



## **Rector's Decree no.65 of 9<sup>th</sup> March 2023**

Notice of submission of calls for transfer

MSc MEDICINE AND SURGERY (LM41) in English

Saint Camillus International University of Health Sciences – UniCamillus

Academic Year 2023/2024

### **THE RECTOR**

- Given** Law no. 264 of 2nd August 1999, "Rules on access to university courses"
- Given** Ministerial Decree no. 270 of 22nd October 2004, "Amendments to the regulation concerning the didactic autonomy of universities;
- Given** the Statute of the Saint Camillus International University of Health Sciences;
- Given** the Teaching Regulations of the Saint Camillus International University of Health Sciences;
- Given** UniCamillus University's Code of Ethics and Organizational, Management and Control Model pursuant to Legislative Decree no. 231 of 8th June 2001;
- Given** the Tuition fees and contributions Regulations for the academic year 2023/24 approved by the Technical Organizing Committee on 22<sup>nd</sup> November 2022;
- Given** the various Decrees of the Minister of University and Research, which have defined, among other things, the places for degree programmes, with scheduled access, in Medicine and Surgery, Dentistry and Dental Prosthetics, and the Health Professions for previous academic years at this University.
- Given** the Judgment in Plenary Session of the Council of State no.1 of 28<sup>th</sup> January 2015 *"...according to which the student's request who – having been enrolled in an MSc programme in Medicine and Surgery at foreign universities – has requested a transfer, with recognition of both career and enrolment in years of the programme ensuing the first one, at Italian universities, should be considered worthy of acceptance; for the purpose of such transfer, the entrance examination required for the first year cannot be taken as a reference parameter. However, the University has the power/duty to*

*evaluate the period of training carried out abroad and the number of places available for the transfer.....”*

- Given** the quota reserved for foreign students, following the inter-ministerial provisions that regulate the enrolment of foreign citizens in university degree programmes;
- Considered** that access to nationally provided study programmes occurs within the limits of places available for Italian, EU and non-EU students legally residing in Italy, pursuant to Article 26 of Law no. 189 of 30<sup>th</sup> July 2002, as well as within the limits of non-EU citizens residing abroad, pursuant to Article 46 of the Decree of the president of the republic no. 394 of 31<sup>st</sup> August 1999;
- Considered** that the maximum number of transfers/admissions to be accepted for each course of study with a nationwide scheduled number of students must be defined in relation to the number of vacant places due to renunciation or transfers to other universities;
- Considered** the availability of places made available for the MSc in Medicine and Surgery with national programming.
- Considered** the need to announce the filling of vacancies for MSc in Medicine and Surgery

### **HEREBY DECREES**

#### **Article 1 – Available places**

For the academic year 2023/2024, the available places for access by transfer from another Italian or non-Italian University to the MSc Medicine and Surgery taught in English with scheduled admission at the Saint Camillus International University of Health Sciences (hereinafter referred to as UniCamillus) are indicated in the following table:

<b>DEGREE PROGRAMME</b>	<b>Places Available</b>	<b>Year of course</b>
MSc in MEDICINE AND SURGERY	1	2nd
MSc in MEDICINE AND SURGERY	25	3rd
MSc in MEDICINE AND SURGERY	9	4th

The number of available places may be increased by the same number of places made available due to withdrawal from study participation or transfers from UniCamillus University.

## **Article 2 - Admission Requirements**

Candidates may apply as follows:

1. Students who are enrolled in a single cycle master's programme in Medicine and Surgery who come from other Italian or foreign universities.
2. Students who are enrolled in a single cycle master's degree programme in Dentistry who come from other Italian or foreign universities.
3. Graduates in Dentistry who request recognition of their previous career for transfer to the MSc Medicine and Surgery programme in subsequent years after the first;
4. Students enrolled in other master's degree programmes from other Italian and foreign universities who have earned at least 24 ECTS credits in subjects that can be validated in the Medicine and Surgery programme at UniCamillus for transfer to the second year of Medicine and Surgery. For transfer to the third year, students must have earned at least 52 ECTS credits in subjects that can be validated in the Medicine and Surgery programme at UniCamillus. For transfer to the fourth year, students must have earned at least 90 ECTS credits in subjects that can be validated in the Medicine and Surgery programme at UniCamillus. Only courses and ECTS credits obtained by candidates corresponding to the first two, three, or four years of the UniCamillus study plan will be evaluated depending on the case of transfer to the second, third, or fourth year.
5. Graduates in other master's degree programmes who have earned at least 24 ECTS credits in subjects that can be validated in the Medicine and Surgery programme at UniCamillus for transfer to the second year of Medicine and Surgery. For transfer to the third year, students must have earned at least 52 ECTS credits in subjects that can be validated in the Medicine and Surgery programme at UniCamillus. For transfer to the fourth year, students must have earned at least 90 ECTS credits in subjects that can be validated in the Medicine and Surgery programme at UniCamillus. Only courses and ECTS credits obtained by candidates corresponding to the first two, three, or four years of the UniCamillus study plan will be evaluated depending on the case of transfer to the second, third, or fourth year.

