



**Rector's Decree n. 58 of May 6<sup>th</sup>, 2021**

Call for the submission of transfer applications to academic years following the first  
DEGREE COURSE IN MEDICINE AND SURGERY (LM-41)  
Saint Camillus International University of Health Sciences – UniCamillus  
A.Y. 2021/2022

**THE RECTOR**

- Given** the Law 264/1999 “Norme in materia di accessi ai corsi universitari”;
- Given** the M.D. 270/2004 “Modifiche al regolamento recante norme concernenti l'autonomia didattica degli Atenei”;
- Given** the University's Statute;
- Given** the University's Didactic Regulation;
- Given** the various Decrees issued by the Minister of the University, regarding the assignment of slots for the Degree courses with numerus clausus in Medicine and Surgery, Dentistry and Dental Prosthetics and the Health Professions for the previous academic years in this University;
- Given** the M.D. 218 of June 16<sup>th</sup>, 2020;
- Given** the Taxes and Contributions Regulation for the A.Y. 2021/22, ratified by the Organizing Technical Committee on October 21<sup>st</sup>, 2020.

**DECREES**

**Article 1 – Places available**

N. 2 (two) slots are available for the transfer to the 2° year of the Degree course in Medicine and Surgery taught in English at Saint Camillus International University of Health Sciences (hereinafter UniCamillus) for the Academic Year 2021/2022.

**Article 2 – Admission requirements**

Students enrolled in another Degree course in an Italian or foreign University can apply for the transfer to the 2° year of the of the single-cycle 6-year Degree course in Medicine and Surgery.  
For students coming from foreign universities, UniCamillus will evaluate the program and the single courses attended at the Home Institution with respect to the ones included in UniCamillus Degree Course Study Plan.

**Article 3 – Modalities and deadlines to submit the application**

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 30<sup>th</sup> 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](mailto:trasferimenti@unicamillus.org).

#### **Article 4 – Criteria and evaluation of the applications**

The applications will be examined by a dedicated Commission. Only courses and relative ECTS corresponding to those in the first year of the UniCamillus study plan (*Attachment 2*), excluding the clinical practice, will be evaluated.

The curriculum studiorum of each candidate receives the score represented below, according to the: - ECTS achieved in the previous University and deemed valid by the Commission within the UniCamillus didactic organization; - the grade or evaluation obtained.

**a) Score assigned according to the ECTS achieved and acknowledged by UniCamillus:**

55 ECTS or more, achieved in the previous University, recognized at UniCamillus	46 points
45-54 ECTS achieved in the previous University, recognized at UniCamillus	39 points
35-44 ECTS achieved in the previous University, recognized at UniCamillus	32 points
24-34 ECTS achieved in the previous University, recognized at UniCamillus	25 points
0-23 CFU ECTS achieved in the previous University, recognized at UniCamillus	0 points

**b) Score assigned on the basis of the arithmetic mean of the ECTS recognized:**

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

The assessment for the eligibility of the ECTS and for the relative grade is valid only with respect to the selective procedure of this Decree.

### **Article 5 – Admission to the Degree course**

The ranking will be published on the website [www.unicamillus.org](http://www.unicamillus.org) in anonymous form by July 9<sup>th</sup>, 2021.

The candidates who obtained a score lower than 30 points are not admitted, independently from their position in the ranking.

In case of a tie, the younger candidate prevails.

If the number of slots available increases, due to other withdrawals or outgoing transfers, the University can either refer to the ranking of this Call or can issue a new Call. In any case, the validity of this ranking expires on October 30<sup>th</sup>, 2021.

### **Article 6 – Enrolment**

Eligible candidates must enroll within 5 working days from the publication of the ranking via the online procedure. They must also provide the following documentation:

- Enrolment form, available online, addressed to the Rector, and acceptance of the UniCamillus Code of Ethics and of the Regulations published on the University website;
- Student's Contract, signed for acceptance (form available online);
- Two passport-sized photographs (write the name and surname on the back);
- Photocopy of an Identity Document and of the Fiscal Code; foreigners legally residing in Italy must also provide their valid Permit of Stay;
- Informative on the privacy policy (available on line);
- Statement of no impediment to the transfer released by the previous University;
- Copy of the payment of the first instalment of the tuition fees of Euro 6.000,00;
- Copy of the payment of the regional tax for the Right to Study, 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 must hand in, by October 30<sup>th</sup>, 2021 to the Registrar's Office, under penalty of exclusion, the official translation in Italian of their degree/s with the possible legalization, and the Declaration of Value provided by the Italian Embassy or General Consulate competent for the region where is located the Country in which the degree was obtained.

The publication of the ranking and of the relative notices on the University's website represents an official communication to the interested parties. The emails that may be sent to the personal addresses indicated in the application form have only the aim to facilitate candidates in following the procedure; they do not substitute in any case the communications published on the University's website. It is a candidate's responsibility to check its position through the ways and within the terms stated in the application procedure.

The candidates who decide to renounce or who do not complete the enrolment procedure within the terms indicated in this Call, will not be refunded in any case of the amounts paid and will be considered renunciative.

### **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](mailto: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 eligible student declares his/her commitment to take, within 30 days starting from the enrolment:

- The tuberculin test carried out according to the Mantoux technique, following the guidelines on the prevention of tuberculosis (provision 17.12.1998 of the State-Regions Conference) and the D.P.R. 7.11.2001 n. 465 which regulates the anti-tuberculosis vaccination;
- The vaccination against hepatitis B, pursuant to the Law n. 165 of 27.5.1991.

The student declares also that he/she commits to take any other possible vaccination available, evaluated each time and deemed necessary by the University, for the safety of the student and of all the other individuals that he/she can meet during the academic activities.

The form for the declaration will be available at the Registrar's Office.

### **Article 9 – Remarks**

The University reserves the right, at any stage of the enrolment procedure, to ascertain the truthfulness of the declarations made by the candidate, in accordance with the current legislation. The candidate, therefore, must provide all the necessary elements to allow for the appropriate checks. If the documents submitted by the candidate are false, the enrolment will be annulled, the possible benefits will be revoked and the taxes and contributions paid will be retained, without prejudice to the penalties provided for by the penal code and by the special laws on the matter; the declarer will also have to compensate for the damages to the other parties.

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 Call approved with the Rectoral Decree n. 58 of May 6<sup>th</sup> 2021, filed and available in Italian at the Didactic Secretariat, is valid. It is possible to request a certified copy.

For any matter not provided for in this Call, reference is made to the Statute, the Taxes and Contributions Regulation A.Y. 2021/2022 and to the Medicine and Surgery Degree Course Regulation.

**Signed THE RECTOR**  
**Giovan Crisostamo Profita**