



## Rector's Decree no 122 of 4<sup>th</sup> May 2022

New announcement for the submission of transfer requests to academic years following the first  
DEGREE COURSE IN DENTISTRY AND DENTAL PROSTHETICS (LM46) IN ENGLISH (FIRST TWO YEARS)  
AND ITALIAN (REMAINING 4 YEARS)

Saint Camillus International University of Health Sciences – UniCamillus  
A.Y. 2022/2023

### THE RECTOR

- Given** the Law 264/1999 “Regulations on access to University courses”;
- Given** the DM 270/2004 “Amendments to the regulation containing dispositions on the didactic autonomy of the Universities”;
- Given** \_\_\_\_\_ the University Statute;
- Given** \_\_\_\_\_ the University Didactic Regulation;
- Given** the Tuition Fees Regulations for the a.y. 2022/23 approved by the Organising Technical Committee on November 9th 2021;
- Given** the several Decrees issued by the Minister of the University, also regarding the assignment of slots for the Degree Courses with admission test in Medicine and Surgery and in the Health Professions for the previous academic years at UniCamillus;
- Given** the Sentence in Plenary Session of the Council of State no.1 of January 28th 2015 "*..... according to which the request of a student, who is enrolled in a degree course in the medical-surgical area at foreign universities and applies for the transfer, with the recognition of the career and enrolment in years following the first at Italian universities, must be considered worthy of acceptance; for the purposes of the aforementioned transfer, the obligation to take the admission test scheduled for the first year cannot be taken as a reference parameter, without prejudice, in any case, to the power / duty of the University to concretely evaluate the training period carried out abroad and without prejudice to the unavoidable compliance with the number of slots available for transfer .....*”;
- Given** the quota dedicated to foreign students, following the inter-ministerial provisions regulating the registration of foreign citizens to university courses;
- Considering** that access to courses provided at national level takes place within the quota of available slots for Italian, EU and non-EU students legally residing in Italy, pursuant to

art. 26 of Law 189/2002, as well as within the quota of non-EU citizens residing abroad, pursuant to art. 46 of Presidential Decree 394/99;

**Considering** that the maximum number of transfers/transitions to be accepted for each Degree Course with admission test must be defined in relation to the number of vacancies following renunciation or transfer/transition to other locations;

**Acknowledging** number of available slots made available for the six-year Degree Course in Dentistry and Dental Prosthetics with national programming;

**Deemed as necessary** to announce the filling of vacancies in the six-year Degree Course in Dentistry and Dental Prosthetics.

## DECREES

### Article 1 – Available slots

For the academic year 2022/2023 the slots available for transfer from another Italian or foreign University to the Degree Course in Dentistry and Dental Prosthetics with admission test of Saint Camillus International University of Health Sciences (herein after “UniCamillus”) are indicated in the following table:

Degree Courses	Available slots	Year
Degree Course in Dentistry and Dental Prosthetics	14	2°
Degree Course in Dentistry and Dental Prosthetics	9	3°

The number of available slots may increase to an extent equal to the number of slots made available following study waiver or transfers of UniCamillus’ students.

### Article 2 – Admission requirements

The following candidates are eligible to participate in the selective procedure referred to in this Call for application:

1. Students enrolled in the Degree Course in Medicine and Surgery of an Italian or foreign University;
2. Students enrolled in the Degree Course in Dentistry of an Italian or foreign University;

3. Graduates in the Degree Course in Medicine and Surgery requiring the recognition of their previous career for the transition to the Degree Course in Dentistry for years following the first;
4. Students enrolled in other degree courses of an Italian or foreign University who gained at least 24 CFU (University Credits) in subjects which can be validated in the UniCamillus Degree Course in Dentistry and dental prosthetics for the transfer to the second year of Dentistry. Concerning the transfer to the third year, students must have gained at least 52 CFU in subjects that can be validated in the UniCamillus Degree Course in Dentistry. Only subjects and CFU achieved by candidates and included in the first and second year of the UniCamillus study plans will be evaluated (depending on the requested transfer to the second or third year);
5. Graduates holding other degrees who gained at least 24 CFU in subjects that can be validated in the UniCamillus Degree Course in Dentistry and dental prosthetics for the transfer to the second year of Dentistry. Concerning the transfer to the third year, students must have gained at least 52 CFU in subjects that can be validated in the UniCamillus Degree Course in Dentistry. Only subjects and CFU achieved by candidates and included in the first and second year of the UniCamillus study plans will be evaluated (depending on the requested transfer to the second or third year).

