



**CALL FOR APPLICATIONS FOR THE ADMISSION OF EU AND EQUIVALENT STUDENTS TO BSc PROGRAMMES IN THE HEALTH PROFESSIONS TAUGHT IN ENGLISH AT THE SAINT CAMILLUS INTERNATIONAL UNIVERSITY OF HEALTH SCIENCES (UNICAMILLUS) FOR THE ACADEMIC YEAR 2024/2025**

**Approved by Rector's Decree no. 88 of 7<sup>th</sup> March 2024**

**Article 1 - Available seats and access requirements**

A competition announcement is made for the academic year 2024/2025 by Saint Camillus International University of Health Sciences, (henceforth "**UniCamillus**" or the "**University**"), for access to the first year of the BSc programmes in the Health Professions taught in English.

The following seats are available for EU and equivalent candidates (Article 26 of Law No. 189, July 30, 2002, and subsequent amendments):

- no. 80 seats for BSc Nursing
- no. 15 seats for BSc Physiotherapy
- no. 10 seats for BSc Radiology, Diagnostic Imaging and Radiotherapy Techniques.

The number of available seats may change because of what will be established through the Ministry for Universities and Research (MUR) Decree, in accordance with Law no. 264 of 2 August 1999. The MUR Decree may establish the confirmation, increase, or decrease of the seats specified in this call for applications. The University will make the Ministerial Decree available on its website.

Citizens from Norway, Iceland, Liechtenstein, the Swiss Confederation, the Republic of San Marino, and the Holy See are treated in the same way as EU candidates.

Candidates who, on the date of the test, are in possession of a secondary school diploma or who are attending the last year of secondary school (scuola superiore) are eligible to take part in the admission test.

For candidates who have obtained a secondary school diploma or are registered in the last year, which is required to obtain a secondary school diploma pertaining to a foreign system, foreign qualifications are considered valid if obtained after at least 12 years of schooling, if they are accompanied by a Declaration of Value issued by the Italian diplomatic representations.

If the local school system includes 11 or 10 years of schooling, the qualification is valid if supplemented by one or two years of university and the successful completion of all the exams required for the years attended.

Candidates who do not possess or do not submit, within the specified deadlines, a suitable qualification, in accordance with the current legislation, lose the benefit of enrolment or their 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 will take into account the indications provided by the MUR "*Procedures for entry, accommodation and enrolment of foreign students in higher education courses in Italy for the academic year 2024-2025*" and subsequent amendments (<http://www.studiare-in-italia.it/studentistranieri>).

## **Article 2 – Application submission**

Registration for the admission test will be open until 1 pm on 17th May 2024 and the registration fee is Eur 110,00 (one hundred and ten/00).

The candidate in possession of the requirements indicated in art. 1, 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, under the age of 18, wishing to register for the admission test must follow the procedure with the assistance of a person exercising parental authority.

The candidate will be asked to choose the Degree Course for which he/she wishes to concur. He/she is entitled, in addition to the Course selected as first choice, to indicate in order of preference also one or more alternative courses - even all of them- for which he/she intends to concur if he/she is not able to access the list of candidates admitted for the Degree Course he/she first indicated.

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 when 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](mailto:relations@unicamillus.org)** for assistance.

The registration fee for the admission test 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 6 of this notice).

All communications, notices and information relating to this Call will be made public on the official website which constitutes the only official communication tool for all interested parties. The candidates who intend to participate in the Call have, therefore, the responsibility to constantly monitor the website in order to be informed about all the updates that the University reserves the right to publish.

The University declines any responsibility for failure to read the published notices and to fulfill all procedural obligations.

### **Article 3 - Support for candidates with disabilities or specific disorders**

Candidates with disabilities or specific learning disorders (SLDs), in relation to specific difficulties attested by medical certification, may explicitly request additional aids and/or time in addition to those laid down for most candidates, as well as additional measures to guarantee them equal opportunities during the admission test.

