRST YEAR** of a three-year degree programme.

The following degree programmes are currently available:

Business administration and management (CLEAM) 46 places
Economics and finance (CLEF) 121 places
International economics and marketing (CLEMI) 61 places

The above-mentioned places have been counted taking into account the number of applicants admitted to the programmes under the First Edition of the call for applications, however, they may be increased by places left vacant by admitted candidates who do not register. **By 22 August 2025**, once the registration of applicants admitted under the 1st edition of the call for applications has been completed, at <https://www.unimore.it/it/ateneo/bandi/ecotri2025-2edizione-cleam-clemi-clef> a notice will be published with the number of places offered in the 2nd Edition.

Subsequently, the number of places available may be increased by those left vacant as a result of withdrawals, transfers or course changes, as well as any places left vacant by the competitive procedure reserved for **non-EU students residing abroad applying for a visa**, managed by a specific **call for applications reserved for them**, available on the website <https://www.unimore.it/it/ateneo/bandi/ecotri2025-extraue-1edizione-cleam-clemi-clef>

Also in this 2nd Edition there is an online procedure, unique for the 3 degree programmes in Economics, henceforth called **SECOND SELECTION**.

SECOND SELECTION DEADLINES

| | |
|---|-----------------------------------|
| Deadline for taking the TOLC-E | by 3 September 2025 |
| Application for admission to UNIMORE | 1 July to 4 September 2025 |
| Deadline for payment of the contribution towards expenses of €25.00 | by 4 September 2025 |
| Publication of list of admitted applicants | by 10 September 2025 |
| Second-round selection application | 10 to 17 September 2025 |
| Enrolment of admitted applicants | 10 to 17 September 2025 |
| Publication of ranking list admitted with the second-round selection | by 23 September 2025 |
| Enrolment of applicants admitted with the first second-round selection | 23 to 29 September 2025 |
| Publication of ranking list admitted with second second-round selection | by 3 October 2025 |
| Enrolment of applicants admitted with the second second-round selection | 3 to 8 October 2025 |
| Deadline of the SECOND edition of the call for applications | 10 October 2025 |

REFERENCE LINKS

| | |
|--|--|
| https://www.unimore.it/en/university/calls/eng-ecotri2025-2edizione-cleam-clemi-clef | for any changes to dates or procedures of this call for applications |
| https://www.spid.gov.it/cittadini/ https://www.spid.gov.it/domande-frequenti/ | for information on how to obtain a SPID (Public Digital Identity System) to consult the SPID FAQ |
| https://wss.unimore.it/private/tolc | to check whether the TOLC-E and the payment of €25.00, required to participate in the selection, are correctly acquired by UNIMORE |
| https://www.unimore.it/en/university/calls/eng-ecotri2025-2edizione-cleam-clemi-clef | to view the rankings of admitted applicants |
| https://www.unimore.it/en/university/calls/eng-ecotri2025-2edizione-cleam-clemi-clef | for any NOTICE on second-round selection to consult the NOTICE on the exact number of places for the public entrance examination in the 2nd Edition |
| https://wss.unimore.it/public/albo | online Register of the University for the legal publishing of the documents and provisions of this call for applications |
| www.economia.unimore.it | "Marco Biagi" Economics Department website |

