



UNICAMILLUS

**CALL FOR APPLICATIONS FOR THE ADMISSION OF NON-EU STUDENTS
FOLLOWING MINISTERIAL DECREE NO. 992 OF 28TH JULY 2023 TO THE
SIX-YEAR DEGREE COURSE IN DENTISTRY AND DENTAL PROSTHETICS
FOR THE ACADEMIC YEAR 2023-2024**

Approved by Rector's Decree no.224 of 4th August 2023

Article 1 – Available slots and admission requirements

For the Academic Year 2023-2024, the Saint Camillus International University of Health Sciences (hereinafter “UniCamillus”, the “Academic Institution” or the “University”) is holding a public competition for admission to the first year of the Six-Year Degree Course in Dentistry and Dental Prosthetics in Italian to cover additional slots by virtue of Ministerial Decree no. 992 of 28th July 2023 and any other vacant slots from previous admission Calls:

Six-Year Degree Course in:	Available slots for Non-EU students
Dentistry and Dental Prosthetics	14

Citizens from Norway, Holy See, Iceland, Liechtenstein, Helvetic Confederation, and Republic of San Marino are considered as EU candidates and must refer to the respective Call. Similar equivalence applies to the categories that - pursuant to the provisions of Article 26 of Law no. 189 of 30th July 2002, as amended and supplemented - access the Courses on equal terms with Italian students.

Candidates wishing to take part in the admission test for the Degree Course in Dentistry and Dental Prosthetics in Italian must meet one of the following requirements:

- secondary school diploma giving access to university, issued by a state or equal education institution of the Italian school system in Italy or abroad;
- a final higher education qualification issued by an institution belonging to a foreign school system, located in Italy or abroad, achieved after at least 12 years of schooling;
- a final higher education qualification issued by a school system including 10 or 11 years of schooling, supplemented by one or two years of university, provided that all the examinations envisaged for those academic years have been passed.

Students already holding an academic qualification (achieved in Italy or abroad) and those coming from another degree course are required to comply with the same procedures indicated in this Call and take the relevant admission test.

Candidates who do not possess or do not submit, within the deadlines indicated below, a suitable qualification, in accordance with the regulations in force, lose the benefit of enrolment or forfeit the right to enrolment if already admitted, and are not entitled to a refund of any amount paid to the University for any reason.

With reference to the recognition of foreign qualifications, the University shall take into account the indications provided by the MUR "Procedures for entry, accommodation and enrolment of foreign/international students in higher education courses in Italy for the Academic Year 2023-2024" and subsequent amendments (<http://www.studiare-in-italia.it/studentistranieri>).

NON-EU STUDENTS LIVING ABROAD

"PROCEDURES FOR ENTRY, ACCOMMODATION AND ENROLMENT OF FOREIGN/INTERNATIONAL STUDENTS IN HIGHER EDUCATION COURSES IN ITALY – VALID FOR THE ACADEMIC YEAR 2023-2024"

Non-EU students living abroad must comply with the ministerial provision "Procedures for entry, accommodation and enrolment of foreign/international students in higher education courses in Italy - valid for the academic year 2023-2024" (<http://www.studiare-in-italia.it/studentistranieri>). For visa procedures, please also visit <http://vistoperitalia.esteri> and <http://www.studiare-in-italia>.

These procedures do not replace enrolment in the admission test for courses on the UniCamillus website, but represent a preliminary step to applying for a visa to enter Italy for study purposes.

Article 2 – Application submission

Registration for the admission test will be possible from 9 am on 7th August 2023 until 1 pm on 8th September 2023.

The candidate must submit the application exclusively online by logging in to the GOMP student portal (<https://unicamillus-studenti.gomp.it/>) and carry out the enrolment procedure following the instructions provided in the "Guidelines for the submission of the application for admission" published on the website.

Any candidate wishing to register for the admission test before reaching the age of majority must follow the procedure with the assistance of a person exercising parental authority.

During the registration phase, in addition to entering all the data required by the procedure, it will be possible to upload the Privacy Policy form.

The application form for selection, once confirmed, cannot be amended or supplemented with further documentation. The candidate is responsible for the information provided in filling in the application form in all its parts. We therefore recommend that candidates carefully check the

documentation before submitting their application. The candidate is responsible for the information given in the application form. Any false, incorrect, or omitted information will lead to immediate exclusion from the test or, if already passed, removal from the list of those admitted.