Candidates with disabilities are defined as: blind candidates, suffering from absolute blindness or a visual residue of no more than one tenth in both eyes; deaf candidates, suffering from deafness from birth or before learning their native language; candidates with a legal disability rating of 66% or more; candidates with a disability certificate as provided for by the Law 104/92, so as amended by Law 17/99. These conditions must be proven by appropriate medical certification issued by competent public health authorities. Certificates will only be accepted if produced in Italian or English.

Candidates with SLDs are considered to be those with a diagnosis of dyslexia, dysgraphia, dyscalculia, dysorthography, as shown by appropriate clinical certification, issued no more than three years before the date of the test by the National Health Service or by specifically accredited structures, if provided for by the Regions. The additional time granted to candidates with SLDs will be 30% more than that defined for the admission tests, pursuant to Ministerial Decree 5669/2011.

The request and the related medical documentation must be received exclusively by a certified e-mail to [dsa.unicamillus@pec.it](mailto:dsa.unicamillus@pec.it) no later than the deadline for registration to the admission test indicated in art. 2 of this call (by 1.00 pm of 17<sup>th</sup> May 2024). The University reserves the right to carry out the appropriate checks on the veracity and adequacy of the documentation.

#### **Article 4 - Test topics and admission 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 non-unambiguous answers.

#### **Article 5 – Conduct of UniCamillus test**

The written test will be held in home-based mode from a workstation used by the candidate and through a remote monitoring platform on **Thursday 23<sup>rd</sup> May 2024**.

The University reserves the right to provide for further sessions and to modify dates, times, locations of the entrance test, dates of publication of results and test delivery methods, should it be necessary for organisational reasons and/or by ministerial provision, giving notice to all candidates through public notices on the University website.

In the event of a postponement, if it has been decided earlier than the deadline for applications for the admission test, the University reserves the right to postpone the deadline for submitting applications and, if deemed useful, to amend the other dates set out in this Call accordingly, giving notice on the University's website, which is the only official communication tool of the University.

#### **General indications for test participation**

Starting from the third day before the test sessions start date, all candidates will receive from the [convocazioni@ilmiotest.it](mailto:convocazioni@ilmiotest.it) e-mail address their personal data, instructions on test administration and instructions on the way technical requirements are to be checked.

If you do not receive any message from the above-mentioned e-mail, you should check if the message is stored in your junkbox. If the message can't be found in the junkbox either, you should report it and ask for a new e-mail to be sent by contacting [convocazioni@ilmiotest.it](mailto:convocazioni@ilmiotest.it).

Candidates are required to check the quality and continuity level of the reception signal, coming from the location where the test is taken, and the environment.

Any reception signal malfunctioning occurring during the test and affecting it whole or in part will be the sole responsibility of the candidate.

The candidate is therefore personally responsible for the quality and continuity of the signal.

The board may order the candidate exclusion if any connection malfunctioning makes it impossible to check the private environment in which the test is being held.

Candidates are obliged to follow on any other technical detail instructions that may be indicated by the test management company both in the preparation phase and during the test, giving particular attention to connection times, to ensure the punctuality and timeliness of the proceedings for each scheduled session.

By activating the video link, candidates consent to the images recording and to the recording of any other personal data allowing the reconstruction and tracking of what happened during the competition test.

#### Technical requirements for test administration

To take the test, candidates must have:

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

Wi-Fi connection is also recommended. Another email will ask you to download an APP on your Smartphone/tablet (app size:34MB) from Google Play or App Store (depending on whether you are using a Smartphone with Android or IOS operating system).

Please note: Tablet can **only** be used in place of the Smartphone, not the PC (or Mac).

Should a candidate take the tests with a workstation not equipped with the appropriate technical requirements, he/she might not be able to take or complete the test even if the requirement check was successful.

#### Test administration

From the 3rd day before the test, candidates will receive an e-mail from [convocazioni@ilmiotest.it](mailto:convocazioni@ilmiotest.it) containing instructions on how to carry out technical requirements check; in detail, candidates will have to:

- a) install the Google Chrome Proctor Exam plugin required to ensure video surveillance during the test;
- b) install the ProctorExam App on the smartphone (or tablet) that will be used during the test.

