



# **CALL FOR APPLICATION FOR THE ADMISSION OF NON-EU STUDENTS TO THE SIX-YEAR DEGREE COURSE IN MEDICINE AND SURGERY IN ENGLISH OF SAINT CAMILLUS INTERNATIONAL UNIVERSITY OF HEALTH SCIENCES (UNICAMILLUS) FOR THE ACADEMIC YEAR 2024-2025**

**Approved by Rector's Decree no. 14 of 16<sup>th</sup> January 2024**

## **Article 1 – Available places and access requirements**

For the academic year 2024-2025, 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 Single Cycle English-language Master's Degree Course in Medicine and Surgery.

A total of 225 (two hundred and twenty-five) places are available for non-EU candidates residing abroad.

This number may change following the decisions made in the Decree of the Ministry for Universities and Research (MUR) in accordance with Italian Law No. 264 of 2 August 1999. The MUR Decree may confirm, increase or reduce the number of posts indicated in this notice. The University will make the relevant Ministerial Decree accessible on its website.

Citizens of Norway, Iceland, Liechtenstein, the Swiss Confederation, the Republic of San Marino and the Holy See will be treated as EU candidates and should apply through the relevant notice of call. The same also applies to categories that – in accordance with Article 26 of Italian Law No. 189 of 30<sup>th</sup> July 2002, as amended – may access Courses on equal terms with Italian students.

Non-Eu candidates who wish to take the examination for admission to the Degree Course in Medicine and Surgery must meet one of the following requirements:

- possession of a secondary school diploma allowing entrance to university, issued by a state or state-authorized educational institution of the Italian school system in Italy or abroad;
- a secondary school leaving certificate from an institution in a foreign scholastic system located in Italy or abroad, obtained after at least 12 years of schooling;
- a school leaving certificate obtained from a scholastic system requiring 10 or 11 years of schooling supplemented by one or two years of university, on condition that all the examinations required for those academic years have been passed.

Candidates enrolled in the last year of secondary school at state and state-authorized educational institutions of the Italian school system or at a foreign secondary school institution that provides a qualification valid for admission to the higher education courses of the Italian system may also apply, provided that they then obtain the study qualification by the last date available for enrolment for the academic year 2024-2025, failing which they may not rely on the results of the admission test.

Students already in possession of an academic qualification (obtained in Italy or abroad) and those transferring from another degree course are required to follow the same procedures indicated in this notice and to take the relative admission test.

For candidates who have completed or are enrolled in the last year necessary to obtain a secondary school diploma from a foreign secondary school, the foreign certificates will be considered valid, provided they are accompanied by the Declaration of Value issued by the Italian diplomatic offices.

Candidates who are not in possession of a suitable qualification or who do not present one within the terms indicated below, in accordance with current legislation, will lose the right of enrolment or will be deregistered if already enrolled, without the right to refund of any payments already made to this University for any reason.

With reference to the recognition of foreign qualifications, the University will take into account the MUR guidelines *"Procedures for the entry, stay and registration of foreign/international students on higher education courses in Italy for the academic year 2024-2025"* as amended (<http://www.studiare-in-italia.it/studentistranieri>).

#### NON-EU STUDENTS LIVING ABROAD

##### **"PROCEDURES FOR ENTRY, RESIDENCY AND ENROLMENT OF INTERNATIONAL STUDENTS AND THE RESPECTIVE RECOGNITION OF QUALIFICATIONS FOR HIGHER EDUCATION COURSES IN ITALY – VALID FOR THE ACADEMIC YEAR 2024-2025"**

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 2024-2025" (<http://www.studiare-in-italia.it/studentistranieri>).

For visa procedures, please also visit <http://vistoperitalia.esteri.it/home/en> and <http://www.studiare-in-italia.it/studentistranieri>. 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.

The University will make available **two cycles** of ancillary seminars for the medical profession (the **"Seminars"**) to applicants qualified for admission. The topics covered in the Seminars are accessible on an exclusive basis. Although they are not part of the academic curriculum nor subject to examination, they are considered by the University to be extremely useful for training purposes. Access to the ancillary courses will take place through personal credentials provided by the University to students qualifying for admission. The credentials may not be transferred or made available to any other person and may be used flexibly according to the user's preference.

When the personal credentials have been received and activated, the student will have full access to the content of the Seminars, which will be considered to have been used. Non-attendance at the Seminars constitutes an autonomous choice by the student and cannot be used as a reason to request the return of contributions already paid, which will therefore not be refunded to the student by the University, even following the submission of a request for deregistration or transfer.

## Article 2 – Application submission

For admission to the Master's Degree Course in Medicine and Surgery, candidates must take a test. Registration for the admission test will be open until 1:00 pm on 14<sup>th</sup> March 2024 and the registration fee is Eur 50,00 (fifty/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 wishing to register for the admission test before reaching the age of majority (18 years old) 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](mailto:relations@unicamillus.org) for assistance.

