CALL FOR APPLICATIONS FOR THE ADMISSION OF EU AND EQUIPARATED STUDENTS TO THE THREE-YEAR DEGREE COURSES IN THE HEALTH PROFESSIONS IN ENGLISH FOR THE ACADEMIC YEAR 2023-2024
Approved by Rector's Decree no. 222 of 4th August 2023

Article 1 – Available slots and admission requirements

A Call for applications is open by the Saint Camillus International University of Health Sciences, (hereinafter referred to as "UniCamillus" or the "University"), for the academic year 2023-2024, for access to the first year of the Three-Year Degree Courses in the Health Professions in English to cover vacant slots from previous admission Calls:

Three-Year Degree Courses in:	Available slots for EU and equiparated students
Physiotherapy (in English)	13
Nursing (in English)	27
Radiology, Diagnostic Imaging and Radiotherapy Techniques (in English)	8

This number may be subject to variations as a result of what will be established by Decree of the Ministry for Universities and Research (MUR), in accordance with Law no. 264 of 2nd August 1999. The Decree of the MUR allocating the definitive slots may foresee the confirmation, increase or decrease of the slots specified in this Call for applications. The University will make the relevant Ministerial Decree available on the University website.

Citizens from Norway, Holy See, Iceland, Liechtenstein, Helvetic Confederation, and Republic of San Marino are considered as EU candidates.

Candidates in possession of a secondary school diploma on the date of the test are entitled to take part in the admission test.

For candidates who have obtained a secondary school diploma belonging to a foreign system, foreign qualifications are considered valid if obtained after at least 12 years of schooling provided that they are accompanied by the Declaration of Value issued by the Italian diplomatic representations.

In the event that the local school system provides for 11 years or 10 years of schooling, the qualification is valid if integrated with one or two years of university, provided that all the exams envisaged for those academic years have been passed.

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" (http://www.studiare-in-italia.it/studentistranieri).

Article 2 – Application submission

Registration for the admission test will be possible from 9 am on 7th August 2023 until 1 pm on 2nd October 2023.

Candidates, who meet the requirements set out in Article 1, must submit their 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.

The candidate will be asked at this stage to choose the Degree Course for which he/she wishes to apply. The candidate is entitled, in addition to the one selected as his/her first choice, to indicate in order of preference one or more alternative courses - even all five degree courses - for which he/she intends to apply in the event that he/she is unable to enter the list of candidates admitted for the degree course he/she first indicated.

During the registration stage, 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.

For alla candidates, the registration fee for the admission test, amounting to € 110.00 (one hundred and ten) 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 candidate must keep, as it will be necessary to verify his/her ranking when it is published (see Article 6 of this Call).

Article 3 – Support for candidates with disabilities or specific disorders

Candidates with disabilities or with specific learning disabilities (SLD), in relation to the specific difficulties attested by medical certification, can make explicit request for assistance and/or additional time compared to those established for the other candidates, as well as further measures to guarantee equal opportunities in carrying out the admission test. "Candidates with disabilities" shall mean blind candidates, suffering from absolute blindness or with a visual residual not exceeding one tenth in both eyes; deaf candidates, suffering from deafness from birth or before learning the spoken language; candidates with a civil disability percentage equal to or greater than 66%; candidates in possession of the handicap certification as from Italian Law no. 104/92 as amended by Italian Law no. 17/99. These conditions must result from an appropriate medical certification issued by a competent public health authority. The certifications will be accepted only if issued in Italian or English language.

"Candidates with SLD" shall mean candidates with a diagnosis of dyslexia, dysgraphia, dyscalculia, dysorthography, resulting from appropriate clinical certification, issued by no more than three years by the National Health Service, or by specialists or structures accredited by the regional health service. The additional time allocated to candidates with SLD will be 30% more than the time set for admission tests, in accordance with Italian Ministerial Decree no. 5669/2011.

The request and the relative medical documentation must be uploaded during the registration stage of the admission test on the GOMP portal at the dedicated section, by the deadline for submitting the application indicated in Article 2 of this Call, following the instructions provided in the "Guide-lines for the submission of the application for admission". Applications and medical documentation received by other modalities (mail, Certified E-Mail, e-mail, etc.) will not be acquired or evaluated.

Article 4 – Topics of the admission test and selection criteria

The UniCamillus admission test consists of a written test in English consisting of sixty multiple-choice questions (60) on logical reasoning (20), general culture (5), Biology (10), Chemistry (10), Physics (10) and Mathematics (5) presenting five answer options, from which the candidate must identify only one, discarding any incorrect, arbitrary, or less probable conclusions. The test will last 60 minutes.

A maximum score of sixty (60) points is awarded for the assessment of the test according to the following criteria:

- 1 point for each correct answer;

- minus 0.25 points for each incorrect answer;

- 0 points for each incorrect answer or for multiple labelling or, in any case, for all nonunambiguous answers.