In the case of students coming from non-Italian Universities, UniCamillus will evaluate the educational path of students requesting the transfer, with particular regard to peculiarities of the Degree Course, passed exams, completed theoretical studies and practical experience acquired in the University of origin, in relation to their compatibility with the didactic systems of UniCamillus.

Requests of transfer from students enrolled or graduates in academic systems prior to the University reform referred to in Ministerial Decree 270/2004 will not be accepted.

### **Article 3 – Application submission: methods and deadlines**

Applications must only be submitted through the online procedure (as per the guide in Annex 1) via the Student Portal by 1 p.m. on 06/06/2022.

Within the portal, after entering all the required data, candidates will have to upload the following documents:

- Application form (*available on the Portal*): the applicant can request an incoming transfer to the 2<sup>nd</sup> or 3<sup>rd</sup> year of a Degree Course by choosing in the application form a single option. Should the form be filled out without specifying the year of interest for the incoming transfer or if more options (2<sup>nd</sup> and 3<sup>rd</sup> year) are indicated by the candidate, the application will be considered null and void;
- Study Plan;
- Proof of payment of Euro 170,00 for participation in the Call for application;
- Syllabus of each passed exam for which candidates require the validation. Syllabuses must be issued by the University of origin;

- Duplicate of a valid identity document;
- Enrolment certificate or, in case of graduate candidate, graduation certificate issued by the University of origin, stating passed exams and grades, CFU achieved and Scientific Disciplinary Sectors. In the event the certificate cannot be provided within the deadline, only students from Italian universities can submit a self-certification (*to be created using the format available on the Portal*), stating all the required information. The self-certification shall be provisional and does not replace the certificate, which can be submitted even beyond the deadline, but by 10/06/2022 at 1 p.m. If the Commission does not receive this certification by the aforementioned deadline, the Commission will not examine the application and will exclude it ex officio;
- Statement confirming the acknowledgment of the Policy for the protection of personal data under articles 13 and 14 of Regulation (EU) 2016/679 on "protection of individuals concerning the treatment of personal data" (hereinafter also "GDPR") provided by UniCamillus (*available on the Portal*).

Fees of participation in this transfer Call for application is Euro 170.00 (one hundred and seventy / 00) and payment must in any case be made through the online procedure no later than 1 p.m. on the expiry date of this Call.

The contribution to the expenses will not be reimbursed for any reason.

Students enrolled or graduated in a foreign University cannot provide the self-certification. They must attach certified documents issued by the home University stating the requested information, along with a translation in Italian language certified by the responsible bodies pursuant to the current legislation. Study plans and syllabuses must be issued on the letterhead of the University of origin and must include stamp and signature of the person in charge of the procedure, to allow UniCamillus to directly interact with this person in case of possible veracity checks, at its own discretion, together with official legalized translation in Italian and a declaration issued by the competent Academic Authority proving the applied mark system or, in other words, the value system, along with a certified translation in Italian language. Lastly, students transferring from non-Italian Universities must submit official declaration, released by the competent Italian Embassy or Consulate General, certifying the acknowledgement of their university of origin by the relevant Government. Any other documentation will not be taken into consideration by the Evaluation Commission. The mentioned documents must always be sent through the Student Portal in the dedicated sections.

Please Note: The files uploaded to the platform must not exceed a total of 30 Megabytes in upload.

In the absence of the aforementioned documents, or part of it, the application will not be considered valid and will not be examined by the Commission.

For any information regarding the registration procedure, please contact the Registrar's Office at the following email address: [trasferimenti@unicamillus.org](mailto:trasferimenti@unicamillus.org).

#### **Article 4 – Criteria and evaluation of the applications**

If the number of applications received and considered valid is equal to or less than the number of available slots, the selection will not be carried out, notwithstanding the provisions - only for students / graduates in degree courses other than Medicine and Dentistry – indicated at points 4 and 5 of Article 2 of this Call for application.

If the number of valid applications received is higher than the number of available slots, applications will be examined by a dedicated Commission evaluating the study curriculum of each candidate and providing for the recognition of CFU basing on what has been achieved by the candidate in the university of origin and as provided by the didactic regulations of the UniCamillus Degree Courses. For this purpose, concerning transfers to the second year of the Degree Course in Dentistry, among the courses and CFU obtained by the candidate, only those corresponding to the first year of the UniCamillus study plan will be examined by the Evaluation Commission. Concerning transfers to the third year of the Degree Course in Dentistry, among the courses and CFU obtained by the candidate, only those corresponding to the first and second year of the UniCamillus study plan will be examined by the Evaluation Commission. Please, see UniCamillus study plans attached to this announcement.