WHAT YOU CAN DO IN THE SECOND SELECTION

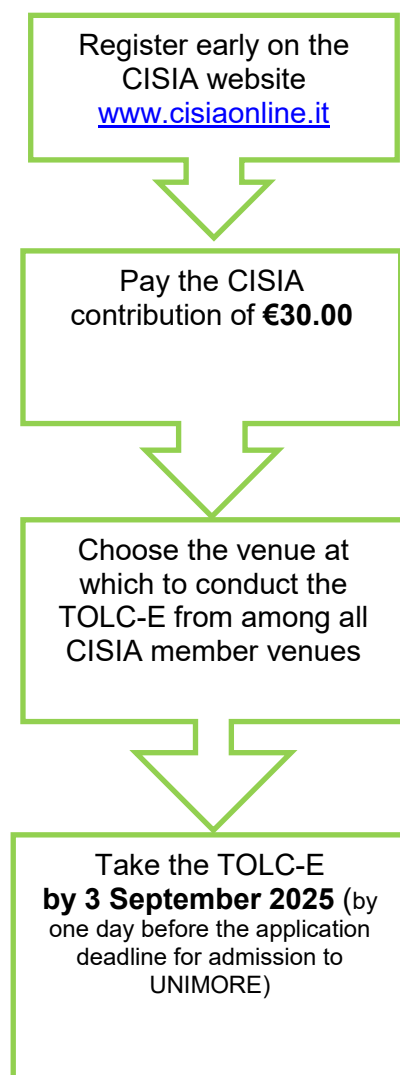
| If you are..... | then you can..... | but, you can't..... |
|--|--|--|
| "graduating student" at the time of application and <i>"graduate"</i> by the enrolment deadline | enrol (you must indicate in ESSE3 that you have obtained the qualification) | |
| <i>"graduate"</i> | apply for selection enrol by the deadline | |
| <i>"Admitted"</i> to the degree programme of first choice following the public entrance competition procedure described in this call for applications | enrol by the deadline (otherwise you permanently lose your place in the ranking list and can no longer register because you are considered to have withdrawn) | apply for second-round selection (even if you did not register because you had already been given the highest preference) |
| <i>"Admitted"</i> to the degree programme of second or third choice following the public entrance competition procedure described in this call for applications | enrol on your assigned programme by the deadline (otherwise you lose your place in the ranking of your assigned programme) apply for second-round selection (to try to be placed on a programme of higher preference, even if you have already enrolled on your second or third choice programme) | |
| <i>"Enrolled"</i> in the second or third-choice degree programme with the competition procedure described in this call for applications and following the second-round selection moved automatically to the programme of highest preference, | | ask to return to their original degree programme (the order of preference is binding and the automatic transfer, following the assignment of a place of greater preference, is irrevocable) |

If you participated in the FIRST EDITION of the DEMB's call for applications to the DEMB degree programmes...