Article 5 – Conduct of UniCamillus tests

The written test will be held remotely, i.e. in a home-based modality from the candidate's workstation and via a remote surveillance platform on **Friday 6th October 2023**.

The University reserves the right to organise additional sessions and to change the dates, times, locations of the admission test, dates of publication of results and test conduction methods, should it be necessary for organisational reasons and/or by ministerial provision, notifying all candidates by means of public notices on the University website.

In the event of a postponement, provided that it has been decided earlier than the deadline for applications for the admission test, the University reserves the right to postpone the deadlines for submitting applications and, if deemed appropriate, to amend the other dates set out in this Call accordingly.

General indications for participation in the test

From the third day before the start of the test sessions, all candidates will receive the instructions for taking the test and the instructions to be followed to meet the technical requirements from convocazioni@ilmiotest.it to the e-mail address used when registering their personal data.

If no message is received from convocazioni@ilmiotest.it, you should check that the message is not stored in your junk mailbox. Should it not be present in junk mail either, a report should be sent to convocazioni@ilmiotest.it requesting a new e-mail to be sent.

Candidates are required to check the level of quality and continuity of the IT connection at the location where they will take the test and, in any case, the level of the surroundings in which the workstation is located.

Any malfunction of the IT connection occurring during the performance of the test and affecting its performance wholly or partially shall be the candidate's sole and exclusive responsibility.

The candidate is therefore personally responsible for the quality and continuity of the connection with his/her workstation and the isolated room.

The Commission may at any time order the exclusion of a candidate if any malfunction of the connection signal makes it impossible to control the private environment in which the test is being held.

Candidates are obliged to observe any other instructions of a technical detail that may be imparted by the company running the test, in both the preparation and test-taking stages, paying particular attention to connection times to ensure punctuality and contextual conformity of the proceedings for each scheduled session.

By activating the video link, the candidate consents to the recording of images and any other personal data enabling the reconstruction and tracking of what happened during the competition test.

Technical requirements for taking the test

To take the test, the candidate must have:

- a personal computer (operating system Windows 8, or later, or LINUX) or MAC (MAC-OS 10.14, or later) equipped with webcam and microphone and compulsory use of GOOGLE CHROME (min. version 81.0) as browser;
- Internet connectivity with a minimum upload and download speed of 1.5 Mbps;
- a smartphone or tablet (Android min v.4.1 - iOS min v.8) equipped with a cam and on which an APP can be downloaded.

The use of Wi-Fi is also recommended. A subsequent e-mail will ask you to download an APP to your smartphone/tablet (34 MB) from Google Play or the App Store (depending on whether you are using an Android or iOS smartphone).

Please note that the tablet can be used only to replace the smartphone, not the personal computer (or Mac). Please note that, should a candidate carry out the checks from a workstation that has inferior technical specifications than the minimum requirements set out in this Call, the possible passing of this stage **does not guarantee** that the candidate shall be able to take the competition test without the prescribed equipment.

Administration of the test

From the third day prior to the test, candidates will receive an e-mail sent from convocazioni@ilmiotest.it containing the instructions on how to carry out the check requirement; specifically, candidates must:

• install the Google Chrome Proctor Exam plugin required to ensure video surveillance during the test;

• install the Proctor Exam App on the smartphone (or tablet) that will be used during the test.

Candidates must follow the procedure to test the correct setup and operation of:

• personal computer/Mac audio and microphone;

• personal computer/Mac webcam;

• smartphone/tablet webcam;

• Internet connection.

At the end of the check requirement, candidates will receive a second e-mail from convocazioni@ilmiotest.it with the link to access the test and information about the relevant date and time.
The indicated time must be strictly adhered to in order not to slow down the identification operations preceding the examination.

Please note: the candidate is invited to keep the data contained in the latter e-mail as it also provides information and credentials to view your test result, which will be made available after the publication of the ranking on the University website.

Conduct of the test

On the day of the test, prior to its start, the procedure involves setting up and connecting the instruments already checked during the "check requirement", followed by the video shots of the location and surroundings in which the test takes place.

Next, candidates will be required to plug the smartphone into a power socket and position it behind them so that it always frames the surroundings.

During the identification procedure, candidates shall:

- show the identification document via the personal computer webcam and take a photo of it;
- take a picture of their face inside a template;
- send both photos that are captured by the platform.

After identification, candidates will be able to access the link to the test and will have time to read the operating instructions while waiting until the start of the test. The waiting time depends on the progress of the identification of all called candidates.
Any candidate, who logs on after the end of the identification stages or without a valid identity document for any reason, will not be admitted to the test.
A candidate who is absent from the test after the closing of the identification procedures will be considered a drop-out.
As soon as the Examination Commission authorises the start of the test, the "Start test" button will

appear on the left-hand side of the screen.