More specifically, for enrolment in years following the first, candidates must provide:

- in order to enrol in the second year, candidates must provide at least 24 valid CFU present in the study plan of the first year at UniCamillus and corresponding to its didactic program.
- in order to enrol in the third year, candidates must provide at least 52 valid CFU present in the study plan of the first and second year at UniCamillus and corresponding to its didactic program.

CFU related to internships will not be considered.

Candidates providing less than 24 CFU will not be eligible for any transfer.

The assessment on the recognisability of the CFU is valid exclusively for the selective procedure referred to in this Call for application.

#### **Article 5 – Creation of the ranking**

Only exams passed and officially recorded within the deadline of this UniCamillus Call for application, and indicated in the application form, will be taken into consideration. Only exams related to the courses corresponding to the UniCamillus study plan will be evaluated according to the provisions of the present Call for application.

The ranking will be published by 21/06/2022 on the website [www.unicamillus.org](http://www.unicamillus.org).

The ranking will report:

- a complete list of received applications;
- references of the candidate anonymously reported (initials of surname, name and date of birth);
- indication of admission to transfer.

In case the number of valid applications received is higher than the number of available slots, the ranking will be created according to the highest number of CFU recognized by the Commission. In any case, candidates who obtained a credits recognition lower than the CFU minimum threshold useful for transfer (24 CFU/52 CFU) will not be admitted.

In case the Commission recognizes an equal amount of CFU to more than a candidate, priority will be given to the youngest candidate.

#### **Article 6 – Pre-Enrolment**

Under penalty of exclusion, candidates entitled to enrol must carry out the pre-enrolment procedure within 1 p.m. on 28/06/2022, according to the following procedure:

1. paying the first instalment of the university fee for an amount equal to Euro 7,000.00 (seven thousand / 00);
2. submitting a declaration certifying that the candidate fully read the Student Contract (attached to this Call for application) and the Tuition Fees and Contribution Regulations for the academic year 2022/2023 (available on the University web portal at the following link <https://www.unicamillus.org/it/regolamenti/>).

The publication of the ranking and all related notices on the University website has official communication value to interested parties. Any personal communications that may be sent to the email addresses entered in the application form will have the sole purpose of facilitating them in following the competition process, but will not, in any case, replace the notices published on the University website. It is therefore candidates' responsibility to verify their position by following the modalities and deadlines provided to complete the enrolment. Any candidate who waives or does not complete the enrolment procedure within the indicated deadlines will not be reimbursed for the amounts already paid in any case and will be automatically considered waived.

In case the pre-enrolment is completed in remote modality or outside the University's premises, students can exercise the right of reconsideration, within 14 (fourteen) days from the date of pre-enrolment (the count of the date starts from the date in which payments were made), expressly informing UniCamillus regarding his intention to waive, through certified letter with return receipt.

If the right of reconsideration is exercised, UniCamillus will reimburse students for the amounts paid for the pre-enrolment within the following 14 (fourteen) days, withholding only the 5% of the paid

amount, for secretarial and pre-enrolment services borne by the University, using the same means of payment used by the User for the initial payment, unless a different means of payment is expressly indicated.

Apart from the mandatory cases expressly stated in this Call for application, no reimbursement of payments will be carried out under any circumstances.

## **Article 7 - Enrolment**

From September 5th, 2022, and until 4 p.m. on September 14th, 2022, in order to enrol in the second or third year of the Degree Course, candidates who acquired the right to enrol must complete the online enrolment procedure by providing the following documents:

- enrolment application, available online, addressed to the Rector and acceptance of the UniCamillus Code of Ethics;
- Student Contract, signed for acceptance (form available online);
- digital photograph (to be uploaded);
- duplicate of an identity document and duplicate of the health card (fiscal code) - foreigners legally residing in Italy must also submit a valid residence permit;
- privacy policy (available online);
- statement of no impediment to the transfer issued by the Home University (except for graduate candidates);
- proof of payment of the second instalment of the tuition fees of Euro 7,000.00 (seven thousand / 00). Payment of the third and last instalment of Euro 7,000.00 (seven thousand / 00) must be made by 31 January 2023;
- revenue stamp worth Euro 16,00;
- proof of payment of the Regional Tax, to be paid directly to Lazio Region (please see the related instructions on <http://www.laziodisco.it/come-fare-per/tassa-regionale-per-il-diritto-allo-studio/>).

