



Rector's Decree no. 8/2022

New notice for the submission of transfer requests to academic years following the first
DEGREE COURSE IN MEDICINE AND SURGERY IN ENGLISH (LM41)
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 Tuition Fees Regulations for the a.y. 2021/22 approved by the Organising Technical Committee on October 21st 2020;
- Given** the various Decrees issued by the Minister of the University, also regarding the assignment of slots for the Degree Courses with admission test in Medicine and Surgery and in the Health Professions for the previous academic years at UniCamillus;
- Given** the Sentence in Plenary Session of the Council of State no.1 of January 28th 2015 “..... according to which the request of a student, who is enrolled in a degree course in the medical-surgical area at foreign universities and applies for the transfer, with the recognition of the career and enrolment in years following the first at Italian universities, must be considered worthy of acceptance; for the purposes of the aforementioned transfer, the obligation to take the admission test scheduled for the first year cannot be taken as a reference parameter, without prejudice, in any case, to the power / duty of the University to concretely evaluate the training period carried out abroad and without prejudice to the unavoidable compliance with the number of slots available for transfer ”

DECREES

Article 1 – Available slots

For the academic year 2021/2022 the slots available for the transfer from another Italian or foreign University to the Degree Courses in Medicine and Surgery in English of Saint Camillus International University of Health Sciences (herein after “UniCamillus”) are indicated in the following table:

Degree Course	Available slots	Year
Degree Course in Medicine and Surgery in English	5	2°

The number of available slots may be increased to an extent equal to the number of slots made available following study waivers or transfers of UniCamillus' students.

Article 2 – Admission requirements

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

Requests for the transfer of students enrolled in academic systems prior to the University reform referred to in Ministerial Decree 270/2004 will not be accepted.

Article 3 – Application submission: methods and deadlines

The application must only be submitted through the online procedure (as per the guide in Annex 1) through the Student Portal by 5 p.m. on 10 February 2022. Within the portal, the candidate, after entering all the required data, will have to upload the following documentation:

- Application form (*available on the Portal*);
- Study Plan;
- Proof of payment of Euro 170,00 compensating for the expenses of participation in this transfer notice;
- Courses programs;
- Enrolment certificate issued by the Home Institution, stating passed exams and grades, CFU achieved (University Credits) and Scientific Disciplinary Sectors; in the event the certificate cannot be provided within the deadline, a self-certification (*available on the Portal*) might be submitted, stating all information required. The self-certification shall be provisional and does not replace the certificate, that must be submitted, even beyond the planned deadline, but by 14 February 2022 at 1 p.m. If the Commission does not receive this certification by that deadline it will not examine the application and will exclude it ex officio;
- 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 on the Portal*).

The contribution to the expenses of participation in this transfer notice is Euro 170.00 (one hundred and seventy / 00) and payment must in any case be made through the online procedure no later than 5 p.m. on the expiry date of this notice.

The contribution to the expenses will not be reimbursed for any reason.

Students enrolled at a foreign University, in lieu of the self-certification, must attach to the above certified documents issued by the Home Institution, a translation in Italian language certified by the responsible bodies pursuant to current legislation. The study plan and the courses programs must be issued on the Home Institution letterhead and must include stamp and signature of the person in charge of the procedure, together with official legalized translation in Italian and a declaration issued by the competent Academic Authority proving the applied mark 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 official documents, released by the competent Italian Embassy or Consulate General, certifying the acknowledgement of their Home Institution by the related Government.

Any other documentation will not be taken into consideration by the Evaluation Commission. The documentation described must always be sent through the Student Portal in the sections provided.

Please Note: The files uploaded to the platform must not exceed a total of 30 Megabytes in upload.

In the absence of the aforementioned documentation, or part of it, the application will not be considered valid.

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

Article 4 – Criteria and evaluation of the applications

Transfer applications will be accepted based on the chronological order of presentation detected by the Portal.

Applications received without the required documentation and / or sent in a different manner from what provided for in art. 3 of this notice, will not be evaluated and will be considered null and void.

Applications deemed valid will be examined by a special Commission which will evaluate the curriculum studiorum of each candidate and will provide for the recognition of the CFU (University Credits) on the basis of the candidate's achievements at the University of origin and the provisions of the teaching regulations of the UniCamillus Degree Courses. To this end, for transfers to the second year of the Degree Course in Medicine and Surgery, among the courses and credits obtained by the candidate, only those corresponding to the first year of the UniCamillus's study plan will be examined by the Evaluation Commission. Please, see UniCamillus study plan attached to this notice.