Candidates must follow the procedure to verify the correct setup and functioning of the following tools:

- PC/Mac audio and microphone
- webcam PC/Mac
- webcam smartphone/tablet
- internet connection

At the end of the check requirement, candidates will receive a second e-mail from [convocazioni@ilmiotest.it](mailto:convocazioni@ilmiotest.it) with a link to access the test together with date and time.

The allocated time must be complied with in order not to slow down the identification operations preceding the exam.

### Doing the test

On the day of the test, before it starts, set up and connection of the instruments already checked during the 'check requirement' is requested, followed by the location and environment check. Candidates must connect their smartphone to a power source and position it behind them to be always able to frame the surroundings.

During the identification procedure, candidates must:

- show their identity document through the PC's webcam and take a photo of it;
- take a photo of their face inside a template;
- send both photos, which will be captured by the platform.

After identification, candidates will be able to access the link to the test and will be given time to read the instructions and will have to wait until the start of the test. Waiting time will depend on the progress of the identification operations of all candidates who have been summoned.

Candidates who, for any reason, log in after the identification procedure is ended or without a valid identity document will not be admitted to the test.

Candidates who are absent from the test after the identification procedure is ended, will be considered renunciatory.

As soon as the board of examiners 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, will the candidate begin.

Candidates must then click on the "Close test" button and log out.  
Once back on the home page they will have to click on the blue "Finish Exam" button in the top right-hand corner.

Use and consultation of other applications, browsers or web pages is not permitted; therefore, you must close all web pages and any other program you may have opened. Platform pages, on the other hand, must always remain open.

In the event of technical problems, the candidate may contact the live chat at any time.

During the test, candidates may only use their own PC/Mac without the aid of additional screens, keyboards or mouse.

Use of two blank sheets of paper and a pen to carry out any calculations is permitted, subject to a prior verification by the remote proctor during the identification phase.

### Reasons for exclusion from the test

Candidates must comply with the following provisions, under penalty of exclusion from the test:

1. the room must be adequately lit;
2. use of earphones and other technological instruments such as smartphones, smartwatches, calculators or glasses with a camera or video camera is not allowed
3. use or consultation of other applications, browsers or web pages is not allowed
4. use of books, notes or handouts is not allowed
5. the presence in the room of any person other than the candidate is not allowed
6. it is not allowed to talk to other people
7. it is not allowed to leave the room for any reason whatsoever, including physiological reasons;
8. it is not allowed to use earplugs.

### **Article 6 - Publication of the admission test results**

The results of the access test will be published, ensuring the anonymity of the candidates participating, on the institutional website by 29th May 2024.

Candidates will be able to check their results through the submission code issued by the GOMP system at the time of registration for the test (as per Article no. 2 of this call).

Those who have obtained a passing score, with reference to the number of available places provided for by this call, will be deemed to have been "admitted".

Candidates will be deemed "eligible" if they rank after the last admitted applicant.

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 results of the access test 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**

If there are no more places available in the degree course indicated as first option, the candidate will be allocated, for pre-registration purposes, to the degree course indicated as the second option and, if there are no places available in the degree course indicated as the second option, he/she will be assigned, for pre-registration 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 degree courses the candidates are interested in.

Candidates who are not on the admission ranking list for the degree course they have indicated as their first choice, may request, during the pre-registration 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 form available on the student portal (Gomp). The request form must be uploaded together with all required documentation during the pre-registration procedure (as provided for in the art. 8 of this notice). 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 sliding of the ranking list. Transfers to degree courses other than those indicated in the application may not be requested.

Failure to apply for transfer within the deadline and in the manner indicated will result in a definitive pre-registration in a degree course other than the first choice.

Any candidate admitted to a degree course of first, second and third choice who, for any reason, does not proceed within the terms and conditions provided for in this call for applications, will lose any benefit resulting from the result obtained for the purposes of preregistration for all the options expressed and this regardless of any justification.

