

**Rector's Decree n.77/2021**

New notice for the submission of transfer requests to academic years following the first  
HEALTH PROFESSIONS DEGREE COURSES  
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 and in Health Professions for the previous academic years at UniCamillus;
- Given** the Sentence of the Council of State No. 1, January 28, 2015 – in Plenary Assembly  
*“.....secondo cui deve ritenersi meritevole di accoglimento la richiesta dello studente che - da iscritto in un corso di laurea dell’area medico-chirurgica presso università straniera - ha chiesto il trasferimento, con il riconoscimento della carriera e l’iscrizione ad anni di corso successivi al primo, presso università italiane; ai fini del suddetto trasferimento, infatti, non può essere assunto come parametro di riferimento l’obbligo del test di ingresso previsto per il primo anno, salvo restando, in ogni caso, il potere/dovere dell’Università di concreta valutazione del periodo di formazione svolto all’estero e salvo altresì il rispetto ineludibile del numero di posti disponibili per il trasferimento...”*

**DECREES**

**Article 1 – Available slots**

For the academic year 2021/2022 the slots available for the transfer from a different Italian or foreign University to one of the Health Profession Degree Courses with restricted access at Saint Camillus International University of Health Sciences (herein after “UniCamillus”) are listed in the table below:

Degree Course	Available slots/places	Academic year course
Degree Course in Midwifery (in Italian)	9	2°
	12	3°
Degree Course in Physiotherapy (in English)	3	2°
	8	3°
Degree Course in Nursing (in English)	4	2°
	15	3°
Degree Course in Radiology, Diagnostic Imaging and Radiotherapy Techniques (in English)	10	2°
	12	3°
Degree Course in Biomedical Laboratory Techniques (in Italian)	12	2°
	14	3°

The number of slots available may increase by the number of slots become available due to possible withdrawals or transfers of currently enrolled students at UniCamillus.

## Article 2 – Admission requirements

Students enrolled in an Italian or foreign University Degree Course can apply for transfer.

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 the UniCamillus Degree Course Study Plan.

Transfer requests from students enrolled in systems prior to the university reform as per Ministerial Decree “DM 270/2004” will not be accepted.

## Article 3 – Application submission: methods and deadlines

Applications must be submitted only through the online procedure (as per guidelines *Attachment 1*) through the Students’ portal by July 16<sup>th</sup> 2021 at 2 p.m. Inside the portal the student, after entering all information requested, must upload the following documentation:

- Application form (available at the online portal)
- Study Plan;
- Payment of the fee for the participation to the call;
- Courses programs;
- Enrolment certificate issued by the Home Institution, stating passed exams and grades, FCU achieved, and Scientific Disciplinary Sectors; in the event the certificate cannot be provided within the deadline, a self-certification might be submitted, *(available at the online portal)* stating all information required. The self-certification is provisional and does not replace the certificate, that must be submitted, even beyond the planned deadline, and in any case before the evaluation by the Commission. The Commission, not receiving this certification in good time will not evaluate the application and will exclude it as a matter of course.
- Statement confirming the acknowledgment of the Policy for the protection of personal data under articles 13 and 14 of Regulation (EU) 2016/679 on "protection of individuals concerning the treatment of personal data" (hereinafter also "GDPR") provided by UniCamillus *(available at the online portal)*.

The fee for the participation in the call for transfer is € 170,00 (one hundred seventy/00) and it must be paid through the online procedure no later than 2 p.m. of the deadline of this call.

The fee will not be refunded for any reason.

Students enrolled at a foreign University cannot submit the self-certification; they must attach the above certified documents issued by the Home Institution, accompanied by a translation in Italian language certified by the responsible bodies. The study plan and the single courses programs (to be delivered in original language and in Italian language – official legalized translation) must be issued on the foreign Home Institution letterhead and must include stamp and signature of the person in charge of the procedure. Moreover, students coming from a foreign University must also send a declaration issued by the competent Academic Authority proving the applied voting system or, in other words, the value system, along with a certified translation in Italian language. Lastly, students transferring from non-Italian Universities must submit a declaration issued by the Italian Embassy or General Consulate competent for territory certifying the acknowledgement of their Home institution by the related Government. Any other documentation will not be taken into account by the Evaluation Commission. The above documentation must be sent through the student portal in the designated sections.

N.B. Files uploaded on the platform must not exceed 30 Megabyte in upload overall.

If the above documentation, or part of it, is missing, the transfer request will not be considered valid.

The candidate can submit only one application choosing only one Degree Course.

For any information regarding the registration procedure, please contact the Registrar's Office at the following email address: [trasferimenti@unicamillus.org](mailto:trasferimenti@unicamillus.org).