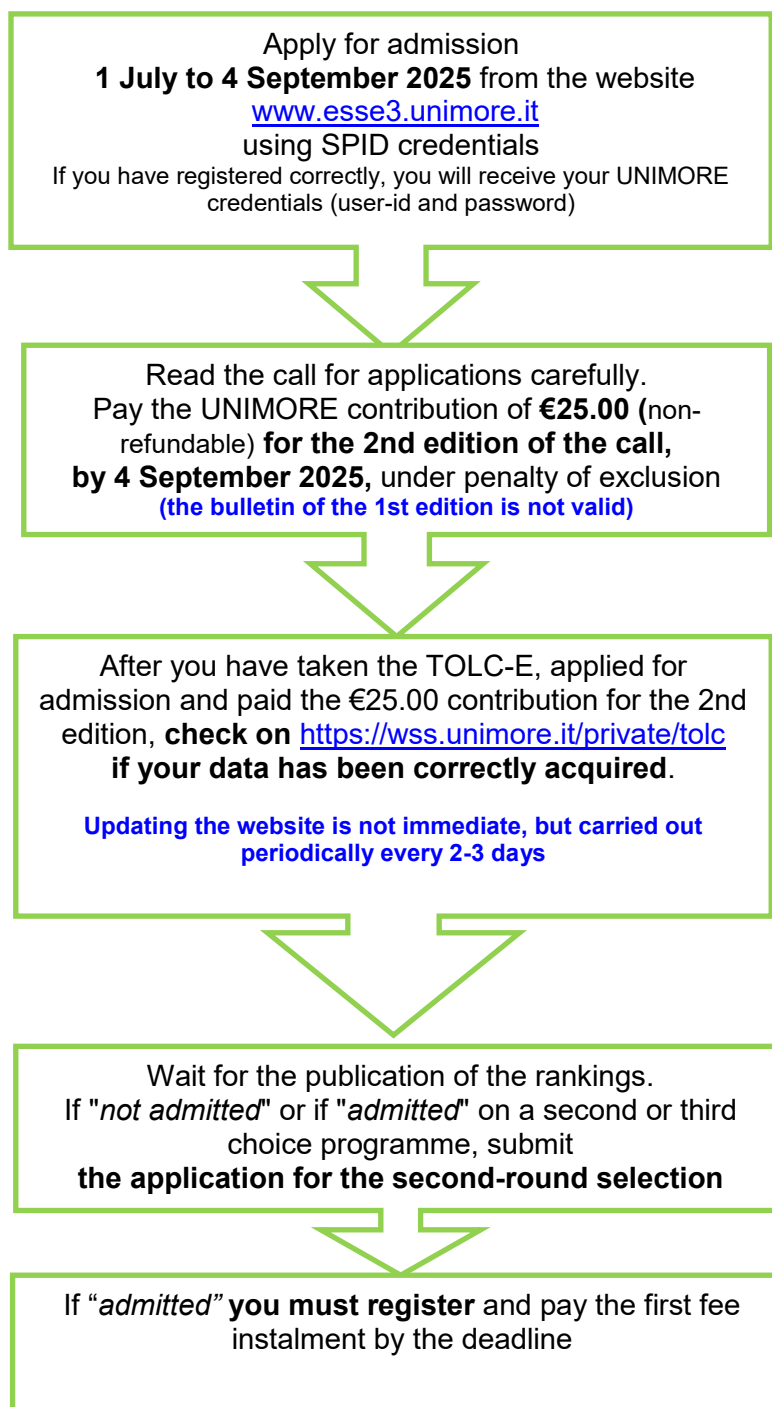
| and you were.. | then you can..... | but, you can't..... |
|--|---|--|
| "Enrolled" following the completion of the first edition of the 2025-26 call for applications. | | participate in the SECOND edition of the call (if you participate, you are excluded ex officio because you have already had the opportunity to enrol in one of DEMB's 3 degree programmes in the 25-26 academic year) |
| <i>"Admitted"</i> , following the holding of the <i>first edition of the 2025-26 call for applications</i> , but you did not register <i>"Not included in the ranking"</i> , despite participating in the first edition of the 2025-26 call for applications, because, for example, you did not obtain the TOLC-E or did not pay the EUR 25.00 fee by the deadline. | participate in the SECOND edition of the call (By 3 September you must take the TOLC-E if you did not take it for the first edition, or, you can take it again to try to obtain a higher score than you already have. By 4 September you must submit a new application in ESSE3 and pay the EUR 25.00 contribution for the second edition) | |
| Ranked <i>"Rejected"</i> , with a score of less than 13, following the <i>first edition of the 2025-26 call for applications</i> | participate in the SECOND edition of the call (you must take the TOLC-E by 3 September and achieve a score of 13 or higher. By 4 September, you must submit your application in ESSE3 and pay the €25.00 contribution for the second edition) | |

THE MAIN STEPS IN BRIEF

CISIA



UNIMORE



REQUIREMENTS FOR PARTICIPATION

1. What to do to take part in the selection

To participate in the second selection and enter the ranking list, you must:

- **take the TOLC-E by 3 September 2025** (i.e. one day before the application deadline for admission to UNIMORE **and achieve a score of 13 or above** (excluding the score obtained in the English section))
- **register online for the UNIMORE selection process** at www.esse3.unimore.it **from 1 September to 4 September 2025**. You can apply for admission even if you have not yet obtained your high school diploma or other recognised foreign qualification, which are essential for enrolment. You can apply for admission even before taking the TOLC-E, provided that you do it by 3 September 2025.
- **provide for the payment** of the non-refundable UNIMORE contribution to expenses for the second edition of the call, of **€25.00**, no later than **4 September 2025, under penalty of exclusion**. The bulletin of the 1st edition is not valid.