PLEASE NOTE: applications received after the deadline and/or incomplete and/or with incorrect data will be rejected. By submitting an application form, the candidate authorises UniCamillus to carry out checks with the bodies and authorities that have issued or validated the declared qualifications. Candidates are reminded that anyone, who provides false declarations, produces false documents or uses them, is subject to the criminal sanctions provided for in Article 76 of Presidential Decree no. 445/2000.

In the event of difficulties in the registration procedure, candidates can send an e-mail to relations@unicamillus.org for assistance.

The registration fee for the admission test, amounting to € 50.00 (fifty/00) is not refundable under any circumstances (even in the case of non-participation in the admission test). Payment of the contribution must be made when submitting the application directly on the GOMP portal by accessing the "Tuition Fees and Contributions" > "Payments" section (CBILL slip or PagoPA). The application is considered complete only if it is accompanied by the payment of the contribution to be due no later than the deadline indicated in this article. An application received within the deadline but without payment of the contribution, or with payment received after the deadline, will not be evaluated under any circumstances and the candidate will therefore be excluded from the list of those admitted to the test.

PLEASE NOTE: at the end of the application procedure, the system will issue the submission code that the applicant must keep, as it will be necessary to verify his/her ranking when it is published (see Article 4 of this notice).

Article 3 – Admission test

The admission test for the six-year Degree Course in Dentistry and Dental Prosthetics in Italian is divided into two parts (written test and oral test).

The written test, entirely in English, must be taken from 4th September 2023 until 13th September 2023; the oral test, entirely in English, must be taken from 11th September 2023 until 15th September 2023.

The University reserves the right to change the dates, times, locations and methods of the admission test and publication of results, should it be deemed useful for organisational reasons and/or ministerial provisions, by publishing notices on the University website, which is the University's only official communication tool.

In the event of a postponement, provided it has been decided earlier than the deadline for applications to the admission test, the University reserves the right to postpone the deadline for the

submission of applications and, where deemed useful, to amend accordingly the other dates envisaged in this Call, by publishing a notice on the University website, which is the University's sole official communication tool.

- **Written test**

The written test is the computer-based 'Internet Reasoning Test - 3' (hereinafter referred to as 'IRT-3').

The test consists of three separate sections to be passed within a set time and each consisting of a series of multiple-choice questions, the assessment of which is carried out as outlined below.

Sections	No. of questions	Points (min-max)
Verbal Reasoning (IRT3V) Measures basic vocabulary, verbal fluency, and the ability to reason with vocabulary.	17	0-17
Numerical Reasoning (IRT3N) Measures the ability to use numbers logically and efficiently	17	0-17
Abstract Reasoning (IRT3A) Measures the ability to understand abstract logical problems and to use new information outside the field of previous experience.	17	0-17
Total	51	0-51

The overall assessment of the written test is obtained by summing the scores of the 'Verbal Reasoning', 'Numerical Reasoning', and 'Abstract Reasoning' sections for a maximum score of 51 points.

- **Oral test**

The oral test - which will be carried out in English and in telematic mode - will test the candidate's knowledge of the following topics: general culture, notions of biology, chemistry, physics, and mathematics.

The overall assessment of the oral test ranges from a minimum of 0 to a maximum of 69 points.

The final mark for each candidate is the result of the sum of the points obtained in the written test and the marks obtained in the oral test, up to a maximum of 120 points.

Article 4 – Final ranking list for admission

UniCamillus shall draw up a final ranking list on the basis of the score obtained in the written test and the oral test.

In the event of a tie, the candidate with the highest score in the oral test shall prevail. In the event of a further tie, the candidate with the youngest age prevails.

The ranking list, in which the candidates' anonymity is guaranteed, will be published by 19th September 2023 at www.unicamillus.org. Candidates will be able to check their position in the ranking list using the submission code issued by the system (GOMP) at the time of registration for the test (as per Article 2 of this Call). The publication of the ranking list and all related notices on the University's website shall be deemed official communication to the interested parties. Any personal communications that may be sent to the e-mail addresses entered into the system by candidates during the test registration phase will have the sole purpose of easing them in following the competition process, but will in no way replace the notices published on the University website, which is the University's only official communication tool. It therefore remains the candidate's responsibility to check his/her position on the site, taking the necessary steps to proceed with enrolment in accordance with the specified procedures and deadlines.