For students coming from non-Italian universities, UniCamillus will evaluate the educational path taken by students who request a transfer, with particular attention to the peculiarities of the master's degree programme, the exams taken, the theoretical studies carried out, the practical experiences acquired at the university of origin, and their compatibility with the teaching regulations of UniCamillus.

ECTS related to internships will not be taken into consideration.

Calls for transfers of students enrolled or graduated under university regulations preceding the university reform set out in Ministerial Decree no.270 of 22nd October 2004 will not be accepted.

Candidates referring to points 4) and 5) of this article and who have less than 24 ECTS credits will not be eligible for any transfer.

### **Article 3 - Methods and terms for submitting the application**

The application for participation in this call must be made exclusively online (as indicated in Annex 1) through the student portal within the deadlines indicated in art. 4 of this announcement. All candidates, after entering all the required information, must upload within the portal the following documentation:

- 1) Application for participation in this call (downloadable online from the portal): the candidate may request transfer to the 2nd, 3rd, or 4th year, indicating only one option in the application for participation. In case the application for participation is received without indicating the year for which the transfer is requested or if more than one option is indicated, the application will be considered null and void;
- 2) Study plan;
- 3) Payment of participation fees related to this call in the number of €170,00 (one hundred seventy/00);
- 4) Syllabus of each exam taken for which recognition is requested, issued by the home University;
- 5) Copy of a valid identity document;
- 6) Enrolment certificate issued no more than 90 days prior to the submission of the transfer application, or, in the case of a graduate candidate, a degree certificate issued by the University of origin detailing the exams taken, marks obtained, number of ECTS credits, and subject codes. If the certificate cannot be submitted by the deadline, an appropriate self-certification may be provided only by students from Italian universities (*to be drafted on a format downloadable online from the portal*) containing all the required data. The self-certification has a provisional value and does not replace the certificate, which must be presented, even later, but within a maximum of 3 days after the deadline for the session for which participation is intended (see Art. 4). In case of non-submission of the certificate, the University will carry out the necessary checks to verify the truthfulness of the data declared in the self-certification. If it is found that the access requirements required by this announcement are not met, the application for participation will not be considered, and the candidate will be excluded. In such case, the University will not refund the amount already paid and may refer to competent authorities, given that the issuance of untrue declarations is punishable under the criminal code and special laws in force. Students enrolled or graduated from non-Italian universities cannot provide a self-certification but must attach certifications issued by the University of origin attesting to the required information, accompanied by an authenticated translation into Italian, in compliance with the current legislation. Submission of the enrolment certificate must be made no more than 90 days prior to the submission of the transfer application. The study plan and syllabi of each exam taken must be produced on letterhead paper of the foreign University of origin, with the stamp and signature of the person responsible for issuing the document, in order to allow

UniCamillus to interact directly, at its discretion, for any verification of truthfulness, together with the relevant official translation legalized in Italian and a declaration issued by the competent Academic Authority attesting to the voting system applied or the value scale, accompanied by a faithful translation into Italian. Students from non-Italian universities must also present a declaration issued by the Italian Embassy or Consulate General competent for the territory attesting to the recognition of the University by the relevant Government. Any other documentation will not be considered by the Evaluation Commission. The described documentation must always be submitted through the student portal in the sections provided.

- 7) Declaration of having read the information on the processing of personal data pursuant to Articles 13 and 14 of EU Regulation no. 679 of 27th April 2016 on the "Protection of natural persons with regard to the processing of personal data" (hereinafter also "GDPR") provided by UniCamillus (downloadable online from the portal).
- 8) Self-certification, drawn up in accordance with the Decree of the President of the Republic no. 445 of 28th December 2000, attesting to the truthfulness and accuracy of the data and documentation submitted (downloadable from the online portal).