## **Article 8 - Pre-registration and scrolling procedure**

Candidates who have achieved a valid score are required to carry out the pre-registration procedure, following the instructions published on the website [www.unicamillus.org/admissions](http://www.unicamillus.org/admissions), starting from 31st May 2024 and until 1:00 p.m. on 7th June 2024, as follows:



- 1) pay the first instalment of the university tuition fee in the amount of € 1,500.00 (one thousand five hundred/00) for the pre-registration as set out in the “Tuition Fees and Contributions Regulations for EU and non-EU students Academic Year 2024-2025”. The payments must be made exclusively through the payment systems available on the GOMP student portal. Other payment systems are not allowed;
- 2) submit a declaration stating to have read the Student Contract (attached to this announcement) and the Tuition Fees and Contributions Regulations for EU and non-EU students Academic Year 2024-2025 (available on the University's web portal at the following link <https://www.unicamillus.org/regulations/>).
- 3) submit the change of course request form (if any) according to the provisions of art. 7 of this notice.

Any unfilled placements will be managed according to the following “sliding procedure”:

- publication on <https://www.unicamillus.org/admissions/> of a special “sliding procedure” vacancy filling notice following non-registrations or dropouts;
- students accepted to fill vacant positions in the ranking according to the “sliding procedure” must carry out the pre-registration procedure by complying with points 1), 2) and 3) of this Article, by 3:00 pm on the second working day after the day on which the ranking is reopened, following a notice of “sliding procedure”.
- the “sliding procedure” will be repeated until the available seats indicated in this notice are filled.

During the pre-registration procedure, underage candidates must have the procedure carried out by the person exercising parental authority, who must sign all the documents and attach a valid identity document.

Any requests for assistance or any reports of technical problems encountered during the preregistration procedure must be sent exclusively by e-mail to **office@unicamillus.org**. Such requests shall only be met if they are received within the time limits set out in this Article for the completion of the procedure. Requests received after these deadlines or sent to different institutional e-mail addresses of the University will not be considered.

Candidates who complete their pre-registration in the terms and by the deadlines indicated in this Article will accrue the right to proceed with enrolment as indicated in Article 9) below.

The publication of the results of admission tests together with all the notices of the scrolling list on the University's website will constitute an official communication to the interested parties. Any personal communications that may be sent to the email addresses entered in the system by candidates during the test registration phase will have the mere purpose of facilitating them in completing 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 is, therefore, solely the candidate's responsibility to check their position on the site, taking the necessary steps to proceed with pre-registration in the manner and by the deadline set.

Candidates who do not comply with the above-mentioned deadlines will be considered as drop-outs and will lose the right to pre-register.

Pre-registration is considered *sub conditione* until publication of the Ministerial Decree for the allocation of the places available to UniCamillus for the academic year 2024-2025.

Without prejudice to the provisions of the following paragraph, the amount paid for this purpose may be refunded only to candidates pre-registered *sub conditione* for whom registration cannot be confirmed due to the filling of all available positions by candidates obtaining a higher score. The refund will be made by the beginning of the academic year 2024-2025.

If the pre-registration was completed remotely or not on University premises, the student may, within 14 (fourteen) days starting from the date of pre-registration (based on the date of payment), exercise the right of second thoughts cancellation by clearly informing UniCamillus of their intention to withdraw from the course by sending a letter by registered post with confirmation of receipt. Where the right of second thoughts cancellation is exercised, UniCamillus will refund the student the fee paid for pre-registration within the next 14 (fourteen) days, retaining an amount equal to 5% of the fee to cover administration and pre-registration services, using the same means of payment used by the User for the initial payment, unless expressly indicated otherwise.

Payments made will only be refunded in those cases expressly provided for in this notice of call.

## Article 9 – Enrolment

Candidates who have accrued the right to matriculation to enrol in the first year of their course must, from 24 July 2024 and until 13:00 on 30 July 2024, complete the online matriculation process, which requires the University to acquire the following documents:

- a) Enrolment application available online directed 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) digital photo;
- d) valid identity document and tax identification number and, if a foreigner legally residing in Italy, valid residence permit;
- e) certification of the high school diploma or certified copy of the high school diploma or, provisionally, self-certification in accordance with Presidential Decree 445/2000 regarding possession of the high school diploma;
- f) privacy policy;
- g) waiver of studies (if any) issued by the university of origin;

h) revenue stamp to the value of € 16.00 (sixteen/00);

i) receipt of payment of the regional tax provided for by the Regione Lazio.

