



Rector's Decree No. 260 of 19th September, 2023

Notice for the submission of calls for transfer
MSc DENTISTRY AND DENTAL PROSTHETICS (LM46) –
First two years in english, from the 3rd year in italian
Saint Camillus International University of Health Sciences - UniCamillus,
academic year 2023/2024.

THE RECTOR

- Given** Law no. 264 of 2nd August 1999 Provisions regarding access to university courses.
- Given** Ministerial Decree no. 270 of 22nd October 2004 "Amendments to the regulations 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 and Fees Regulations for the academic year 2023/24 approved by the Organizing Technical Committee on 22nd November 2022;
- Given** the various Decrees of the Minister of University and Research, which have defined, among other things, the places of the degree programmes with restricted access, in Medicine and Surgery, in Dentistry and Dental Prosthetics, and in the Health Professions for the previous academic years at this University.
- Given** the Judgment in Plenary Session of the Council of State no.1 of 28th 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 courses takes place within the limits of available seats for Italian, EU and non-EU students legally residing in Italy, pursuant to Art. 26 of Law 189 of 30th July 2002, as well as within the limits of non-EU citizens residing abroad, pursuant to Art. 46 of the Decree of the president of the republic no. 394 of 31st 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 withdrawals or transfers to other universities;

Considered that the availability of places made available for the master's degree programme in Dentistry and Dental Prosthetics with national programming;

Considered the need to announce the filling of places for the MSc programme in Dentistry and Dental Prosthetics

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 Degree programme in Dentistry and Dental Prosthetics (first two years in English, from the 3rd year in Italian) with a scheduled number of admissions at the Saint Camillus International University of Health Sciences (hereinafter UniCamillus) are indicated in the following table:

DEGREE PROGRAMME	Available seats	Year of course
MSc in DENTISTRY AND DENTAL PROSTHETICS	19	2nd
MSc in DENTISTRY AND DENTAL PROSTHETICS	18	3rd
MSc in DENTISTRY AND DENTAL PROSTHETICS	15	4th

The number of available seats may be increased by the same number of seats made available due to withdrawals or transfers from UniCamillus University.

Article 2 - Admission Requirements

Candidates may apply as follows:

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

In the case of students coming from non-Italian universities, UniCamillus will evaluate the student's educational path with particular attention to the peculiarities of the degree programme, the exams taken, the theoretical studies completed, the practical experience acquired at the home university, and their compatibility with UniCamillus teaching regulations.

ECTS credits related to internship activities will not be taken into consideration.

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

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

Article 3 - Procedures and deadlines for submitting applications

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 the announcement (downloadable online from the portal): the candidate may request transfer to the 2nd or 3rd or 4th year, indicating only one option in the application for participation. If 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 the participation fee for the call of € 170,00 (one hundred seventy / 00)
4. Syllabus of each exam taken for which recognition is requested, issued by the University of origin.
5. Photocopy 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. On the other hand, should inconsistencies be found as a result of the assessments referring to credits acquired and grades obtained career, the Commission reserves the right to proceed with a new evaluation of the credit recognition as an amendment to the previous one and a possible revision of the ranking list. 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 2016/679 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, drafted in accordance with Italian 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 online from the 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.

On the other hand, should inconsistencies be found as a result of the assessments referring to credits acquired and grades obtained in the previous career, the Commission reserves the right to proceed with a new evaluation of the credit recognition as an amendment to the previous one and a possible revision of the ranking list.

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 call is €170,00 (one hundred and seventy euros) and payment must be made exclusively through the methods allowed by the online procedure within the deadline set for the session in which the candidate is participating (see article 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.

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 sessions:

1st deadline: from the date of publication of this Call until 23/10/2023;

2nd deadline: from 24/10/2023 to 04/12/2023;

3rd deadline: from 05/12/2023 to 31/01/2024;

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 compiled, without prejudice to what is provided for only students/graduates in programmes other than Dentistry and Medicine at points 4) and 5) of Article 2 of this announcement. Therefore, all eligible candidates will be considered admitted to 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.

The deadline of this announcement is set to 28th February 2024, 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 ranking lists will be published within 7 working days from the deadline dates indicated in Article 4 and will be published on the institutional website (www.unicamillus.org).

Each ranking will include:

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

Details of the outcomes:

- a) Admitted: the candidate can proceed with the transfer according to the procedures indicated in Articles 6) of this announcement;
- b) Eligible: the candidate can proceed with the transfer only in case of admission following the ranking list update for available positions.
- c) Not eligible: the candidate cannot proceed with the transfer under any circumstances.

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 28th February 2024, 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 – Enrolment and scrolling procedure

The candidate who is admitted in the ranking list can proceed with the transfer by carrying out the 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 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 28th February 2024 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 first and the second instalment in the amount of €12,000.00 (twelve thousand/00) as provided for in Article 3 of the "Tuition Fees and Contributions Regulations for the Academic Year 2023-2024 for EU and Non-EU Students.". The third instalment, in the amount of €6,000.00 (six 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.

Any candidate, who does not proceed with registration by the deadline specified in this article, shall be excluded from the ranking list and lose any right to a refund of the amount paid when submitting the application.

Italian and foreign students with degrees obtained abroad must submit to the Registrars' Office by 28th February 2024, 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. Until the students provide a Declaration of Value they cannot attend classes or take exams.

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

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 of a specific notice in chronological order of the publication of the ranking lists;

- the admitted candidates for "scrolling" in the ranking list must carry out the registration procedure as outlined in this article by 5:00 pm on the second working day following the reopening of the ranking list.

The "scrolling" procedure will be repeated until all available places are filled and no later than 28th February 2024, 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 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.

Those who have completed their registration by submitting all the documentation required by this article within the specified deadlines will be granted hours of attendance for classes already completed up to the day of registration itself.

On the other hand, any hours of attendance related to the practical internship will not be recognised.

Article 7 - 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 8 - 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 28th February 2024, 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 9 - Warnings

The University reserves the right, at any stage of the enrolment process, to independently verify, by requesting confirmation from the relevant authorities, the truthfulness of the statements made by the candidates, in accordance with the current legislation. Therefore, the candidates must provide all the necessary elements to allow for the appropriate checks. In case the documentation presented by the candidate contains false or misleading statements, without prejudice to the sanctions provided for by the Criminal Code and special laws on the matter and the exposure of the declarant to actions for damages by the interested parties, the eventual enrolment will be cancelled, any benefits granted will be recovered, and the paid university fees and contributions will be retained.

For all communication related to the transfer procedure, starting from the attainment of the age of majority, the University will relate exclusively with the candidate who has submitted the application for the Call. Therefore, communications of any nature and purpose, coming from third parties, including parents, will not be considered and in any way acknowledged.

Participation in the announcement implies the full and non-reviewable acceptance of the provisions contained therein, including the provisions contained in the Student Contract, also published on the University's website and forming an integral part of this announcement. For legal and interpretation purposes, only the Call approved by Rector's Decree No. 260 of 19th September 2023, deposited and available at the Registrars' Office, written in Italian, of which a certified copy may be obtained, shall be considered valid. For everything not provided for in this Call, reference is made to the Statute, the Fees and Contributions Regulations for the academic year 2023/2024, the Student Regulations, and the Teaching Regulations of the MSc in Dentistry and Dental Prosthetics.

Sgd THE RECTOR
Giovan Crisostamo Profita