The University reserves the right to carry out checks on the documentation submitted by candidates, even after their potential enrolment following admission to the degree programme referred to in this call for applications. Should such checks reveal any irregularities resulting in failure to satisfy the requirements set forth in this call for applications, enrolment in the master's degree programme will be considered null and void. In such a case, the University will not reimburse any fees paid, and may turn to competent authorities, as false declarations are punishable under the criminal code and relevant legislation.

Applications will not be considered complete until payment of the fee within the deadline specified for the session for which the candidate is applying. If the transfer application is submitted without the required payment within the specified deadline for the session for which the candidate is applying, the application will not be considered, and the candidate will need to submit a new application.

The fee for participating in the transfer application process is €170,00 (one hundred and seventy euros/00), and payment must be made exclusively through the methods permitted by the online procedure before the deadline specified for the session for which the candidate is applying (see art. 4).

The fee for participating in the transfer application process will not be refunded under any circumstances, even if the application is rejected due to failure to meet the required criteria.

Note: the files uploaded to the platform must not exceed a total of 30 megabytes in size.

Incomplete applications, or applications sent in a manner different from that specified in this announcement or received after the final deadline indicated in art. 4 will not be evaluated and will be considered null and void.

For information regarding the transfer procedure, please contact the Transfer Office at the following email address: [trasferimenti@unicamillus.org](mailto:trasferimenti@unicamillus.org).

#### **Article 4 - Deadlines, Criteria and Evaluation of Applications**

Transfer applications will be accepted based on the chronological order of submission recorded by the portal and will be evaluated within the following deadlines:

1st deadline: from the date of publication of this announcement until 13/04/2023;

2nd deadline: from 14/04/2023 to 31/05/2023;

3rd deadline: from 01/06/2023 to 13/07/2023;

4th deadline: from 14/07/2023 to 31/08/2023.

For each deadline indicated above, if the number of valid applications received is equal to or less than the number of available places, no ranking list will be drawn up, subject to what is provided for students/graduates in courses other than Medicine and Dentistry in points 4) and 5) of Article 2 of this announcement. Therefore, all eligible candidates will be considered admitted to the transfer.

However, if the number of valid applications received is greater than the number of available positions, a ranking list will be drawn up that will consider the chronological order of submission of the applications. If multiple applications are received at the same time, the Commission will consider transferrable ECTS credits, giving priority to the candidate who has obtained the highest number of credits. In case of a tie in the number of ECTS credits, the younger candidate will prevail.

To evaluate the recognition of credits, only exams officially passed and officially recorded by the deadlines indicated in Article 4 will be considered. Only exams related to courses that correspond to the UniCamillus study plan, as provided for in this announcement, will be evaluated.

ECTS credits related to internships will not be considered.

ECTS credits will not be recognized if obtained more than 8 solar years ago unless the Evaluation Commission decides otherwise.

Calls for transfers from students enrolled or graduated under previous university systems, as outlined in Ministerial Decree no. 270 of 22nd October 2004 are not accepted.

To allow candidates admitted to the transfer to attend the scheduled lectures for the academic year 2023/2024, the deadline of this announcement is set to 31/10/2023, unless otherwise communicated. After this deadline, if there are still eligible candidates remaining on the ranking lists who have not been admitted, they will lose the right to enrol, and if still interested, may participate in any new transfer calls subsequently published.

## Article 5 – Ranking lists Formation

The rankings will be published within 7 working days from the deadline indicated in article 4) and will be published on the institutional website ([www.unicamillus.org](http://www.unicamillus.org)).

Each ranking will include:

- a complete list of received applications in chronological order
- candidate references in anonymous form (initials of surname, name, and date of birth)
- information regarding the outcome: admitted, eligible, not eligible.

Details of outcomes:

- a) Admitted: the candidate can proceed with the transfer according to the procedures indicated in articles 6) and 7) of this announcement;
- b) Eligible: the candidate can proceed with the transfer only in the event of admission following the ranking movement due to available places.
- c) Not eligible: the candidate cannot proceed with the transfer.

Rankings will be published in chronological order in accordance with the deadlines indicated in article 4). Therefore, candidates who are eligible but not admitted to the rankings due to the exhaustion of places at the end of the session in which they participated will have priority over eligible candidates in subsequent rankings if places become available because of withdrawals or transfers. The rankings will remain valid until the final deadline of 31<sup>st</sup> October 2023, unless otherwise communicated. After this date, no more scrolling will be made, even if there are still eligible candidates in the rankings.

All updates regarding the availability of additional places and entry into force of the rankings will be made public on the institutional website.