The payments indicated in letters h) and i) 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 notice ("Guide to registration") which will be made available on the institutional site on the page [www.unicamillus.org/admissions](http://www.unicamillus.org/admissions).

Please note: For the completion of the registration procedure it is necessary to have authentication and digital signature tools. The instruments 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 (under the age of 18), 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.

Any requests for assistance or any reports of technical problems encountered during the registration procedure must be sent exclusively by e-mail to **[office@unicamillus.org](mailto:office@unicamillus.org)**. Such requests shall only be met if they are received within the time limits set out in this Article for the completion of the procedure. Requests received after these deadlines or sent to different institutional e-mail addresses of the University will not be considered.

The University reserves the right to change the methods and timing of enrolment if it is necessary for organizational, legal and/or regulatory reasons by informing all competitors through public notices on the University's website.

If, after the issue of the Ministerial Decree for the allocation of seats at UniCamillus for the academic year 2024/2025, further places should become available (with respect to those indicated in this call for applications), successful candidates must proceed with enrolment in accordance with the procedures and timescales set out in this article, also enclosing the receipt certifying payment of the first instalment of the university tuition fee in the amount of € 1,500.00 (one thousand five hundred/00).

The publication of all the relevant notices on the University's website has the value of official communication to the interested parties. Any personal communications that may be sent to the email addresses entered in the system by candidates during the test registration phase 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, which is the University's only official communication means. It is, therefore, solely the candidate's responsibility to verify his or her position by taking the necessary steps to proceed with enrolment in the prescribed manner and within the prescribed deadlines.

Italian and foreign students with qualifications obtained abroad must deliver to the Registrar's Office by the beginning of the Academic Year, under penalty of exclusion, the official translation into Italian of their qualifications, complete with legalisation where necessary and a Declaration Value issued by the Italian Embassy or Italian Consulate General with territorial jurisdiction in the country in which the qualification was obtained.

Candidates who do not comply with the above deadlines will be considered as drop-outs and will lose their right to enrol. In this case, any costs already incurred, even during pre-registration, will not be reimbursed by the University.

Candidates enrolled according to the above-mentioned procedures, who have not correctly answered at least six out of ten questions for Chemistry, Biology and Physics in the admission test, are admitted with Additional Educational Obligation (AEO), limited to the discipline in question, and are required to follow a specific training course aimed at filling the detected educational obligation, before taking the relevant exam envisaged in the Study Plan, and in any case within the first year of the study course. The fulfilment of OFAs will be verified by the course lecturers.

Payments will only be refunded in those cases expressly provided for in this notice of call.

## **Article 10 – Seats still available**

At the end of the online enrolment of eligible students, a notice will be published on the University website indicating the number of seats still available, which may be filled by means of the seat recovery procedure indicated below:

- publication on <https://www.unicamillus.org/admissions/> of a special “sliding procedure” vacancy filling notice following non-registrations or dropouts;
- candidates admitted following a “sliding procedure” shall proceed with registration in accordance with the procedures set out in this Article, and must make the first payment covering registration office administration costs, in the sum of EUR 1,500 (one thousand five hundred) as set out in the "Tuition Fees and Contributions Regulations for EU and non-EU students Academic Year 2024-2025 - Rome Campus" by 3:00 pm on the second working day following the publication of the relevant notice. The payments must be made exclusively through the payment systems available on the GOMP student portal. Other payment systems are not allowed.

- the “sliding procedure” will be repeated until the available seats indicated in this Call are filled.

The publication of all sliding notices on the University's website shall constitute official communication to the interested parties. Any personal communications that may be sent to the email addresses entered into the system by candidates during the test registration phase will be for the sole 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 is, therefore, solely the candidate's responsibility to verify his or her position by taking the necessary steps to proceed with enrolment in the manner and the deadline set.