Article 5 – Enrolment and scrolling procedure

Candidates who have acquired the right to register in the first year must finalise online registration from 21st September 2023 until 1 pm on 27th September 2023. This procedure entails that the University shall acquire the following documentation:

- a) registration application submitted to the Rector and acceptance of the UniCamillus Code of Ethics;
- b) Student Contract signed for acceptance (by the candidate or, if a minor, by a person legally exercising parental authority);
- c) privacy policy disclosure;
- d) a digital photo;
- e) a copy of a valid identity document;
- f) payment of registration fee administration costs, amounting to EUR 10,000.00 (ten thousand/00) equivalent to the sum of the first and second instalments of the annual fee. The third and final payment for first-year registration, amounting to EUR 6,000.00 (six thousand/00), must be paid by 24th January 2024;
- g) payment of stamp duty for EUR 16.00 (sixteen/00);
- h) payment of the regional tax imposed by the Lazio Regional Authority.

Payments mentioned in letters f), g) and h) must be made exclusively through the methods available on the GOMP student portal. No other forms of payment are allowed.

The registration procedure must be carried out following the instructions given in the guide attached to this notice ("Guide to Registration"). Any requests for assistance during the registration procedure must be sent exclusively by e-mail by contacting office@unicamillus.org. Requests sent to different University institutional e-mail addresses will not be taken into consideration.

PLEASE NOTE: In order to carry out the registration procedure, it is necessary to obtain authentication tools and a digital signature. The tools provided are:

- Authentication and digital signature via **SPID** (strongly recommended and available only to all students over the age of majority with an Italian identity document)

or, as an alternative to SPID:

- Authentication and digital signature via **OTP** (available especially for students over the age of majority who do not have an Italian identity document). The authentication procedure via OTP can be easily carried out directly on the GOMP student portal before registration.

In the case of a minor student, the registration procedure must be carried out by a parent or a person exercising parental authority. In this case, it will be the responsibility of the parent or person exercising parental authority to obtain one of the authentication and digital signature tools mentioned above.

Non-EU students residing abroad must also submit, by 31th December 2023, under penalty of exclusion:

k) an application for a residence permit issued by the competent authorities;

l) a copy of the entry visa for study purposes obtained in accordance with the law.

m) an official Italian translation of all qualifications complete with legalisation and Declaration of Value issued by the Italian Embassy or Italian Consulate General with territorial jurisdiction in the country in which the qualification was produced. As an alternative to the Declaration of Value and to the official Italian translation, the study qualification can be submitted together with the Italian and English sworn translation, accompanied by the Verification and Comparability certificates issued by CIMEA. For the issuance of these certificates, students may access the link (<https://www.unicamillus.org/cimea-agreement/>) and carry out the envisaged procedure.

Any slots not covered will be managed according to the following scrolling procedure:

- publication of the related notice on the website www.unicamillus.org/admissions

- those admitted through "scrolling" of the ranking must proceed with the provisions of this Article by 5 pm of the third working day following the re-opening of the ranking;
- the "scrolling" procedure will be repeated until the available slots are filled.

The University reserves the right to change modalities and timing for enrolment, if it is deemed necessary for organisational reasons or for law and regulations' related reasons, notifying all candidates through public notices on the University website.

The publication of all notices on the University's website has the value of an official communication to those concerned. Any personal communications sent to the email addresses entered into the system by candidates during the test registration stage will have the mere purpose of facilitating them in following the competition process but will in no way replace the notices published on the University website, which is the University's only official communication means. It therefore remains the candidate's responsibility to verify his/her position by taking the necessary steps to proceed with enrolment in the prescribed manner and within the prescribed deadlines.

For any communication relating to the student's career, including administrative matters, from the moment the student reaches the age of majority, the University will deal exclusively with the latter, therefore communications, of whatever nature and purpose, coming from third parties, including parents, will not be taken into consideration, and will not be acknowledged.

Candidates not complying with the aforementioned deadlines will be considered as drop-outs and will lose the right to enrol. In this case, any costs already incurred, will in no case be reimbursed by the University.

If enrolment has been finalised remotely or outside the University premises, the student, within 14 (fourteen) days, starting from the date of making the envisaged payment, may exercise the rethinking right by clearly communicating to UniCamillus the wish to withdraw, by registered letter with advice of receipt. In the case of exercising a withdrawal right, UniCamillus will proceed to reimburse the student for the costs incurred for enrolment within the next 14 (fourteen) days - retaining for secretarial services and enrolment an amount equal to 5% of the amount paid - using the same means of payment used for the payment, unless a different means of payment is indicated.