The publication of rankings and all related notices on the university's website has an official value for the interested parties. Any personal communication that may be sent to the email addresses entered in the application form will only serve to facilitate the candidates in following the competition process but will not in any way replace the notices published on the university's website. It is therefore the candidates' responsibility to check their situation in the ranking by using the methods and within the terms provided to proceed with pre-enrolment or enrolment. Candidates who withdraw or who do not complete the pre-enrolment and/or enrolment procedure within the times indicated in this announcement for applications will not be refunded the amounts already paid and will be automatically considered as forfeited.

## Article 6 – Pre-enrolment and scrolling procedure

The candidate who is admitted in the ranking list can proceed with the transfer by carrying out the pre-enrolment procedure within 5 working days from the publication of the ranking list, by 1:00 pm. The procedure must be completed exclusively online through the Gomp student portal. The admitted candidates must:

- a) pay the first instalment for administrative enrolment fees, amounting to € 7,000.00 (seven thousand/00);
- b) submit a declaration attesting to having fully read the Student Contract and the Fees and Contributions Regulations for the academic year 2023/2024 (available on the University's website at the following link <https://www.unicamillus.org/en/regulations/>).

Any places made available due to withdrawals, outgoing transfers or non-enrolment of eligible candidates will be managed according to the following procedure:

- publication on the website [www.unicamillus.org](http://www.unicamillus.org) of a specific notice in chronological order of the publication of the ranking lists;
- the admitted candidates for "scrolling" in the ranking list must make the payment of the administrative registration fees referred to in letter a) by 5:00 pm of the second day following the reopening of the ranking list.

If candidates are admitted following the ranking list scrolling procedure after September 7th 2023, they must proceed directly with the enrolment procedure as provided for in Article 7) of this announcement.

The "scrolling" procedure will be repeated until all available places are filled and no later than October 31st 2023, unless otherwise communicated. After this date, no more scrolling will be made, even if there are still eligible candidates remaining in the ranking lists.

If pre-enrolment has been made remotely or outside the University, students may exercise the right of withdrawal within 14 (fourteen) days from the date of payment, by clearly communicating to UniCamillus the intention to withdraw, by registered mail with recorded delivery letter with advice of delivery. In case of exercise of the right of withdrawal, UniCamillus will refund to the students the costs incurred for pre-enrolment within the following 14 (fourteen) days - retaining an amount equal to 5% of the amount paid for administrative and registration services - using the same means of payment used by the user for payment, unless there is an express indication of a different means of payment. Those who exercise the right of withdrawal lose all rights in the ranking list.

Candidates coming from another University who has proceeded with pre-enrolment at UniCamillus within the terms provided for in this article may continue to follow their previous study path until they proceed with enrolment. If, following completion of further exams, the candidate obtains



additional credits within 30 days from the enrolment procedure (see Article 7), they may submit an additional application for credit recognition.

## Article 7 - Enrolment

From 15th September 2023 until 13:00 on 26th September 2023, candidates who have completed pre-enrolment in accordance with Article 6 of this announcement may proceed with online enrolment, which involves the acquisition of the following documentation by the University:

- Application for enrolment addressed to the Rector and acceptance of the UniCamillus Code of Ethics.
- Student Contract.
- Digital photo.
- Identity document and tax code, and, for foreigners legally residing in Italy, a valid residence permit.
- Privacy information.
- Transfer clearance certificate issued by the previous University (excluding candidates who have already graduated). Until the students deliver a clearance certificate, they cannot access classes and/or take exams. Delivery must be made by 31<sup>st</sup> December 2023 at the latest. After this deadline, students will be deemed to have forfeited their place and will not be refunded any fees paid.
- Receipt showing payment of the second instalment in the amount of €7,000.00 (seven thousand/00). The third instalment, in the amount of €7,000.00 (seven thousand/00), must be paid by January 2024.
- Stamp duty of €16.00.
- Receipt of payment of the regional tax, to be made directly to the Regione Lazio.

Candidates who have completed pre-enrolment in accordance with Article 6 but do not proceed with enrolment will be excluded from the ranking and will forfeit any fees paid.

Candidates admitted following the publication of the ranking or admitted following the re-ranking after September 7th 2023, must complete the enrolment procedure as described in this article within 5 days, by 13:00, from the publication of their admission on the institutional website. In this case, they must pay the first and second instalments of the university fees for a total amount of €14,000.00 (fourteen thousand/00), as provided for in Article 3 of the "Regulation on Fees and Contributions for the Academic Year 2023/2024 for EU and Non-EU Students."