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 4 September 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 is available at <https://www.unimore.it/it/ateneo/bandi/2025-trasferimenti-cleam-clemi-clef>
- **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 4 September 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.

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 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 Registrar's 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 Registrar's 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 3 September 2025, and the payment of the UNIMORE fee of €25.00, due by 4 September 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 8 September 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/en/university/calls/eng-ecotri2025-2edizione-cleam-clemi-clef> by **10 September 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 deficit 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 10 September 2025, you must register as follows **from 10 to 17 September 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 <https://www.unimore.it/en/services/registrar-and-student-offices/student-forms> 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 Registrar's 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 instalment of the** tuition fees by the deadline, **otherwise you will be excluded 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 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.

- **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 Registrar's 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 the Registrar's Office, at the address via Università 4, Modena. Desk opening hours and access to services can be found at

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 10 September 2025, you must submit your study documents **by 17 September 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/studentistranieri](http://hubmiur.pubblica.istruzione.it/web/universita/studenti-stranieri) <http://hubmiur.pubblica.istruzione.it/web/universita/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,

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

or, 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>

Please note: 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 Registrar's 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-round 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 second-round selection will NOT take place will be indicated on the website <https://www.unimore.it/en/university/calls/eng-ecotri2025-2edizione-cleam-clemi-clef> with the publication of the ranking list, no later than 10 September 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 selection application can be submitted **from 10 to 17 September 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 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 selection 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 selection applications presented, can be viewed by 23 September 2025 on the website <https://www.unimore.it/en/university/calls/eng-ecotri2025-2edizione-cleam-clemi-clef>. Admitted applicants must enrol **from 23 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 rankings of additional successful applicants will be published by 3 October 2025 on the website <https://www.unimore.it/en/university/calls/eng-ecotri2025-2edizione-cleam-clemi-clef>. Those admitted must enrol **from 3 to 8 October 2025**.

If you own a 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 Registrar's 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 Registrar's 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 on the website <https://www.unimore.it/en/university/calls/2025-call-for-applications-to-transfer-clean-clemi-clef> 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 **17 September 2025** if admitted with the publication of the rank list, or, by **29 September 2025** if admitted with the first second-round selection; or by **8 October 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 Registrar's 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 Registrar's 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 **17 September 2025** if admitted with the publication of the rank list, or by **29 September 2025** if admitted with the first second-round selection; or by **8 October 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 Registrar's 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 **17 September 2025** if admitted with the publication of the rank list, or, by **29 September 2025** if admitted with the first second-round selection; or by **8 October 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 Registrar’s 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 **17 September 2025** if admitted with the publication of the rank list or by **29 September 2025** if admitted with the first second-round selection; or by **8 October 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 Registrar’s 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 trasferimenti.economia@unimore.it.
- submit the “*Riconoscimento attività didattiche*” (*Recognition of Learning Activities*) form to the Registrar’s 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 Registrar’s 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 Registrar's 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 Registrar's Office of the "Marco Biagi" Department of Economics.

An appeal may be lodged against the content of this call before the Administrative Court of Emilia Romagna Region or an extraordinary appeal may be lodged before the President of the Republic in accordance with the law. Any appeal shall be notified to this Administration exclusively by sending an e-mail to the following certified e-mail address: direzionelegale@pec.unimore.it

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

12. Contacts

Registrar's Office - For information on the call for applications and enrolment in the degree programme

Via Università 4, 41125 – 41125 Modena

The opening hours are available at the link <https://www.unimore.it/en/services/registrar-and-student-offices/marco-biagi-economics-secretariat>

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 IT 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 Registrar's Office is closed from 11 to 16 August 2025

Modena, 25 June 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-generalitoltc-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:

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/en/services/registrar-and-student-offices/welcoming-students-disabilities-modena-campus?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.