Only then, by clicking on the appropriate button, the candidate will start the test. At the end of the test, the candidate must click on the "Close test" button and log off.

Once returned to the start page, the candidate must click on the "Finish Exam" blue button at the top right.

The use and consultation of other applications, browsers or web pages is not permitted. Therefore, it is necessary to close all web pages and any open programs. Platform pages, on the other hand, must always remain open.

In the event of technical problems, the candidate can use the live chat at any time. During the test, candidates may only use their personal computer/Mac without additional screens, keyboard and mouse.

The use of two blank sheets of paper and a pen to carry out any calculations is allowed, subject to verification by the remote Proctor during identification.

Grounds for exclusion from the test

Candidates are required to comply with the following provisions on pain of exclusion from the test:

1. the room must be adequately lit;

2. the use of earphones or other technological devices such as smartphones, smartwatches, calculators or glasses with a camera or video camera is not allowed;

3. the use or consultation of other applications, browsers or web pages is not allowed;

4. the use of books, notes or handouts is not allowed;

5. no person other than the candidate may be present in the room;

6. interaction with other persons is not allowed;

7. it is not allowed to leave the room for any reason, not even for toilet breaks;

8. the use of earplugs is not allowed.

Article 6 – Final ranking list

The test results will be available by 11th October 2023 on the University website.

Each candidate will be able to check their position in the ranking list by means of the submission code issued by the system (GOMP) when registering for the test (as per Article 2 of this Call).

In the event of a tie, the candidate's score in the logical reasoning, general culture and scientific culture questions will prevail in descending order. In the event of a further tie, the candidate with the youngest age prevails.

The ranking will be formulated based on the overall marks obtained by the candidates and observing the following criteria:

1. if the candidate is admitted to the Degree Course indicated as the first option, the remaining options are cancelled;

2. if the candidate is admitted to the Degree Course indicated as the second option, the third option is cancelled.

Article 7 - Degree Course Allocation

Should more places be available in the Degree Course indicated as first option, the candidate will be allocated, for enrolment purposes, to the Degree Course indicated as the second option and, should there be no available places in the Degree Course indicated as the second option, he/she will be assigned, for enrolment purposes, to the Degree Course indicated as the third option.

We therefore reiterate the importance of indicating, at the time of registration for the admission test, ONLY the interested Degree Courses.

Candidates who are not on the admission ranking for the Degree Course they have indicated as their first choice, may request, during the enrolment in one of the other Degree Courses to which they have been admitted, to be transferred to a different Degree Course from among those they have indicated, including the one they have defined as their first choice, by submitting an application to be filled out on the appropriate form, available on the www.unicamillus.org website, on their personal page or at the Registrars' Office.

The request must be attached to the enrolment application to be presented only at the Registrars' Office. Should places become available, this request will result in the candidates being transferred to the course for which they have applied.

Any transfer will be announced on the dates envisaged for the ranking.

Transfers to Degree Courses other than those indicated in the application may not be requested.

Failure to submit the transfer application by the deadline and in the manner indicated shall result in final enrolment in the degree course other than the first choice.

Any candidate admitted to enrolment in a first and second choice Degree Course who, for any reason, does not enrol according to the deadlines and procedures set out in this Call, will lose any benefit deriving from their position in the ranking for enrolment purposes for all the options mentioned above, regardless of any justifying reasons.

Article 8 – Enrolment and scrolling procedure

Candidates who have acquired the right to register in the first year must finalise online registration from 16<u>th</u> October 2023 until 1 pm on 20<u>th</u> October 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 (completed by the candidate or, if under-age, by a person exercising parental responsibiltiy);

c) privacy policy disclosure;

d) a digital photo;

e) a copy of a valid identity document and tax code and, if foreigners legally residing in Italy, a valid residence permit;

f) certification of the secondary school-leaving certificate or a true copy thereof or, provisionally, self-certification in accordance with Presidential Decree no. 445/2000 regarding possession of the secondary school diploma;

g) (if any) withdrawal from studies in another University;

h) payment of registration fee administration costs, amounting to EUR 1,500.00 (one thousand five hundred /00) equivalent to the the first instalment of the annual fee;

i) payment of stamp duty for EUR 16.00 (sixteen/00);

j) payment of the tax imposed by the Lazio Regional Authority.

The payments indicated in letters h), i) and j) must be made exclusively through the payment systems available on the GOMP student portal. Other payment systems are not allowed.

The registration procedure must be completed following the indications in the guide attached to this Call ("Guide to Registration"). Any assistance requests during the registration process must be sent exclusively by e-mail to office@unicamillus.org. Requests sent to different institutional addresses of the University will not be considered.

