

Rector's Decree no. 57 of May 6th, 2021

New notice for the submission of transfer requests to academic years following the first
DEGREE COURSE IN DENTISTRY AND DENTAL PROSTHETICS (LM46)
Saint Camillus International University of Health Sciences – UniCamillus
A.Y. 2021/2022

The Rector

- Given** the Law 264/1999 “Regulations on access to University courses”;
- Given** the DM 270/2004 “Amendments to the regulation containing dispositions on the didactic autonomy of the Universities”;
- Given** the University Statute;
- Given** the University Didactic Regulation;
- Given** the various Decrees issued by the Minister of the University, regarding the assignment of slots for the Degree Courses with admission test in Medicine and Surgery, Dentistry and Dental Prosthetics and in the Health Professions for the previous academic years at UniCamillus;
- Given** the DM 218 of June 16th 2020;
- Given** the Tuition Fees Regulations for the a.y. 2021/22 approved by the Organising Technical Committee on October 21st 2020.

DECREES

Article 1 – Available slots

For the academic year 2021/2022 the slots available for the transfer at the 2nd year of the Degree Course in Dentistry and Dental Prosthetics of Saint Camillus International University of Health Sciences (herein after “UniCamillus”) are fixed at 16.

Article 2 – Admission requirements

Students enrolled in an Italian or foreign University can apply for transfer to the 2nd year of the six-year Degree Course in Dentistry and Dental Prosthetics.

For students coming from foreign universities, UniCamillus will evaluate the programs and the single courses attended at the Home Institution with respect to the ones included in the UniCamillus Degree Course Study Plan.

Article 3 – Application submission: methods and deadlines

The application to this Call must be submitted only via the online procedure (as stated in the *Attachment 1*) on the student portal **by June 30th 2021, 4:00 pm**.

After having filled in with all the data required, the candidate must upload on the portal the following documents:

- Application form for the Call (*it can be downloaded from the portal*)
- Study Plan;
- proof of the payment for participating in the Call;
- programs of the courses taken;
- certificate of enrolment issued by the previous University with the passed exams, the relative marks, the number of ECTS and the corresponding Scientific-Disciplinary Sector (SSD); if the certificates are not ready by the deadline, a self-certificate can be provided (*the form can be downloaded from the portal*) with all the information required. The self-certificate is provisional and does not replace the certificate that must be presented, even after the deadline, anyway before the assessment by the Commission. The Commission will not consider the application and will exclude it from the procedure, if all the documents required are not provided.
- Statement of having seen the Informative on the treatment of personal data under the art. 13 and 14 of the EU Regulation 2016/679 on "Protection of the subjects with respect to the treatment of personal data" (from now on also "GDPR") provided by UniCamillus (*it can be downloaded from the portal*).

The fee for the participation in the Call for Transfer is € 170,00 (one hundred and seventy/00); the payment must be done online within the procedure.

The fee will not be refunded for any reason.

Students enrolled in non-Italian Universities cannot submit self-certificates; they must provide the certificates issued by the previous Institution with the information required, along with the Italian translation authenticated by the responsible bodies according to the current legislation. The study plan and the subjects' programs must be provided on the foreign University's letterhead, with the stamp and signature of the person in charge for the release of the documents; these must be submitted along with their official legalized translation in Italian and with the statement, issued by the competent academic body, of the grades' system or of the evaluation system used, with a faithful translation in Italian language.

Students coming from non-Italian universities must also provide a declaration, issued by the Italian Embassy or General Consulate competent for the region, which proves the recognition of the University by the State. Any other documents different from the abovementioned will not be considered by the Evaluating Committee.

The certificates stated above must be uploaded on the student portal in the appropriate section.

NOTE. The files uploaded on the student portal must not exceed 30 Megabyte in total.

For information regarding the transfer procedure please refer to the Registrar's Office via e-mail: trasferimenti@unicamillus.org.

Article 4 – Transfer request: evaluation and criteria

The transfer applications will be evaluated by a dedicated Commission. Only the courses and the corresponding CFUs, with the exclusion of the internship, relating to the 1st year of the UniCamillus study plan attached to this announcement will be evaluated by the Commission (*Attachment 2*).

The transcript of each candidate will be assigned a score as specified below, according to the CFU achieved at the Home Institution and acknowledgeable by the Commission within the course program of UniCamillus and according to the score received:

a) Score given according to the acquired recognizable FCUs:

from 55 FCU upwards, achieved at the Home Institution and recognizable by UniCamillus	46 points
from 45 to 54 CU achieved at the Home Institution and recognizable by UniCamillus	39 points
from 35 to 44 FCU achieved at the Home Institution and recognizable by UniCamillus	32 points
from 24 to 34 FCU achieved at the Home Institution and recognizable by UniCamillus	25 points
from 0 to 23 FCU achieved at the Home Institution and recognizable by UniCamillus	0 points

b) Score given according to the arithmetic mean of the grades of the recognizable exams:

average grade higher than or equal to 28/30	24 points
average grade higher than or equal to 25/30 and lower than a 28/30	18 points
average grade higher than or equal to 22/30 and lower than 25/30	12 points
average grade lower than 22/30	6 points

The assessment on the acknowledgement of the CFU and the related score is valid only for the competition referred to in this decree.