The registration fee for the admission test, **amounting to Eur 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 – The admission test

The admission test, entirely in English, for the Single Cycle Master's Degree in Medicine and Surgery is divided into two parts (Written test and Oral test).

The written test, entirely in English, must be taken between 11<sup>th</sup> March 2024 and 20<sup>th</sup> March 2024; the oral test must be taken between 18<sup>th</sup> March 2024 and 27<sup>th</sup> March 2024.

The University reserves the right to change the dates, times, locations and methods of the admission test and publication of the results if deemed useful by the University for organisational reasons and/or by Ministerial order. This will be done through the publication of notices on the University's website, which is the only official communication channel of this University.

In the event of a postponement – provided that it was decided before the expiry date for registration for the admission test – the University may postpone the deadline for the submission of applications and, if necessary, change the other dates of this Notice of Call, by posting a notice on the University's website, which is the only official communication channel of this University.

#### ➤ Written test

The written test, entirely in English, is the computer-based “Internet Reasoning Test – 3” (hereinafter “IRT-3”).

The test consists of three separate sections to be passed within a set time. Each section consists of a series of multiple-choice questions organised as per the following table.

Sections	No. of Questions	Points (min – max)
<b>Verbal Reasoning (IRT3V)</b> Measures basic vocabulary, verbal fluency and the ability to reason with words.	17	0 – 17
<b>Numerical Reasoning (IRT3N)</b> Measures the ability to use numbers logically and efficiently.	17	0 – 17
<b>Abstract Reasoning (IRT3A)</b> Measures the ability to understand abstract logical problems and to use new information outside the field of	17	0 – 17

previous experiences.		
<b>TOTALS</b>	51	0 – 51

The overall written test result is obtained by adding the scores for the sections “Verbal Reasoning”, “Numerical Reasoning”, and “Abstract Reasoning”, for a maximum score of 51 points.

➤ **Oral test**

The oral interview – which will take place in English and electronically – 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 exam ranges from a minimum of 0 to a maximum of 69 points.

The final score of each candidate is the result of the sum of the scores obtained in the written and oral tests, for a maximum of 120 points.

The candidate who does not complete the entire access test by taking both tests (written and oral), will not get any useful score.

#### **Article 4 – 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 site by 3<sup>rd</sup> April 2024.

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

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.

Publication on the University's website of the results of the admission test and all subsequent notices referring to the procedures set out in this notice acts as official notification to the interested parties. Any personal notices sent to the email addresses entered by candidates on the system during the exam registration phase are only intended to assist them in following the competition process and in no way substitute the notices published on the University's website, which is the only official communication channel of the University. Therefore, it remains the responsibility of the candidate to verify their position on the website by complying with the terms and conditions for pre-enrolment and enrolment as for art. 5) and 6) of this notice.

#### **Article 5 – Pre-registration and sliding procedure**

Candidates, who have obtained a valid score, are required to carry out the online procedure of

pre-registration from the date of publication of results and until 1:00 pm on 12<sup>th</sup> April 2024, under penalty of exclusion from the ranking itself, following the instructions published on <https://www.unicamillus.org/admissions/> in the following manner:

1) make the first payment covering pre-registration office administration costs and the first cycle of online seminars, in the sum of EUR 10,500.00 (ten thousand five hundred) corresponding to 50% of the annual contribution as set out in the "Tuition Fees and Contributions Regulations for EU and non-EU students Academic Year 2024-2025 - Rome Campus". 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 certifying that they have read the Student Agreement and the "Tuition Fees and Contributions Regulations for EU and non-EU students Academic Year 2024-2025 - Rome Campus" (available on the University's website at the following link <https://www.unicamillus.org/regulations/>).

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 for non-registration 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) and 2) 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 posts indicated in this notice are filled.

In the case of a minor candidate (under the age of 18), the pre-registration procedure must be carried out by the person exercising parental responsibility.

Any requests for assistance or any reports of technical problems encountered during the pre-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.

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 6) below.

Candidates who do not meet the above deadlines will be considered as dropouts and will lose their 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 2024-2025 academic year.

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. If the right of second thoughts cancellation is exercised, UniCamillus will

refund the student the fee paid for pre-registration within the next 14 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. By exercising the right of second thoughts cancellation, the candidate is considered to have withdrawn and loses any right to proceed with the next registration procedure.

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

## Article 6 – Enrolment and sliding procedure

Candidates who have acquired the right to enrol in the first year must, from 16<sup>th</sup> July 2024 until 1:00 pm on 23<sup>rd</sup> July 2024, finalise online enrolment. This procedure entails that the University shall acquire the following documentation:

- a) enrolment application submitted to the Rector and acceptance of the UniCamillus Code of Ethics;
- b) Student Contract (completed by the candidate or, if a minor, by the person exercising parental responsibility);
- c) digital photo;
- d) valid identity document;
- e) *privacy* information disclosure;
- f) revenue stamp for EUR 16.00 (sixteen/00);
- g) receipt for the tax imposed by the Lazio Regional Authority;

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

Candidates, who have enrolled by the deadline and in the manner indicated in this Article, will be granted access to the second telematic cycle of the Ancillary Seminars.