Italian and foreign students with degrees obtained abroad must submit to the Registrars' Office by 30 October 2023, under penalty of exclusion, the official translation of their degrees into Italian, complete with legalization if necessary, and a Declaration of Value issued by the Italian Embassy or Italian Consulate General competent for the territory in which the title was produced is required. Alternatively, students can present their school diploma with a sworn translation in Italian or English, accompanied by the Verification and Comparability Certificates issued by CIMEA. Until the

students provide a Declaration of Value, or the certificates issued by CIMEA, they cannot attend classes or take exams.

Enrolment is not considered complete without one or more of the documents required in this article.

If enrolment has been completed remotely or outside of the University, the students may exercise their right of withdrawal within 14 (fourteen) days from the payment date by clearly communicating their intention to withdraw by registered mail with recorded delivery letter with advice of delivery. In the event of exercising the right of withdrawal, UniCamillus will refund the students the costs incurred for enrolment within the next 14 (fourteen) days - retaining an amount equal to 5% of the amount paid for administrative and registration services - using the same payment methods used by the User for payment, unless expressly indicated otherwise. Exercising the right of withdrawal is equivalent to submitting a request to renounce studies.

Outside of the expressly provided cases listed in this announcement, no refunds of payments made will be issued.

### **Article 8 - Withdrawal, Transfer, and Abandonment of Studies Procedures**

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

Withdrawal from studies is completed with the release of the related leave form. This form will only be issued to students who are up to date with the payment of fees and contributions at the time of the request.

In case of withdrawal or transfer, the amounts already paid up to the submission of the related request will not be refunded by the University.

The approval for outgoing transfer and the release of related documentation can only be granted to students who are up to date, at the time of the request, with the payment of academic contributions, fees, and stamps.

Students who abandon their studies after the start of classes are still obliged to pay the full amount of fees and contributions required by the Tuition and Contribution Regulation for the academic year in which they are enrolled, which can be easily consulted on the University's website at the following link <https://www.unicamillus.org/en/regulations/>.

**No refunds will be issued for payments made except in the cases expressly governed by this notice.**

### **Article 9 - Mandatory Vaccinations**

Upon enrolment, students declare their commitment to provide, within 30 days of enrolment, documentation attesting to:

- the Mantoux test as required by the guidelines for the control of tuberculosis (Resolution of the Conference of State Regions of 17th December 1998) and Decree of the President of the Republic No. 465 of 7th November 2001, which regulates anti-tuberculosis vaccination.
- vaccination against viral hepatitis B, pursuant to Law No. 165 of 27th May 1991.

The declaration form can be downloaded directly from the University's institutional portal.

If the students do not produce the required health documentation within the specified deadline, they will be blocked from participating in academic activities, without prejudice to the fulfilment of all other administrative obligations provided for by the University Regulations.

If the above-mentioned documentation is not received by the deadline of 31/12/2023, students will be considered withdrawn and will not be entitled to any refund of payments made.

Furthermore, students declare their commitment to undergo any other available vaccination deemed appropriate by the University for the safety of the students and anyone they may meet during academic activities.

#### **Article 10 - Warnings**

The University reserves the right, at any stage of the enrolment process, to independently verify the truthfulness of the candidates' declarations, by requesting confirmation from the relevant authorities, in accordance with current legislation. The candidates must therefore provide all necessary elements to allow for the appropriate verifications. If false or misleading statements are found in the documentation submitted by the candidate, notwithstanding the sanctions provided for by the Criminal Code and special laws on the matter, and the claim for damage by interested parties against the declarant, any enrolment may be cancelled, any benefits granted may be recovered, and fees and university contributions paid may be retained.

Participation in the announcement implies the full and non-reviewable acceptance of the provisions contained therein, including the provisions contained in the "Contract with the Student", also published on the University's website, which is an integral part of this announcement. For legal and interpretative purposes, only the announcement approved by Rector's Decree no. 65 of 9<sup>th</sup> March 2023, deposited and available at the offices of the Registrars' Office and drawn up in Italian of which a certified copy can be obtained. For all matters not covered in this announcement, reference is made to the Statute, the Tuition and Fees Regulations for the Academic Year 2023/2024, the Student Regulations, and the Teaching Regulations of the MSc programme in Medicine and Surgery.

**Sgd THE RECTOR**  
**Giovan Crisostamo Profita**