Exercise of the right to reconsider is equivalent to the submission of the request to withdraw from studies referred to in Article 7 of this notice.

To prepare for specific subjects considered fundamental for the degree course undertaken, candidates enrolled in accordance with the terms of this notice will be required to follow a training course aimed at providing useful notions about Chemistry, Biology and Physics. At the end of the course, the tutors in charge of these subjects will carry out an assessment aimed at verifying the knowledge acquired and the fulfilment of the requirements.

The University does not reimburse payments made, except in the mandatory cases expressly governed by this Call and by the attached Student Contract.

Article 6 – Compulsory vaccinations

Successful students, upon enrolment, declare their commitment to undergo a medical examination within 30 days from the enrolment:

- for tuberculin vaccination (***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 no. 465, regulating tuberculosis vaccination;
- for viral hepatitis B, pursuant to Law no. 165 of 27.5.1991.

With this declaration, students also undertake to undergo any other vaccination available, as deemed appropriate by the University from time to time, for the students' safety and of all those with whom students may come into contact following activities in which they are required to participate.

Should students fail to produce the health documentation required by the Call within the specified deadline, they will be subject to the blocking of teaching activities, without prejudice to the fulfilment of all other administrative obligations set out by the University Regulations.

Should the aforementioned documentation not be received by the deadline of 31st December 2023, students will be considered forfeited and will not be entitled to any refund of the amount already paid.

Article 7 – Withdrawal, transfer and abandonment of studies

Students who wish to withdraw from their studies must submit an "Application to withdraw from studies" using the online procedure by accessing the student portal (GOMP) with their credentials, going to the "Careers" > "Applications" > "Study Waiver Application" section.

Withdrawal from studies is understood to be finalised with the issue of the relevant leave form. This form will only be issued to students who, at the time of submitting their application, are up to date with the payment of fees and contributions.

In the event of withdrawal or transfer, the amounts already paid up to the time of submission of the relative application will not be reimbursed by the University under any circumstances.

Outgoing transfer *authorisation* and issue of the relative documentation may only be granted to students who, on the date the application is submitted, are up-to-date with the payment of academic contributions, fees, and stamps.

Students who abandon their studies after the start of classes are in any case required to pay all the tuition fees and contributions stipulated in the Tuition Fees and Contributions Regulations for the academic year in which they are enrolled, which can be easily consulted on the University website at <https://www.unicamillus.org/it/regulations/>.

Unless the right of reconsideration is exercised, which is equivalent to the submission of a study waiver application, in the event of withdrawal or outgoing transfer, amounts already paid at the time of submission of the relevant application will not be reimbursed by the University under any circumstances.

Article 8 – Warnings

The University reserves the right, at any stage of the registration process, to verify the truthfulness of the declarations made by the candidate, in accordance with the regulations in force. The candidate must therefore provide all the necessary elements to allow the appropriate assessments to be made. In the event that false or misleading declarations are found in the documentation submitted by the candidate, without prejudice to the sanctions provided for by the Criminal Code and the special laws on the subject and the exposure of the declarant to action for damage by the interested parties, the possible enrolment will be cancelled, any benefits granted will be recovered and any university fees and contributions paid will be withheld, which will not be refunded under any circumstances.

The University reserves the right to change the location of internships both in the region and outside the region and the delivery modalities of the courses, should it be deemed useful for organisational reasons and/or health safety requirements, by publishing notices on the University's website, which is the University's only official communication channel.

Participation in the Call of application implies full and unquestionable acceptance of the provisions contained therein, including those contained in the "Student Contract", which are attached to this Call and are an integral part of it.

For legal and interpretative purposes, only the Call approved by Rector's Decree No. 224 of 4th August 2023 shall apply. The Decree is available at the Teaching Services Office and drafted in Italian, a certified copy of which can be requested.

For all matters not indicated in this Call, please refer to the University Statute, the Teaching Regulations for the study course, and the "Tuition Fees and Contribution" Regulations for the academic year 2023-2024, which can be readily consulted on the University website at the following link: <https://www.unicamillus.org/regulations/>.

Article 9 - Commission for regularity of Call for applications procedures

A specific provision shall appoint a Commission to ensure the regular and proper conduct of the competition procedures.

Vittorino Testa, Student Services Manager – UniCamillus University, is in charge of the procedure.