#### **Article 4 – Transfer request: evaluation and criteria**

Transfer applications will be received according to the chronological order of submission recorded by the portal.

Applications lacking the documentation required or submitted in modes of transmission different from what provided for in art. 3 of this call, will not be evaluated and will be considered invalid.

Applications deemed valid will be evaluated by a specific Commission, that will assess the academic curriculum of each candidate and will recognize the FCU based on what achieved by the candidate at the home institution and on the provisions of the didactic systems of the Degree Courses of UniCamillus.

To be eligible for the enrolment in years following the first, the candidate will have to be granted the acknowledgement, at this University, of the credits indicated in the following table:

from of a minimum of 25 CFU = eligibility for enrolment at the 2° year

from of a minimum of 55 CFU = eligibility for enrolment at the 3° year

The FCU related to the internship will not be taken into account.

Candidates reaching less than 25 FCU will not be considered eligible for transfer.

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

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

By July 23<sup>rd</sup> 2021 UniCamillus will publish the ranking on the website [www.unicamillus.org](http://www.unicamillus.org).

The ranking will display:

- complete list of the applications received, showing the chronological order of arrival;
- indication of the candidate in anonymous form (initials of surname, name and date of birth);
- indication on the acceptance of the transfer request.

To the extent of the slots available indicated in this call, and following the evaluation for the credits acknowledgment made by the Committee, candidates reaching the minimum threshold of FCU necessary for the transfer (25 CFU / 55 CFU), will be admitted, giving priority in any case to the chronological order of arrival of the applications to the call.

In case of increase of the available slots due to further waivers or transfers, the University reserves the right to draw from this ranking or issue a new call. In any case this ranking will be valid until October 30<sup>th</sup> 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, addressed to the Rector, and acceptance of the UniCamillus Code of Ethics;
- Student's Contract, signed for acceptance;
- two passport-sized photographs (please indicate name and surname on the back); <sup>[1]</sup><sub>SEP</sub>
- photocopy of an identity document and photocopy of the fiscal code (foreigners legally residing in Italy must also submit a valid residence permit); <sup>[1]</sup><sub>SEP</sub>
- 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 1.500,00;
- 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 30<sup>th</sup> 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 is an official communication to interested parties. Any personal communications that may be sent to the email addresses entered into the system by the candidates during the registration phase for the test will have the sole purpose of facilitating them in following the competition process, but will in no way replace the notices published on the website of the University. 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 to proceed with enrolment.

Renouncing candidates, or those who do not complete the enrolment procedure within the deadlines indicated above, will not be refunded of the amounts paid and will be considered withdrawn.

#### **Article 7 – Termination, renunciation, transfer and withdrawal procedures**

In case the enrolment is completed remotely or in any case not at the University premises, the student, within 14 days from the enrolment date, can exercise the right of withdrawal, clearly informing UniCamillus about his intention to withdraw, via certified letter with return receipt. In this case, UniCamillus will refund the student the fee paid for the enrolment within the following 14 days, charging an amount proportional to the activities carried out until the communication of withdrawal (included administrative and enrolment costs borne by the University). Students wishing to renounce their studies must submit an "application for renouncing studies" using the format prepared by the University and send it by certified email to [office.unicamillus@pec.it](mailto:office.unicamillus@pec.it).

In the event of renunciation or transfer, the amounts already paid up to the time of submitting the application for renunciation or transfer will not be refunded, except for the case indicated above.

The student who abandons his / her studies in any case required to pay in full the contributions provided for by the Tuition Fees Regulations for the Academic Year in which he 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. 7.11.2001 n. 465, regulating tuberculosis vaccination;
- for viral hepatitis B, pursuant to Law n. 165 of 27.5.1991.

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

The admission to the degree courses in Health Professions is subject to assessment of the suitability for the performance of the activities specific to their professional profile. Failure to undergo medical assessment or any evaluation of unsuitability will result in the impossibility to finalize the enrolment procedure or the cancellation of the enrolment.

## **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.

The participation in the call for application implies the full and unquestionable acceptance of the provisions contained therein, included the provisions contained in the Student Contract, published on the University website and which is integral part of this Call.

For juridical and interpretative purposes, the Italian call for application, approved with Rector's Decree n. 77 Of 21<sup>th</sup> May 2021, filed at the Academic Office, and of which a certified copy can be requested, shall prevail.

For any matter not provided for in this call for application please refer to the Statute, Tuitions Fees Regulations (A.Y. 2021/2022) and Didactic Regulations of the three-year Degree Courses in Health Professions.

Rome, 21<sup>th</sup> May 2021

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