By September 30th, 2022 (under penalty of exclusion) Italian and foreign students with degrees obtained abroad, must submit to the Registrar's Office the official translation in Italian (legalised, if necessary) of their degrees, along with Declaration of Value issued by the Italian Embassy or Italian Consulate General competent for the territory where the degrees were issued.

In the event that enrolment has been completed remotely or outside the University premises, within the term of 14 (fourteen) days starting from the date of signing the Student Contract (in case of missing indication of the date on the Student Contract, the time will be calculated starting from the date in which payments were made), students can exercise the right of reconsideration by clearly

communicating to UniCamillus the will to reconsider, via registered letter with return receipt. In case candidates exercise the right of reconsideration, UniCamillus will proceed to reimburse candidates for the costs incurred for enrolment, within the following 14 (fourteen) days - withholding 5% of the paid amount for secretarial and enrolment services- using the same means of payment employed by the User, unless a different means of payment is expressly indicated. Exercising the right to reconsider is equivalent to submitting a study waiver request.

### Articolo 8 – Scholarship

Only Italian students enrolled in foreign universities will be awarded, for the academic year 2022/2023, a scholarship worth 5,000 euros in order to facilitate their return to Italy. The scholarship will be disbursed upon payment of the last instalment scheduled as of January 31<sup>st</sup>, 2023. In case of waiver or transfer before January 31<sup>st</sup>, 2023, the students awarded the scholarship will not benefit from this scholarship.

Students awarded the scholarship will be able to maintain the aforementioned benefit also in subsequent academic years up to the legal duration of the course of study, if by 30 September of the corresponding year of Course they:

- a) have acquired a number of credits (CFU) at least equal to those shown in the following table:

Year of Course	Students admitted to the second year	Students admitted to the third year
III	98	
IV	157	157
V	215	215
VI	280	280

- b) have an arithmetic average of marks -in the exams referring to the overall credits (CFU) obtained- at least equal to 27/30.

For the maintenance of the scholarship, it will be necessary to have both of the aforementioned requirements.

### Article 9 – Procedures for waiver, transfer and abandonment of studies

Students who wish to waive their studies will have to submit their study waiver request by using the format provided by UniCamillus and send it by Certified Email (PEC) to [office.unicamillus@pec.it](mailto:office.unicamillus@pec.it). Alternatively, they can use the online procedure by entering the University's student portal (GOMP) with their credentials and visiting the section: "career> applications> study waiver application".



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 under any circumstances by the University.

Students who waive their studies or abandon them after the start of lessons is required to pay in full the fees and contributions provided for by the Tuition Fees Regulations for the Academic Year in which he is enrolled.

**No refunds will be made for made payments except in the cases expressly stated in this Call for application.**

### **Article 10 - Mandatory vaccinations**

At the time of enrolment, admitted students state their commitment to be screened for what follows, within 15 days from their enrolment:

- for tuberculosis (*prova tubercolina*) performed according to the Mantoux technique, according to the guidelines on the Prevention of tuberculosis (provision 17.12.1998 of the State-Regions Conference) and by the D.P.R. 07/11/2001 no. 465, regulating tuberculosis vaccination.
- for viral hepatitis B, pursuant to Law no. 165 of 27/05/1991.

The declaration model will be available for download on the institutional portal of the University.

Students also declares their commitment to undergo any other vaccination available, from time to time deemed appropriate by the University for their safety and for the one of everyone they may come into contact with, due to the required academic activities. The declaration template will be available at the Registrar's Office.

### **Article 11 – Remarks**

The University reserves the right, in any stage of the enrolment procedure, to ascertain the truthfulness of the declarations made by the candidate, in accordance with current legislation. Candidates must therefore provide all the necessary elements to allow for appropriate checks. If the documents submitted by the candidates contain false and untrue declarations, in accordance with penalties provided for by the penal code and by the dedicated special laws and the declarer's exposure to the action for damages by the other parties, the enrolment will be cancelled, any benefits granted will be suspended and the tuition fees paid will be retained.

The participation in this call for application implies the full and unquestionable acceptance of the provisions contained therein, included the provisions contained in the Student Contract. The latter can be found also on the University's website and constitutes an integral part of this Call for application.

For legal and interpretative purposes, the text of this Call for application, approved by the Rector's Decree 122/2022, deposited and available at the Didactic Administrative Office, written in Italian and available upon request in certified copy, shall exclusively prevail.

For any matter not provided in this Call for application, please refer to the Statute, the Tuition Fees and Contribution Regulations for the Academic Year 2022/2023 and the Didactic Regulations of the Degree Course in Dentistry and Dental Prosthetics.

**Signed THE RECTOR**  
**Giovan Crisostamo Profita**