Article 5 – Admission to the Degree Course

By July 9th 2021 UniCamillus will publish the ranking on the website www.unicamillus.org, ensuring the anonymity of the candidates.

Candidates scoring less than 30 points are not admitted, regardless of their position in the ranking.

In case of parity the youngest candidate will prevail.

Should the number of available slots increase, following further withdrawals or transfers, the University reserves the right to draw on this ranking or to issue a new notice. In any case, the validity of this ranking expires on 30th October 2021.

Article 6 – Enrolment

Candidates entitled to enrol must carry out the online enrolment procedure within 5 working days from the publication of the results, submitting the following documentation:

- enrolment application, available online, signed and addressed to the Rector, and acceptance of the UniCamillus Code of Ethics and all the Regulations published on the University website;
- Student's Contract, signed for acceptance (form available online);
- two passport-sized photographs (please indicate name and surname on the back);
- photocopy of an identity document and photocopy of the health card (fiscal code) - foreigners legally residing in Italy must also submit a valid residence permit;
- Privacy Policy (form available online);
- statement of no impediment to the transfer issued by the Home Institution;
- proof of payment of the first instalment of the tuition fees of Euro 7.000,00;
- Proof of payment of the Regional Tax, to be paid directly to Lazio Region (please see the related instructions on <http://www.laziodisco.it/come-fare-per/tassa-regionale-per-il-diritto-allo-studio/>).

Italian and foreign students with qualifications obtained abroad, by October 30th 2021 (under penalty of exclusion) must submit to the Registrar's Office the official translation (legalised, if necessary) in Italian of the qualifications, accompanied by a Declaration of Value issued by the Italian Embassy or Italian General Consulate competent for the territory in the country where the qualification was issued.

The publication of the ranking and all related notices on the University website has the value of official communication to interested parties. Any personal communications that may be sent to the email addresses entered in the application form will have the sole purpose of facilitating them in following the competition process, but will in no way replace the notices published on the University website. It therefore remains the responsibility of the candidate to verify his / her position by taking action in the manner and within the terms provided for proceeding with enrolment.

Any candidate who renounces or does not complete the enrolment procedure within the time limits indicated in this notice will not be reimbursed in any case the amounts already paid and will be automatically considered withdrawing.

Article 7 – Withdrawal, renunciation, transfer and abandonment of the studies

In case the enrolment procedure was completed with a remote modality or outside the University's premises, the student, within 14 (fourteen) days counting from the date of the enrolment, can exercise the right to renounce by clearly declaring to UniCamillus the will to withdraw, via registered mail. If the withdrawal right is exercised, UniCamillus will refund the student the expenses incurred for the enrolment within the following 14 days, charging an amount proportional to the services offered until the communication of the withdrawal (included the expenses, the administration fees and enrolment fees paid by the University).

Students who want to renounce their studies are required to submit a “withdrawal request from studies” using the form indicated by the University, and send it to office.unicamillus@pec.it via certified e-mail. In case of withdrawal or outgoing transfer, the amounts already paid until the submission of the withdrawal or transfer request will not be reimbursed, except for the event abovementioned. The student who abandons the course is still required to pay the total amount of contributions indicated in the Taxes and Contributions Regulation of the Academic Year in which he/she is enrolled.

Article 8 - Mandatory vaccinations

Upon enrolment, the admitted student states his commitment to be screened, within 30 days from the enrolment:

- for tuberculosis (*prova tuberculina*) performed according to the Mantoux technique, according to the guidelines on the Prevention of tuberculosis (provision 17.12.1998 of the State-Regions Conference) and by the D.P.R. 07/11/2001 no. 465, regulating tuberculosis vaccination;
- for viral hepatitis B, pursuant to Law no. 165 of 27/05/1991.

The form for this statement will be available at the Registrar’s Office.

Article 9 – Remarks

The University reserves the right, in any stage of the procedure, to ascertain the truthfulness of the declarations made by the candidate, in accordance with the current legislation. The candidate must therefore provide all the necessary elements to allow for the appropriate checks. In the event that the documentation submitted by the candidate contains false declarations, without prejudice to the penalties provided for by the penal code and by the special laws on the matter and the declarer's exposure to the action for damages by the other parties, the enrolment will be cancelled, any benefits granted will be recovered and the tuition fees paid will be retained.

Participation to this Call implies the total and unquestionable acceptance of all the provisions stated here and acceptance of the rules contained in the “Student’s Contract”, available also on the University’s website and that is an integrative part of this Call.

For juridical and interpretative purposes, the Italian call for application approved with Rector’s Decree no.57 of May 6th 2021, filed at the Academic Office, shall prevail. It is possible to request a certified copy.

For any matter not provided for in this call for application please refer to the Statute and Regulations governing the functioning of the University’s activities.

Signed THE RECTOR
Giovan Crisostamo Profita