For enrolment in years following the first, the candidate must be recognized, at the undersigned University, the following CFU (University Credits):

minimum 24 CFU: the candidate is eligible for enrolment to the second year

Credits relating to internship activities will not be taken into consideration.

Candidates who report less than 24 CFU will not be eligible for any transfer.

The assessment on the recognisability of the CFU is valid exclusively for the selective procedure referred to in this decree.

Article 5 – Admission to the Degree Course

By 18 February 2022 UniCamillus will publish the ranking on the website www.unicamillus.org.

The ranking will report:

- complete list of applications received with indication of the chronological order of arrival;
- references of the candidate in anonymous form (initials of surname, name and date of birth);
- indication of admission to transfer.

Within the limit of available slots indicated in this call for applications, candidates will be considered admitted if they, following the assessment of credit recognition by the Commission, will have reached the minimum threshold of CFU useful for the transfer (24 CFU) and in any case giving priority to the chronological order of arrival of applications.

With the same date of submission of applications according to the provisions of Article 3 of this call, the candidate who obtains the highest number of CFU recognized by the Commission prevails. In case of further equality, the younger candidate prevails.

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 15 March 2022.

Article 6 – Enrolment

Candidates entitled to enrol must carry out the online enrolment procedure within 25 February 2022 at 1 p.m., submitting the following documentation:

- enrolment application, available online, signed and addressed to the Rector, and acceptance of the UniCamillus Code of Ethics;
- Student's Contract, signed for acceptance (form available online);
- digital photograph (to be uploaded)^[L]_{SEP}]
- 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^[L]_{SEP}]
- 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, for a total amount of Euro 9.000,00. Payment of the second and final installment of Euro 9,000.00 must be made by 31 May 2022;
- revenue stamp worth Euro 16,00;
- 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 28 February 2022 (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 waives 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 waived.

Article 7 - Procedures for reconsideration, waiver, transfer and abandonment of studies

In the event that enrolment has been completed remotely or outside the University spaces, the student, within the term of 14 (fourteen) days from the date of the sign of the contract, can exercise the right to reconsider their enrolment by clearly communicating to UniCamillus their willingness, by registered mail with return receipt. In case of exercising this right of reconsideration, UniCamillus will proceed to reimburse the student for the costs incurred for enrolment within the following 14 days, charging an amount proportional to the activities carried out up to the moment in which it has received the notice of reconsideration (including costs and the administration and enrolment rights borne by the University).

Payments made will not be refunded except in cases expressly governed by law or provided for in this notice.

Students wishing to renounce their studies must submit an "application to withdraw from studies" using the format prepared by the University and send it by certified email to office.unicamillus@pec.it. Alternatively, they can use the online procedure by accessing the student portal (Gomp) with their credentials, by going to the section: "career> applications> study waiver application".

In the event of study waiver or transfer, the amounts already paid up to the time of submission of the application for renunciation or transfer will not be refunded, with the exception of the case provided for in the first point of this Article. The student who abandons or withdraws from their studies is in any case required to pay in full the contributions provided for in the Tuition Fees Regulations relating to the Academic Year in which they are 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 declaration model will be available for download in the institutional portal of the University.

The student also declares his / her commitment to undergo any other vaccination available, from time to time deemed appropriate by the University for the safety of the student and all those with whom he / she may come into contact due to the academic activities required that you participate.

Article 9 – Remarks

The University reserves the right to ascertain the truthfulness of the declarations made by the candidate, in accordance with 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 will be recovered and the tuition fees paid will be retained. Given that the lessons relating to the 2021/22 academic year is started by now, the lessons already delivered will be made available to students admitted following this call for application, through the University Web App.

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 notice.

For juridical and interpretative purposes, the Call for application approved with **Rector's Decree no. 8/2022**, deposited at the Registrar's Office and written in Italian, of which a certified copy can be obtained, shall prevail.

For any matter not provided for in this call for application please refer to the Statute, the Tuitions Fees Regulations for the A.Y. 2021/2022 and the Didactic Regulation of the Degree Course in Medicine and Surgery.

Rome, 14/01/2022

Signed THE RECTOR
Giovan Crisostamo Profita