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 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 for non-registration 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 pre-registration office administration costs, in the sum of EUR 10,500.00 (ten thousand five hundred) corresponding to 50% of the annual contribution 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 posts indicated in this Call are filled.

In addition, by the start of the 2024-2025 academic year, the Student Office must be provided with the following documents, under penalty of exclusion:

- h) an official translation into Italian of the candidate's qualifications, complete with legalisation and Declaration of Value issued by the Italian Embassy or Italian Consulate General for the country in which the qualification was produced. This documentation is required from all students with a qualification obtained abroad;
- i) an application for a residence permit issued by the competent authorities;
- j) a copy of the legally-obtained entry visa for study purposes.

Any requests for assistance or any reports of technical problems encountered during the pre-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.

Candidates who do not meet the above deadlines will be considered waivers and will lose the right to enrol.



If the enrolment has been finalised remotely or outside the University premises, the student, within the term of 14 (fourteen) days, starting from the date of making the envisaged payment, may exercise the right to withdraw by clearly notifying UniCamillus of the wish to withdraw, by registered letter with confirmation of receipt. If the right of second thoughts cancellation is exercised, UniCamillus shall proceed to refund the student for the costs incurred for enrolment within the following 14 (fourteen) days – retaining for secretarial and enrolment services an amount equal to 5% of the amount paid – using the same means of payment used by the User, unless a different means of payment is expressly indicated.

The exercise of the right of second thoughts cancellation is equivalent to the submission of an application to withdraw from the course of studies as referred to in Article 8 of this notice of call.

To offer a basic knowledge on some subjects deemed fundamental for the degree course chosen, candidates enrolled in accordance with the conditions as provided for in this Call are required to attend a training course: the course aims to provide key notions on Chemistry, Biology and Physics. At the end of the course the lecturers of reference will carry out an evaluation to verify the acquired knowledge and the achievement of the requirements.

Any candidate who withdraws from the course or who fails to complete the registration procedure by the deadlines indicated in this notice of call will be considered automatically deregistered and will not be entitled to a refund of any payments.

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

### **Article 7 – Compulsory vaccinations**

Successful students, upon enrolment, state their commitment to undergo a medical examination by the beginning of the Academic Year:

- the tuberculin test performed according to the Mantoux method, in accordance with the guidelines for the control of tubercular disease (provision 17.12.1998 of the State-Regions Conference) and Presidential Decree No. 465 of 07.11.2001 regulating anti-tubercular vaccination;
- vaccination against viral hepatitis B, pursuant to Italian Law 165 of 27<sup>th</sup> May 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 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 31/12/2024, students will be considered forfeited and will not be entitled to any reimbursement of the paid amount.

### **Article 8 – Withdrawal, transfer or discontinuation of studies**

Students who wish to withdraw from studies must submit an “application to withdraw from

studies” using the online procedure by accessing the student portal (GOMP) with their credentials and going to the section “Careers” > “Applications” > “Application to withdraw from studies”.

Withdrawal from studies is deemed to be completed with the issue of the relevant release document. This document will only be issued to students who, at the time of application, have complied with the payment of the envisaged fees and contributions.

In the event of renunciation or transfer, amounts already paid up to the time of submission of the relevant application will not be refunded under any circumstances by the University under any circumstances, not even if the student does not attend the Seminars offered by the University.

Outgoing transfer *consent* 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, a student who abandons studies after the start of classes is required to pay all the fees and contributions stipulated in the Fees and Contributions Regulations for the academic year in which he or she has enrolled, readily available on the University website at the following link <https://www.unicamillus.org/regulations/>.

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

## **Article 9 – Warnings**

For any discussion relating to the student's career, including administrative matters, from the date when the student reaches the legal age of majority, the University will communicate with the student only. Therefore, any communications of any kind from third parties, including parents, will be disregarded and not replied to.

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 placements 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 for applications implies full and unquestionable acceptance of the provisions contained therein, including the provisions contained in the "Student Contract", which are annexed to this call and constitute an integral part of it.

For legal and interpretative purposes, only the Notice of Call approved by Rector's Decree No. 14/2024 shall apply; it is drawn up in Italian and available on file at the teaching secretary's office, with a true copy available on request.

For all matters not provided for in this Notice of Call, please refer to the University's Articles of Association, the Teaching Regulations for the course, and the Tax and Contribution Regulations for the 2024/2025 Academic Year, which can be readily consulted on the University's website at the following link <https://www.unicamillus.org/regulations/>.

#### **Article 10 – Procedure Conformity Commission**

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

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