If the 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 right to withdraw by clearly informing UniCamillus of the intention to withdraw, by registered letter with return receipt. In the case of exercising the right to reconsider, 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 by the User for the payment, unless a different means of payment is expressly indicated.

Exercising the right to withdraw is equivalent to the submission of a request to withdraw from studies as per Article 12 of this announcement.

Candidates who do comply with the deadlines indicated above will be considered to have withdrawn and will lose the right to enrol and will not have the right to reimbursement, except in the cases expressly provided by this announcement and the attached Student Contract.

### **Article 11 - Compulsory Vaccinations**

Successful students, on enrolment, declare their commitment to undergo within 30 days of enrolment:

- a tuberculin test carried out using the Mantoux technique, in accordance with the provisions of the guidelines for the control of tuberculosis (measure 17.12.1998 of the Conferenza Stato Regioni) and D.P.R. 7.11.2001 no. 465 regulating anti-tubercular vaccination.
- vaccination against viral hepatitis B, pursuant to Law no. 165 of 27 May 1991.

The student also declares his/her commitment to undergo any other vaccination available, as from time to time sanctioned by law or deemed appropriate by the University for the safety of the student and of all those with whom he/she may come into contact because of the activities in which they must participate.

Should students fail to produce the health documentation required by this 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 envisaged by the University Regulations. Should the above-mentioned documentation not be received by the deadline of 31st December 2024, students will be considered forfeited and will not be entitled to any reimbursement of the paid amount.

Admission to degree courses in the Health Professions is subject to a medical assessment of suitability to perform the specific functions of the individual professional profile. Failure to undergo a medical assessment or a possible judgement of unfitness will result in the inability to complete the enrolment procedure or the cancellation of the enrolment itself.

## **Article 12 - Waivers, transfer, and abandonment procedures**

Students who wish to withdraw from their studies must submit a "request to withdraw from studies" using the online procedure by accessing the student portal (Gomp) with their credentials, going to the "careers>request>request to withdraw from studies" section.

Except in the case of exercising the right to reconsider, which is equivalent to submitting a request to withdraw from studies, in the case of withdrawal or transfer, the amounts already paid up to the time of submission of the relative request will not be reimbursed under any circumstances by the University.

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

In the event of waiver 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 the 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 fees and contributions stipulated in the Fees and Contributions Regulations for the academic year in which they are enrolled, which can be easily consulted on the University website at the following link: <https://www.unicamillus.org/regulations/>.

## **Article 13 – Warnings**

For any communication relating to the student's career, including administrative matters, from the moment the student comes of age, 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 in any way.

The University reserves the right, at any stage of the application 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 checks 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 publication on the University's website of the final ranking of candidates who have taken the test and of any shortlists shall constitute official notification for all legal purposes to those concerned.

The University reserves the right to change dates, times, locations of the entrance test and publication of results, location of internships both in the region and outside the region and course delivery methods should it be deemed useful for organisational reasons and/or health safety requirements, through the publication of notices on the University's website, which is the University's only official communication means.

Participation in this call for applications implies full and unquestionable acceptance of the prescriptions contained therein, including the provisions contained in the Student Contract, which are attached to and are an integral part of it.

For legal and interpretation purposes, a certified copy may be obtained on request of the Announcement approved by Rector's Decree No. 88 of 7<sup>th</sup> March 2024, deposited and available at the Registrars' Office and drawn up in Italian.

For all matters not included in this announcement, please refer to the Statute, the Course Regulations and the University's Fees and Contributions Regulations for the academic year 2024/2025, which can be easily consulted on the University's website at the following link <https://www.unicamillus.org/regulations/>, which the student accepts in full by participating in this call for applications.

#### **Article 14 - Commission for regularity of call for applications procedures**

A Commission will be appointed by specific provision to ensure the regularity and correctness of the procedures.

Vittorino Testa, Head of Student Services at UniCamillus University, is in charge of the procedure.