PLEASE NOTE: For the completion of the registration procedure it is necessary to obtain authentication and digital signature tools. The tools envisaged are:

- Authentication and digital signature via **SPID** (strongly recommended and reserved for all adult students with an Italian identification document);

  or, in alternative to SPID

- Authentication and digital signature via **OTP** (an alternative to SPID, particularly reserved for adult students who do not have an Italian identification document). The OTP authentication procedure can be easily performed, before enrolment, directly on the GOMP student portal.

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

Students who have obtained their high school qualifications abroad must deliver to the Registrar's Office, by 31th December 2023 and under penalty of exclusion, an official translation in Italian (legalised if necessary) 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 obtained. As an alternative to the Declaration of Value and the official translation into Italian, the qualification may be presented accompanied by the sworn translation in Italian or English, accompanied by the certificates of Verification and Comparability issued by CIMEA. For the issue of such certificates, the student can access the link https://www.unicamillus.org/cimea-agreement/ and carry out the procedure provided.

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 for "scrolling" of the ranking must proceed with the provisions of this article by 5 pm of the third working day following the reopening 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 of for enrolment, if it is deemed necessary for organizational reasons or for law and regulations' related reasons, notifying all candidates through public notices on the University website.

The publication of all notices about the scrolling of the rankings on the UniCamillus website is an official communication to the interested parties. Any personal communications that may be sent to the e-mail 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 which is the only official communication tool of the University. It therefore remains the candidate's responsibility to verify their position by taking action in the manner and within the terms provided for in order to proceed with enrolment.

For any interlocution relating to the student's career, including administrative matters, starting from the age of majority, the University will deal exclusively with the student, therefore communications of any nature and purpose from third parties, including parents, will not be taken into consideration and in any way met.

Candidates not complying with the deadlines indicated above will be considered renouncing candidates and will lose the right to enrol. In this case, any costs already incurred, will in no case be reimbursed by the University.

In the event that enrolment has been completed remotely or outside the University spaces, the student, within the term of 14 (fourteen) days, starting from the date of planned payments, can exercise the right of reconsideration by clearly communicating to UniCamillus the will to reconsider their enrolment, by registered letter with return receipt. In case of exercise of the right to reconsider, UniCamillus will proceed to reimburse the student for the costs incurred for enrolment within the following 14 (fourteen) days - withholding for secretarial and enrolment services an amount equal to 5% of the amount paid - using the same means of payment used by the User for the payment, unless a different means of payment is expressly indicated.

Exercising the right to reconsider is equivalent to submitting a study waiver request as referred to in Article 10 of this Call.

Candidates enrolled according to the aforementioned procedure, who have not correctly answered at least six out of ten questions respectively on Chemistry, Biology and Physics of the admission test, are admitted with Additional Educational Requirements, limited to that subject, and are required to attend a specific training course aimed at filling the education requirement identified, before taking the reference exam required by the Study Plan, and in any case within the first year of the study course. The fulfilment of the Additional Education Requirements will be verified by the professors holding the courses.

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

Article 9 - Compulsory vaccinations

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

- for tuberculin vaccination *(prova tubercolina)* 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.

Students also declare their commitment to undergo any other vaccination available, as from time to time imposed by law or deemed appropriate by the University for the safety of the students themselves and of all those with whom they may come into contact as a result of the academic activities in which they are required to participate.

Should students fail to produce the health documentation required by the call within the indicated 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 above-mentioned documentation not be received by the deadline of 31st December 2023, the students will be considered forfeited and will not be entitled to any refund of the amount already paid.

Article 10 – Withdrawal, transfer or abandonment of studies

Students who wish to withdraw from studies must submit an "study waiver application" by carrying out the online procedure. They must access the student portal (GOMP) with their credentials and go to the section "Careers" > "Applications" > "Study Waiver Application".

Withdrawal from studies is deemed to be completed with the issuing of the relevant leaving certificate. This document will only be issued to students who, at the time of application, have complied with the payment of the indicated tuition fees and funding.

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

Outgoing transfer *authorisation* and the issuance of the relevant documentation may only be granted to students who, on the date of application, have paid all relevant academic contributions, fees and stamps.

In any case, students who abandon studies after the start of classes are required to pay all the tuition fees and funding indicated in the "Tuition Fees and Funding" Regulations for the academic year in which they have registered, readily available on the University website at the following link: https://www.unicamillus.org/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 11 – Warnings

Pursuant to prevailing legislation, the University reserves the right to verify the truthfulness of the declarations made by the candidate at any stage of the enrolment process. The candidate must therefore provide all the necessary elements to allow for the appropriate verifications. If 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 damages by the interested parties, any enrolment will be cancelled, any benefits granted will be recovered and any university fees and contributions paid will be withheld and not 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 mode of delivery 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. 222 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 12 – 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.